

**THE RIGHT TO INFORMATION ACT 2005**  
**MANUAL OF THE ACCOUNTS BRANCH**  
**OFFICE OF THE DEPUTY COMMISSIONER :: EAST KHASI HILLS DISTRICT**  
**:: S H I L L O N G ::**

INTRODUCTION

The Accounts Branch is one of the organization in the administrative set up of the Office of the Deputy Commissioner, East Khasi Hills District, Shillong. Access to information under the control of Public Authorities in order to promote transparency accountability in the works of every public authority. The consultation of the State Information Commission and for implementation on the matter connected thereto the Right to Information Act, 2005.

The main objective/purpose of the Hand Book is to incorporate and provide information on the function of the office of the Deputy Commissioner, East Khasi Hills District, Shillong concerning with Accounts Branch on matter relating to the Salaries of Dc's staff including Officers.

**Manual 1**

The Meghalaya Delegation of Financial Power Rules is enforced to provide and vested with the financial power of the Deputy Commissioner to execute and exercise the financial power on matter concerning with the sanction of contingencies bill and pay bill for public authorities.

The Deputy Commissioner who also functions as sanctioning authority on financial matters concerning his office and also the Extra Assistant Commissioner of Accounts Branch who also function as D.D.O. are responsible for examining all documents containing Account matters and they are to satisfy themselves all required account papers, etc as envisaged under the Meghalaya Financial Power Rules.

The Deputy Commissioner who also functioned as the Head of the Office has been vested with power of sanctioning authority of a controlling officer of all financial matters and to provide a guarantee of genuineness of the records/instruments and also a record to enter into recognition by the Government for Public Authority.

## **Manual 2**

Powers and duties of Officers and Employees.

- Designation:
1. Deputy Commissioner, East Khasi Hills District, Shillong.
  2. Additional Deputy Commissioner and Disbursing and Drawing Officer.
  3. Smti. C. Skhembill, UDA
  4. Smti. H.Mawroh, LDA
  5. Shri. L.S.Basan, Peon

Powers: The Deputy Commissioner being the Head of Controlling Officer have been vested with the power of Administration and Financial power as appointed by the Government. Power Administration – To oversee the functioning of the office under his control and to exercise his power as may be delegated and appointed by the Government.

Financial – The Deputy Commissioner have been vested with the power of sanctioning authority in his office as delegated under the Meghalaya Delegation of Financial Power Rules.

Additional Deputy Commissioner – The Additional Deputy Commissioner, Accounts Branch has been authorized by the Deputy Commissioner to act as Drawing and Disbursing Officer on mater concerning with account works.

Staff:-Consisting Of one UDA, two LDAs & one Peon. They mostly perform the Account works (Salaries, TA of Staff & Officers etc. under the Supervision of DC/ADC.

## **Manual 3**

Procedure followed in the decision making power including channel of supervision of accountability.

The procedure in the decision making is followed as per the Meghalaya Delegation of Financial Power Rules, 1981.

The fund is allotted by the Government. The Deputy Commissioner has been vested with power of sanctioning authority of all bills like GPF Arrears Pay etc as per rules laid down in delegation of financial powers rules, 1981.

The Additional Deputy Commissioner, Accounts Branch has been authorized by the Deputy Commissioner to act as Disbursing and Drawing Officer for signing of all bills on her behalf.

#### Manual 4

Arrangement for seeking public participation

- i) Deputy Commissioner (Appellate Authority)
- ii) Additional Deputy Commissioner. Likewise as indicated above.

#### Manual 5

Sl. No. 1 – Category of the documents.

Accounts matters concerning with Nazarat Branch

Sl. No. 2 – Name of the document and its introduction in one line

Bill Register, Pay Register.

Sl. No. 3 – Procedure to obtain the document

According to Rules, Act by the Government.

Sl. No. 4– Held by/under control of

Under control of the Deputy Commissioner.

#### Manual 6

Same as Manual 5.

#### Manual 7

#### **Name of the Public Authority**

Assistant Public Information Officer

Sl. No.	Name	Designation	S.T.D. Code	Phone No.		Address
				Office	Residence	
1.		Addl. Deputy Commissioner	0364			

Public Information Officer

Sl. No.	Name	Designation	S.T.D. Code	Phone No.		Address
				Office	Residence	
1.	Smti. M.W.Nongbri, IAS	Deputy Commissioner	0364			D.C's Bungalow, Shillong

**Manual 8**

NIL

**MANUAL No. 9**

Directory of Officers and Employees

Sl. No.	Name	Designation	S.T.D	Phone No.		Fax	Address
			Code	Office	Residence		
1.	Smti. M.W.Nongbri, IAS	Deputy Commissioner	0364				D.C's Bungalow, Shillong
2.		Addl. Deputy Commissioner	0364				
3.	Smti. C.Skhembill	Upper division Assistant	0364				Lumshyiap, Shillong
4.	Smti. H.Mawroh	Lower Division Assistant	0364				Lapalang
5.	Shri. L.S.Basan	Peon	0364				Umpling

**MANUAL-10**

Monthly Remuneration Received by each of its officers and Employees.

Sl. No.	Name	Designation	Monthly Remuneration	Compensation /Compensatory Allowance	The Procedure to determine the remuneration as given in the regulation
1.	Smti. M.W.Nongbri, IAS	Deputy Commissioner			
2.		Addl. Deputy Commissioner			
3.	Smti. C.Skhembill	Upper division Assistant			

4.	Smti. H.Mawroh	Lower Division Assistant			
5.	Shri. L.S.Basan	Peon			

**MANUAL NO.11**

Does Not arise

**MANUAL NO.12**

Does Not arise

**MANUAL NO.13**

Does Not arise

**MANUAL NO.14**

Meghalaya Delegation of Financial Power Rules, 1981

**MANUAL NO.15**

Does Not arise

**MANUAL NO.16**

Office Library -

Drama and shows -

Through Newspaper-

Exhibition -

Notice Board – Deputy Commissioner’s Office,

Notice Board Inspection of Records in the office – Yes

System of Issuing of Copies of Document – As per rules

Printed Manual available – Yes

Website of Public Authority –

Other Means of advertising -