

**OFFICE OF THE JOINT DIRECTOR OF SOIL & WATER
CONSERVATION, MEGHALAYA, TURA.**

**INFORMATION HAND BOOK
IN ACCORDANCE WITH THE PRESCRIBED TEMPLATE
UNDER THE RIGHT TO INFORMATION ACT,2005**

INFORMATION HAND BOOK UNDER THE RIGHT TO INFORMATION ACT, 2005

CHAPTER- 1

1. INTRODUCTION :

1.1 Background on the Right to Information Act, 2005

This Hand Book, Right to Information Act, 2005, shall serve as one of the effective instruments and mechanisms for the public to have access to the informations that are of their interest, significantly, matters which relate to development issues, beginning the Planning system, Implementation-mode and Post- Implementation Management System. The other aspect of importance is the functions and duties of development departments while discharging the Services Delivery system.

When this Act is enforced, it is expected that there will prevail behavioral and attitudinal change including sense of responsibility and accountability and transparency while discharging the duties and functions by the public authority. Also, that the development- mechanism as well will yield meaningful and positive result in the course of delivering the services-delivery to the public. Nevertheless, this entire exercise will be incomplete and not forthcoming, if the public do not meaningfully participate and contribute in this endeavour.

1.2 Objective/ Purpose of the Hand Book.

The prime objective/purpose of the handbook is to attempt to create a conducive and public-friendly atmosphere to enable them to apprehend the basic issues which are of importance to them and to grant access to have the right to informations which are of their interest, subject to the provisions of the Act.

1.3 Who are the intended users of this handbook?

The community/individuals who derived or intended to derive the benefits of the schemes of the department. Other users may include the Non-government/Voluntary Organizations and the interested groups/parties/individuals including the Public authorities of the Department.

1.4 Organization of the information in this book.

Directorate of Soil & Water Conservation, Shillong.

1.5 Definitions.

In this manual, unless there is anything repugnant in the subject/ content :-

- (i) 'Department', means Meghalaya Soil & Water Conservation Department.
- (ii) 'Employees', means non-gazetted employees unless otherwise mentioned here.
- (iii) 'Government', means Government of Meghalaya unless otherwise specifically mentioned here.
- (iv) 'Officers', mean Gazetted –Officers unless otherwise mentioned here.
- (v) 'Technical Supportive Staff', includes Grade IV (Non Gazetted) category of different groups, Grade-III (non gazetted) category of different groups, according to the O.M. for Meghalaya Soil & Water Conservation (subordinate) service Rules of Meghalaya.
- (vi) 'Office Assistants', constitute the upper division/lower division Assistants

- (Clerk, typist, store keeper and all such employees of the Department who are responsible in conducting the day to work of the various Offices of the Department.
- (vii) 'Department of Secretariat' means the Administrative Department of the Government.
 - (viii) 'Soil & Water Conservation Range/ Beat Office Level', comprises of a number of villages within the C & R D Block, which has been specified as the designated area of operation and jurisdiction.
 - (ix) Public authority means the Soil & Water Conservation Department at the Directorate level.
 - (x) 'Act' means the Right to Information Act, 2005.
 - (xi) 'Requester' means members/ member of the Public or NGO/VO or any interested individuals or groups of persons.

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

1. The Director of Soil & Water Conservation,
Government of Meghalaya,
Additional Meghalaya Secretariat Building,
Room No.316.
Phone # 0364-2224551
Fax 0364-2224551
Email : megsoil@rediffmail.com
2. The Joint Director of Soil & Water Conservation,
Tura, Meghalaya,
Dakopgre, West Garo Hills.
Phone # 03651-232105
Fax 03651-232105.

1.7 Procedure and Fee-structure for getting information not available in the handbook.
By contacting personally or through phone, fax or by sending email to the contact person as stated in para 1.6 above.

- Fee :
- (a) Application Fee - Rs.10/- per application in cash against proper receipt/Demand draft/Bankers Cheque payable to the Accounts Officer of the Public authority.
 - (b) Rs.2/- per page (In A-4 or A-3 size paper) created or copied information
 - © Actual charge or cost price of a copy in a larger size paper.
 - (d) Actual cost or price for samples or models.
 - (e) For inspection of records, no fee for the 1st. hour, an a fee of Rs.5/- for each 15 minutes (or fraction thereof) thereafter.
 - (f) Rs.50/- per diskette or floppy of information.

Chapter – 2 (Manual 1)

2. Particulars of Organization, Function and Duties.

2.1 Objective/ purpose of the public authority.

- Enhancing and sustaining productivity of land available for primary production systems (crop production, livestock raising, cash/horticulture crop raising, forest-crop raising, fodder and pasture crop raising).
- Maintaining beneficial relationship between land and water to reduce hazards of drought and flood.
- Generating additional employment opportunity and income for secured livelihood in rural areas.
- Supporting the community's demand for food, water and energy by improving the productivity of natural resources system.

2.2 Mission/ Vision statement of the public authority.

“The Department is fully committed to the Conservation, protection and management of the major natural resources in the State namely, soil, water, vegetation and to make productive use by the users on a sustainable mode”.

2.3. Brief history of the public authority and context of this information.

The Department was created from the erstwhile Assam Forest Department during the year 1961. Competing demands in Agriculture, industry and domestic sectors resulted in intensive and un-planned and un-sustainable utilization of soil, water and vegetation, thereby, causing widespread eco-system degradation and erosion of eco-services and biodiversity. In this context, the Department has been entrusted with the task of project plan formulation and implementation of Schemes and projects not only to conserve soil, water and vegetation, but, also to promote environmental awareness so as to ensure sustainable development.

2.4. Duties of Public Authority.

- Identification of areas which require soil and water conservation interventions.
- Determination remedial measures in consultation with the affected community/ Individuals.
- Project Plan Formulation.
- Facilitating the implementation of the programmes by the community/individuals by providing technical and financial support.
- Capacity building for organizational and participatory-skills at the grassroots level to enable the stakeholders to take proper planning, implementation and post-implementation management, credit operation and participatory monitoring and evaluation of projects.
- Eliciting cooperation and participation and contribution from village communities/individuals and also to be willing to maintain, operate, protect and to make productive use of the assets created

- Improvement of existing paddy fields.
- Crop demonstration.

. **Non-Arable land.**

- Agro-Forestry.
- Silvi pastoral.
- Improvement of natural forests.

. **Drainage Line Treatment :**

- Check Dam.
- Gully Plug.

. **Water Harvesting.**

. **Household Production System :**

- Kitchen gardening.
- Compost pit.

. **Service Sector.**

- Carpentry/
- Tailoring/
- Mud Brick making/
- Sprayers/
- Blacksmithy.

. **Small Livestock**

- Poultry/ Piggery.

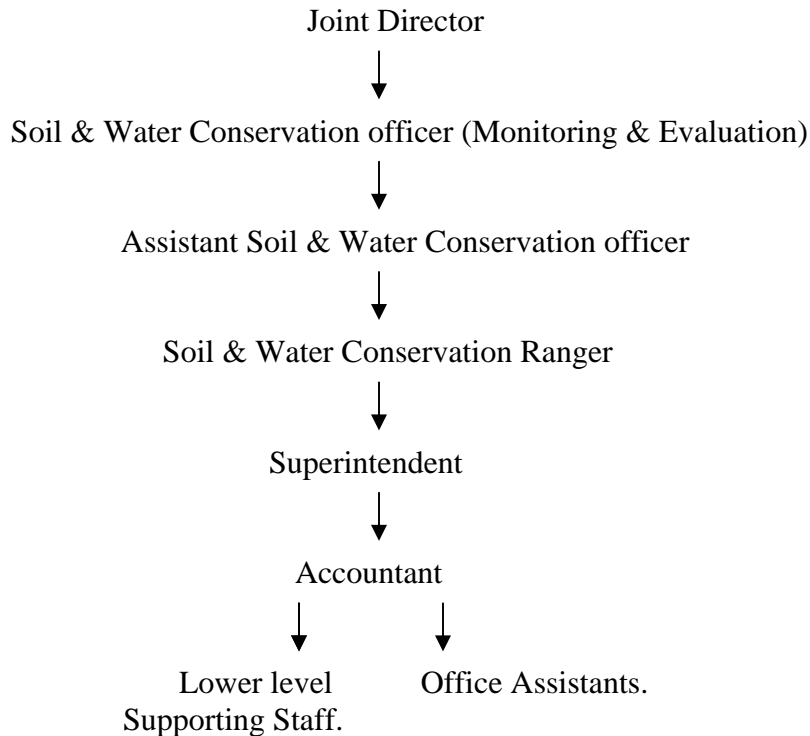
- . **Integrated Wasteland Development Programme:** This project is sponsored by the Department of Land Resources of the Ministry of Rural Development. The prime objective of this programme is to reclaim/restore the degraded lands through integrated natural resources management system, with a watershed as a management unit. Till 2003-04, the State department of Community and Rural Development was the nodal Department. The channelizing agency then, were the District Rural Development Agencies. From the year 2004-05 onwards, the Soil and Water Conservation Department has been made the nodal Department for this programme. Major services under this programme are as follows :

- Contour bunding, trenching.
- Improvement of the existing cultivable/ cultivated land.
- Construction of Check dams, protection works.
- Dug-out ponds.
- Water harvesting and Farm ponds.
- Water Conservation and Distribution.
- Nursery raising for fodder, fuel-wood, timber, horticulture crops, etc.

- Pisciculture.
- Animal Husbandry.
- House-hold activities.

2.7 Organizational structure of the Department at various level namely, State, Directorate, Region, District, Block, etc.(whichever is applicable)

Branch Directorate Level (Tura) :



2.8 Expectation of the Public authority from the public for enhancing its effectiveness and efficiency.

- . To actively and voluntarily participate and contribute in the process of project plan formulation, implementation and post implementation management and aftercare , to satisfy their needs and aspirations.
- . Their willingness to make productive use, maintain and manage the resource-assets created for them.

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

- Motivation and awareness campaign.
- Extension and training support for development of skill, attitude.
- Field demonstration.

- Capacity building for organizational and participatory skill to enable the community/individuals to take proper project plan formulation, implementation, management and participatory monitoring and evaluation of development programmes.
- Facilitate implementation of the programmes by the people by providing technical and financial support and incentives.
- Through empowerment of the community.
- By constituting small and homogeneous groups namely, Self Help Group, Users Group, etc.

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

The Department has well defined monitoring and evaluation mechanism system. Apart from the monitoring and evaluation units that are placed in the department, the senior grade officers of the Directorate including the Executive Divisions do make frequent inspection and monitoring on the service delivery status (nature, extent and quality) extended by the Department through various programmes and projects.

In the participatory Projects, the people also have a very significant role to monitor the service delivery through the Participatory Monitoring and Evaluation System. It may be cited here that, periodical, monitoring are also being made by the Officials of the public authority that sponsors the project/programme. Also, that external evaluation mechanism for the projects which are externally-aided are in place.

2.11 Address of the main Office.

1. Office of the Joint Director,
Soil & water Conservation Department,
Tura, Dakopgre,
West Garo Hills, Meghalaya,
Phone # 03651-232105
Fax # 03651-232105.

Chapter – 3 (Manual 2).

Powers and Duties of Officers and Employees :

Designation.		Joint Director, Soil & Water Conservation, Meghalaya, Tura.
1.	2.	3.
Powers.	Administrative.	<ol style="list-style-type: none"> 1. Verifying and checking the tour –diaries and tour-programmes of the Officers in all the divisions located within the Garo Hills Region. 2. To look after the general conduct and discipline of the Department within the Garo Hills Region. 3. Departmental proceedings and prosecution of the employees of the Sub-ordinate Offices within the Garo Hills region. 4. Sanctioning authority of Casual Leave for the Gazetted Officers including Special Casual Leave and Earned Leave of the employees within his circle. 5. Transfer and posting within the Garo Hills region upto the level of Soil and Water Conservation Demonstrators Jr-1 (Inter-Divisional, District transfer). 6. Appointing authority for the employees within his Office. 7. Decision-making, subject to the Provision of the Rules. 8. Recording authority of the ACRs of the Grade-1 Officers Level, reviewing authority in case of the employees within the Garo Hills region. 9. To accord administrative sanction, subject to provision of Rules.
	Financial.	<ol style="list-style-type: none"> 1. To accord sanction of Schemes for all the divisions located in the Garo Hills region, in accordance with the Government prescribed Rules, etc. 2. Transaction and drawal of Government Bills as the Drawing and Disbursing Officer. 3. Passing authority of the T.A. Bills of employees under his Office. 4. Sanctioning authority of the GPF Advance and other form of advances as specified in the Rules of the Government. 5. Financial control authority, subject to further reference to the Director, Soil & Water Conservation, for specified cases or issues which fall within the final pursue of the Director, Soil & Water Conservation or the Administrative Department.

1.	2.	3.
Powers.	Other Technical Powers.	1.To award technical sanctions on all the various items of Schemes/ works as laid down for the Department, in accordance with the provision of the Government prescribed Rules. 2. To give advice on all technical matters under his jurisdiction.
	Duties.	1.To coordinate Project Plan/ Scheme formulation of all the Divisions under his control. 2.Associating himself with all the Divisions under his area of operation at the Divisional Soil & Water Conservation Officer's Conference. 3.Furnishing informations and feedback to the Directorate. 4. Coordinating the service delivery system of the subordinate Offices within the Garo Hills region. 5.Superintending, monitoring and evaluation of the projects of the Department under his designated area of operation and jurisdiction.

Designation.	Accountant.
Duties.	1. Incharge of Accounts Branch. 2. Writing Cash requisition and Cheque. 3. Drawal and Disbursement. 4. Preparation of Pay bill/ Pay – Cheque and others. 5. Preparing and compiling of monthly Cash Accounts. 6. Budget and Expenditure Control.

Duties of other Officers and Employees :

It is the general procedure and government practice that the duties and functions of Officers (other than the controlling Authority) and the Employees, (other than those specified in the Manual of Office Procedures) at the various levels in which they are employed, namely Directorate Branch, Directorate, Divisional Soil & Water Conservation Offices and Soil and Water Conservation Range/ Beat Offices, are being delegated and distributed, through discussions, by the Controlling Authorities by issuing Office Orders, from time to time, as may be required.

Such Officers have no administrative, Financial or Technical Powers.

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CHAPTER – 4 (MANUAL 3)

4. 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 used by its employees for discharging functions as per the following format. This format has to be filled up for each type of document.
- 4.11(a) Name/ title of the document 'Delegation of Financial Power Rules'.
- (b) Type of document 'Rules'.
- © Brief Write-up of the Document It is one of the instruments of the Government that regulates the financial administrative and technical sanction for controlling and management of expenditures of the various categories of the Drawing and Disbursing Officers or Disbursing Officers under the different items of Schemes/works of the Department.
- (d) From where one can get a copy of the Rules. : Government Press Depot, Directorate of Printing & Stationery, Meghalaya, Shillong.
Or
Finance department, Meghalaya (c) Secretariat.
- 4.12 (a) Name/ title of the document. : 'The Garo Hills District (Jhum) Regulation, 1954(Regulation) II of 1954'.
- (b) Type of document : 'Regulations'.
- (c) Brief write-up of the document. : No area shall be selected or allotted from Jhum nor shall any person be allowed to practice Jhum or cut forests within a distance of 400 metres of any water-sources or catchment area declared as such by an order of the Executive Committee.
- (d) From where one can get a copy of the Regulations. : Contact the Secretary, Garo Hills Autonomous District Council, Tura.
- 4.13(a) Name/ title of the document. : 'Handbook of General Circulars'.
- (b) Type of document. : 'Instructions'.
- (c) Brief write-up of the document. : It comprises mainly the extract of important instructions and circulars on common subjects of frequent reference in the Government Offices. In some cases, a gist of instructions/

circulars has been given where it was considered to be adequate for the purpose and was not likely to lead to different interpretation.

(d) From where one can get a copy of the instructions.

: Contact the Government Press Depot,
Directorate of Printing & Stationery,
Meghalaya, Shillong.
Or
Personal (ARC) Department.

4.14 (a) Name/ title of the document.

“Manual of Office Procedure,1993”.

(b) Type of document.

“Manual”.

© Brief write of the document.

It deals with the aspect of the management of Office and the procedure-norms relating to the discharge of duties & functions by the public or-organizations considered necessary for improving the disposal of duties & functions.

(e) From where one can get a copy

: Contact :The Secretariat Administrative Deptt.,
Meghalaya (C), Secretariat.

4.15 (a) Name/ title of the document.

: “Annual Report,2003-2004 of the Department”.

(b) Type of document.

“Records”.

© Brief write up of the document.

A glance of the Annual Report will provide relevant information in conceptual, physical and financial term and an insight into Department’s rule to conserve natural resources and its efforts to transform the thinking process of the people at the grassroots level. It not only provides information but more importantly to serve as a ‘Record’ and a guide for corporation participation of a wide spectrum of societies, agencies and interested individuals for the common goal of natural resources conservation and management.

(d) From where one can get a copy .

: Director of Soil & Water Conservation, Meghalaya,
Shillong,
Additional Building, Room No. 316
Phone # : 0364-2224551
Fax # : 0364-2224551
E-mails : megsoil@rediffmail.com

- 4.15 Fee charged by the Department for a copy, rules, regulation, manual and records if any. : Rules, Regulations, Manual, as may be sold by the Book Depot or printed by the concerned Department.
Records @ Rs.25/- per copy.

CHAPTER – 5 (MANUAL 4)

5. Particulars of any arrangement that exist 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 its policies? If there is, please provide details of such policy in the following format.

Sl. No.	Subject/ Topic.	Is it mandatory to ensure Public participation. (Yes / No.)	Arrangement for seeking public Participation.
1.	'Participatory Rural Appraisal Exercises'.	Yes.	- Motivation, awareness campaign, organisation development, extension and training support.
2.	'Participatory Project Plan formulation & Micro planning.	Yes.	- Capacity Building for organizational participatory skill in planning, training support, effective communication, demonstration and visit.
3.	'Participatory Project Implementation'.	Yes.	- Providing technical and financial support, incentives, field demonstration, capacity building for organizational and participatory skill to enable the stakeholders to take up proper implementation.
4.	'Participatory Project Implementation'.	Yes.	- Training support capacity building for organizational & participatory skills to enable the stakeholders to take up participatory monitoring & evaluation.

5.	'Participatory Management and aftercare'.	-	- Capacity building for organizational and participatory skill to enable the stakeholders to take participatory management and aftercare of the resources assets created for them.
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. Implementation Policy.

5.2 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.)	Arrangement for seeking public Participation.
1.	'Providing information on the background, Objectives & purpose of the project & the objectives of the service delivery thereon'.	Yes.	Awareness campaign, motivation, sharing, training and visit, formation of small homogeneous groups.
2.	'Adoption of Approach and Strategy'.	Yes.	- do -
3.	'Project sustainability, Operation and Maintenance'.	Yes.	Capacity building for organizational and participatory skills to enable the stakeholders to take up the operation and maintenance and to make productive use of the assets created to ensure sustainability, training support & field demonstration.

CHAPTER – 6 (MANUAL 5)

6. 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 eg., at the Secretariat level, Directorate level, Others (Please mention the level, in place of writing others.).

Sl. No.	Category of the document.	Name of document & its introduction in one line.	Procedure to obtain the document.	Held by/ Under Whose control.
1.	2.	3.	4.	5.
1.	Guidelines/ Directions.	<p>1. 'Guidelines issued by the Natural Resources Management Division, MOA,G.O.I, New Delhi.</p> <p>2. 'IWDP Guidelines issued by the Department of Land Resources MORD,Government of India, New-Delhi'.</p> <p>3. 'Guidelines issued by the Natural Resources Management Division, MOA,G.O.I, New Delhi, on Soil & Water Conservation for enhancing the productivity of the degraded lands in the catchment of the RVPs and FPRs'</p> <p>4. 'Guidelines of Soil & Water Conservation Project issued by the NABARD under the RIDF programme.</p>	<p>Contact: Director of Soil & Water Conservation,Meghalaya Shillong,Additional Meghalaya © Secretariat, Room #316 Phone#03642224551 Fax # 03642224551 Email- megsoil@rediffmail.com.</p>	<p>Held by the Department.</p> <p>- do -</p> <p>- do -</p> <p>- do -</p>
2.	Departmental Rules.	<p>1. 'Meghalaya Soil Conservation Service Rules, 1990'.</p> <p>2. 'Office Memo for the Meghalaya Soil Conservation(Subordinate) Service Rules'.</p> <p>3. 'Cost-Norms'.</p> <p>4. 'Subsidy Rules'.</p>	<p>- do -</p> <p>- do -</p> <p>- do -</p> <p>- do -</p>	<p>- do -</p> <p>- do -</p> <p>- do -</p> <p>- do -</p>
3.	Records.	<p>1. 'Annual Report'</p> <p>2. 'Citizens Charter'</p> <p>3. 'News Bulletin'.</p> <p>4. 'Project Report'.</p>	<p>-do-</p> <p>- do -</p> <p>- do -</p> <p>- do -</p>	<p>- do-</p> <p>- do -</p> <p>- do -</p> <p>- do -</p>

CHAPTER – 7 (MANUAL 6)

7. A statement of Boards,Councils, Committees and other bodies constituted as its part.

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

8.1 Please provide contact information about Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority.

Sl. No.	Public Information Officer.							Appellate Authority
	Name.	Designation.	STD Code	Phone Number Office/ Home.	Fax	E-mail.	Address.	
1.	Shri R.W. Momin.	Joint Director, Soil & Water Conservation, Tura.	03651	232105/ 222211	03651 - 232105	-	Office of The Joint Director of Soil & water Conservation, Tura Dakopgre-794001, West Garo Hills, Tura.	State -Level Director of Soil & Water Conservation Room#316 Myntdu Building, Addl.Secretariat, Shillong- Ph. # (O) 0364-2224551
2.	Smt Sema-lotha Ch. Sangma.	Soil & Water Conservation Officer,M & E Unit, Tura, West Garo Hills.	03651	232105/ 222229	03651 -232- 105	-	Office of the Soil & Water Conservation Officer, Dakopgre.	Joint Director of Soil & Water Conservation, Tura, Dakopgre, West Garo Hills-794001 Ph.# (O) 03651-232105

CHAPTER – 9 (MANUAL 8)

9. Procedure followed in decision-making process.

9.1 What is the procedure followed to take a decision for various matters? (A reference to the Secretariat Manual and Rule of Business Manual and other rules regulations, etc. can be made). The Procedure followed to take a decision on the following matters are as indicated against each.

- | | |
|--|--|
| ➤ Project plan formulation, Project Reporting etc. | Guidelines and the laid down implementation , Departmental Procedural Norms. |
| ➤ Administrative matters. | Fundamental and Subsidiary rules, etc. |
| ➤ Matters relating to Office procedures, | Manual of Office procedures or Handbook of General circulars. |
| ➤ Fiscal and Financial subjects. | Budget Procedures, Treasury Rules, Financial Rules and Accounts and Procedures, etc. |

9.2 What are the documented procedures/laid down procedures/ defined criteria/ rules to arrive at a particular decision for important matters? What are the different levels through which a decision process moves?

Matters relating to accord administrative/ financial/ technical sanctions by the Drawing & Disbursing Officers.

- Decision is made by referring to the delegation of Financial Power Rules

Policy matters

-Rules of Executive Business.

Matters relating to Schemes sanctioning etc.

-Departmental Committee on Schemes or Planning department, Finance department as the case may be.

Financial subjects not indicated in the DFP Rules or Financial Rules.

-Finance Department.

Nature of Subject Matters.

Policy Matter
eg., Redesignation of the name of the Department.

Decision Process Movement.

Directorate > Administrative
Department > Cabinet Affairs.
Department > Cabinet.

Awarding sanction of continuing Schemes of the Department.

Directorate > Administrative
Department (in which decision is made by the Departmental Committee for Schemes Clearance. The Committee

constitutes the Principal Secretary or the the Commissioner & Secretary as Chairperson and Director, Soil & Water Conservation, Financial Adviser, co-opted member, Planning Officer of the Department or Finance & Accounts Officer with the Under Secretary of the Department as Member-Secretary).

To accord sanction of new-schemes of the Department. - Directorate > Administrative
-Department > Planning & Finance Department.

9.3 What are the arrangements to communicate the decision to the public?
The Divisional Soil & Water Conservation Offices, located at the District and the Soil & Water Conservation Range/ Beat Offices (Grassroot-level Offices) are the channels to pass-on the decisions which are of interest and eligible for the public to know, in accordance with the Act.

9.4 Who are the Officers at various levels whose opinions are sought for the process of decision-making ?

Directorate -All officers upto the level of Divisional Soil & Water Conservation Officers.

Administrative Department/
Department of the Secretariat. - Principal Secretary-Commissioner & Secretary
-Director-Under Secretary-Financial Adviser and any other members who may be co-opted.

9.5 Who is the final authority that vets the decision ?

Directorate - Director
Administrative Department - Principal Secretary-Commissioner & Secretary
Financial matters - Finance & Planning Departments.

9.6 Please provide information separately in the following format for the important matters on which decision is taken by the public authority.

Subject on which the decision is to be taken -Awarding sanction to the continuing Schemes of the department.

Guideline/ Directions, if any. -In accordance with the terms of reference issued by the Government in the Finance department when the Committee was constituted.

Process of execution -Through the Departmental Committee for Scheme clearance.

(18)

Designation of Officers involved
indecision making

-Principal Secretary-Commissioner &
Secretary,- Director, Financial Adviser-Planning
Officer-with the Under Secretary as Member
Secretary.

Contact information of the above
Officers.

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If not satisfied by the decision, where
and how to appeal.

-Contact the Director of Soil & Water
Conservation, Shillong.

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CHAPTER – 10 (MANUAL 9).**DIRECTORY OF OFFICERS AND EMPLOYEES.**

Sl. No.	Name.	Designation.	Residential Address.	Telephone Nos.		Fax Nos.	
				Office/Resi	Office/Resi	Office/Resi	Office/Resi
1.	Shri R.W.Momin	Joint Director, Soil & Water Conservation, Tura.	K.A. Road, Western Chandmary, Meghalaya-794002.	Tua- 232105	Tua- 222211	03651- 232105	
2.	Smt S.Ch. Sangma.	Soil & Water Conservation Office,M & E Unit, Tura.	R.C. Road, Tura- 794002 West Garo Hills, Meghalaya.	Tua- 232105	Tua- 222229	03651- 232105	
3.	Shri W.R.Marak.	A.S. & C.O. M & E Unit.	Soil Quarter Colony, Forestilla, Tura.				
4.	Smt Silme Ch. Momin.	Accountant.	-Upper Chandmary, Tura, Meghalaya.				
5.	Shri Land How- ard K.Sangma.	U.D.Asstt.	-Below I.T.I campus, Araimile, Tura.				
6.	Smt Tamara C.C. Momin.	L.D. Asstt.	-Upper Chandmary, Tura,Meghalaya.				
7.	Smt Biju R. Marak.	L.D. Asstt.	-Near Tura Govt. College field,Tura.				
8.	Smt Shelley Momin.	Typist.	-K.A. Road,Western Chandmary,Tura.				
9.	Shri Sanjiv B. Marak.	Driver.	- do -				
10.	Shri Booking- stone .Sangma	Office Peon.	-Spring Hills, Chitoktak, Tura.				
11.	Shri Edward D. Sangma.	Office Peon.	-P.O.Mukdangra, P.S. Garobada.				
12.	Shri Dean Sangma.	Chowkidar.	Jt.Director's office,Dakopgre, Tura, S&WConservation,				

CHAPTER – 11 (MANUAL 10)**STATEMENT SHOWING THE MONTHLY REMUNERATION OF THE OFFICE OF THE SOIL & WATER CONSERVATION DEPARTMENT.**

Sl. No.	Name & designation.	Scale of Pay.	Present Pay.	D.A.	HRA	M.A.	H.A	Total.
1.	Shri R.W.Momin, Joint Director of Soil & Water Conservation, Tura.	Rs.10000-300-11800-EB-325-14,075/-	12,775/-	8,687/-	975/-	350	130	22,917/-
2.	Smt Semalotha Ch.Sangma, Soil & Water Conservation Officer, M & E Unit, Tura.	Rs.8750-275-10400-EB-300-13,100/-	10,400/-	7,072/-	-	350	130	17,952/-
3.	Shri Willingvirth R.Marak, A.S.& C.O. M & E Unit, Tura	Rs.6350-225-7700-EB-240-9380-250-11,130/-	8,810/-	5,562/-	-	350	130	14,222/-

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CHAPTER – 12 (MANUAL 11).

BUDGET ALLOTMENT OF THE SOIL & WATER CONSERVATION DEPTT.,2004-2005, OF THE OFFICE OF THE JOINT DIRECTOR OF SOIL & WATER CONSERVATION, MEGHALAYA, TURA.

Name of the Scheme/ Head.	Activity.	Starting date of activity.	Planned end date of activity	Amount Proposed.	Amount Sanctioned -Need.	Amount released/dis-bursed(no. of Instt.)	Actual expenditure for the last year.	Responsible Officer for the quality and complete execution of work.
1.	2.	3.	4.	5.	6.	7.	8.	9.
2402-Soil & Water Conservation 001-Direction & Administration (01)-Directorate of Soil & Water Conservation. 'PLAN'.	01.Salaries,Sumptuary allowances. 02. Wages. 11.Travel expenses Conveyance allowances. 13 Office Expenses i.Electricity Charges ii.Telephone Charges iii.Miscellaneous ...	1/04/04	31/03/05	4,19,790.00 7,320.00 20,000.00 10,000.00 15,000.00 5,000.00	4,25,300.00 7,320.00 20,000.00 40,000.00 2,000.00 20,000.00	4,25,300.00 7,320.00 20,000.00 40,000.00 2,000.00 20,000.00	4,17,663.00 7,320.00 19,842.00 40,000.00 2,000.00 20,000.00	Joint Director of Soil & Water Conservation, Tura.
Total of 001(01) :-	Total of 001(01)13 :			30,000.00	40,000.00	40,000.00	40,000.00	
	50.Other Charges.			2,000.00	2,000.00	2,000.00	2,000.00	
	51.Motor Vehicle.			20,000.00	20,000.00	20,000.00	20,000.00	
				4,91,790.00	5,14,620.00	5,14,620.00	5,06,825.00	
109-Extension & Training (03)Extension Programmes & Information services.	26.Advertising, Sales and Publicity Expenses.			15,000.00	7,600.00	7,600.00		
Total of 109(03) :-				15,000.00	7,600.00	7,600.00	7,600.00	
GRAND TOTAL :				5,06,790.00	5,22,220.00	5,22,220.00	5,14,425.00	

CHAPTER – 13 (MANUAL 12).

13. The manner of execution of Subsidy Schemes.

-NOT APPLICABLE –

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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 : **-not applicable-**

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CHAPTER – 15 (MANUAL 14).

15. 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 the execution of various activities/ programmes.

Improvement norms / standards are :

- Works/ operation calendar.
- Weekly/ fortnightly/ monthly/ quarterly monitoring mechanism.
- Monthly/ quarterly reporting system
- Weekly/ fortnightly works – diary.
- Target – setting system
- Fortnightly/ monthly review meetings.

The above norms/ standards have been set for the purpose of timely reporting, timely accounting, timely completion of service delivery, timely intervention and quality-work control system.

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CHAPTER – 16 (MANUAL 15).

16. Information available in an electronic form.
- 16.1 Please provide the details of information related to the various schemes which are available in the electronic media.
Visit Web-site : www.megsoil.nic.in

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CHAPTER – 17 (MANUAL 16)

17. Particulars of the facilities available to the citizens for obtaining information.
- 17.1 Means, methods or facilitation available to the public which are adopted by the department for dissemination of information are :
- Through Newspapers
 - Exhibition
 - Notice Board.
 - Inspection of Records in the Office.
 - System of issuing copies of documents.
 - Printed Manual.
 - Website of the Public Authority.
 - Citizens' Charter.
 - Other means of advertising.

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CHAPTER – 18 (MANUAL 17)

18. Other useful information.

18.1 Frequently asked questions and their answers by the public. Don't know/ not sure/ no information/ answer, if any, but very little and not confident.

18.2 Related to seeking informations.

- Application form (a copy of filled application for reference). Contact your nearest Soil & Water Conservation Range/ Beat Office in your area or the Divisional Soil & Water Conservation Office in your District who are the Assistant Public Information Officer and District Public Information Officer respectively.
Fee : (a) Application Fee - Rs.10/- per application in cash against proper receipt/Demand draft/Bankers Cheque payable to the Accounts Officer of the Public authority.
(b) Rs.2/- per page (In A-4 or A-3 size paper) created or copied information
© Actual charge or cost price of a copy in a larger size paper.
(d) Actual cost or price for samples or models.
(e) For inspection of records, no fee for the 1st. hour, an a fee of Rs.5/- for each 15 minutes (or fraction thereof) thereafter.
(f) Rs.50/- per diskette or floppy of information.

How to write a precise information request. Few tips.

The Soil & Water Conservation Office in your District are there to serve you, so that you can serve the department better, in their capacity as the Assistant Public Information Officer and District Public Information Officer respectively.

- Right of the citizen in case of denial of information and procedure to appeal.
In case of denial of information within the time specified, from the expiry of such period or from the receipt of such decision, prefer an appeal to such an Office who is senior in rank to the State Public Information Officer/Appellate Authority.

18.3 > With relation to training imparted to public by public authority.

18.4

-NOT APPLICABLE –

18.5, 18.6, 18.7, 18.8 > - NOT APPLICABLE TO THE DEPARTMENT –

INTERNAL PROCEDURES.

The Department has designated the Public Information Officers, Assistant Public Information Officers at various levels namely, Directorate (State level), Divisional Soil & Water Conservation Offices (District level) and Soil & Water Conservation Range/ Beat Offices, within their designated area of operation and jurisdiction, within the Community & Rural Development Block.

The rationale behind designating the Public Information Officers and Assistant Public Information Officers at various platforms as cited above, is to facilitate the channels for,

- Collecting the informations.
- Furnishing the informations.
- Creating the facilities for inspection of document/ taking samples.
- Fixing levels at which a decision shall be taken on a request.
- Preparing a document for supply to the requestor, etc, as envisaged in the Act.

- > Channel for collecting information : Assistant Public Information Officers (State/ District/ Range and Beat Offices levels).
- > Channels for furnishing information : Public Information Officers, (State/ District level).
- > Channel for creating the facilities for inspection of documents/ taking samples : Public Information Officers, (State/ District level).
- > Channels for fixing levels at which a decision shall be taken on a request : Public Information Officer, (State/ District level).
- > Channels for preparing a document for supply to the requester, etc, as envisaged in the Act : - do -

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