

Template for the Information Handbook under Right to Information Act

Chapter 1

Introduction

- 1.1 Please throw light on the background of this hand-book (Right to Information Act 2005):-
The handbook (Right to Information Act, 2005) is to secure information for citizens to secure access to information under the control of Public Authority in order to promote transparency and accountability in the works of every Public Authority.
- 1.2 Objective/purpose of this hand-book:- *The main objective of this Information Handbook is to incorporate and provide information to every citizen on matters concerning Arms Branch.*
- 1.3 Who are the intended users of this hand book ?:- *Every Citizen of India.*
- 1.4 Organisation of the information of this hand-book:-
- 1.5 Definitions (Please provide definitions of various terms used in the hand-book):-
- 1.6 Contact person in case some body wants to get more information on topics covered in the hand-book as well as other information also:- *Shri. B. Dhar, I.A.S., District Magistrate; Shri R. Rapphap, M.C.S., Additional District Magistrate, Kum D. Phawa, M.C.S., Extra Assistant Commissioner.*
- 1.7 Procedure and Fee Structure for getting information not available in the hand-book:- *Any person who desires to obtain information shall submit the written application direct to the PIO or APIO along with the application fee as prescribed by the Government.*

Chapter – 2(Manual 1)

Particulars of Organization, Functions and Duties

Arms Branch is listed as one of the Administrative Branch under the Deputy Commissioner's Establishment. The primary duties of the Branch are governed by the Arms Act, 1959, the Explosive Act, 1884, the Petroleum Act, 1934 and the Rules framed there under.

The Arms Branch empowers the District Magistrate to issue licenses in respect of Certain Categories of arms and ammunitions for:-

1. (a) Protection of Crops and Cattle
- (b) Self Protection
- (c) Keeping for Sale/Transfer of Weapons
- (d) Renewal of All India Arms License issued from outside the State
- (e) Permission to Licensed Holders to purchase weapons from outside the State
- (f) Realisation of License Fees/Renewal Fees

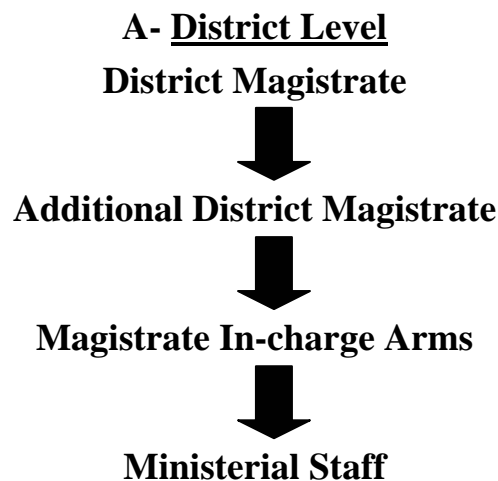
The District Magistrate is also responsible for administration under the Indian Explosive Act, 1984 and the Rules framed there under and issues.

- (a) Fireworks License
- (b) N.O.C. for obtaining Explosives License from the Explosives Department and renewal thereof
- (c) Permission to use explosives

Administration of the Petroleum Act, 1734 and the Rules framed there under also rests with the District Magistrate who is responsible for:-

- (a) Issuing and renewing S.K. Oil Licenses
- (b) Issuing N.O.C. for setting up Petroleum Retail Outlet

The Organizational Structure of the Branch is as follows:-



WORKING HOURS:-

Summer Timing	10:00 A.M. -- 5:00 P.M.
Winter Timing	10:00 A.M. -- 4:30 P.M.

Chapter 3 (Manual 2)

Powers and Duties of Officers and Employees

3.1 Please provide details of the powers and duties of officers and employees of the organization.

Designation	Deputy Commissioner, Ri-Bhoi District, Nongpoh	
Powers	Administrative	The administrative powers of the Officers and Staff of the Branch are strictly governed by the Acts and Rules specified in Manual 1.
Duties		

Chapter – 4 (Manual 3)

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions.

1. **Arms Act, 1959**
2. **Arms Rules, 1962**
3. **Explosives Act, 1884**
4. **Explosives Rule, 1983**
5. **Petroleum Act, 1934**
6. **Petroleum Rule, 1937**

Chapter 5 (Manual –4)

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.

As specified at Manual No. 1

Chapter 6 (Manual-5)

A Statement of the categories of documents that are held by it or under its control

Sl. No.	Category of the Document	Name of the Document and its Introduction in one line	
1.	Arms Act, 1959	Act of Parliament	
2.	Arms Rule, 1962	Rule of Parliament	
3.	Explosives Act, 1884	Act of Parliament	
4.	Explosives Rule, 1983	Rule of Parliament	
5.	Petroleum Act, 1934	Act of Parliament	
6.	Petroleum Rules, 1927	Rule of Parliament	

Chapter 7 (Manual 6)

A statement of boards, council, committees and other bodies constituted as its part.

NIL

Chapter 8 (Manual 7)

The names, designations and other particulars of the Public Information Officers

8.1 Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority in the following format

Name of the Public Authority:

Assistant Public Information Officers:

Sl. No	Name	Designation	S.T.D Code	Phone No.		Fax	Email	Address
				Office	Home			
1.	Kum D. Phawa, M.C.S.	Extra Assistant Commissioner	03638	232254	232254			Deputy Commissioner's Office, Nongpoh

Public Information Officers:

Sl. No	Name	Designation	S.T.D Code	Phone No.		Fax	Email	Address
				Office	Home			
1.	Shri R. Rapthap, M.C.S.	Additional District Magistrate	03638	232344	232211	232571		Deputy Commissioner's Office, Nongpoh

Department Appellate Authority :

Sl. No	Name	Designation	S.T.D Code	Phone No.		Fax	Email	Address
				Office	Home			
1.	Shri B. Dhar, I.A.S.	District Magistrate	03638	232221	232234	232502		Deputy Commissioner's Office, Nongpoh

Chapter 9 (Manual 8)

Procedure followed in Decision Making Process

The Procedure followed to take a decision for various matters – After scrutinizing all the documents furnished and on being satisfied that they are in proper order as laid down in Court Orders indicated in Manual 5, a matter is put up by the Assistants of the Branch to the next higher authority. The Controlling Officer who is the District Magistrate takes the final decision.

Chapter 10 (Manual -9)

Directory of Officers and Employee

10.1 Please provide information district wise in following format

Sl. No	Name	Designation	S.T.D Code	Phone No.		Fax	Email	Address
1.	Shri B. Dhar, I.A.S.	District Magistrate	0.3638	232221	232234	232502		Deputy Commissioner's Office, Nongpoh
2.	Shri R. Rapthap, M.C.S.	Additional District Magistrate	0.3638	232344	232211	232571		
3.	Kum D. Phawa, M.C.S.	Extra Assistant Commissioner	0.3638	232254				
4.	Smti S. Pyngrope	Lower Divisional Assistant	0.3638	232384				

Chapter - 11 (Manual 10)

The Monthly Remuneration Received By Each of its Officers and Employees, Including the System of Compensation as Provided in Regulations

11.1 Please provide information in following format.

Sl. No	Name	Designation	Monthly remuneration	Compensation/ Compensatory allowance	The procedure to determine the remuneration as given in the regulation.
1.	Shri B. Dhar, I.A.S.	District Magistrate	Rs. 28,140/-		
2.	Shri R. Rapthap, M.C.S.	Additional District Magistrate	Rs. 19,113/-		
3.	Kum D. Phawa, M.C.S.	Extra Assistant Commissioner	Rs. 13,239/-		
4.	Smti S. Pyngrope	Lower Divisional Assistant	Rs. 6,180/-		

<u>CHAPTER XII (Manual -11)</u>	:-	<i>Nil</i>
<u>CHAPTER XIII (Manual- 12)</u>	:-	<i>Nil</i>
<u>CHAPTER XIV (Manual- 13)</u>	:-	<i>Nil</i>
<u>CHAPTER XV (Manual-14)</u>	:-	<i>Nil</i>
<u>CHAPTER XVI (Manual-15)</u>	:-	<i>Nil</i>
<u>CHAPTER XVII (Manual-16)</u>	:-	<i>Nil</i>
<u>CHAPTER XVIII (Manual-17)</u>	:-	<i>Nil</i>

Template for the Information Handbook under Right to Information Act

Chapter 1 Introduction

- 1.1 Please throw light on the background of this hand-book (Right to Information Act 2005):- *The handbook (Right to Information Act, 2005) is to secure access to information under the control of the Public Authority in order to promote transparency and accountability in the works of every Public Authority.*
- 1.2 Objective/purpose of this hand-book:- *The main objective of this handbook is to incorporate and provide information to every citizen on the function of the District Selection Committee, Ri-Bhoi District, Nongpoh.*
- 1.3 Who are the intended users of this hand book ?:- *Every Citizen of India*
- 1.4 Organisation of the information of this hand-book:- *The name of the Organisation is District Selection Committee, Ri-Bhoi District, Nongpoh.*
- 1.5 Definitions (Please provide definitions of various terms used in the hand-book):- *Deputy Commissioner/Chairman is overall controlling of the office administration, chairing the District Selection Committee for conducting Examination, Interviews of different categories of Posts under its purview, confidential matters under the assistance of the Secretary District Selection Committee being the subordinate Officer.*
- 1.6 Contact person in case some body wants to get more information on topics covered in the hand-book as well as other information also:- *Shri. B. Dhar, I.A.S., Deputy Commissioner, PIO-232221. Extra Assistant Commissioner /Secretary, District Selection Committee, APIO-232254*
- 1.7 **Procedure and Fee Structure for getting information not available in the hand-book:-** *A person who desires to obtain any information under RTI Act shall make a request in writing or through electronic means in English, in which the applicant is being made shall be accompanied by a fee of Rs. 10.00 (Rupees Ten) only by way of cash against proper receipt or by demand draft or banker Cheque payable to the Accounts Officer of the public authority to the PIO specifying the particular of the information sought by him or her.*
For providing the information the fee shall be charged by way of cash against proper receipt or by demand draft or banker Cheque payable to the Accounts Officer of the Public authority at the following rates:
- (a) Rupees two for each page(in A-4 or A-3 size paper) created or copied)
 - (b) Actual charge or cost price of a copy in large size paper.
 - (c) Actual cost or price for samples or models and
 - (d) For inspection of records, no fee for the First hour, and fee of Rs. 5/-(Rupees Five) for each fifteen minutes (or fractions thereof) thereafter.
- For providing the information where access to information is to be provided in the printed or any electronic format, the fee shall be charged by way of cash against proper receipt or by demand draft or banker Cheque payable to the Accounts Officer of the Public authority at the following rates:-*
- (a) information provided in diskette or floppy Rupees fifty per diskette or floppy and
 - (b) information provided in printed form at the price fixed for such Publication or rupees two per page of Photocopy for extracts from the Publication.

Chapter – 2(Manual 1)

PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES:-

1.1 *District Selection Committee composition, functions etc. 1982 as conveyed in Government Office Memorandum No. PER (AR) 167/82/23 Dated Shillong the 3rd July, 1982. The Government in Personnel Department is responsible for framing rules, preparation of Budget and estimate and allotment of funds in respect of Officers/Non-Official members of the District Selection Committee Staff sanctioned by them in the office of the District Selection Committee. The Deputy Commissioner who is the Chairman of the District Selection Committee is the Controlling Officer of the District Selection Committee and assisted with the following subordinate Officer and Non-Official members nominated by the Government as under:-*

1. Extra Assistant Commissioner, Secretary D.S.C.
2. Vice-Chairman as Non-Official
3. Two Members of the District Selection Committee as Non-Official.
4. One UDA and one LDA
5. One Grade-IV

The main objectives and composition of the District Selection Committee is to issue Advertisement of posts of different categories under its purview, scrutinized the application forms, compilation, conducting of written examinations, compilation of confidential matters, conducting of interview, publication of result, official correspondence, recommendation of qualified candidates to different head of District Offices for appointment.

The working hours of Officers of the Deputy Commissioner, Ri-Bhoi District, Nongpoh:-

1. Summer Timing : 10.00 AM to 5 P.M.
2. Winter Timing : 10.00 AM to 4.30 P.M.

Chapter 3 (Manual 2)

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

DESIGNATION:- *Deputy Commissioner who is also the Chairman of the District Selection Committee is appointed by the Government to preside over District Selection Committee meetings and administered control of the District Selection Committee. He is empowered to delegate subject as per the restriction and condition prescribed by rule of his power to person appointed by the Government to assist him in the day to day work,*

ADMINISTRATIVE:- *To oversee the functioning of the office as a whole under his control including the duties and responsibilities of his subordinate Officers and staff and to exercise the power as may be delegated to him by Act/Rules*

FINANCIAL:- *He has been vested with the power of the sanctioning matters like leave, leave encashment etc. as may be delegated to him*

1. *Extra Assistant Commissioner who is the Secretary of District Selection Committee is assisting the Deputy Commissioner in all administrative powers, concerning District Selection Committee as may delegated by him.*
2. *Vice-Chairman is nominated by the Government for a period of 1 year. He shall preside over the District Selection Committee meeting/Committee in case the Chairman is not able to attend.*
3. *Members who are Non-Official Members are nominated by the Government for a period of 1 year in the Committee.*
4. *Staff consisting of 1 UDA, 1 LDA and 1 Peon perform the official works under the supervision of the Deputy Commissioner and Secretary District Selection Committee in all matters both confidential and correspondence.*

Chapter – 4 (Manual 3)

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS, FOR DISCHARGING FUNCTIONS.

The District Selection Committee rules for composition, are framed by the Government Personnel and Administrative Reforms (B) Department No. PER(AR) 67/82/23 Dated Shillong, the 3rd July 1982 with amendments from time to time.

1. *Name/Title of the Document – Manual*
2. *Type of the document – Manual*
3. *From where can get a copy of rules regulations, Instructions, Manual and Records :- Deputy Commissioner (P.I.O.)
Secretary,
District Selection Committee (A.P.I.O.)*

Chapter 5 (Manual –4)

1. **Subject:-** Issue of Advertisement of post, compilation of applications, conduct written examination, Interview, Publication of result, handling of confidential matters, official correspondences.
2. It is mandating to ensure public participant :- *Yes barring confidential matters.*
3. Arrangement for seeking public participation:- *Deputy Commissioner(P.I.O.)
Secretary, (A.P.I.O.)*
4. Implementation of Policy:- *Deputy Commissioner/Secretary,
District Selection Committee.*

Chapter 6 (Manual-5)

- Sl. 1. Category of the document Applications of Candidates applying for post, official correspondence in files, result sheet and merit list of different categories of post published by District Selection Committee.
- Sl. 2. Name of documents and its recommendation of qualified candidates of post to different heads of District Offices, register for compilation of Bio-data of candidate files etc.
- Sl. 3. Particulars to obtain the documents as prescribe under the provision of the Right to Information Act, 2005
- Sl. 4. Held by/under control of Deputy Commissioner, Ri-Bhoi District, Nongpoh.

Chapter 7 (Manual 6)

Nil

Chapter 8 (Manual 7) **The names, designations and other particulars of the Public Information Officers**

8.1 Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority in the following format

Name of the Public Authority:- Deputy Commissioner's Office

Assistant Public Information Officers :

Sl. No	Name	Designation	S.T.D Code	Phone No.		Fax	Email	Address
				Office	Home			
1.	<i>Km.D. Phawa, MCS</i>	<i>Extra Assistant Commissioner</i>	03638	232254	232254	--	-	<i>D.C.s office, Nongpoh.</i>

Public Information Officers :

Sl. No	Name	Designation	S.T.D Code	Phone No.		Fax	Email	Address
				Office	Home			
1.	<i>Shri.B.Dhar, IAS</i>	<i>Deputy Commissioner.</i>	03638	232221	232234			<i>D.C.s office, Nongpoh.</i>

Department Appellate Authority :

Sl. No	Name	Designation	S.T.D Code	Phone No.		Fax	Email	Address
				Office	Home			
1.	<i>Personnel and Administrative Reforms (B) Deptt. Shillong</i>							

Chapter 9 (Manual 8)

Procedure followed in Decision Making Process

- 9.1 What is the procedure followed to take a decision for various matters ? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/regulations etc can be made)-
Issue of Advertisement ,Compilation of applications, Conduct Written Examination, Interview, Publication of Results and official correspondences.
- 9.2 What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves? *District Selection Committee composition and functions etc. 1982 is the guideline to arrive at a particular decision for important matters.*
- 9.3 What are the arrangements to communicate the decision to the public ?- *As per Government procedures, guidelines and rules.*
- 9.4 Who are the officers at various levels whose opinions are sought for the process of decision making ? *Deputy Commissioner/Chairman and Extra Assistant Commissioner/Secretary, District Selection Committee.*
- 9.5 Who is the final authority that wets the decision ? *Deputy Commissioner and Secretary, District Selection Committee.*
- 9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Sl. No	
Subject on which the decision is to be taken	<i>Issue of Advertisement, compilation of applications, conduct written examination, Interview, Publication of Results and official correspondences.</i>
Guideline/Direction, if any	<i>District Selection Committee composition and functions etc, 1982</i>
Process of Execution	<i>Deputy Commissioner/Chairman , Extra Assistant Commissioner/Secretary District Selection Committee</i>
Designation of the officers involved in decision making	<i>Deputy Commissioner/Chairman , Extra Assistant Commissioner/Secretary District Selection Committee</i>
Contact information of above mentioned officers	<i>Deputy Commissioner, Ri-Bhoi District, Nongpoh.</i>
If not satisfied by the decision, where and how to appeal	

Chapter 10 (Manual –9) Directory of Officers and Employee

10.1 Please provide information district wise in following format

Sl. No	Name	Designation	S.T.D Code	Phone No.		Fax	Email	Address
1.	Shri B. Dhar, I.A.S.	Deputy Commissioner/ Chairman	03638	232221	232234	232502		D.C.s office, Nongpoh.
2.	Kum D. Phawa, M.C.S.	Extra Assistant Commissioner/ Secretary	03638	232254				-do-
3.	Shri. D.Kharkongor	U.D.A.						
4.	Shri. G. Marbaniang	L.D.A.						-do-
5.	Km. G.Hayong	Peon						-do-

Chapter – 11 (Manual 10) The Monthly Remuneration Received By Each of its Officers and Employees, Including the System of Compensation as Provided in Regulations

11.1 Please provide information in following format.

Sl. No	Name	Designation	Monthly remuneration	Compensation/ Compensatory allowance	The procedure to determine the remuneration as given in the regulation.
1.	Shri B. Dhar, I.A.S.	Deputy Commissioner/ Chairman	28,140/-		
2.	Kum D. Phawa, M.C.S.	Extra Assistant Commissioner/ Secretary	13,229/-		
3.	Shri. D.Kharkongor	U.D.A.	6,140/-		
4.	Shri. G. Marbaniang	L.D.A.	6,793/-		
5.	Km. G.Hayong	Peon	5,630/-		

CHAPTER XII (Manual -11) :- Nil

CHAPTER XIII (Manual- 12) :- Nil

CHAPTER XIV (Manual- 13) :- Nil

CHAPTER XV (Manual-14) :- Nil

CHAPTER XVI (Manual-15) :- Nil

CHAPTER XVII (Manual-16) :- Nil

CHAPTER XVIII (Manual-17) :- Nil

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- 1.1 Please throw light on the background of this hand-book (Right to Information Act 2005):- *The handbook (Right to Information Act 2005) is to secure access to information under the control of the Public Authority in order to promote transparency and accountability in the works of every Public Authority.*
- 1.2 Objective/purpose of this hand-book:-*The main objective of this Information Handbook is to incorporate and provide information to every citizen on the function of the Office of Deputy Commissioner on the matter concerning with Establishment Branch within Deputy Commissioner's amalgamated establishment.*
- 1.3 Who are the intended users of this hand book ?:- *Every citizen of India*
- 1.4 Organisation of the information of this hand-book:-
- 1.5 Definitions (Please provide definitions of various terms used in the hand-book):-
- 1.6 Contact person in case some body wants to get more information on topics covered in the hand-book as well as other information also:-*Shri. B. Dhar, I.A.S., Deputy Commissioner, PIO-232221. Additional Deputy Commissioner, APIO-232344*
- 1.7 Procedure and Fee Structure for getting information not available in the hand-book:- *Any person who desires to obtain information shall submit the written application direct to the PIO or APIO along with the application fee as prescribed by the Government.*

Chapter – 2(Manual 1) Particulars of Organization, Functions and Duties

- 1) *The Meghalaya Fundamental Rules & Subsidiary Rules, 1984*
- 2) *The Meghalaya Civil Services (Pension) Rules, 1983*
- 3) *The Assam Services (Discipline & Appeal) Rules, 1964 as adopted by the Government of Meghalaya*
- 4) *The Meghalaya Services (Conduct) Rules, 1990*
- 5) *Government Office Memorandum No. PER(AR) 154/78/147 dated 11-12-1984, No. PER(AR) 154/78/157 dated 30-11-1985 Scheme for Employment on Compassionate Ground to the Next of Kin of the Government Servant who dies while in Service.*
- 6) *The Meghalaya G.P.F. Rules*
- 7) *Government Guidelines being issued from time to time*
- 8) *The Meghalaya Deputy Commissioner's Establishment (Ministerial) Service Rules as framed by the Government vide Notification No. PER(AR) 214/76 dated 20-09-1996*

(a)	General Branch	(j)	Housing Branch
(b)	Excise Branch	(k)	Election Branch
(c)	Accounts/Nazarat Branch	(l)	D.S.C. Branch
(d)	Judicial Branch	(m)	Registration Branch
(e)	Supply Branch	(n)	Arms Branch
(f)	Revenue Branch	(o)	Development Branch
(g)	Planning Branch	(p)	Office of BDOs
(h)	Bakijai Branch	(q)	Western Ri-Bhoi Administrative Unit, Patharkhmah
(i)	Relief Branch		

The Deputy Commissioner is the Controlling Officer of all the Branches in the Deputy Commissioner's Office. He has been vested with the power as Appointing Authority for all posts, transfers and postings, etc. within Deputy Commissioner's amalgamated Establishment except for the post of the Head Assistant.

The Organisation setup under Deputy Commissioner:-

- 1) *All Branches within Deputy Commissioner's Office, Nongpoh*
- 2) *Office of the Western Ri-Bhoi Administrative Unit, Patharkhamah*
- 3) *Block Development Offices within Ri-Bhoi District*

Working Hours of the Office:-

1. **Summer Timing** :- 10:00 A.M. to 5:00 P.M.
2. **Winter Timing** :- 10:00 A.M. to 4:30 P.M.

Chapter 3 (Manual 2)

Powers and Duties of Officers and Employees

- 3.1 Please provide details of the powers and duties of officers and employees of the organization.

Designation		<i>Deputy Commissioner</i>
Powers	Administrative	<i>To oversee the function of the Office as a whole under his control including the duties and responsibilities of his Subordinate Officers and Staff for Public Authority and to exercise the powers delegated to him by the Acts and Rules specified in Manual 1.</i>
	Financial	<i>He has been vested with the power of sanctioning matters like leave, leave encashment, etc. as may be delegated to him.</i>

- 1) *The Additional Deputy Commissioner are assisting the Deputy Commissioner in all administrative and financial powers as may be delegated by him.*
- 2) *The Head Assistant, U.D.As, L.D.As and Grade IV Staff perform the official works under the supervision of the Deputy Commissioner, Additional Deputy Commissioner and Extra Assistant Commissioners in matters pertaining to Establishment works in the Office.*

Chapter – 4 (Manual 3)

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions.

1. *Brief Write-up on the Document:- As specified in Manual 1*
2. *From where one can get a copy of Rules, Regulations, Instructions, Manual and Records:-*
 - a. *Deputy Commissioner (P.I.O.) Telephone No. 232221*
 - b. *Additional Deputy Commissioner (A.P.I.O.) Telephone No. 232344*

Chapter 5 (Manual –4)

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.

Formulation of Policy

5.1 Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.

5.2

Sl.No.	Subject/Topic	Is it mandatory to ensure public participation(Yes/No)	Arrangements for seeking public participation
	<i>Does not arise in the District level, as formulation of policy is decided at the state level</i>		

This will help a citizen understand on what basis public participation in formulation and implementation of policy matters is decided upon

Implementation of Policy

5.3 Whether there is any provision to seek consultation/participation of public or its representatives for implementation of policies? If there is, please provide details of provisions in the following format.

Sl. No	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation.
	<i>Does not arise in the District level, as formulation of policy is decided at the state level</i>		

Chapter 6 (Manual-5)

A statement of the categories of documents that are held by it or under its control.

6.1 Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing others)

Sl. 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.
	<i>Official Records, Files, Service Records of Staff</i>	<i>Appointments, Transfers, Postings, Personal Files, Service Books/Service Roll, etc.</i>	<i>As prescribed under the R.T.I. Act, 2005</i>	<i>Deputy Commissioner, Ri-Bhoi District, Nongpoh</i>

Chapter 7 (Manual 6)

A statement of boards, council, committees and other bodies constituted as its part.

7.1 Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format:

- Name and address of the Affiliated Body.
- Type of Affiliated Body (Board, Council, Committees, Other Bodies)
- Brief Introduction of the Affiliated Body (Establishment Year, Objective/Main Activities) .
- Role of the Affiliated Body (Advisory/Managing/Executive/Others)
- Structure and Member Composition.
- Head of the Body.
- Address of main office and its Branches
- Frequency of Meetings.
- Can public participate in the meetings ?
- Are minutes of the meetings prepared?
- Are minutes of the meetings available to the public? If yes please provide information about the procedure to obtain them.

Chapter 8 (Manual 7)

The names, designations and other particulars of the Public Information Officers

8.1 Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority in the following format

Name of the Public Authority: Deputy Commissioner's Office

Assistant Public Information Officers :

Sl. No	Name	Designation	S.T.D Code	Phone No.		Fax	Email	Address
				Office	Home			
1.	<i>Km.D. Phawa, MCS</i>	<i>Extra Assistant Commissioner</i>	<i>03638</i>	<i>232254</i>	<i>232254</i>	<i>--</i>	<i>-</i>	<i>D.C.s office, Nongpoh.</i>

Public Information Officers :

Sl. No	Name	Designation	S.T.D Code	Phone No.		Fax	Email	Address
				Office	Home			
1.	<i>Shri R. Raptap</i>	<i>Additional Deputy Commissioner</i>	<i>03638</i>	<i>232344</i>	<i>232211</i>	<i>232571</i>		<i>D.C.s office, Nongpoh.</i>

Department Appellate Authority :

Sl. No	Name	Designation	S.T.D Code	Phone No.		Fax	Email	Address
				Office	Home			
1.	<i>Shri.B.Dhar, IAS</i>	<i>Deputy Commissioner.</i>	<i>03638</i>	<i>232221</i>	<i>232234</i>			<i>D.C.s office, Nongpoh.</i>

Chapter 9 (Manual 8)

Procedure followed in Decision Making Process

- 9.1 What is the procedure followed to take a decision for various matters ? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/regulations etc can be made)-
Matter routed from Dealing Assistant → Extra Assistant Commissioner I/c → Additional Deputy Commissioner → Deputy Commissioner
- 9.2 What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves? *Meghalaya Fundamental Rules & Subsidiary Rules, 1984, Pension Rules, 1983, Disciplinary Rules, 1964, Conduct Rules, 1990, Deputy Commissioner's Amalgamation Establishment Rules, etc. Extra Assistant Commissioner I/c → Additional Deputy Commissioner → Deputy Commissioner → Commissioner of Division*
- 9.3 What are the arrangements to communicate the decision to the public ?- *Correspondence*
- 9.4. Who are the officers at various levels whose opinions are sought for the process of decision making ? *Head Assistant → Extra Assistant Commissioner I/c → Additional Deputy Commissioner → Deputy Commissioner*
- 9.5. Who is the final authority that wets the decision?- *Deputy Commissioner, Ri-Bhoi District, Nongpoh*
- 9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Sl. No	
Subject on which the decision is to be taken	<i>Appointments, Postings, Transfers, Sanctioning of Leave, Leave Encashment, etc.</i>
Guideline/Direction, if any	<i>Documents/Rules specified at 9.2 of Manual 8</i>
Process of Execution	<i>As per Rules/Guidelines</i>
Designation of the officers involved in decision making	<i>Extra Assistant Commissioner In-charge → Additional Deputy Commissioner → Deputy Commissioner</i>
Contact information of above mentioned officers	<i>As mentioned in Manual -7</i>
If not satisfied by the decision, where and how to appeal	<i>To the Deputy Commissioner, Ri-Bhoi District, Nongpoh</i>

Chapter 10 (Manual –9)

Directory of Officers and Employee

- 10.1 Please provide information district wise in following format

Sl. No	Name	Designation	S.T.D Code	Phone No.		Fax	Email	Address
1.	Shri B. Dhar, I.A.S.	Deputy Commissioner	03638	232221	232234	232502		<i>D.C.s office, Nongpoh.</i>
2.	Shri R. Rapthap, M.C.S.	Additional Deputy Commissioner	03638	232344	232211	232571		-do-
3.	Kum D. Phawa, M.C.S.	Extra Assistant Commissioner	03638	232254	232254			-do-
4.	Shri L.J. Shadap,	Head Assistant	03638	232384				-do-
5.	Smti A.Kharmawphlang	U.D.A.						-do-
6.	Shri.A.Khongwir	U.D.A.						

Chapter – 11 (Manual 10)

The Monthly Remuneration Received By Each of its Officers and Employees, Including the System of Compensation as Provided in Regulations

11.1 Please provide information in following format.

Sl. No	Name	Designation	Monthly remuneration	Compensation/ Compensatory allowance	The procedure to determine the remuneration as given in the regulation.
1.	Shri B. Dhar, I.A.S.	Deputy Commissioner	28,140/-		
2.	Shri R. Rapthap, M.C.S.	Additional Deputy Commissioner	19,113/-		
3.	Kum D. Phawa, M.C.S.	Extra Assistant Commissioner	13,239/-		
4.	Shri L.J. Shadap,	Head Assistant	11,543/-		
5.	Shri A. Khongwir	U.D.A.	7,521/-		
6.	Smti A.Kharmawphlang	U.D.A.	7,183/-		
7.	Shri Pynshai Kupa Marwein	L.D.A.	6,434/-		
8.	Shri B.B. Chetri	Peon	7,445/-		
9.	Shri M. Lapang	Peon	5,430/-		
10.	Smti. B.Kharsati	Peon	5,430/-		

CHAPTER XII (Manual -11) :- Nil

CHAPTER XIII (Manual-12) :- Nil

CHAPTER XIV (Manual-13) :- Nil

CHAPTER XV (Manual-14) :- Nil

CHAPTER XVI (Manual-15) :- Nil

CHAPTER XVII (Manual-16) :- Nil

CHAPTER XVIII (Manual-17) :- Nil

Template for the Information Handbook under Right to Information Act

Chapter 1 Introduction

- 1.1 Please throw light on the background of this hand-book (Right to Information Act 2005):- *It provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authority, in order to promote transparency and accountability in the working of every Public authority.*
- 1.2 Objective/purpose of this hand-book:- *In brief, it highlights the functions organizational set up of Registration Branch.*
- 1.3 Who are the intended users of this hand book ?:- *All citizens*
- 1.4 Organisation of the information of this hand-book
- 1.5 Definitions (Please provide definitions of various terms used in the hand-book).
- 1.6 Contact person in case some body wants to get more information on topics covered in the hand-book as well as other information also:- *Shri. R.Rapthap, Addl. Deputy Commissioner, PIO-232344. Km. A.L. Mawlong, EAC VC S.R., APIO-232239*
- 1.7 Procedure and Fee Structure for getting information not available in the hand-book:- *A person to desires to obtain any information under RTI Act shall make a request in writing or through electronic means in English, in which the applicant is being made shall be accompanied by a fee of Rs. 10.00 (Rupees Ten) only by way of cash against proper receipt or by demand draft or banker Cheque payable to the Accounts Officer of the public authority to the PIO specifying the particular of the information sought by him or her.*

For providing the information the fee shall be charge by way of cash against proper receipt or by demand draft or banker Cheque payable to the Accounts Officer of the Public authority at the following rates:-

- (a) Rupees two for each page(in A-4 or A-3 size paper) created or copied)
- (b) Actual charge or cost price of a copy in large size paper.
- (c) Actual cost or price for samples or models and
- (d) For inspection of records, no fee for the First hour, and fee of Rs. 5/-(Rupees Five) for each fifteen minutes (or fractions thereof) thereafter.

For providing the information where access to information is to be provided in the printed or any electronic format, the fee shall be charge by way of cash against proper receipt or by demand draft or banker Cheque payable to the Accounts Officer of the Public authority at the following rates:-

- (a) information provided in diskette or floppy Rupees fifty per diskette or floppy and
- (b) information provided in printed form at the price fixed for such Publication or rupees two per page of Photocopy for extracts from the Publication.

Chapter – 2(Manual 1)

Particulars of Organization, Functions and Duties

- 2.1 Objective/purpose of the public authority.
- 2.2 Mission/Vision Statement of the public authority.
- 2.3 Brief history of the public authority and context of its formation.
- 2.4 Duties of the public authority.
- 2.5 Main activities/functions of the public authority.
- 2.6 List of services being provided by the public authority with a brief write-up on them.
- 2.7 Organizational Structure Diagram at various levels namely State, directorate, region district, block etc (whichever is applicable).
- 2.8 Expectation of the public authority from the public for enhancing its effectiveness and efficiency.
- 2.9 Arrangements and methods made for seeking public/participation/contribution.
- 2.10 Mechanism available for monitoring the service delivery and public grievance resolution.

- 2.11 Addresses of the main office and other offices at different levels (Please categorise the addresses district wise for facilitating the understanding by the user).
- 2.12 Morning hours of the office : 10.00 AM
Closing hours of the office : 5.00 AM

Chapter 3 (Manual 2)

Powers and Duties of Officers and Employees

- 3.1 Please provide details of the powers and duties of officers and employees of the organization.

Designation	<i>Deputy Commissioner</i>	
Powers	Administrative	
	Financial	
	Others	
Duties		

Chapter – 4 (Manual 3)

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions.

- 4.1 Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

Name/title of _____ The document : (1) <i>Indian Registration Act 1908</i> (2) <i>The Indian Stamp Act, 1899</i> (3) <i>Meghalaya Act-5 of 1993.The Indian Stamp(Meghalaya Amendment)Act,1993</i> (4) <i>Government Notifications.</i>	Type of the document 4 Others
Guidelines/Instructions.	Choose one of the types given below Rules, Regulations, <u>Instructions</u> , Manual Records, Other)
<p>Brief Write-up on the Document : <i>Indian Registration Act provides the procedure for registration of documents classification of documents registrable documents, documents of which registration is compulsory or optional, deeds of conveyance, sale deed, Agreement to lease power of attorney other classes of documents. It define the powers and duties of Sub Registrar, District Registrar etc. The whole ambit of Registration is guided by Indian Registration 1908. The Indian Stamp Act and Meghalaya Act-5 of 1993. The Indian Stamp (Meghalaya Amendment) Act-1993 indicates the fees and stamp duty to be charged.</i></p>	
From where one can get a copy of rules, regulations, instructions, manual and records.	Address : Telephone No : 232344 Fax: 232221 Email : Others:
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	

Chapter 5 (Manual –4)

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.

Formulation of Policy

5.1 Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.

5.2

Sl. No.	Subject/Topic	Is it mandatory to ensure public participation(Yes/No)	Arrangements for seeking public participation
	<i>Does not arise in the District level, as formulation of policy is done at the state level</i>		

This will help a citizen understand on what basis public participation in formulation and implementation of policy matters is decided upon

Implementation of Policy

5.3 Whether there is any provision to seek consultation/participation of public or its representatives for implementation of policies? If there is, please provide details of provisions in the following format.

Sl. No	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation.
	<i>Does not arise in the District level, as formulation of policy is done at the state level</i>		

Chapter 6 (Manual-5)

A statement of the categories of documents that are held by it or under its control.

- 6.1 Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing others)

Sl. 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.
	<i>The same class of documents as specified in manual-3</i>	=	=	=

Chapter 7 (Manual 6)

A statement of boards, council, committees and other bodies constituted as its part.

- 7.1 Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format:- **NIL**
- Name and address of the Affiliated Body.
 - Type of Affiliated Body (Board, Council, Committees, Other Bodies)
 - Brief Introduction of the Affiliated Body (Establishment Year, Objective/Main Activities) .
 - Role of the Affiliated Body (Advisory/Managing/Executive/Others)
 - Structure and Member Composition.
 - Head of the Body.
 - Address of main office and its Branches
 - Frequency of Meetings.
 - Can public participate in the meetings ?
 - Are minutes of the meetings prepared?
 - Are minutes of the meetings available to the public? If yes please provide information about the procedure to obtain them.

Chapter 8 (Manual 7)

The names, designations and other particulars of the Public Information Officers

- 8.1 Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority in the following format

Name of the Public Authority: Deputy Commissioner's Office
 Assistant Public Information Officers :

Sl. No	Name	Designation	S.T.D Code	Phone No.		Fax	Email	Address
				Office	Home			
1.	<i>Km.A.L.Mawlong, MCS</i>	<i>Sub-Registrar</i>	<i>03638</i>	<i>232239</i>	<i>232239</i>	<i>--</i>		<i>D.C.s office, Nongpoh.</i>

Public Information Officers :

Sl. No	Name	Designation	S.T.D Code	Phone No.		Fax	Email	Address
				Office	Home			
1.	<i>Shri R. Rapphap</i>	<i>District Registrar</i>	<i>03638</i>	<i>232344</i>	<i>232221</i>			<i>D.C.s office, Nongpoh.</i>

Department Appellate Authority :

Sl. No	Name	Designation	S.T.D Code	Phone No.		Fax	Email	Address
				Office	Home			
1.	<i>Shri.B.Dhar, IAS</i>	<i>Deputy Commissioner.</i>	<i>03638</i>	<i>232221</i>	<i>232234</i>	<i>232502</i>		<i>D.C.s office, Nongpoh.</i>

Chapter 9 (Manual 8)

Procedure followed in Decision Making Process

- 9.1 What is the procedure followed to take a decision for various matters ? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/regulations etc can be made)-
Matter routed from Dealing Assistant → Sub Registrar → District Registrar → Deputy Commissioner
- 9.2 What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves? Indian Registration Act 1908, Sub Registrar → District Registrar → Deputy Commissioner → Inspector General of Registration.
- 9.3 What are the arrangements to communicate the decision to the public ?- Correspondence
- 9.4. Who are the officers at various levels whose opinions are sought for the process of decision making ? Sub Registrar → District Registrar → Deputy Commissioner
- 9.5. Who is the final authority that wets the decision?- Deputy Commissioner at the District level.
- 9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Sl. No	
Subject on which the decision is to be taken	<i>Registration of Documents</i>
Guideline/Direction, if any	<i>Indian Registration Act, 1908</i>
Process of Execution	<i>As per Indian Registration Act, 1908</i>
Designation of the officers involved in decision making	<i>SR, DR, DC</i>
Contact information of above mentioned officers	<i>As mentioned in Chapter 8 (Manual-7)</i>
If not satisfied by the decision, where and how to appeal	<i>If not satisfied by the decision of SR, they can appeal to the DR on a plain paper affixing Rs 2/- CF stamp</i>

Chapter 10 (Manual –9) Directory of Officers and Employee

10.1 Please provide information district wise in following format

Sl. No	Name	Designation	S.T.D Code	Phone No.	Fax	Email	Address

Chapter – 11 (Manual 10) The Monthly Remuneration Received By Each of its Officers and Employees, Including the System of Compensation as Provided in Regulations

11.1 Please provide information in following format.

Sl. No	Name	Designation	Monthly remuneration	Compensation/ Compensatory allowance	The procedure to determine the remuneration as given in the regulation.
1	<i>Shri.B.Dhar, IAS</i>	<i>DC</i>	<i>28,140/-</i>		
2	<i>Shri.R.Rapthap,MCS</i>	<i>ADC</i>	<i>19,113/-</i>		
3	<i>Km.A.L.Mawlong,MCS</i>	<i>EAC</i>	<i>13,043/-</i>		
4	<i>Smt.A.Sweetly</i>	<i>LDA</i>	<i>7,297/-</i>		
5	<i>Smti.A.Lamin,</i>	<i>COPYIST</i>	<i>5,648/-</i>		
6	<i>Shri.P.Syngkli</i>	<i>PEON</i>	<i>6,289/-</i>		

Chapter – 12 (Manual 11)
The Budget Allocated to each Agency
(Particulars of all plans, proposed expenditures and
reports on disbursement made)

For public Authorities responsible for developmental, construction, technical works.

12.1 Please provide information about the details of the budget for different activities under different schemes in the given format.

Year 2004-2005 :

SL. No	Name of the scheme/Head	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed	Amount Sanctioned	Amount released/distributed (no. of installments)	Actual expenditure for the last year	Responsible officer for the quality and the complete execution of the work.
<i>Does not implement any developmental, construction, technical works</i>									

For other Public Authorities

Sr. No	Head	Proposed Budget	Sanctioned Budget	Amount released/distributed (no. of installments)
<i>Does not arise</i>				

Chapter – 13
The Manner of Execution of Subsidy Programmes

13.1 Please provide the information as per the following format :

- Name of Programme/scheme
- Duration of the programme/scheme
- Objective of the programme
- Physical and financial targets of the programme(for the last year)
- Eligibility of Beneficiary
- Pre-requisites for the benefit
- Procedure to avail the benefits of the programme
- Criteria for deciding eligibility
- Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)
- Procedure for the distribution of the subsidy.
- Where to apply or whom to contact in the office for applying
- Application Fee (where applicable)
- Other Fees (where applicable)

Does not arise

- Application Fee (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)
- List of attachments (certificates/documents)
- Format of Attachments
- Where to contact in case of process related complaints
- Details of the available fund (At various levels like District Level, Block Level etc)
- List of beneficiaries in the format given below

Does not arise

Serial No/Code	Beneficiary Name	Amount of Subsidy	Parent/Guardians	Criteria of selection	Address			
					District	City	Town/Village	House No

Chapter – 14 (Manual – 13) Particulars of Recipients of Concessions, permits or authorization granted by it

14.1 Please provide the information as per the following format :

- Name of Programme
- Type(Concession/Permits/Authorization)
- Objective
- Targets set (For the last year)
- Eligibility
- Criteria for the eligibility
- Pre-requisites
- Procedure to avail the benefits
- Time limit for the concession/Permits/Authorizations
- Application Fee (where applicable)
- Application format (where applicable)
- List of attachments (certificates/documents)
- Format of Attachments
- List of beneficiaries in the format given below

Serial No/Code	Beneficiary Name	Amount of Subsidy	Parent/Guardians	Criteria of selection	Address			
					District	City	Town/Village	House No

Also provide the following information for Concession

- Detail of the benefit given
- Distribution of benefits.

Chapter 15 (Manual – 14) **Norms set by it for the discharge of its functions**

- 15.1 Please provide the details of the Norms/Standards set by the department for execution of various activities/programmes

Chapter 16 (Manual – 15) **Information available in an electronic form**

- 16.1 Please provide the details of the information related to the various schemes which are available in the electronic format.

Chapter 17 (Manual – 16) **Particulars of the facilities available to citizens for obtaining information.**

- 17.1 Means, methods or facilitation available to the public which are adopted by the department for dissemination of information. Like.

- Office Library
- Drama and Shows
- Through News paper
- Exhibition
- Notice Board.
- Inspection of Records in the Office
- System of issuing of copies of documents
- Printed Manual Available
- Website of the Public Authority
- Others means of advertising.
- Right of the Citizen in case of denial of information and procedure to appeal

Chapter 18 (Manual – 16)

Other Useful Information.

18.1 Frequently Asked Questions and their Answers by Public

18.2 Related to seeking Information.

- Application form (a copy of filled application form for reference)
- Fee
- How to write a precise information request. Few Tips.

18.3 With relation to training imparted to public by Public Authority

- Name of training programme with brief description.
- Time period for Training Programme/Scheme
- Objective of training
- Physical and Financial Targets (Last Year)
- Eligibility for training
- Pre-requisite for training (if any)
- Financial and other form of help (if any)
- Description of help (Mention the amount of Financial help, if any)
- Procedure of giving helps
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures/documents
- Format of enclosures/documents
- Procedure of application
- Selection Procedure
- Time table of training programme (In case available)
- Process to inform the trainee about the training schedule
- Arrangement made by the Public Authority for creating public awareness about the training programmes.
- List of Beneficiary of the training programme at various levels like district level, block level, etc.

18.4 With relation to training imparted to public by Public Authority

- Name of training programme with brief description.
- Time period for Training Programme/Scheme
- Objective of training
- Physical and Financial Targets (Last Year)
- Eligibility for training
- Pre-requisite for training (if any)
- Financial and other form of help (if any)
- Description of help (Mention the amount of Financial help, if any)
- Procedure of giving helps
- Contact Information for applying

- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures/documents
- Format of enclosures/documents
- Procedure of application
- Selection Procedure
- Time table of training programme (In case available)
- Process to inform the trainee about the training schedule
- Arrangement made by the Public Authority for creating public awareness about the training programmes.
- List of Beneficiary of the training programme at various levels like district level, block level, etc.
- Validity period of certificate (if applicable)
- Process of renewal (if any)

18.5 With relation to registration process

- Objective
- Eligibility for registration
- Pre-requisite (if any)
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures/documents
- Format of enclosures/documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application.
- Validity period of registration (if applicable)
- Process of renewal (if any)

18.6 With relation to collection of tax by Public Authority (Municipal Corporation, Trade Tax, Entertainment Tax etc)

Name and description of tax

- Purpose of tax collection.
- Procedure and criteria for determination of tax rates
- List of major defaulters
- Pre-requisite (if any)
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures/documents
- Format of enclosures/documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application.
- Brief description of terms used in the bills.
- Contact information in case of problems regarding Bills or service
- Tariff and Other Charges

18.7 With relation to issuing new connection electricity/water supply, temporary and permanent disconnection etc (This will be applicable to local bodies like Municipal Corporation/Municipalities/UPCL)

- Eligibility for connection
- Pre-requisite (if any)
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures/documents
- Format of enclosures/documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application.
- Brief description of terms used in the bills.
- Contact information in case of problems regarding Bills or service
- Tariff and Other Charges

18.8 Details of any other public services provided by the Public Authority.

Template for the Information Handbook under Right to Information Act

Chapter 1

Introduction

Revenue Branch is one of the Administrative set up of the office of the Deputy Commissioner. 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 come into force on 15th June, 2005 to provide for setting out a practical regime of the right to information for citizen to score assess to information.

The Objectives of having a separate, handbook Public Authority of the Revenue Branch is to facilitate to use to have a snap shot on the functions and role of the Branch and also its responsibility as well as the duties of the general public in matters coming with :

1. Land Acquisition.
2. Issue of Rent Certificate.
3. Issue of Land Valuation Certificates.
4. Issue of No Objection Certificate for registration of land to Non-tribal.
5. Survey and Demarcation of Government land.

The Additional Deputy Commissioner who is the Notified Public Information Officer of the Branch may be contacted for more informations.

Chapter – 2(Manual 1)

Particulars of Organization, Functions and Duties

The Revenue Branch is functioning under the superintendence and control of the Public Authority, the Deputy Commissioner.

The Addresses of the main office is as below:-

Deputy Commissioner, Ri Bhoi District, Nongpoh – 793102.

Additional Deputy Commissioner, Ri Bhoi District, Nongpoh – 793102.

Extra Assistant Commissioner, Ri Bhoi District, Nongpoh – 793102.

Ministerial Staff.

The office time is as below:-

Mid February upto October – 10.00 A.M. – 5.00 P.M.

November to mid February - 10.00 A.M. – 4.30 P.M.

Chapter 3 (Manual 2) Powers and Duties of Officers and Employees

The duties of the officers and staff have been laid down as per Meghalaya Secretariat Manual of Office Procedure, Rule of Executive Business, the Fundamental Rules, Subsidiary Rules, 1984. The Discipline and Appeal Rule, the Meghalaya Civil Service Conduct Rules, the Meghalaya Financial Rules, The Land Acquisition Act, 1894, the Meghalaya Urban Areas Rent Control Act, 1972, etc.

Chapter – 4 (Manual 3) Rules, Regulations, Instructions, Manual and Records, for Discharging Functions.

- 4.1 Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

Name/title of The document : 1. The Land Acquisition Act 1894. 2. The Meghalaya Transfer of Land (Regulation) Act, 1972 3. The Meghalaya Urban Areas Rent Control Act, 1972 4. The Meghalaya Public Premises (Eviction of Unauthorised Occupant) Act, 1980. 5. Notification, etc.	Type of the document <div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">Others</div>
Choose one of the types given below Rules, Regulations, Instructions, Manual Records, Other)	
Brief Write-up on the Document : <i>Land Acquisition Act provides the procedures for Land Acquisition for public purposes. It clearly defines the role of the Collector, the persons interested, etc.</i> <i>The Meghalaya Transfer of Land (Regulation) Act, 1972 provides for the procedures for disposing of applications for transfer of land and the penalties for violating the provisions of the Act.</i> <i>The Meghalaya Urban Areas Rent Control Act, 1972 provides for procedures for fixation of House Rent occupied by Government Departments.</i> <i>The Meghalaya Public Premises (Eviction of Unauthorised Occupant) Act, 1980 provides for procedures relating to unauthorised occupants in public premises and eviction thereon.</i>	
From where one can get a copy of rules, regulations, Address : <i>Available in the market</i> instructions, manual and records.	

Fee charged by the department for a copy of rules, As prescribed by the Government regulations, instructions, manual and records (if any)

Chapter 5 (Manual –4)

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.

Formulation of Policy:- By the State Government.

Implementation of Policy :- Adhered to various cases related to Land, Quality and timely delivery of services as laid down under the Law.

Chapter 6 (Manual-5)

A statement of the categories of documents that are held by it or under its control.

- 6.1 Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing others)

Sl. 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.
1	<i>Land Acquisition Act, 1894</i>			
2	<i>The Meghalaya Transfer of Land (Regulation) Act, 1972</i>			
3	<i>The Meghalaya Urban Areas Rent Control Act, 1972</i>			
4	<i>The Meghalaya Public Premises (Eviction of Unauthorised Occupant) Act, 1982 As Manual 3</i>			

Chapter 7 (Manual 6)

A statement of boards, council, committees and other bodies constituted as its part.

There is no Boards or Committees under the Revenue Branch.

Chapter 8 (Manual 7)

The names, designations and other particulars of the Public Information Officers

8.1 Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority in the following format

Name of the Public Authority: *Deputy Commissioner's Office*

Assistant Public Information Officers :

Sl. No	Name	Designation	S.T.D Code	Phone No.		Fax	Email	Address
				Office	Home			
1.	<i>Shri.N.A.K.Syiem,MCS</i>	<i>EAC I/C</i>	<i>03638</i>	<i>232244</i>	<i>232244</i>	<i>--</i>		<i>D.C.s office, Nongpoh.</i>

Public Information Officers :

Sl. No	Name	Designation	S.T.D Code	Phone No.		Fax	Email	Address
				Office	Home			
1.	<i>Shri R. Rapthap</i>	<i>A.D.C.</i>	<i>03638</i>	<i>232344</i>	<i>232211</i>	<i>232571</i>		<i>D.C.s office, Nongpoh.</i>

Department Appellate Authority :

Sl. No	Name	Designation	S.T.D Code	Phone No.		Fax	Email	Address
				Office	Home			
1.	<i>Shri B. Dhar</i>	<i>D.C.</i>	<i>03638</i>	<i>232221</i>	<i>232234</i>	<i>232502</i>		<i>D.C.s office, Nongpoh.</i>

Chapter 9 (Manual 8)

Procedure followed in Decision Making Process

The Process of decision making starts with a matter being put up by the Assistant of the Branch to the Extra Assistant Commissioner, Additional Deputy Commissioner and the Deputy Commissioner who takes the final decision.

Channels of supervision and accountability adopted as per the Meghalaya Secretariat Manual of Office Procedure.

Chapter 10 (Manual –9)

Directory of Officers and Employee

10.1 Please provide information district wise in following format

Sl. No	Name	Designation	S.T.D Code	Phone No.		Fax	Email	Address
				Office	Home			
1.	<i>Shri B. Dhar</i>	<i>D.C.</i>	<i>03638</i>	<i>232221</i>	<i>232243</i>	<i>232502</i>		<i>D.C.s office, Nongpoh.</i>
2.	<i>Shri R. Rapthap</i>	<i>A.D.C.</i>	<i>03638</i>	<i>232344</i>	<i>232211</i>	<i>232571</i>		<i>D.C.s office, Nongpoh.</i>
3.	<i>Shri.N.A.K.Syiem,MCS</i>	<i>EAC I/C</i>	<i>03638</i>	<i>232244</i>	<i>232244</i>	<i>--</i>		<i>D.C.s office, Nongpoh.</i>

Chapter – 11 (Manual 10)

The Monthly Remuneration Received By Each of its Officers and Employees, Including the System of Compensation as Provided in Regulations

11.1 Please provide information in following format.

Sl. No	Name	Designation	Monthly remuneration	Compensation/ Compensatory allowance	The procedure to determine the remuneration as given in the regulation.
1	Shri.B.Dhar, IAS	DC	28,140/-		
2	Shri.R.Rapthap,MCS	ADC	19,113/-		
3	Shri.N.A.K.Syiem,MCS	EAC	11,329/-		
4	Smti.J.M.Lyngdoh	UDA	9,583/-		
5	Shri.J.K.Suchiang	LDA	6,541/-		
6	Shri.W.N.Majaw	Tracer	7,700/-		
7	Shri.R.Pde	Mondal	8,338/-		
8	Shri.B.B.Chetri	Peon	7,558/-		
9	Smti.B.Kurbah	Peon	5,146/-		

Chapter – 12 (Manual 11)
The Budget Allocated to each Agency
(Particulars of all plans, proposed expenditures and
reports on disbursement made)

For public Authorities responsible for developmental, construction, technical works.

Year 2004-2005 : Does not arise.

Chapter – 13
The Manner of Execution of Subsidy Programmes

Does not arise.

Chapter – 14 (Manual – 13)
Particulars of Recipients of Concessions,
permits or authorization granted by it

NIL

Chapter 15 (Manual – 14)
Norms set by it for the discharge of its functions

As laid down under different Acts and Rules.

Chapter 16 (Manual – 15)
Information available in an electronic form

May refer to the website of the Deputy Commissioner.

Chapter 17 (Manual – 16)
Particulars of the facilities available to
citizens for obtaining information.

There is no Library in the Deputy Commissioner Office

Chapter 18 (Manual – 16)
Other Useful Information.

- 18.1 Frequently Asked Questions and their Answers by Public
18.2 Related to seeking Information.
- Application form (a copy of filled application form for reference)
 - Fee
 - How to write a precise information request. Few Tip

18.3 With relation to training imparted to public by Public Authority

- Name of training programme with brief description.
- Time period for Training Programme/Scheme
- Objective of training
- Physical and Financial Targets (Last Year)
- Eligibility for training
- Pre-requisite for training (if any)
- Financial and other form of help (if any)
- Description of help (Mention the amount of Financial help, if any)
- Procedure of giving helps
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures/documents
- Format of enclosures/documents
- Procedure of application
- Selection Procedure
- Time table of training programme (In case available)
- Process to inform the trainee about the training schedule
- Arrangement made by the Public Authority for creating public awareness about the training programmes.
- List of Beneficiary of the training programme at various levels like district level, block level, etc.

18.4 With relation to training imparted to public by Public Authority

- Name of training programme with brief description.
- Time period for Training Programme/Scheme
- Objective of training
- Physical and Financial Targets (Last Year)
- Eligibility for training
- Pre-requisite for training (if any)
- Financial and other form of help (if any)
- Description of help (Mention the amount of Financial help, if any)
- Procedure of giving helps
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures/documents
- Format of enclosures/documents
- Procedure of application
- Selection Procedure
- Time table of training programme (In case available)
- Process to inform the trainee about the training schedule

- Arrangement made by the Public Authority for creating public awareness about the training programmes.
- List of Beneficiary of the training programme at various levels like district level, block level, etc.
- Validity period of certificate (if applicable)
- Process of renewal (if any)

18.5 With relation to registration process

- Objective
- Eligibility for registration
- Pre-requisite (if any)
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures/documents
- Format of enclosures/documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application.
- Validity period of registration (if applicable)
- Process of renewal (if any)

18.6 With relation to collection of tax by Public Authority (Municipal Corporation, Trade Tax, Entertainment Tax etc)

- Name and description of tax
- Purpose of tax collection.
- Procedure and criteria for determination of tax rates
- List of major defaulters

18.7 With relation to issuing new connection electricity/water supply, temporary and permanent disconnection etc (This will be applicable to local bodies like Municipal Corporation/Municipalities/UPCL)

- Eligibility for connection
- Pre-requisite (if any)
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures/documents
- Format of enclosures/documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application.
- Brief description of terms used in the bills.
- Contact information in case of problems regarding Bills or service
- Tariff and Other Charges

18.8 Details of any other public services provided by the Public Authority.