

THE RIGHT TO INFORMATION ACT 2005
MANUALS OF REVENUE BRANCH
OFFICE OF THE DEPUTY COMMISSIONER ::
EAST KHASI HILLS DISTRICT :: SHILLONG

Introduction

Revenue Branch is one of the Administrative organizations in the administrative Set up of the D.C's Office. The functioning of the Branch is more of regulatory, and statutorily it functions under the superintendence, directions and control of the Deputy Commissioner.

The Right to information Act came into being on the 15th June 2005 to provide for setting out the practical regime of the right to information for citizen to secure access to information .The Revenue Department has notified the following as Public Authorities under its Administrative control, namely

- (a). The Revenue Department Govt. of Meghalaya**
- (b). The Directorate of Land Records & Survey,Shillong.**
- (c). The Meghalaya Board of Revenue,Shillong.**
- (d). Meghalaya Survey School, Tura.**
- (e).All Deputy Commissioners (Revenue) within their respective jurisdictions.**

The objective of having a separate handbook for the Public Authority of the Revenue Branch is to facilitate the users, to have a snap shot on the functions and the role of the Branch and also its responsibilities as well as the duties of the general public in matters concerning with

- 1. The Documentation of Land holdings in Govt. Revenue land.**
- 2. Issue of Land valuation Certificates**
- 3. Land Acquisition**
- 4. Issue of Rent Certificates**
- 5. Issue of NOC for obtaining Loans from Banks in respect of Govt. Lands.**
- 6. Survey & demarcation of Govt. Lands.**
- 7. Receipt of Land Revenue in respect of Govt. Revenue Land.**

The Additional Deputy Commissioner i/c Revenue who is the notified public information officer of the Branch may be contacted for more information on the Revenue Branch.

MANUAL NO. (1).

Particulars of Organisation Functions and Duties:-- Revenue Branch is listed as one of the Administrative Branch under the D.C's Establishment. The main activities of the Revenue Branch is mainly documentation of Land Holdings in Govt Revenue Plots, like mutation, partition of holdings etc. The Branch also deals in acquisition of land for various Deptts and agencies who require land. Issue of Land Valuation and Rent Certificates are also done by the Branch.

The fee structure for obtaining information is as prescribed by the State Government.

A - State level (Secretariat)

Principal Secretary

Commissioner and Secretary

Joint Secretary/Officer on Special Duty

Deputy Secretary

Superintendent

Dealing Assistants, Ministerial Staff /Grade IV

B - District Level

Deputy Commissioner

Additional Deputy Commissioner

Extra Assistant Commissioner

Ministerial Staff

The names Designations and other particulars of the Public Authorities, Public Information Officers, Assistant Public Information Officers, are as below :-

Organiza- tions	Public Authority	Assistant Public Information Officers	Public Information Officers	Appellate Authority
1	2	3	4	5
District level				
East Khasi Hills District	Deputy Commissioner (Revenue), East Khasi Hills District	Extra Assistant Commissioner (Revenue)	Additional Deputy Commissioner (Revenue) East Khasi Hills District	Deputy Commissioner (Revenue), East Khasi Hills District

REVENUE BRANCH

1. The Budget estimates including submission of estimates to the Government of Meghalaya for the Branch is done by the Establishment Section of DC's Office
2. In matters of Land Acquisition, the Office prepares the Probable Cost of the proposed land and on receipt of the required amount from the requiring Deptt/Agency, payment is made to the Land owners while 10% of the total amount is being utilised as office contingency. The calculations are strictly made according to the Land Acquisition Act 1894 and also by following the guidelines of the Govt. from time to time.

The Revenue Branch normally confines itself to general revenue related works and other activities as and when directed by the State Revenue Department.

MANUAL NO. (ii).

The Powers and duties of officers and employees: The duties of the officers and employees as mentioned in paragraph above are as per the Meghalaya Secretariat Manual of Office Procedure published by Personnel and Administrative Reforms Cell, Govt. of Meghalaya. The executive powers of the officers of the Branch are as per the Rules of Executive business of the State of Meghalaya. The Administrative powers are also guided by the Meghalaya Secretariat Manual of Office procedure, the Fundamental Rules, Subsidiary Rules 1984, The Discipline and Appeal Rules, The Meghalaya Civil Service Conduct Rules, and the financial powers are as per, The Meghalaya Financial Rules 1984, The Delegation of Financial Power Rules 1981. The Meghalaya Traveling Allowance Rules 1981. The Assam Land Revenue Regulation 1886 as adapted by the State of Meghalaya. The Land Acquisition Act 1894. The Meghalaya Urban Area Rent Control Act 1972, etc.

MANUAL NO. (iii).

Procedure followed in the decision making powers including channels of supervision and accountability

The process of decision making starts with a matter being put up by the Assistants of the Branch to the next higher authority. The Controlling Officer who is the Deputy Commissioner takes the final decision. Procedurally the process of, decision starts with the perusal of dak by the **Deputy Commissioner** and his endorsement thereon .The case is processed further by the staff of the branch and putting it up hierarchically to the higher authority for final orders.

Channels of supervision and accountability are as per the Meghalaya Secretariat **Manual of office procedure.**

MANUAL NO. (iv)

Norms set by it for the discharge of its functions.

The Revenue Branch norms are for adherence of various laws related to Land and Land Revenue, quality and timely delivery of services under the law.

MANUAL NO. (v)

Rules, Regulations instructions, Manuals and records held by it or under its control or use by the employees for discharging of its functions.

The following are the Acts and Rules and Instructions which the Revenue Branch keep for reference in its normal course of discharging its duties and responsibilities

The Assam Land Revenue Regulation 1886 as adapted by the State of Meghalaya, the Land Acquisition Act 1894, the Meghalaya Urban Area Rent Control Act of 1972, the Meghalaya Public Premises (Eviction Of Unauthorised Occupants)Act 1980 and other land laws. **The Administrative Service Rules.** The Meghalaya Secretariat **Manual of office procedure.** The Fundamental Rules, Subsidiary Rules 1984 The Rules of Executive business of the State of Meghalaya The Discipline and Appeal Rules, The Meghalaya Civil Service Conduct Rules **The financial powers** are as per, The Meghalaya Financial Rules 1984, The Delegation of Financial Power Rules 1981. The Meghalaya Traveling Allowance Rules 1981. Pension Rules **Others.** File Index Register Instructions issued by Finance/Planning/Personnel /Law/ Departments etc. from time to time

MANUAL NO (vi).

Statement of category of document that are held by it or under its control SI No **Category of the document** **Name of the document and its introduction in one line** **Procedure to obtain the document** **Held by /Under control of** - The Bare Acts mentioned in the preceding manual,. file Index Register, file movement Register.

MANUAL NO (vii).

Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof. The Revenue Branch implements no development schemes, the nature and functions of the branch does not involve people participation as mostly the nature of work is regulatory, hence there is less scope of public involvement.

MANUAL NO (viii).

A statement of Boards Committee etc. and other bodies.

There are no specific boards or committees under the Revenue Branch.

MANUAL NO (ix).

Directory of officers and employees

Sl. No.	Name	Designation	STD Code	Telephone no		Fax
				Office	Res	
1.			0364	2224003		2223394
2.			0364			
3			0364			
4			0364			
5						
6			0364			
7			0364			
8			0364			
9						
10			0364			
11			0364			
12			0364			
13			0364			
14			0364			
15			0364			
16			0364			

17			0364			
18			0364			
19			0364			

MANUAL No. (x).

Monthly remuneration etc.

	Name	Designation	Monthly remuneration (Gross) In Rupees	Compensation allowance	The procedure to determine the remuneration as given in the regulation
1.					As per the pay rules of the state Government
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					

MANUAL NO. (xi).

The budget allocated to each of its Agency, indicating the particulars of all its plans, proposed expenditure and reports of expenditure made

The Revenue Branch obtain funds from requiring Departments/Agencies in case of Land Acquisition. Otherwise all the financial matters are channelised from the Establishment section of the DC's office.

MANUAL NO. (xii).

The manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes;

The Revenue Branch implements no development scheme.

MANUAL NO. (xiii).

Particulars of recipients of concessions, or authorization granted by it.

-NIL-

MANUAL NO (xiv)

Details in respect of the information, available to or held by it, reduced in the Electronic form.

May refer to the website of the Deputy Commissioner and State Revenue Deptt.

MANUAL NO (xv)

Particulars of facilities available to citizens for obtaining information including the working hours of a library or a reading room, if maintained for public use;-

The branch has no library facilities, no reading room.

MANUAL NO. (xvi)

Names, designations and other particulars of Public information officers.

Organisation	Public Authority	Assistant Public Information Officers	Public Information Officers	Appellate Authority
<i>Revenue Branch, D.C's Office, Shillong</i>		<i>Extra Asst. Commissioner (Revenue)</i>	<i>Addl. Deputy Commissioner (Revenue), Deputy Commissioner (Revenue)</i>	<i>Deputy Commissioner (Revenue), East Khasi Hills District</i>

****Names designations and other particulars of the public information officers***

Name of the Public Authority

Sl No	Name	Designation	STD Code	Telephone no		Fax	Email	Address
				Office	Res			
1			0364	2224003		2223394		D.C's Office, Shilllong, Room No.301

Assistant Public Information Officers

Sl No	Name	Designation	STD Code	Telephone no		Fax	Email	Address
				Office	Res			
1								
2								
3								

Public Information Officers

Sl No	Name	Designation	STD Code	Telephone no		Fax	Email	Address
				Office	Res			
1			0364	2225003		2225003		

Department Appellate Authority

Sl No	Name	Designation	STD Code	Telephone no		Fax	Email	Address
				Office	Res			
1			0364	2224003		2223394		

***Powers and duties of officers and employees.**

The powers of the branch is exercised by the Deputy Commissioner (Revenue), Shillong and his powers and duties are guided by the rules and regulations, notably those which are listed in Manual No.(v) .The duties of other employees are as per Meghalaya Secretariat manual on office procedure.

Designation	Deputy Commissioner (Revenue),	
Powers	Administrative	
	Financial	
Duties	Others	

MANUAL NO. (xvii)

***Rules, Regulations etc. Same as manual No (vi).**

* Type of document (Rules, Regulation, Instructions, Manuals, Records, Others)
* Name /Title of the document
The list of Documents same as at Manual (V) From where one can get a copy of the document
Address: (Rules, Regulation, Instructions, Manuals, Records, Others
Telephone: 2225003
Fax: 0364-2225003--
E-mail: dcshillo.nic.in
Others: ----- Fees charged by the Department for a copy of (Rules, Regulation, Instructions, Manuals, Records, (If any)

Subject on which the decision is to be taken	On the right to information Act
Guideline /direction if any	As per Govt of Meghalaya direction on the matter.
Process of execution	As may be prescribed under the rules.
Designation of Officer involve in the decision making process	Deputy Commissioner (Revenue)
Contact information of the above mentioned officers	0364-2224003
If not satisfied by the decision, where and how to appeal	Deputy Commissioner (Revenue)

***Budget allocation to each agency (Particulars of all plans proposed expenditure etc**

For Other Public Authority

Sl No	Head	Proposed Budget	Sanctioned Budget	Amount released/disburse (no. of installments)
	No Plan schemes in Revenue Branch as such this part is also Not applicable to this Branch			

***Manner of execution of subsidy programmes**

Sl No	Beneficiary name	Amount of subsidy	Parent/guardians	Criteria of selection	Address			
					Dist	City	Town/village	House no
	Not relevant to Revenue Branch							

***Particulars of recipients of concessions etc**

Sl No	Beneficiary name	Validity period	Parent/guardians	Address			
				Dist	City	Town/village	House no
	Not relevant to Revenue Branch						

***Formulation of policies**

Sl No	Subject/Topic	Is it mandatory to ensure public participation(yes/No)	Arrangements for seeking public participation
	The formulation of policies in the Revenue Branch	The participation of the public has very less scope as the works of the Branch is mainly regulatory.	

***Implementation of policy.**

Sl No	Subject/Topic	Is it mandatory to ensure public participation(yes/N)	No

***Procedure followed in decision making process.**

Subject on which the decision is to be taken	Administrative decisions starts with perusal of dak by the Deputy Commissioner (Revenue) and his endorsement thereon. The case is processed further by the staff of the department and putting it up hierarchically to the higher authority for final order.
Guideline /direction if any	Guidelines /directions etc are invariably referred in the process of decision making
Process of execution	The orders of the Branch are issued through the issue sections of the DC's office
Designation of Officer involve in the decision making process	The officers involve in the decision making process in the Revenue Branch are as per the hierarchy already stated in the organization pattern of the Office
Contact information of the above mentioned officers	Particulars are as per the hierarchy already stated in the organization pattern of the Office
If not satisfied by the decision, where and how to appeal	Appeals procedure on administrative matters are as per standing instructions of the Government, which inter alia include appeal to the Deputy Commissioner, and Appeals before the Board of Revenue .

The Organisational Set up of Revenue Branch in the D.C's Office, Shillong

The Deputy Commissioner is the Controlling Officer of the Revenue Branch. Below him are the Addl Deputy Commissioner and the Extra Assistant Commissioner and ministerial staff.

Sl.No	Name of Districts	Deputy Commissioners	Contact Nos.	Name of Civil Sub-Divisions	SDO (Civil)	Contact No.
1	East Khasi Hills	Deputy Commissioners	0364 2224003 2223250	Sohra Civil Sub-Division	SDO (Civil)	

The Deputy Commissioner is the District administrative head. He is assisted by the Additional Deputy Commissioners (Revenue), and the Extra Assistant Commissioners (Revenue).

Duties and functions of Revenue Branch:- as in Manual (1)

(xvi) **The names Designations and other particulars of Public Information Officers.**

Organizations	Public authority	Assistant Public Information Officers	Public Information Officers.	Appellate Authority
1	2	3	4	5
East Khasi Hills District	Deputy Commissioner (Revenue) East Khasi Hills District	Extra Assistant Commissioner (Revenue)	Addl. Deputy Commissioner (Revenue)	Deputy Commissioner (Revenue)