



GOVERNMENT OF MEGHALAYA

OFFICE OF THE EXECUTIVE ENGINEER WEST GARO HILLS IRRIGATION DIVISION

TURA

HAND BOOK

RIGHT TO INFORMATION ACT

2008

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CHAPTER – I INTRODUCTION

1.1. Please throw light on the background of this handbook (Right To Information Act 2005)

With a view to promote transparency and Accountability in Administrating the office work and consequence upon introduction of the R.T.I. Act 2005, and in pursuance to the Chief Secretary Govt. of Meghalaya letter No. IPR-30/2005/Pt.II/4 dt. 19th Aug. 2005, this handbook which concern the information pertaining to the office of the Executive Engineer(Irri), Tura is being prepared. However, if needs arise, the handbook may be revised and updated.

1.2. Objective/Purpose of this Hand Book.

To throw light on various matters relating to information pertaining to the office of the Executive Engineer (Irri.), Tura.

1.3 Who are the intended users of this Hand Book.

Every Officers, Citizens including the public authorities are the intended users of this Handbook.

1.4 Organization of the information in this Hand Book.

The office of the Executive Engineer (Irrigation), Tura along with the Right To Information Cell are the organization of the information in this Hand Book.

1.5 Definitions (Please provide definitions of various terms used in this Hand Book)

1. Ultimate Irrigation Potential - The total area in hectares of the identified cultivable lands which can be brought under Irrigation.
2. Irrigation Potential Created - The area brought under the command of a completed Irrigation Project.
3. Waters Users Association (WUA) - An association formed by the beneficiaries of an Irrigation Project and which has been duly registered under the Meghalaya Society Registration Act. XII of 1983
4. Participatory Irrigation Management (PIM) - A policy by which there will be a joint participation of the beneficiaries of Irrigation Project with the Department for the operation and management of the project.

5. M.O.U. - Memorandum of Understanding to be signed between the beneficiaries of Irrigation Project and the Department in the implementation of PIM
6. NABARD - National Bank for Agriculture and Rural development
7. RIDF - Rural Irrigated Development fund.
8. CADWM - Command Area Development and Water Management – A Centrally Sponsored Scheme.
9. AIBP - Accelerated Irrigation Benefit Program in which a Central Loan Assistant is provided to the State for construction of Irrigation Projects.

1.6. *Contact person in case somebody wants to get more information on topics covered in the handbook as well as other information arise.*

Following are the list of persons to be contacted as per the special cell formed on the matters relating to R.T.I.

1. Smt. A.D.Blah - Executive Engineer (Irri) Tura & PIO
2. Shri Mark M. Sangma - SDO (Irri) Tura, & APIO
3. Shri T.L.R Marak - SDO (Irri) Barengapara & APIO
4. Shri L.Shooting - SDO (Irri) Phulbari & APIO
5. Smt. Mohila Hajong - Divisional Accounts Officer
6. Shri D. Dasgupta - Head Asstt. Tura Division
7. Smt. Ringringbanse G. Sangma - LDA, Establishment Assistant
8. Smt. Nobina N. Sangma - Typist, Tura Division

1.7. *Procedure and fee structure for getting information not available in the Hand Book.*

Any person, who desires to obtain any information under this Act shall make a request in writing or through electronics forms in English to the concerned public authority indicating in the Hand Book accompanied with the prescribed fee as charged by them.

CHAPTER – 2 (MANUAL- 1)

PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

2.1. Objective/ Purpose of the Office of the Executive Engineer (Irri.) West Garo Hills, Tura.

Basically, the majority of the people of West Garo Hills depends on agriculture and its allied activities for their livelihood. It is a known fact that with the rapid increase in population in the country as a whole, the production of food-grain produced in the country as a whole is becoming scarce and the time has come to introduce high yielding variety crops in the available land to meet the demand. But the introduction of high yielding crops in the district can only be successful if the assured Irrigation is there.

Thus, the Irrigation Sector has a very important role to contribute for increasing the food-grain production in the district by providing assured irrigation wherever the source is available. Hence, the ultimate objective of the sector is to provide assured irrigation wherever possible for increasing the food grain production which will in turn uplift the socio-economic condition of the farmers.

2.2. Mission/ Vision of the office:-

Most part of West Garo Hills district has a vast potential for irrigation which are yet to be covered in the map of irrigation. Thus, the main vision of the office is to bring the maximum cultivable area of the district in the irrigation map, so as to enable the farmers practice double or triple cropping which will immensely increase the crop yield.

2.3. Brief History and context of its function:-

Initially, after the State of Meghalaya came into existence in 1972, the implementation of irrigation schemes in the State was in the form of subsidy grant to the individual farmers. The schemes which were taken up those days were very small and of temporary nature which commands only a small area belonging to the individuals. The potential so created under the said program is no longer exists today.

But, with the advancement of agriculture, the development of Irrigation Sector has also become inevitable. So, the Minor Irrigation Wing under the Agriculture Department was created in the year 1974-75 with a view to identify the potential area and to create Irrigation Potential to the maximum in the State.

Likewise, the West Garo Hills Irrigation Division, Tura has also came into existence in the year 1974. The Division have so far, implemented 57 nos. Irrigation Schemes in the district till the end of 31st March, 2006 creating an ultimate irrigation potential of 9079.95 ha., presently there are 9nos. of on going & Newly sanctioned schemes with GCA 1228.80 ha. Apart from this, there are many potential areas which are yet to be brought into the Irrigation map of the district and is expected to be included in near future.

2.4-2.5 Duties and main activities/Functions of the Public Authority:-

The office of the Executive Engineer (Irri.), West Garo Hills Irrigation Division functions with three Subdivisions, namely (1) Tura Irrigation Subdivision and (2) Phulbari Subdivision (3) Barengapara Subdivision

The Division office is the head office in the district level and the proposals/schemes which are prepared in the sub-division are scrutinized by the division before sending it to the next higher authority.

The main function of the department is the implementation of M.I. Projects like flow Irri. Schemes under surface and ground water through out the districts. D.T.W and S.T.W are also being implemented. Centrally sponsored schemes are also being taken up under C.A.D, A.I.B.P, R.I.D.F etc.

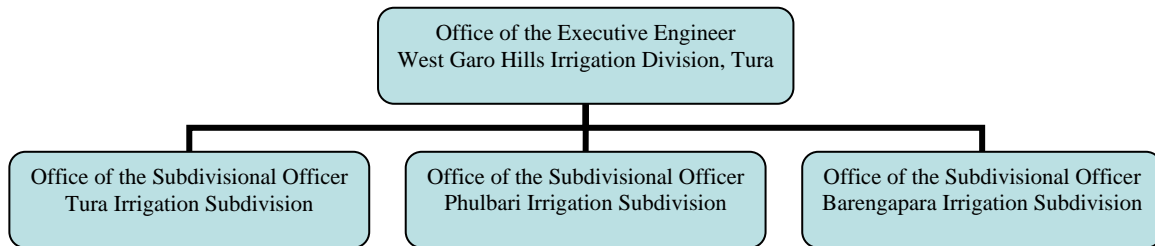
2.6. List of services being provided by the Public Authority:-

The following are the services being provided by the Office of the Executive Engineer (Irri) West Garo Hills Irrigation Division, Tura.

1. Forwarding of Schemes/Estimates submitted by the Sub-division to the higher authority after proper scrutiny.
2. Giving approval and sanction of estimates within the limit of Delegation of Financial power rules.
3. Floating of Tenders and allotment of works to the right tenderer who is already registered with the authority.
4. Giving necessary direction and instructions to the sub-division offices whenever necessary.

2.7. Organizational Set-up:-

The Directorate of Irrigation is headed by the Chief Engineer at state level and two Superintending Engineers at Circle level. At the District level, there is an Executive Engineer in each district with number of Sub-divisions under them. The Organizational Structure Diagram of the Office of the Executive Engineer, West Garo Hills Irrigation Division, Tura, is given below & at annexure- 1



2.8 Expectation of the Office from the Public:-

1. The office as a Public Authority expects that the member of the public especially the farmers community to come forward freely without any hesitation and seek any assistance from the office relating to Irrigation.
2. The Office, also expects that the public will support and give full co-operation in the implementation of schemes / programs by the department.
3. The Office also expects that the public will, after the completion of scheme use the available resources judiciously and equitably so that no farmer is deprived of the intended benefits.
4. It is also expected by the Office that the public (beneficiaries) will have their own Water Users Association (WUA) and abide by the Rules as signed in the MOU and help the department in better maintenance of the scheme.
5. The Office also expects that the public will not hesitate to come forward with any suggestion /advice gained from their experience. Any suggestion/advice which will contribute to the better irrigation management is always welcomed by the Office.

2.9. Arrangements and methods made for seeking public participation/contribution:-

The Directorate of Irrigation has initiated the Implementation of Participatory Irrigation Management as per the directives given by the Government of India to hand over the completed Project/Schemes to the Beneficiaries for operation and maintenance in the name of WUA (Water Users Association).

2.10. Mechanism available for monitoring the service delivery and public grievance resolution:-

The Implementation of various Schemes/Programs are directly related to the Sub divisional Office and overall monitoring of the service delivery lies in the hands of the District Head.

As regards to the resolution of public grievances, any member of the public may submit a written application to the Sub-divisional Officer or directly to the District Office so that the matter can be looked upon. But if circumstances arises that the District Office is not in a position to make any decision, the matter will then be promptly intimated to the higher office.

2.11. Address of the main office and other offices at different level :

1. *Address of the Office of the Chief Engineer Irrigation*

Office of the Chief Engineer (Irrigation)
Govt. Fruit Garden, Cleave Colony
Shillong – 793003

2. *Address of the Superintending Engineer (Irrigation) Garo Hills Circle :*

Office of the Superintending Engineer (Irrigation)
Garo Hills Circle, New Tura Town Complex, Dakopgre Tura

3. *Address of the Executive Engineer (Irrigation), West Garo Hills, Tura*

Office of the Executive Engineer (Irrigation)
West Garo Hills Irrigation Division, New Tura Town Complex
Dakopgiri, Tura

4. *Address of the Sub-Divisional Officer (Irrigation), Tura*

Office of the Sub-Divisional Officer
Tura Irrigation Sub-Division, Tura Town Complex
Dakopgiri, Tura

5. *Address of the Sub-Divisional Officer (Irrigation), Phulbari*

Office of the Sub-Divisional Officer
Phulbari Irrigation Sub-Division, Phulbari

6. *Address of the Sub-Divisional Officer (Irrigation), Barengapara*

Office of the Sub-Divisional Officer
Barengapara Irrigation Sub-Division, Barengapara

2.12 Morning hours of the Office :

Closing hours of the Office:

During Summer Season (March – October):

Morning hours of the Office: - 10:00 hours or 10.00 a.m.
Closing hours of the Office: - 17:00 hours or 05.00 p.m.

During Winter Season (November - February):

Morning hours of the Office: - 10:00 hours or 10.00 a.m.
Closing hours of the Office: - 16:30 hours or 04.30 p.

CHAPTER – 3 (MANUAL-2)**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:**

DESIGNATION	EXECUTIVE ENGINEER (IRRI) WEST GARO HILLS TURA.	
POWERS	Administrative	Administrative power as empowered by Subsidiary Rules Fundamental Rules, the Meghalaya Service (Conduct) Rules and its subsequent amendments as issued by the Government from time to time.
	Financial	Financial power as empowered by the D.F.P. Rules vide Govt. order No. Feg.55/83/3 Dtd .2 nd July, 1987 and Meghalaya Financial Rule, 1981 as issued by the Government from time to time.
	Others	
DUTIES	<ol style="list-style-type: none"> 1. To accord sanction of estimates as per the power delegated by the D.F.P. Rules 2. Scrutiny of the proposals/estimates submitted by the Sub-divisions and to forward the same to the higher authority. 3. Overall supervision of the works that are taking place under the Division. 4. Official communication with the higher office and transmission of the same to the Sub-divisions for compliance. Etc. 	

CHAPTER – 3 (MANUAL-2)**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:**

DESIGNATION	SUBDIVISIONAL OFFICER UNDER OFFICE OF THE EXECUTIVE ENGINEER (IRRI) WEST GARO HILLS, TURA.	
POWERS	Administrative	Administrative power as empowered by Subsidiary Rules Fundamental Rules, the Meghalaya Service (Conduct) Rules and its subsequent amendments as issued by the Government from time to time.
	Financial	Financial power as empowered by the D.F.P. Rules vide Govt. order No. Feg.55/83/3 Dtd .2 nd July, 1987 and Meghalaya Financial Rule, 1981 as issued by the Government from time to time.
	Others	
DUTIES	<ol style="list-style-type: none"> 1. To assist the Executive Engineer in official works. 2. To assist in formulation of schemes and design works. 3. Supervision of field works, Survey works, etc. 4. To assist Executive Engineer in correspondences relating to technical matters. 	

CHAPTER – 3 (MANUAL-2)**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

DESIGNATION	ASSISTANT ENGINEER (T/C) OFFICE OF THE EXECUTIVE ENGINEER (IRRI) WEST GARO HILLS, TURA.	
POWERS	Administrative	Administrative power as empowered by Subsidiary Rules Fundamental Rules, the Meghalaya Service (Conduct) Rules and its subsequent amendments as issued by the Government from time to time.
	Financial	Financial power as empowered by the D.F.P. Rules vide Govt. order No. Feg.55/83/3 Dtd .2 nd July, 1987 and Meghalaya Financial Rule, 1981 as issued by the Government from time to time.
	Others	
DUTIES	<ol style="list-style-type: none"> 1. Checking of Estimates received from the Subdivisions. 2. Attending to the correspondences relating to technical matters. 3. Compiling of the Progress Reports received from the Subdivisions. 4. Compilation of L.O.C. requirement, received from the S.D.O.'s. 	

CHAPTER – 3 (MANUAL-2)**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

DESIGNATION	ASSISTANT ENGINEER (S&E) OFFICE OF THE EXECUTIVE ENGINEER (IRRI) WEST GARO HILLS, TURA.	
POWERS	Administrative	Administrative power as empowered by Subsidiary Rules Fundamental Rules, the Meghalaya Service (Conduct) Rules and its subsequent amendments as issued by the Government from time to time.
	Financial	Financial power as empowered by the D.F.P. Rules vide Govt. order No. Feg.55/83/3 Dtd .2 nd July, 1987 and Meghalaya Financial Rule, 1981 as issued by the Government from time to time.
	Others	
DUTIES	<ol style="list-style-type: none"> 1. Supervision of Survey and Investigation. 2. Overall supervision of the schemes. 	

CHAPTER – 3 (MANUAL-2)**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

DESIGNATION	ACCOUNTS OFFICER OFFICE OF THE EXECUTIVE ENGINEER (IRRI) WEST GARO HILLS, TURA.	
POWERS	Administrative	Administrative power as empowered by Subsidiary Rules Fundamental Rules, the Meghalaya Service (Conduct) Rules and its subsequent amendments as issued by the Government from time to time.
	Financial	Financial power as empowered by the D.F.P. Rules vide Govt. order No. Feg.55/83/3 Dtd .2 nd July, 1987 and Meghalaya Financial Rule, 1981 as issued by the Government from time to time.
	Others	
DUTIES	<ol style="list-style-type: none"> 1. Supervise the work in connection with all account matter. 2. Checking of Pay Bill, T.A. Bill, Contractors Bill, Suppliers Bill, Telephone Bill, and any other Bill 3. Audit objection, I/R, Para, Monthly Account 	

CHAPTER – 3 (MANUAL-2)**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

DESIGNATION	HEAD ASSISTANT OFFICE OF THE EXECUTIVE ENGINEER (IRRI) WEST GARO HILLS, TURA.	
POWERS	Administrative	Administrative power as empowered by Subsidiary Rules Fundamental Rules, the Meghalaya Service (Conduct) Rules and its subsequent amendments as issued by the Government from time to time.
	Financial	Financial power as empowered by the D.F.P. Rules vide Govt. order No. Feg.55/83/3 Dtd .2 nd July, 1987 and Meghalaya Financial Rule, 1981 as issued by the Government from time to time.
	Others	
DUTIES	1. Monitoring the works relating to Establishment matters.	

CHAPTER – 4 (MANUAL- 3)
RULES, REGULATIONS, INSTRUCTION, MANUALS AND RECORDS FOR DISCHARGING FUNCTION.

Name/title of the document:- Meghalaya Delegation of Financial Power Rules (DFP)

Type of the document

Rules

Brief write-up on the Document:-

This Rule describe the authorization on Sanctioning Power (Administrative/Technical) for the Officers at different levels and Ranks with subsequent Amendments being issued from time to time as been necessary by the Financial Department.

From where one can get a copy of rules, regulations, Instructions, manual and records.

Address:- Directorate of Printing & Stationeries.

Tel. No:-
 Fax:-
 E-mail:-
 Others:-

Fee charged by the Department for a copy of Rules, regulations, Instructions, manuals and records (if any).

As prescribed in the Book

Name/title of the document:- Meghalaya Fundamental Rules & Subsidiary Rules. (MFR&SR Rules)

Type of the document

Rules

Brief write-up on the document:-

The Fundamental Rule shall apply to the government servants whose pay is debatable to the consolidated Fund of the State. The Fundamental Rules and Subsidiary Rules are generally the guidelines Pertaining to General Conditions of services, joining time, the Pay, its Fixation Leave, Leave procedure Rules and Record of Service etc. for a person who is in the Government Service. Thus the services of the Government servants are governed by the MFR&SR Rules.

From where one can get a copy of rules, regulations, Instructions, manual and records.

Address:- Directorate of Printing & Stationeries.

Tel.No:-
 Fax:-
 E-mail:-
 Others:-

Fee charged by the Department for a copy of the rules, Regulations, instructions, manuals and records (if any)

As prescribed in the book

CHAPTER – 4 (MANUAL- 3)
RULES, REGULATIONS, INSTRUCTION, MANUALS AND RECORDS FOR DISCHARGING FUNCTION.

<p>Name/title of the document:- Travelling Allowances Rules</p>	<p>Type of the document</p>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Rules</div>
<p>Brief write-up on the Document:-</p> <p style="text-indent: 40px;">The Travelling Allowances Rule provide all the Guidelines under which the government servants at different levels and ranks can avail Travelling Allowances.</p>		
<p>From where one can get a copy of rules, regulations, Instructions, manual and records.</p>	<p>Address:- Directorate of Printing & Stationeries, Shillong.</p> <p>Tel. No:- Fax:- E-mail:- Others:-</p>	
<p>Fee charged by the Department for a copy of Rules, regulations, Instructions, manuals and records (if any).</p> <p>As prescribed in the Book</p>		

<p>Name/title of the document:- General Provident Fund Rules.</p>	<p>Type of the document</p>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Rules</div>
<p>Brief write-up on the document:-</p> <p style="text-indent: 40px;">The General Provident Fund Rules are the Rules relating to General Provident Fund of each and every government servant.</p>		
<p>From where one can get a copy of rules, regulations, Instructions, manual and records.</p>	<p>Address:- Directorate of Printing & Stationeries, Shillong.</p> <p>Tel.No:- Fax:- E-mail:- Others:-</p>	
<p>Fee charged by the Department for a copy of the rules, Regulations, instructions, manuals and records (if any).</p> <p>As prescribed in the book</p>		

CHAPTER – 4 (MANUAL- 3)
RULES, REGULATIONS, INSTRUCTION, MANUALS AND RECORDS FOR DISCHARGING FUNCTION.

Name/title of the document:- P.W.D. Manual	Type of the document	Rules
Brief write-up on the Document:-		
<p>The Directorate Irrigation is presently following the Public Works Department's pattern of implementation of schemes and its financial system. Hence, the working of the offices relating to the implementation of schemes and financial system is also governed by the rules and regulations of P.W.D. Manual.</p>		
From where one can get a copy of rules, regulations, Instructions, manual and records.	Address:- Directorate of Printing & Stationeries, Shillong.	
	Tel. No:-	
	Fax:-	
	E-mail:-	
	Others:-	
Fee charged by the Department for a copy of Rules, regulations, Instructions, manuals and records (if any).		
As prescribed in the Book		

Name/title of the document:- Meghalaya Services Conduct Rules.	Type of the document	Rules
Brief write-up on the document:-		
<p>This Rule governed the general conduct of service, sincerity, integrity, manners, punctuality, regular attendance to duties, cooperation etc. and from the basis for obtaining promotions in service of an individual govt. servant.</p>		
From where one can get a copy of rules, regulations, Instructions, manual and records.	Address:- Directorate of Printing & Stationeries, Shillong.	
	Tel.No:-	
	Fax:-	
	E-mail:-	
	Others:-	
Fee charged by the Department for a copy of the rules, Regulations, instructions, manuals and records (if any)		
As prescribed in the book		

CHAPTER – 4 (MANUAL- 3)
RULES, REGULATIONS, INSTRUCTION, MANUALS AND RECORDS FOR DISCHARGING FUNCTIONS.

Name/title of the document:- Guideline for submission of RIDF Schemes under NABARD	Type of the document	<input type="checkbox"/> Others
Brief write-up of the Document:- There are the guidelines issued by the NABARD for Submitting schemes under RIDF	Choose one of the types given below (Rules, Regulations, Introduction Manual, Records, Others)	
From where one can get a copy of rules, regulations, Instructions, manual and records. From the office of the Chief Engineer (Irri) Shillong	Address: Office of the Chief Engineer, (Irri), Cleve Colony, Shilling-3 Tel. No:- 0364-2211363 Fax:- E-mail:- Others:-	
Fee charged by the Department for a copy of Rules, regulations, Instructions, manuals and records (if any). No Fee		

Name/title of the document:- Guideline for submission Irrigation Schemes under the Normal State Plan Schemes.	Type of the document	<input type="checkbox"/> Others
Brief write-up on the document:- These are the guideline for formulation of detailed Irrigation project, Reposts under Normal State Plan Schemes Issued by the Chief Engineer (Irri) Directorate of Irrigation Meghalaya, Shillong.	Choose one of the types given below (Rules, Regulation, Instructions Manual, Records, Other)	
From where one can get a copy of rules, regulations, Instructions, manual and records. From the office of the Chief Engineer (Irri) Shillong	Address: Office of the Chief Engineer, (Irri), Cleve Colony, Shilling-3 Tel. No:- 0364-2211363 Fax:- E-mail:- Others:-	
Fee charged by the Department for a copy of the rules, Regulations, instructions, manuals and records (if any) No Fee.		

CHAPTER – 4 (MANUAL- 3)
RULES, REGULATIONS, INSTRUCTION, MANUALS AND RECORDS FOR DISCHARGING FUNCTIONS.

<p>Name/title of the document:- Guideline principles for Implementation of Restructured CADWM Program</p>	<p>Type of the document</p>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Others</div>
<p>Brief write-up of the Document:- There are the instruction issued by the Government of India Ministry of Water Resources. CADWM Wing regarding the norms to be followed while submitting proposals for (CADWM)</p>	<p>Choose one of the types given below (Rules, Regulations, Introduction Manual, Records Others)</p>	
<p>From where one can get a copy of rules, regulations, Instructions, manual and records.</p>	<p>Address: Office of the Chief Engineer, (Irri), Cleve Colony, Shilling-3</p>	
<p>From the office of the Chief Engineer (Irri) Shillong</p>	<p>Tel. No:- 0364-2211363 Fax:- E-mail:- Others:-</p>	
<p>Fee charged by the Department for a copy of Rules, regulations, Instructions, manuals and records (if any).</p>	<p>No Fee.</p>	

<p>Name/title of the document:- Guideline for Preparation of DPR's for Repair renovation and restoration of Water bodies</p>	<p>Type of the document</p>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Others</div>
<p>Brief write-up of the Document:- There are the instruction issued by the Government of India Ministry of Water Resources citing the norms to be followed for submitting schemes under DPR's for repair renovation and restoration of water bodies.</p>	<p>Choose one of the types given below (Rules, Regulations, Introduction Manual, Records Others)</p>	
<p>From where one can get a copy of rules, regulations Instructions, manual and records.</p>	<p>Address :Office of the Chief Engineer, (Irri), Cleve Colony, Shilling-3</p>	
<p>From the office of the Chief Engineer (Irri) Shillong</p>	<p>Tel. No:- 0364-2211363 Fax:- E-mail:- Others:-</p>	
<p>Fee charged by the Department for a copy of the rules, Regulations, instructions, manuals and records (if any)</p>	<p>No Fee.</p>	

CHAPTER – 4 (MANUAL- 3)
RULES, REGULATIONS, INSTRUCTION, MANUALS AND RECORDS FOR DISCHARGING FUNCTIONS.

<p>Name/title of the document:- Revised guidelines for providing Central Assistance for major/medium and minor Irrigation Projects under the Accelerated Irrigation Benefits Program (AIBP)</p>	<p>Type of the document</p>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Others</div>
<p>Brief write-up of the Document:- There are the Guidelines issued by the Government of India Ministry of Water Resources to the State. Government regarding the norms to be followed while Submitting proposals under Accelerated Irrigation Benefits Program (AIBP)</p>	<p>Choose one of the types given below (Rules, Regulations, Introduction Manual, Records Others)</p>	
<p>From where one can get a copy of rules, regulations, Instructions, manual and records.</p>	<p>Address: Office of the Chief Engineer, (Irri), Cleve Colony, Shilling-3</p>	
<p>From the office of the Chief Engineer (Irri) Shillong</p>	<p>Tel. No:- 0364-2211363 Fax:- E-mail:- Others:-</p>	
<p>Fee charged by the Department for a copy of Rules, regulations, Instructions, manuals and records (if any). No Fee.</p>		

<p>Name/title of the document:- MPWD Schedule of Rate for Road Bridges and E&D works for Garo Hills Circle, Tura.</p>	<p>Type of the document</p>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">S.O.R</div>
<p>Brief write-up of the Document:- The Schedule Rates provide item wise rates of construction Materials applicable for all Roads & Bridges works including Repairing works which are also extensively used for formulation Of various Irrigation Projects.</p>	<p>Choose one of the types given below (Rules, Regulations, Introduction Manual, Records Others)</p>	
<p>From where one can get a copy of rules, regulations, Instructions, manual and records.</p>	<p>Address:- Office of the Executive Engineer West Garo Hills (Irri) Div. Tura, New Tura Town Complex Tel.No:- 03651-232243 Fax:- E-mail:- Others:-</p>	
<p>Fee charged by the Department for a copy of the rules, Regulations, instructions, manuals and records (if any) As prescribed in the book</p>		

CHAPTER – 4 (MANUAL- 3)
RULES, REGULATIONS, INSTRUCTION, MANUALS AND RECORDS FOR DISCHARGING FUNCTIONS.

Name/title of the document:- MPWD Schedule of Rates for Building Works for Khasi, Jaintia & Garo Hills	Type of the document	S.O.R
Brief write-up of the Document:- The Schedule of Rates provide item wise rates of Construction materials applicable for all type of Building works including Repairing works which are also extensively used for Estimation of Building.	Choose one of the types given below (Rules, Regulations, Introduction Manual, Records Others)	
From where one can get a copy of rules, regulations, Instructions, manual and records.	Address:- Office of the Executive Engineer West Garo Hills (Irri) Div. Tura, New Tura Town Complex Tel.No:- 03651-232243 Fax:- E-mail:- Others:-	
Fee charged by the Department for a copy of Rules, regulations, Instructions, manuals and records (if any).		
As prescribed in the Book		

CHAPTER – 5 (MANUAL – 4)

PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF.

5.1. FORMULATION OF ITS POLICY :-

Sl.No.	Subject/Topic	Is it mandatory to ensure public participation (yes/no)	Arrangement for seeking public participation
1.	<p>Submission of Representation/Application:- Submission of Representation/Application by the Members of the public for availing Irrigation facilities to the District Office through the Sub-divisional Officer duly signed by the Nokma/Headman and recommended by the Local Representative (MLA/MDC)</p>	YES	By directly tendering the Application to the District Office/Sub Div. Office.
2.	<p>Investigation Report:- Necessary arrangement for conducting a Preliminary Investigation and Report on particular Scheme/Project for which the public had applied.</p> <p>Survey Estimate:- On completion of the Preliminary Investigation Report on Technical feasibility and economic viability and if the Report is positive, a Survey Estimate is prepared by the Sub-divisional Office and submitted to the District Office, and the District Office to the Head Office.</p>	YES	The Nokma/Headman and the beneficiaries are contacted during the process of Investigation.
		NO	Does not arise.

CHAPTER – 5 (MANUAL – 4)

PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF.

5.2 IMPLEMENTATION POLICY:-

Sl.No.	Subject/Topic	Is it mandatory to ensure public participation (yes/no)	Arrangement for seeking public participation
4.	<p>Conducting a Details Survey :- On receipts of the Approval for the Survey Estimate from the Head Office, a details survey are carried out by the Sub-divisional Office at the site of the Project and all the necessary data/information's necessary for the formulation of the Scheme/Project are collected accordingly.</p>	Yes	Nokma/ Headman/ Gaonbura and the member of the public whose land/ properties will be involved at the time of implementation of the scheme are during the process of conducting the detail survey.
5.	<p>Formulation of the Scheme/Project :- After collecting all the necessary Technical dates/ information's the actual formulation of the Scheme/Project is carried out by the E.E., S.D.O.'s. A.E's and with the help of Junior Engineer in the District level. The formulation of the scheme involves the designing of the structure, drawing, estimates, maps etc. The same after completion is scrutinized by the District Head before sending it to the Circle Office for necessary action.</p>	YES	SHOULD SUBMIT A LIST OF Beneficiaries and a NOC duly approved by the Headman/Sirdar etc.

CHAPTER – 5 (MANUAL – 4)

PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF.

5.2 IMPLEMENTATION POLICY:-

Sl.No.	Subject/Topic	Is it mandatory to ensure public participation (yes/no)	Arrangement for seeking public participation
1.	<p>After receiving the Sanction for the Project/Scheme, the Implementation of the scheme/project is done as per the procedure being followed by the Department by way of calling tenders and allotting the works to the competent contractors. After completing all the construction works in all respects, the District Office shall give the Completion Report.</p> <p>When the implementation of the scheme is completed, the members of the public i.e. the beneficiaries shall form an Association in the name of Water Users Association (W.U.A.) who will then take charge of the operation & maintenance of the scheme/project after signing an MOU (Memorandum of Understanding)</p>	yes	MOU(Memorandum of Understanding) Should be executed between the District Office and the Members of the WUA.

CHAPTER – 6 (MANUAL – 5)

STATEMENT OF THE CETOGRORIES OF DOCUMENTS HELD UNDER THE OFFICE OF THE EXECUTIVE ENGINEER
(IRRIGATION) WEST GARO HILLS, DIVISION TURA

Sl. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtaining the document	Head by/ under control of
1.	Security Deposit	Security Deposit (SD) of Registration of Contractors class III & IV <i>Matters Concerning the Contractors class III & IV</i>	By giving an application for release the SD to the respective Heads.	Technical Branch
2.	Application Forms	Registration forms of Contractors class III & IV <i>Receipts book for Rs. 25/- fee for forms</i>	By filling the prescribed Form and making the required payment by face applicant	Do
3.	Record register	Project Register <i>Records the Names, Numbers, brief notes and latest position etc. of the Projects/Schemes</i>	Extract copy of the document can be obtaining after written request in made by filling-up the prescribed format & payment of the required fees has been made accordingly by the person seeking the information(s)	AE (T/C)
4.	Record Register & Application Forms	(i) Tender documents (ii) Tender Receipts (iii) Call deposit/Security Deposit & (iv) register for S/D of Tenders. <i>Selling of tender papers where ever NIT issued from Divisional level and matters relating to issuing & receiving tenders etc.</i>		
5.	Record Register	Issue, Docket Registers & Peon Book <i>Letters address to & receipt from</i>	Extract copy of the document can be obtaining after written request in made by filling-up the prescribed format & payment of the required fees has been made accordingly by the person seeking the information(s)	General Branch
6.	Record Register	Attendance Register & maintenance of leaves of Officers & Staff. <i>Maintain the attendance of the staff and Leave Records of the Officers & staff.</i>		
7.	Record Register	File register <i>Keeping records of the respective files opened and movement of files etc.</i>		
8.	Record Register	(i) Monthly Account (Broad sheet) register (ii) Bill Register (iii) Pay bill Register (iv) Cash Book – P.W.D. [Assam Sch. III, Sec II, Form 1 (B)] (v) Maintenance of Transit register & (vi) Stock register <i>Maintenance of Account Matters</i>	Extract copy of the document can be obtaining after written request in made by filling-up the prescribed format & payment of the required fees has been made accordingly by the person seeking the information(s)	Accounts Branch

CHAPTER – 7 (MANUAL – 6)

**A STATEMENT OF BOARDS, COUNCIL, COMMITTEE AND OTHER BODIES
CONSTITUTED AS ITS PART.**

***** THE SUBJECT IS NOT RELEVANT TO THE DIRECTORATE OF IRRIGATION.**

CHAPTER -8 (MANUAL – 7)
THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC
INFORMATION OFFICERS

Name of the Public Authority: Office of the Executive Engineer (Irrigation) West Garo Hills, Tura.
Assistant Public Information Officers:-

Sl. No	Name	Designation	S.T.D. Code	Ph.No.		Fax	E-mail	Address
				Office	Home/ Mobile			
2.	Shri M. M. Sangma	S.D.O.(Irri) Tura	03651	232243	94361-12378			Office of the Sub-divisional Officer (Irri) Tura
3.	Shri L. Shooting	S.D.O.(Irri) Phulbari	03650	223243	94361-14618			Office of the Sub-divisional Officer (Irri) Phulbari
4.	Shri. T. L .R. Marak	S.D.O. (Irri) Barengapara	03651	263232	94363-26449			Office of the Sub-divisional Officer (Irri) Barengapara

Public Information Officer:

Sl. No.	Name	Designation	S.T.D Code	Ph.No.		Fax	E-mail	Address
				Office	Home/mobile			
1.	Smt.A.D.Blah	Executive Engineer, West Garo Hills, Tura	03651	232243	9436111187			Office of the Executive Engineer (Irri) West Garo Hills Irrigation Division New Tura Town Complex

Department Appellate Authority:

Sl. No.	Name	Designation	S.T.D. Code	Ph. No		Fax	E-mail	Address
				Office	Home			
1.	Shri. P.S. Lyndoh.	Chief Engineer(Irri) Meghalaya Shillong	0364	2211363	-			Office of the Chief Engineer (Irri) CleaveColony,Meghalaya,Shillong.

CHAPTER – 9 (Manual – 8)

Procedures 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). --- **Decision for procedures taken up by the higher authority.**
- 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? --- **The documents of procedure, rules indicated on chapter – 4 (Manual 3)**
- 9.3. What are the arrangements to communicate the decision to the public? – **Information/ directions received from the authority normally transmit to the concerned beneficiaries officially/ verbally as convenient**
- 9.4. Who are the officers at various levels whose opinions are sought for the process of decision making? – **Opinions sought from S.E. and C.E. considering the depth of matter.**
- 9.5. Who is the final authority that wets the decision? – **To wets the decision Chief Engineer is the final authority.**
- 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.	1
Subject on which the decision is to be taken	Execution of work for different project/schemes, acceptance to Tenders, official order, leave and all other such action necessary within the public authority for the welfare office employee and in the interest of public service.
Guideline Direction, if any	Delegation of Financial Power Rule, Meghalaya Financial Rule, Fundamental Rule & Subsidiary Rules, service code and Conduct Rules etc.
Process of Execution	As per Rules, Codes etc.
Designation of the officers involved in decision making	Sub-Divisional officer, Executive Engineer, (District level) Superintending Engineer (circle level), Chief Engineer (Directorate level) Government (State level)
Contact information of above mentioned officers	Official Address enclosed at Manual 1
If not satisfied by the decision, where and how to appeal.	Appeal can be made to the Appellate Authority or the State Information Commission through Written Applications

CHAPTER- 10 (MANUAL- 9)

DIRECTORY OF OFFICERS AND EMPLOYEES (TURA IRRIGATION DIVISION):-

Sl. No.	Name	Designation	S.T.D. Code	Phone No.		Fax	E-mail	Address
				Office	Home			
1.	Smt.A.D.Blah	E.E. (Irri)	03651	232243	-	03651-232243	-	Office of the Executive Engineer West Garo Hills Irrigation Division New Tura Town Complex Tura.
2.	Smt. M. Hajong	D.A.O						
3.	Shri. D. Das Gupta	H.Asstn.						
4.	Smt. Merina Loyd K. Marak	U.D.A.						
5.	Smt.Monjury Momin	S.D.A						
6.	Smt. Millony N Sangma.	L.D.A						
7.	Shri. Lindharsh A. Sangma	L.D.A						
8.	Shri. Nathsen R Marak	L.D.A						
9.	Shri. Boidya M Sangma	J.D.A						
10.	Shri. Russel D Sangma	S.O –I						
11.	Smt. Ringring banes G Sangma	L.D.A						
12.	Smt. H. Rebeki Renthlei	L.D.A						
13.	Smt. Nobina N Sangma	L.D.A						
14.	Smt. Sanchita Roy	Tracer						
15.	Shri. Abdul Jalil Choudhury	D/Man						
16.	Shri. John Joylal Ch. marak	S.A						
17.	Shri. Ranib Ch. Marak	Surveyor						
18.	Shri. Sonjoy D Shira	J.D.A						
19.	Shri. Sebastian Ch. Sangma	Surveyor						
20.	Smt. Aruna Mann	Surveyor						
21.	Smt. Parveen A. Sangma	S.A						
22.	Smt. Diana M Sangma	S.A						
23.	Smt. Wankerlang Lyndoh Tron	Surveyor						
24.	Shri. Mammood Ahmed	S.O-I						
25.	Shri. Winningstar Kharlyndoh	Surveyor						
26.	Shri. John Paul Syemong	Surveyor						
27.	Shri. Lepsing M. Marak	Peon						
28.	Shri. Monush M. Sangma	Khalasi						
29.	Shri. Subodh Kr. Saha	Driver						
30.	Shri. Joel Dean Nongkynrih	S.A						
31.	Shri. Monoranjan Sarkar	Driver						
32.	Shri. Challang R. Marak	S.A						
33.	Smt. Lorzina R. Marak	Peon						
34.	Smt. Mamuni Hajong	Blue Printer						
35.	Smt. Manju Sanyal	Khalasi						
36.	Smt. Melloni Ch. Marak	Cleaner						
37.	Shri. Networker Hajong	Surveyor						
38.	Shri. Robinson Sangma	Chowkidar						
39.	Shri. Prabhakar Chetry	S.O-I						

TURA IRRIGATION SUB-DIVISION :-

Sl. No.	Name	Designation	S.T.D. Code	Phone No.		Fax	E-mail	Address
				Office	Home			
1.	Shri. Mark M. Sangma	S.D.O (I)	03650	223243	94361-14618			Office of the Subdivisional Officer Phulbari Irrigation Subdivision Phulbari
2.	Smt. Chimojini N. Sangma	U.D.A						
3.	Shri. Pankaj Narayan Deb	S.O (Elect.)						
4.	Shri. Nil Kanta Dhar Choudhury	S.O-I						
5.	Shri. Theodore R. Marak	S.O-I						
6.	Shri. Rajwell A. Sangma	S.O-I						
7.	Shri. Subir M. Marak	S.O-I						
8.	Smt. Ventush Bell B. Marak	L.D.A						
9.	Smt. Jemia K. Marak	Tracer						
10.	Shri. David D. Shira	S.A						
11.	Shri. Monjeng Ch. Marak	S.A						
12.	Shri. Lastford S. Marak	S.A						
13.	Shri. Julyo M. Sangma	S.A						
14.	Shri. Nirmal Kr. Paul	S.A						
15.	Shri. Carthin G. Momin	S.A						
16.	Shri. John Brick M. Sangma	S.A						
17.	Shri. Niranjan Ch. Das	S.A						
18.	Shri. Winker D. Sangma	Plumber						
19.	Shri. Jackwilson Momin	Mech-II						
20.	Shri. Donuz M. Sangma	Driver						
21.	Shri. Joseph A. Sangma	Electrician						
22.	Shri. Edmund Bellue K. Marak	P.P.O						
23.	Shri. Ranjan Kr. Burman	P.P.O						
24.	Shri. Jasper A. Sangma	P.P.O						
25.	Shri. Singnan Ch. Marak	P.P.O						
26.	Shri. Siljan D. Shira	Chowkidar						
27.	Shri. Browelson Sangma	Khalasi						
28.	Shri. Jenithson Marak	Khalasi						
29.	Shri. Bison marak	Khalasi						
30.	Shri. Hewingson Marak	Khalasi						
31.	Shri. Rojenson Ch. Marak	Chainman						
32.	Shri. Simmith Ch. Marak	T/Handyman						
33.	Shri. Gritnal Ch. Marak	T/Handyman						
34.	Shri. Gella T. Sangma	Chowkidar						
35.	Shri. Namjing Marak	Khalasi						
36.	Shri. Mentle Momin	S.A						

BARENGAPARA IRRIGATION SUB-DIVISION :-

Sl.No.	Name	Designation	S.T.D. Code	Phone No.		Fax	Email	Address
				Office	Home			
1.	Shri. T.L.R.Marak	S.D.O.(I)	03651	263232	94363-26449			Office of the Subdivisional Officer Barengapara Irrigation Subdivision Barengapara
2.	Shri Abhijit Bhattacharjee	S.O. – I			94361-13241			
3.	Shri Dura A. Sangma	S.O.- I			94361-08452			
4.	Shri. Sujit Mishra	U.D.A.						
5.	Smt. Neharika K. Marak	L.D.A.						
6.	Shri Dilseng K. Sangma	S/A						
7.	Shri David N. Marak	S/A						
8.	Shri Trosh A. Sangma	S/A						
9.	Shri Prasendra Hajong	S/A						
10.	Shri. Khagendra Paul	S/A						
11.	Shri Surendra Singh	Driver						
12.	Shri Kukesh Marak	P.P.O.						
13.	Shri Collingstone Sangma	Chainman						
14.	Shri Crown Hasting A. Sangma	Khalasi						
15.	Shri Hidithson Sangma	Khalasi						
16.	Shri. Greenson K. Marak	Peon						
17.	Shri Dinggan Marak	Khalasi						
18.	Shri Bharat Momin	Khalasi						
19.	Shri Robinson Sangma	Khalasi						
20.	Shri Medhi Sangma	Khalasi						
21.	Shri Bashkar Marak	Peon						
22.	Shri Injing Marak	Plumber						
23.	Shri Monabendro Das	Camp guard						
24.	Shri Monoram Barman	Chainman						
25.	Smt. Kompani Sangma	Cleaner						
26.	Shri Jimbo Marak	N/Chowkidar						
27.	Smt. Mina Marak	Khalasi						

PHULBARI IRRIGATION SUB-DIVISION:-

Sl. No.	Name	Designation	S.T.D. Code	Phone No.		Fax	E-mail	Address
				Office	Home			
1.	Shri Lamphrang Shooting	S.D.O. (I)	03650	223243	94361-14618			Office of the Subdivisional Officer Phulbari Irrigation Subdivision Phulbari
2.	Shri Shafiqueel Haque Lasker	S.O. – I						
3.	Shri Prabath Ch. Baruah	S.O. – I						
4.	Shri Mujibar Rahman	S.O –I						
5.	Shri. Shadibar Rahman	S.O – I						
6.	Shri. Mamnur Raja Laskar	S.O – II						
7.	Shri. Jamson D. Sangma	U.D.A						
8.	Shri. Sunil Jha	P.P.O						
9.	Shri. Samsul Haque	S.A						
10.	Shri. Manoj Kr. Rabha	Peon						
11.	Shri. Randerson A. Sangma	S.A						
12.	Shri. Nurul Azim Mondal	Mech-II						
13.	Shri. Umananda Hajong	S.A						
14.	Shri. Chamberline A. Sangma	Plumber						
15.	Shri. Gritington Ch. Marak	Khalasi						
16.	Shri. Themosh Ch. Marak	Chainman						
17.	Shri. Wincle M. Sangma	S.A						
18.	Shri. Muzaffar Hussain	S.A						
19.	Shri. Babojlong M. Sangma	Khalasi						
20.	Shri. Letresh K. Marak	Khalasi						
21.	Shri. Parnenson Marak	Khalasi						
22.	Shri. Subhash Ch. Sarkar	Driver						
23.	Shri. Santosh Kr. Dey	Camp Guard						
24.	Shri. Johural Mondal	Khalasi						
25.	Shri. Bindunath Hajong	Khalasi						
26.	Shri. Jingbal B. Marak	S.A						
27.	Shri. Abdul Batten Mondal	S.A						
28.	Shri. Shillipson M. Sangma	Chowkidar						
29.	Shri. Charleston Ch. Marak	Khalasi						
30.	Shri. Monirul Islam	S.A						
31.	Shri. Kingston A. Sangma	Khalasi (W/C)						
32.	Shri. Dinesh Ch. Kalita	Khalasi (W/C)						
33.	Shri. Phullindra Hajong	Chowkidar						
34.	Shri. Bhagad Prasad	Cleaner						

**THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND
EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN REGULATION (TURA IRRIGATION DIVISION)**

Sl. No	Name	Designation	Monthly remuneration	Compensation/Compensatory allowance	The procedure to determine the remuneration as given in the regulation
1	2	3	4	5	6
1.	Smt.A.D.Blah	E.E. (Irri)	22,806/-	130/-	
2.	Smt. M. Hajong	D.A.O	18,316/-	130/-	
3.	Shri. D. Das Gupta	H.Asstn.	17,970/-	130/-	
4.	Smt. Merina Loyd K. Marak	U.D.A.	14,167/-	130/-	
5.	Smt.Monjury Momin	S.D.A	20,237/-	130/-	
6.	Smt. Millony N Sangma.	L.D.A	12,612/-	130/-	
7.	Shri. Lindharsh A. Sangma	L.D.A	12,882/-	130/-	
8.	Shri. Nathsen R Marak	L.D.A	12,612/-	130/-	
9.	Shri. Boidya M Sangma	J.D.A	15,591/-	130/-	
10.	Shri. Russel D Sangma	S.O –I	18,870/-	130/-	
11.	Smt. Ringring banes G Sangma	L.D.A	12,612/-	130/-	
12.	Smt. H. Rebeki Renthlei	L.D.A	10,836/-	130/-	
13.	Smt. Nobina N Sangma	L.D.A	8,433/-	130/-	
14.	Smt. Sanchita Roy	Tracer	13,031/-	130/-	
15.	Shri. Abdul Jalil Choudhury	D/Man	15,854/-	130/-	
16.	Shri. John Joylal Ch. marak	S.A	8,279/-	130/-	
17.	Shri. Ranib Ch. Marak	Surveyor	10,789/-	130/-	
18.	Shri. Sonjoy D Shira	J.D.A	14,420/-	130/-	
19.	Shri. Sebastian Ch. Sangma	Surveyor	9,746/-	130/-	
20.	Smt. Aruna Mann	Surveyor	10,848/-	130/-	
21.	Smt. Parveen A. Sangma	S.A	7,816/-	130/-	
22.	Smt. Diana M Sangma	S.A	7,816/-	130/-	
23.	Smt. Wankerlang Lyndoh Tron	Surveyor	9,746/-	130/-	
24.	Shri. Mammood Ahmed	S.O-I	14,504/-	130/-	
25.	Shri. Winningstar Kharlyndoh	Surveyor	10,848/-	130/-	
26.	Shri. John Paul Syemong	Surveyor	10,628/-	130/-	
27.	Shri. Lepsing M. Marak	Peon	9,027/-	130/-	
28.	Shri. Monush M. Sangma	Khalasi	7,220/-	130/-	
29.	Shri. Subodh Kr. Saha	Driver	10,550/-	130/-	
30.	Shri. Joel Dean Nongkynrih	S.A	8,279/-	130/-	
31.	Shri. Monoranjan Sarkar	Driver	11,444/-	130/-	
32.	Shri. Challang R. Marak	S.A	9,447/-	130/-	
33.	Smt. Lorzina R. Marak	Peon	6,889/-	130/-	
34.	Smt. Mamuni Hajong	Blue Printer	6,125/-	130/-	
35.	Smt. Manju Sanyal	Khalasi	6,625/-	130/-	
36.	Smt. Melloni Ch. Marak	Cleaner	4,567/-	130/-	
37.	Shri. Networker Hajong	Surveyor	9,746/-	130/-	
38.	Shri. Robinson Sangma	Chowkidar	6,360/-	130/-	
39.	Shri. Prabhakar Chetry	S.O-I	15,457/-	130/-	

TURA IRRIGATION SUB-DIVISION :-

Sl. No	Name	Designation	Monthly remuneration	Compensation/Compensatory allowance	The procedure to determine the remuneration as given in the regulation
1	2	3	4	5	6
1.	Shri. Mark M. Sangma	S.D.O (I)	19,196/-	130/-	
2.	Smt. Chimojini N. Sangma	U.D.A	14,476/-	130/-	
3.	Shri. Pankaj Narayan Deb	S.O (Elect.)	20,028/-	130/-	
4.	Shri. Nil Kanta Dhar Choudhury	S.O-I	18,507/-	130/-	
5.	Shri. Theodore R. Marak	S.O-I	17,563/-	130/-	
6.	Shri. Rajwell A. Sangma	S.O-I	15,915/-	130/-	
7.	Shri. Subir M. Marak	S.O-I	16,062/-	130/-	
8.	Smt. Ventush Bell B. Marak	L.D.A	8,587/-	130/-	
9.	Smt. Jemia K. Marak	Tracer	9,447/-	130/-	
10.	Shri. David D. Shira	S.A	12,931/-	130/-	
11.	Shri. Monjeng Ch. Marak	S.A	13,350/-	130/-	
12.	Shri. Lastford S. Marak	S.A	12,931/-	130/-	
13.	Shri. Julyo M. Sangma	S.A	13,350/-	130/-	
14.	Shri. Nirmal Kr. Paul	S.A	13,350/-	130/-	
15.	Shri. Carthin G. Momin	S.A	13,031/-	130/-	
16.	Shri. John Brick M. Sangma	S.A	13,350/-	130/-	
17.	Shri. Niranjana Ch. Das	S.A	12,722/-	130/-	
18.	Shri. Winker D. Sangma	Plumber	13,241/-	130/-	
19.	Shri. Jackwilson Momin	Mech-II	12,612/-	130/-	
20.	Shri. Donuz M. Sangma	Driver	12,237/-	130/-	
21.	Shri. Joseph A. Sangma	Electrician	9,624/-	130/-	
22.	Shri. Edmund Bellue K. Marak	P.P.O	11,917/-	130/-	
23.	Shri. Ranjan Kr. Burman	P.P.O	11,167/-	130/-	
24.	Shri. Jasper A. Sangma	P.P.O	8,815/-	130/-	
25.	Shri. Singnan Ch. Marak	P.P.O	8,036/-	130/-	
26.	Shri. Siljan D. Shira	Chowkidar	9,525/-	130/-	
27.	Shri. Browelson Sangma	Khalasi	9,687/-	130/-	
28.	Shri. Jenithson Marak	Khalasi	9,400/-	130/-	
29.	Shri. Bison marak	Khalasi	9,256/-	130/-	
30.	Shri. Hewingson Marak	Khalasi	9,256/-	130/-	
31.	Shri. Rojenson Ch. Marak	Chainman	8,808/-	130/-	
32.	Shri. Simmith Ch. Marak	T/Handyman	8,952/-	130/-	
33.	Shri. Gritnal Ch. Marak	T/Handyman	6,889/-	130/-	
34.	Shri. Gella T. Sangma	Chowkidar	6,301/-	130/-	
35.	Shri. Namjing Marak	Khalasi	4,442/-	130/-	
36.	Shri. Mentle Momin	S.A	12,931/-	130/-	

BARENGAPARA IRRIGATION SUB-DIVISION :-

Sl. No	Name	Designation	Monthly remuneration	Compensation/Compensatory allowance	The procedure to determine the remuneration as given in the regulation
1	2	3	4	5	6
1.	Shri. T.L.R.Marak	S.D.O.(I)	20,955/-	130/-	
2.	Shri Abhijit Bhattacharjee	S.O. – I	16,415/-	130/-	
3.	Shri Dura A. Sangma	S.O.- I	14,857/-	130/-	
4.	Shri. Sujit Mishra	U.D.A.	10,752/-	130/-	
5.	Smt. Neharika K. Marak	L.D.A.	10,711/-	130/-	
6.	Shri Dilseng K. Sangma	S/A	12,137/-	130/-	
7.	Shri David N. Marak	S/A	12,137/-	130/-	
8.	Shri Trosh A. Sangma	S/A	12,931/-	130/-	
9.	Shri Prasendra Hajong	S/A	12,512/-	130/-	
10.	Shri. Khagendra Paul	S/A	12,093/-	130/-	
11.	Shri Surendra Singh	Driver	12,137/-	130/-	
12.	Shri Kukesh Marak	P.P.O.	11,167/-	130/-	
13.	Shri Collingstone Sangma	Chainman	9,256/-	130/-	
14.	Shri Crown Hasting A. Sangma	Khalasi	9,687/-	130/-	
15.	Shri Hidithson Sangma	Khalasi	9,256/-	130/-	
16.	Shri. Greenson K. Marak	Peon	9,256/-	130/-	
17.	Shri Dinggan Marak	Khalasi	9,256/-	130/-	
18.	Shri Bharat Momin	Khalasi	8,969/-	130/-	
19.	Shri Robinson Sangma	Khalasi	9,256/-	130/-	
20.	Shri Medhi Sangma	Khalasi	8,827/-	130/-	
21.	Shri Bashkar Marak	Peon	8,881/-	130/-	
22.	Shri Injing Marak	Plumber	12,336/-	130/-	
23.	Shri Manabendra Das	Camp guard	8,308/-	130/-	
24.	Shri Monoram Barman	Chainman	8,308/-	130/-	
25.	Smt. Kompani Sangma	Cleaner	4,442/-	130/-	
26.	Shri Jimbo Marak	N/Chowkidar	6,323/-	130/-	
27.	Smt. Mina Marak	Khalasi	6,323/-	130/-	

PHULBARI IRRIGATION SUB-DIVISION :-

Sl. No	Name	Designation	Monthly remuneration	Compensation/Compensatory allowance	The procedure to determine the remuneration as given in the regulation
1	2	3	4	5	6
1.	Shri Lamphrang Shooting	S.D.O. (I)	19,875/-	130/-	
2.	Shri Shafiqueel Haque Lasker	S.O. – I	20,050/-	130/-	
3.	Shri Prabath Ch. Baruah	S.O. – I	20,050/-	130/-	
4.	Shri Mujibar Rahman	S.O –I	15,915/-	130/-	
5.	Shri. Shadibar Rahman	S.O – I	12,722/-	130/-	
6.	Shri. Mamnur Raja Laskar	S.O – II	16,856/-	130/-	
7.	Shri. Jamson D. Sangma	U.D.A	16,305/-	130/-	
8.	Shri. Sunil Jha	P.P.O	7,911/-	130/-	
9.	Shri. Samsul Haque	S.A	7,691/-	130/-	
10.	Shri. Manoj Kr. Rabha	Peon	6,235/-	130/-	
11.	Shri. Randerson A. Sangma	S.A	12,137/-	130/-	
12.	Shri. Nurul Azim Mondal	Mech-II	10,822/-	130/-	
13.	Shri. Umananda Hajong	S.A	13,350/-	130/-	
14.	Shri. Chamberline A. Sangma	Plumber	9,322/-	130/-	
15.	Shri. Gritington Ch. Marak	Khalasi	9,400/-	130/-	
16.	Shri. Themosh Ch. Marak	Chainman	7,996/-	130/-	
17.	Shri. Wincle M. Sangma	S.A	9,322/-	130/-	
18.	Shri. Muzaffar Hussain	S.A	11,615/-	130/-	
19.	Shri. Babojlong M. Sangma	Khalasi	9,400/-	130/-	
20.	Shri. Letresh K. Marak	Khalasi	9,400/-	130/-	
21.	Shri. Parnenson Marak	Khalasi	9,256/-	130/-	
22.	Shri. Subhash Ch. Sarkar	Driver	9,499/-	130/-	
23.	Shri. Santosh Kr. Dey	Camp Guard	8,827/-	130/-	
24.	Shri. Johural Mondal	Khalasi	8,827/-	130/-	
25.	Shri. Bindunath Hajong	Khalasi	9,113/-	130/-	
26.	Shri. Jingbal B. Marak	S.A	12,303/-	130/-	
27.	Shri. Abdul Batten Mondal	S.A	9,851/-	130/-	
28.	Shri. Shillipson M. Sangma	Chowkidar	7,536/-	130/-	
29.	Shri. Charleston Ch. Marak	Khalasi	6,235/-	130/-	
30.	Shri. Monirul Islam	S.A	7,691/-	130/-	
31.	Shri. Kingston A. Sangma	Khalasi (W/C)	8,573/-	130/-	
32.	Shri. Dinesh Ch. Kalita	Khalasi (W/C)	8,573/-	130/-	
33.	Shri. Phullindra Hajong	Chowkidar	4,067/-	130/-	
34.	Shri. Bhagad Prasad	Cleaner	4,442/-	130/-	

**STATEMENT SHOWING THE MONTHLY REMUNERATION OF MUSTER ROLL
AND DAILY LABOURER (REGULAR) UNDER WEST GARO HILLS IRRIGATION DIVISION, TURA**

1. TURA IRRIGATION SUB-DIVISION :-

Sl. No.	Name	Designation	Monthly remuneration	Compensation/Compensatory allowance	The procedure to determine the remuneration as given in the regulation
1.	Shri Uttam Kumar Narzari	M.R. (Skilled)	@ Rs. 85/- Per Day	-	
2.	Shri Tular Ch. Marak	M.R. (Unskilled)	@ Rs. 70/- Per Day	-	
3.	Shri Itha G. Momin	M.R. (Unskilled)	@ Rs. 70/- Per Day	-	
4.	Shri Bristol R. Sangma	M.R. (Unskilled)	@ Rs. 70/- Per Day	-	
5.	Shri Tebithson Ch. Momin	M.R. (Unskilled)	@ Rs. 70/- Per Day	-	
6.	Shri Keberson D. Sangma	M.R. (Unskilled)	@ Rs. 70/- Per Day	-	
7.	Shri Linder Marak	M.R. (Unskilled)	@ Rs. 70/- Per Day	-	
8.	Shri Ambarth Marak	M.R. (Unskilled)	@ Rs. 70/- Per Day	-	
9.	Shri. Kobir U Sock	M.R. (Unskilled)	@ Rs. 70/- Per Day	-	
10.	Smt. Saroda Devi Basfor	M.R. (Unskilled)	@ Rs. 70/- Per Day	-	
11.	Shri. Lemingstone Ch. Marak	M.R. (Unskilled)	@ Rs. 70/- Per Day	-	
12.	Shri. Aurangjeb Sangma	M.R. (Unskilled)	@ Rs. 70/- Per Day	-	
13.	Shri. Jonsing Sangma	M.R. (Unskilled)	@ Rs. 70/- Per Day	-	
14.	Shri. Nur Alam Ali	M.R. (Unskilled)	@ Rs. 70/- Per Day	-	
15.	Shri. Motia Koch.	M.R. (Unskilled)	@ Rs. 70/- Per Day	-	
2.	BARENGAPARA IRRIGATION SUB-DIVISION :-				
1.	Shri Dominick Sangma	M.R. (Unskilled)	@ Rs. 70/- Per Day	-	
2.	Smt Sujata Dalu	M.R. (Unskilled)	@ Rs. 70/- Per Day	-	
3.	Shri Prasanta Hajong	M.R. (Unskilled)	@ Rs. 70/- Per Day	-	

**STATEMENT SHOWING THE MONTHLY REMUNERATION OF MUSTER ROLL (REGULAR)
AND DAILY LABOURER (REGULAR) UNDER WEST GARO HILLS IRRIGATION DIVISION, TURA**

3. PHULBARI IRRIGATION SUB-DIVISION:-

Sl. No.	Name	Designation	Monthly remuneration	Compensation/Compensatory allowance	The procedure to determine the remuneration as given in the regulation
1.	Shri. Koleswar Koch	M.R. (Unskilled)	@ Rs. 70/- Per Day	-	
2.	Shri. Phillish Sangma	M.R. (Unskilled)	@ Rs. 70/- Per Day	-	
3.	Shri. Abdul Sattar	M.R. (Unskilled)	@ Rs. 70/- Per Day	-	
4.	Shri. Meghal Marak	M.R. (Unskilled)	@ Rs. 70/- Per Day	-	
5.	Shri. Behari Hajong	M.R. (Unskilled)	@ Rs. 70/- Per Day	-	
6.	Shri. Kartik Hajong	M.R. (Unskilled)	@ Rs. 70/- Per Day	-	
7.	Shri. Kopin Boro	M.R. (Unskilled)	@ Rs. 70/- Per Day	-	
8.	Shri. Luchit Boro	M.R. (Unskilled)	@ Rs. 70/- Per Day	-	
9.	Shri. Sima Rabha	M.R. (Unskilled)	@ Rs. 70/- Per Day	-	
10.	Shri. Naknen Marak	M.R. (Unskilled)	@ Rs. 70/- Per Day	-	
11.	Shri. Habibur Rahman	M.R. (Unskilled)	@ Rs. 70/- Per Day	-	
12.	Shri. Suboth Rabha	M.R. (Unskilled)	@ Rs. 70/- Per Day	-	
13.	Smt. Sentilla Marak	M.R. (Unskilled)	@ Rs. 70/- Per Day	-	
14.	Shri. Megha Bepari	M.R. (Unskilled)	@ Rs. 70/- Per Day	-	
15.	Shri. Salwin Sangma	M.R. (Unskilled)	@ Rs. 70/- Per Day	-	
16.	Shri. Chanrika Basfor	M.R. (Unskilled)	@ Rs. 70/- Per Day	-	
17.	Shri. Kelson Sangma	M.R. (Unskilled)	@ Rs. 70/- Per Day	-	
18.	Shri. Abdul Batten	M.R. (Unskilled)	@ Rs. 70/- Per Day	-	
19.	Shri. Montu Hajong	M.R. (Unskilled)	@ Rs. 70/- Per Day	-	

CHAPTER- 12 (MANUAL- 11)
THE BUDGET ALLOCATED TO EACH AGENCY
(PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON
DISBURSEMENT MADE)
Year 2007 – 2008 (Under West Garo Hills Irrigation Division, Tura)

Sl. No.	Name of the scheme head	Activity	Starting date of the Activity	Planned end date of the Activity	Sanctioned Amount (Lakhs)	Exp. Upto March 2008	Amount released/distribution (no. of installment)	Actual expenditure for the year 2007-08	Responsible Officer for the quality and the complete execution of work.
1.	<u>4702 Capital Outlay on Minor Irrigation 103-Diversion schemes (01) Accelerated Irrigation benefited program (AIBP)</u> 1. Selsella M.I.P. 2. Ringdee M.I.P. 3. Andherkona M.I.P	The AIBP is launched by GOI to assist the state Govt. by providing Central Loan Assistance (CLA) to accelerate the completion of selected irrigation projects and there by enable the projects to yield early benefit in the state of Meghalaya. The inception of the program was in the year 1999-2000. The AIBP is also meant to focus on those projects which have no constrains for early completion. The existing pattern of financing of Central to State is 3:1.	1996 1999 2001	Completed On going Completed	105.56 272.05 330.33	104.61 260.85 330.31	NIL 13.71 NIL	NIL 13.71 NIL	Executive Engineer (Irri) Tura Division.
		Total =			707.94	695.77	13.71	13.71	
2.	<u>4702-C.O M.I Flow (Normal State Plan)</u> 1. Rongadatgre MIP	To provide irrigation facilities in Agriculturally potential areas by creating more Irrigation potential from surface water sources through surface diversion schemes. For a hilly state like Meghalaya which is restrained by its limitations of feasible area under cultivation, higher crop intensity and productivity can be achieved only with assured irrigation.	1994	Completed	62.00	62.00	1.19	1.19	Executive Engineer (Irri) Tura Division
		Total =			62.00	62.00	1.19	1.19	

Sl. No.	Name of the scheme head	Activity	Starting date of the Activity	Planned end date of the Activity	Sanctioned Amount (Lakhs)	Exp. Upto March 2008	Amount released/distribution (no. of installment)	Actual expenditure for the last year 2007-08	Responsible Officer for the quality and the complete execution of work.
3.	<u>4702-C.O Micro Irrigation Project. (Plan)</u> 1. Ganolgre MIP 2. Oragitok MIP 3. Chibra Agal MIP 4. Missimagre MIP 5. Matchikolgre MIP	Micro Irrigation is a concept which has recently been taken into consideration in our state and has been included for the first time in the annual plan 2004-05. It is supposed to cover small areas which may even have only single family beneficiaries. Such projects are expected to deliver early benefits to the farmers instantaneously due to early completion. Moreover, the farmers are expected to take care of the operation and maintenance by themselves.	2007 2007 2007 2007 2007	Completed Completed Completed Completed Ongoing	4.21 1.98 2.20 1.98 7.98	4.21 1.97 1.04 1.60 3.75	4.21 0.47 1.04 1.60 3.75	4.21 0.47 1.04 1.60 3.75	Executive Engineer (Irri) Tura Division.
		Total =			18.35	12.58	11.08	11.08	
4.	<u>2702- C.A.D (Plan)</u> 1. Bashbari MIP	As stated above, although the Schemes were taken up under different program and potential created. The created potential in some of the projects cannot be utilized fully due to inadequate conveyance network, losses in the canal because of the soil condition, due to necessity of land shaping/leveling etc. The main objective of this program is to abridge the gap between the potential created and potential utilized. The main components which could be taken up under this program are construction of field channels so that the water can reach every nook and corner of the area, lining of canal to check seepage in the canal land shaping/leveling to bring more area lying on the higher level under irrigation etc. The funding pattern of this program is 50% Centre and 50% State.	2002	Completed	28.80	24.28	0.20	0.20	Executive Engineer (Irri) Tura Division
		Total =			28.80	24.28	0.20	0.20	

Sl. No.	Name of the scheme head	Activity	Starting date of the Activity	Planned end date of the Activity	Sanctioned Amount (Lakhs)	Exp. Upto March 2008	Amount released/distribution (no. of installment)	Actual expenditure for the year 2007-08	Responsible Officer for the quality and the complete execution of work.
5.	<u>2702 –Improvement & modernization (Plan)</u>	The condition of most of the schemes deteriorates year by year due to various factors such as inadequate fund for maintenance of the scheme, natural calamity, etc. due to which the area as envisaged cannot be covered resulting in low potential utility. Thus, most of the schemes requires Improvement & Modernization after some years of use so that the created potential may be fully utilized.							
	1. Gumaijhora MIP		2005	Completed	33.58	21.59	12.77	12.77	Executive Engineer (Irri) Tura Division.
	2. Selsella MIP.		2006	Ongoing	63.91	13.69	10.35	10.35	
	3. Edenbari MIP		2007	Ongoing	12.64	8.57	8.57	8.57	
	Total =			110.13	43.85	31.69	31.69		
6.	<u>2702-NABARD (Plan)</u>	Due to the limited financial resources, the assistance from NABARD under the Rural Infrastructure Development Fund (RIDF) is being availed in the form of Renovation/Reconstruction of Minor Irrigation Projects in the State in which the State Government's share is only 10% and the remaining 90% is the Loan component from NABARD.							
	1. Constn of Azagar MIP.		2005	Desanctioned	108.91	6.65	NIL	NIL	Executive Engineer (Irri) Tura Division
	2. Constn. of Dhardhara & Champarani MIP		2007	Ongoing	130.11	37.72	32.79	32.79	
	3. Renovation / Reconst of Ujengiri MIP.		2007	Ongoing	97.64	13.43	13.43	13.43	
	4. Renovation/Recontn of Dengna MIP.	2007	Ongoing	64.40	18.77	18.77	18.77		
	Total =			401.06	76.57	64.99	64.99		

Sl. No.	Name of the scheme head	Activity	Starting date of the Activity	Planned end date of the Activity	Sanctioned Amount (Lakhs)	Exp. Upto March 2008	Amount released/distribution (no. of installment)	Actual expenditure for the year 2007-08	Responsible Officer for the quality and the complete execution of work.
7.	2702-FDR (Plan)	Massive deforestation either by Jhum cultivation or random felling of trees for timber etc. have reduced the forest cover in the state to a considerable extent thereby reducing drastically the water retention capacity in the catchment area. Thus due to the massive forest destruction, flash flood have become a regular feature which is causing great loss to property as well as the Irrigation structures in the state. Hence, Flood damage restoration of Minor Irrigation have become necessary to keep the project functioning.							
	1. Edenbari MIP		Ongoing	35.49	9.67	3.80	3.80		
	2. Bamundangga MIP		Ongoing	14.83	12.229	1.26	1.26		
	3. Gumaijhora MIP		Ongoing	19.91	14.545	1.86	1.86		
	4. Gopi MIP		Ongoing	16.62	4.01	3.63	3.63		
	5. Babellapara MIP		Ongoing	21.24	4.932	4.54	4.54		
	6. Dogiri MIP		Ongoing	25.23	5.75	5.75	5.75		
	7. Rongadatgiri MIP		Ongoing	28.05	4.14	3.89	3.89		
	8. Dengnakpara MIP		Ongoing	14.56	3.86	3.63	3.63		Executive Engineer (Irri) Tura Division.
	9. Bashbari MIP		Ongoing	29.49	6.22	5.31	5.31		
	10. Chandan Nokat MIP		Ongoing	2.60	0.04	0.04	0.04		
	11. Ringdee MIP		Ongoing	17.08	0.43	0.43	0.43		
	12. Andherkona MIP		Ongoing	15.09	0.57	0.57	0.57		
	13. Sabang MIP		Ongoing	10.24	NIL	NIL	NIL		
	14. Romgiri MIP		Ongoing	23.04	NIL	NIL	NIL		
	15. Dolbari MIP		Ongoing	35.58	NIL	NIL	NIL		
	16. Gopijhora MIP	Ongoing	7.95	NIL	NIL	NIL			
Total =					317.00	66.396	34.71	34.71	
									34.7

CHAPTER – 13 (MANUAL – 12)

The manner of execution of subsidy programs

The Public Authority does not have any Subsidy Programs/Schemes. But the Office do implement different types of Schemes in the Irrigation Sector.

Given below are the different types of Schemes/Projects being taken up by the Public Authority:-

- A. Flow Irrigation Schemes (Normal State Plan) :- To provide irrigation facilities in Agriculturally potential areas by creating more Irrigation potential from surface water sources through surface diversion schemes. For a hilly state like Meghalaya which is restrained by its limitations of feasible area under cultivation, higher crop intensity and productivity can be achieved only with assured irrigation.
- B. Accelerated Irrigation Benefit Program (AIBP) :- This is a Centrally Aided program in which the Government of India assist the State Government by providing Central Loan Assistance (CLA) in which the Financing Pattern Centre : State is 3 : 1.
- C. NABARD Loan for Minor Irrigation Projects :-Due to the limited financial resources, the assistance from NABARD under the Rural Infrastructure Development Fund (RIDF) is being availed in the form of Loan for Renovation/Reconstruction of Minor Irrigation Projects in the State in which the State Government's share is only 10% and the remaining 90% is the Loan component from NABARD.
- D. Command Area Development (CAD):- As stated above, although the Schemes were taken up under different program and potential created. The created potential in some of the projects cannot be utilized fully due to inadequate conveyance network, losses in the canal because of the soil condition, due to necessity of land shaping/leveling etc. The main objective of this program is to abridge the gap between the potential created and potential utilized. The main components which could be taken up under this program are construction of field channels so that the water can reach every nook and corner of the area, lining of canal to check seepage in the canal land shaping/leveling to bring more area lying on the higher level under irrigation etc. The funding pattern of this program is 50% Centre and 50% State.
- E. Drip & Sprinkler Irrigation:- To take up Drip & Sprinkler Irrigation for sustainable development of Horticultural crops and plantations where others system of irrigation are not feasible. This will also help to minimize jhum cultivation and increase the yield/ha.
- F. Improvement & Modernization of Existing Projects:- The condition of most of the schemes deteriorates year by year due to various factors such as inadequate fund for maintenance of the scheme, natural calamity, etc. due to which the area as envisaged cannot be covered resulting in low potential utility. Thus, most of the schemes requires Improvement & Modernization after some years of use so that the created potential may be fully utilized.
- G. Flood damage restoration of Minor Irrigation Projects:- Massive deforestation either by Jhum cultivation or random felling of trees for timber etc. have reduced the forest cover in the state to a considerable extent thereby reducing drastically the water retention capacity in the catchment area. Thus due to the massive forest destruction, flash flood have become a regular feature which is causing great loss to property as well as the Irrigation structures in the state. Hence, Flood damage restoration of Minor Irrigation have become necessary to keep the project functioning.
- H. Investigation Survey and Investigation Minor Works : To carryout survey and investigation works and for determining the feasibility aspects of a proposed project so that the process of formulation of the projects/schemes can be started. This also includes taking hydrological and morphological data of the area and sources of water for irrigation.

- I. Micro Irrigation : Micro Irrigation (Drip & Sprinkler) is a concept which has recently been taken into consideration in our state and has been included for the first time in the annual plan 2004-05. It is supposed to cover small areas which may even have only single family beneficiaries. Such projects are expected to deliver early benefits to the farmers instantaneously due to early completion. Moreover, the farmers are expected to take care of the operation and maintenance by themselves.
- J. Rationalization of Minor Irrigation Statistics : To conduct M.I. census on quin-quennial basis for taking up sample survey, pilots studies and assessment to depict realistic picture of the number of irrigation schemes taken up by various Departments, actual irrigation potential created and utilized which is essential for estimating the availability of both surface and ground water for formulation of a realistic plan for water resources development.
- K. Establishment and maintenance : This mean for minor repairs and maintenance works of completed projects. Due to non availability of adequate funds under Non-Plan for maintenance, the Planning Commission has recommended 10% of the total plan outlay to meet the cost for maintenance and minor repair works of completed projects.

CHAPTER 14 (MANUAL – 13)

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR
AUTHORIZATION GRANTED BY IT.**

***** DOES NOT ARISE AS THE DIRECTORATE OF IRRIGATION DOES NOT PROVIDE
ANY CONCESSIONS, PERMITS OR AUTHORIZATION TO THE PUBLIC.**

CHAPTER – 15 (MANUAL – 14)

NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTION.

NORMS BASICALLY FOLLOWED FOR THE FORMULATION & IMPLEMENTATION OF PROJECTS/SCHEMES.

A. Formulation:-

* Representation/Application by the Farmers:- Formulation of an Irrigation Scheme is normally based on the Representation/Application by the Farmers to District Office or the Sub-divisional Office.

* Preliminary Investigation:- On receipt of the Representation/Application from the farmers, a Preliminary Investigation is to be conducted to assess the Technical & Economic viability.

* Detail Survey:- If the Scheme is found to be Technically & Economically viable, a Detail Survey of the Project area is conducted wherein all the data/information's necessary for the formulation of the Project are collected.

* List of Beneficiaries & N.O.C.:- A list of Beneficiaries along with the holding size of all the individual duly signed by each one of them and countersigned by the Nokma/Head-man should be obtained first.

* Formulation Process:- Based on the data collected during the detail survey, a Detail Project Report is prepared which comprises the General & Technical Report, Designs of structures, Drawings Estimates, Charts, Maps etc. by the Sub-divisional Office under the guidance of District Head who in turn submits the same to the S.E.'s Office.

B. Implementation:-

* The Implementation of the Scheme/Project is carried out only after the necessary Sanction and Approval is received from the Government.

The Implementation process consist of

1. Calling of Tenders for different works.
2. Allotment works
3. Execution of works
4. Submission of Completion Report.

The beneficiaries on completion of the Project should register an Association in the name of Water Users Association (W.U.A.) and execute an MOU (Memorandum of Understanding) with the District Office. Water Users Association will then look after the Scheme and its Operation & Maintenance. They will also ensure the equitable distribution of water to the farmers.

CHAPTER – 16 (MANUAL – 15)

INFORMATION AVAILABLE IN AN ELECTRONIC FORM

- 1. please provide the details of the information related to the various schemes which are available in the electronic format.**

The details of the information related to Irrigation schemes which are available in the Electronic Format are the names of completed Minor Irrigation Projects, its Command area, No. of beneficiaries, year of commencement and completion and the cost of construction.

CHAPTER – 17 (MANUAL – 16)

PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION.

Through News Paper:- Notice Inviting Tenders, Quotation Notice, Invitation of Application for Registration (Fresh & Renewal) for Class – III & IV Contractors, etc. are published in the local dailies and News Papers so that the citizens may have the access to the above.

Notice Board:- All the important Notices, Orders, etc. and those published in the News Paper are also displayed in the Office Notice Board.

Inspection of Record:- Any member of the public who wishes to inspect any Record can do so by giving a written Application and by paying the prescribed fee for the same.

Printed Manual Available:- The Printed Manual of the Public Authority can be obtained by giving a Written application and on payment of prescribed fee.

Website of the Public Authority : Detail Information can also be obtained by visiting the Public Authority's Official website which is dirirri@shillong.meg.nic.in.

CHAPTER – 18 (MANUAL – 17)

OTHER USEFUL INFORMATION

Frequently Ask Question and their Answers by the Public Authority :

1. What are the types of schemes usually taken out ?

Types of schemes taken out are (i) Minor Irrigation (Surface Flow, lift, D.T.W, S.T.W.) and Micro Irrigation (Drip, Sprinkler, Flow).

2. What is W.U.A. ?

W.U.A. is a Water User Association formed by the beneficiaries of the Project to work hand with the Department.

*** Related to the seeking information.**

(a) Application forms : As prescribed by the Government.

(b) Fees : As prescribed by the Government.

(c) How to write a precise information request few trips : By filling in the Application format as prescribed by the Government.

(d) Right of the citizen in case of denial of information and procedure to appeal: Appeal can be made to the appellate Authority or the State information Commission through written applications.

*** With relation to training imparted to the public by public authority** -No training are being imparted to the public by the office of Executive Engineer (Irri), Tura.

*** With relation to registration process:** Registration is accepted only for class III&IV contractors.

*** With relation to collection of tax by Public Authority (Municipal Corporation, Trade tax, Entertainment Tax etc) :** No tax collection is being carried out at office of the Executive Engineer (Irri)Tura accept the tax for deduction authorized by the govt.

*** With relation to issue new connection electricity/water supply and permanent disconnection etc :** This matter is not related with the office of the Executive Engineer (Irri), Tura.

*** Details of any other public service provided by the public authority :** The public service that is being provided by the public authority is only the implementation of Irrigation projects.

LIST OF COMPLETED MINOR IRRIGATION PROJECTS
UPTO 2007 – 08 UNDER WEST GARO HILLS IRRIGATION DIVISION, TURA

A) COMPLETED SCHEMES : (SURFACE WATER)

Sl. No.	Name of Projects	Location/ Block	Year of Comme- ncement	Year of Comple.	G.C.A. (ha)	No. Benefi- ciaries	Exp.(Final in lakhs
1	2	3	4	5	6	7	8
(A).	<u>SURFACE WATER:-</u> <u>Up to 7th Plan1992</u>						
1	Najakhol MIP	Selsella	1983-84	1984-85	47.00	34	1.99
2	Ujengiri MIP	Selsella	1983-84	1986-87	162.00	100	14.00
3	Dolgiri MIP	Selsella	1983-84	1984-85	200.00	56	3.97
4	Samati MIP	Betasing	1976-77	1976-77	60.00	25	0.12
5	Naragiri MIP	Betasing	1974-75	1977-78	100.00	26	0.38
6	Thallang MIP	Betasing	1977-78	1979-80	63.00	56	4.73
7	Amqakiri MIP	Betasing	1977-78	1979-80	120.00	40	0.98
8	Dolbari MIP	Betasing	1981-82	1981-82	200.00	580	7.48
9	Marakkapara MIP	Betasing	1981-82	1984-85	248.00	121	9.76
10	Marang MIP	Dalu	1974-75	1974-75	50.00	100	0.48
11	Sabang MIP	Tikrikilla	1978-79	1979-80	206.00	35	0.74
12	Babellapara MIP	Dalu	1974-75	1882-83	125.00	150	12.70
13	Gillajuri MIP	Dalu	1982-83	1982-83	125.00	31	13.73
14	Gopi MIP	Zik Zak	1979-80	1981-82	186.00	71	10.40
15	Kuligaon M.I.P	zikZak	1983-84	1986-87	106.00	120	6.00
16	Edenbari MIP	Rongram	1982-83	1986-87	298.00	400	35.73
17	Goragiri MIP	Betasing	1985-86	1991-92	146.00	127	14.89
18	Okhapara LIP	Betasing	1985-86	1985-86	33.50	25	2.30
19	Gandhi Para LIP	Betasing	1981-82	1982-83	248.00	95	5.29
20	Chengkurigiri MIP	Betasing	1977-78	1979-80	82.00	55	1.22
21	Kodalhowa MIP	Zik Zak	1981-82	1882-83	202.00	460	8.57
22	Ajagar MIP	Dadenggiri	1986-87	1991-92	567.00	483	25.34
23	Chandan Nokat MIP	Betasing	1974-75	1974-75	28.00	128	0.18
24	Bongrenggiri MIP	Dadenggiri	1975-76	1975-76	40.00	30	0.23
25	Najakjhora MIP	Dadenggiri	1975-76	1976-77	200.00	40	0.64
26	Kanchanjhora MIP	Dadenggiri	1975-76	1976-77	40.00	50	0.45
27	Ambari MIP	Selsella	1975-76	1976-77	40.00	75	0.23
28	Khongpara MIP	Selsella	1975-76	1976-77	24.00	25	0.15
29	Madagiri MIP	Rongram	1974-75	1974-75	24.00	300	0.15
30	Kalijhora MIP	Dalu	1974-75	1974-75	60.00	108	0.23
31	Watregiri MIP	Betasing	1974-75	1974-75	24.00	250	0.15
32	Murichiring MIP	Dalu	1974-75	1974-75	40.00	200	0.53
33	Betasing LIP	Betasing	1977-78	1981-82	320.00	236	7.64
34	Singwill&Galwang LIP	Selsella	1979-80	1980-81	340.00	140	3.96
35	Koinadubi LIP	Dalu	1981-82	1985-86	240.00	400	11.59
	Total (a)				4994.50	5172	207.37

1	2	3	4	5	6	7	(50) 8
5 (b)	<u>During Plan 8th 1992-97</u>						
36.	Gopijhora FIP	Betasing	1991	1992-93	107.00	750	30.13
37.	Dengna FIP	ZikZak	1984	1992-93	158.00	530	17.85
38.	Bashbari FIP	Betasing	1986	1994-95	551.00	500	32.12
39.	Gumaijhora FIP	Dadenggiri	19866	1995-96	545.00	280	39.67
40.	Daldam FIP	Dalu	1985-86	1995-96	185.00	39	17.13
	Total (b)				1546.00	2099	136.90
	<u>Total upto end of 8th Plan</u>				6540.50	7271	344.27
(c)	<u>During 9th Plan 1997-2002</u>						
41.	Romgiri FIP	Dadenggiri	1992-93	1998-99	60.00	39	43.02
42.	Dengnakpara FIP	Betasing	1992-93	2000-01	198.00	145	152.59
43.	Rongadathgiri FIP	Dadenggiri	1995-96	2001-02	60.00	37	62.00
	Total (c)				318.00	221	257.61
(d)	<u>During 10th Plan 2002-07</u>						
44.	Bamundanga FIP	Tikrikilla	2001-02	2003-04	300.00	250	136.34
45.	Sellsella MIP	Sellsella	1995-96	2004-05	382.00	150	105.58
46.	Alakama MIP	Rongram	2005-06	2005-06	4.00	4	1.67
47.	Rengsanggre MIP	Rongram	2005-06	2005-06	2.00	7	1.19
48.	Romba Adingree MIP	Rongram	2005-06	2005-06	2.00	9	1.94
49.	Andherkona MIP	Sellsella	2001-02	2006-07	326.00	132	330.31
	Total = (d)				1016.00	552	577.03
(e)	<u>During 11th Plan 2007-12.</u>						
50.	Ganolgre MIP	Rongram	2006-07	2007-08	5.00	9	4.21
51.	Oragitok MIP	Rongram	2006-07	2007-08	2.00	7	1.98
52.	Chibra Agal MIP	Rongram	2006-07	2007-08	3.70	7	2.13
53.	Missimagre MIP	Rongram	2006-07	2007-08	2.10	8	1.96
	Total (e)				12.80	31	10.28
	Grand total (a + b + c + d + e) =				7887.30	8075.00	1189.19

(51)

COMPLETED SCHEMES: (GROUND WATER)

1	2	3	4	5	6	7	8
(B)	<u>GROUND WATER:-</u>						
(a)	<u>D.T.W</u>						
	<u>During 7th plan</u>						
1.	<u>Kaimbatapara DTW</u>	Dadenggiri	1984	1984-85	40.00	18	1.00
2.	<u>Kadamsali DTW</u>	Dadenggiri	1984	1984-85	40.00	18	1.00
3.	<u>Paham DTW</u>	Dadenggiri	1984	1984-85	40.00	16	1.00
4.	<u>Jugirjhar DTW</u>	Dadenggiri	1984	1984-85	40.00	27	1.00
5.	<u>Bairagipara DTW</u>	Dadenggiri	1985	1985-86	81.00	35	3.03
	Total (a)				241.00	114	7.03
(b)	<u>STW during 7th plan</u>						
1.	<u>10 cluster(625 Nos)</u>	Salsella &ZikZak	1975-76	1975-76	1562.50	625	N/A
	Total (b)				1562.50	625	N/A
(c)	<u>During 9th plan 1997-02</u>						
6.	<u>Ichaguri DTW</u>		1990-91	1998-99	25.00	30	8.99
7.	<u>ZikZak DTW</u>	Zikzak	1990-91	1998-99	43.60	40	8.79
8.	<u>Borkona DTW</u>	Betasing	1990-91	1998-99	30.25	15	7.87
9.	<u>Jewelgiri DTW</u>	Betasing	1992-93	2001-02	11.10	16	10.10
	Total (c)				109.95	101	35.75
	Grand total (a + b + c) =				1913.45	840	42.78

LIST OF ONGOING & NEWLY SANTIONED IRRIGATION PROJECTS
UNDER WEST GARO HILLS IRRIGATION DIVISION, TURA.

Sl. No.	Name of Projects	Location/ Block	Sanction Amount (in lakhs)	Exp. Upto March/08(in lakhs)	Year of Commencement	G.C.A. (ha)	No. Beneficiaries	Remarks
1	2	3	4	5	6	7	8	9
1.	Ringdee F.I.P.	Betasing	272.05	260.85	2001-02	540.00	131	Ongoing
2.	Dhardhara Champarani F.I.P	Tikrikilla	130.11	37.72	2006-07	150.00	397	-Do-
3.	Matchakolgre M.I.P (Micro)	Rongram	7.98	3.75	2006-07	8.00	5	- DO -
4.	Grenggandi F.I.P	Betasing	45.18	NIL	Yet to commence	47.00	60	<u>Sl. No- 4 to 7</u> <u>AI BP :-</u> Schemes Approved by Govt. of India Administrative approval from State Govt. Awaited.
5.	Amindagre F.I.P	Gambegre	268.42	NIL	- DO -	275.00	118	
6.	Kalchengpara F.I.P	Sellsella	477.22	NIL	- DO -	478.00	105	
7.	Kharigaon F.I.P	Sellsella	131.63	NIL	-DO -	141.00	102	
8.	Jewilgre RWHS	Gambegre	8.249	NIL	-DO -	9.00	-	
9.	Simrokgre Songittal RWHS	Rongram	8.863	NIL	- DO -	8.50	-	
10.	Ganol Songma RWHS	Rongram	7.476	NIL	- DO -	7.00	-	
		Total =	1357.178	302.32		1663.50	918	



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PART - VII
GOVERNMENT OF MEGHALAYA
LAW (B) DEPARTMENT
ORDERS BY THE GOVERNOR

NOTIFICATION
The 21st October, 2005

No.LL (B).47/2005/143. –The following Government of India Notification F No.34012/8(5)/2005- Estt (B),dated 16th September,2005 namely, the Right to information (Regulation of fee and cost) Rules,2005 as adapted by the Government of Meghalaya vide Notification No.IPR/112/96/Pt IV/275, dated 8th October,2005 is published for general information.

New Delhi, the 16th September,2005

NOTIFICATION

G.S.R.—In Exercise of the powers conferred by clauses (b) and (c) of sub section (2) of section 27 of the Right to Information Act,2005 (22 of 2005),the Central Government hereby makes the following rules, namely :-

1. **short title and commencement – (1) These rules may be called the Right to Information (Regulation of fee and Cost) Rules,2005.**
(2) They shall come into force on the date of their publication in the official Gazette.
2. **Definitions—In the rules, unless the context otherwise requires—**
 - (a) ‘ Act ’ means the Right to Information Act,2005;
 - (b) ‘ Section ’ means section of the Act;
 - (c) all the words and expressions used herein but not defined and defined in the Act shall have the meanings assigned to them in the Act.
3. A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the public authority.
4. For providing the information under sub-section (1) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers 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 a fee of rupees five for each fifteen minutes (or fraction Thereof) thereafter.
5. For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash against Proper receipt or by demand draft or bankers cheque payable to the Accounts officer of the public authority at the Following rates :-
 - (a) for information provided in diskette or floppy rupees fifty per diskette or floppy, and
 - (b) for information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.

[F.No.34012/8(s)/2005-Esst. (B)]

HARI KUMAR
Director

E.M. DONN,
Under Secretary to the Govt. of Meghalaya
Law (B) Department