

**INFORMATION**

**HANDBOOK**

**(Under Right To Information Act 2005)**

**OFFICE OF**

**THE DISTRICT SOCIAL WELFARE OFFICER,**

**I/C CHILDREN'S HOME CUM**

**OBSERVATION HOME.**

**WEST GARO HILLS.**

**MEGHALAYA**

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## **Template for the Information Handbook under Right to Information Act**

### **Chapter – 1**

#### **Introduction**

1.1 Please throw light on the background of this hand-book (Right to Information Act 2005)

This hand book is published for the purpose of implementing the Right to information Act 2005 with the main aim of giving information to the public in relation to this Public Authority.

1.2 Objective/ purpose of this hand – book.

Its objectives/ purpose are as follows.

- i) To provide particulars of the office, its functions and duties.
- ii) To spell out the powers and duties of officers and employees of the Office.
- iii) To provide information as spelled out in section 4 of the Right to Information Act 2005.

1.3 Who are the intended users of this hand book?

The citizens of the country.

1.4 Organization of the information in this hand book.

As per index on the front page.

1.5 Contact person in case some body wants to get more information on topics covered in the hand book as well as other information also.

**District Social Welfare Officer.**

**I/c Observation cum Children's Home.**

**Matchakol, Tura.**

### **Chapter – 2**

## Particulars of Organization, Functions and Duties

- 2.1 Objectives/ purpose of the public authority.
- i) To implement the juvenile justice (care and protection of Children) Act 2000.
  - ii) To receive the juvenile in conflict with the law and to provide necessary services such as accommodation, non-functional education, skill training and counseling to enable the juvenile to lead a normal life as contemplated under the above Act.
- 2.2 Mission/ version statement of the public authority.  
Assess to right to information within the ambience of the Act will make the institution to be more responsible in disseminating such as desired by citizens and that the information should be authentic, reliable and correct.
- 2.3 Brief history of the public authority and context of its formation  
The Office/institution was setup in the year 2002 with the mandate to implement the juveniles/ children.
- 2.4 Duties of the public authority. The following are the duties of the public Authority:-
- (a) Providing homely atmosphere of love, affection, care development and welfare of juveniles/ children.
  - (b) Planning implementation and coordinating all institutional activities, programmes and operations.
  - (c) Maintaining minimum standards in the Home.
  - (d) Monitoring of juveniles/ children as the case may be, training and treatment programmes and correctional activities.
  - (e) Supervision of juveniles/children discipline and moral well being.
  - (f) Allocation of duties to personal.
  - (g) Attending to personal welfare and staff discipline.
  - (h) Preparation of budget and control over financial matters.
  - (i) Supervision over office administration.
  - (j) Monthly office inspection.
  - (k) Daily inspections and round of institution.
  - (l) Inspection and testing food prepared for juvenile/ child.
  - (m) Take prompt action to meet emergencies.
  - (n) To take appropriate rehabilitation measure.
- 2.5 Main/activities functions of the public authority.  
The institution is responsible for the effective implementation of the J.J. Act, 2000 and to ensure that the services rendered are for the wellbeing of the inmates.
- 2.6 List of services being provided by the public authority with a brief write – up on them.
- i) Shelter.
  - ii) Food
  - iii) Non – formal Education.
  - iv) Skill Training.
  - v) Counseling.
  - vi) Extra – Curricular activities.
- 2.7 Organizational Structure Diagram at various levels namely State, Directorate, Region District, Block etc (whichever is applicable).

- i) Officer In – charge.
- ii) Education Teacher.
- iii) L.D.A.
- iv) Matron.
- v) Care Takers.
- vi) Cook.

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

The general public may play a more constructive and positive role in improving the present functions and duties through their participation in rehabilitating the juvenile, partnership in providing various activities in the institution.

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

Public participation/ contribution may be in the form of letters of suggestion partnership for providing skill training, accommodation on to those inmates without parents/relatives for their upbringing, education and placement.

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

Regular supervision and inspection by the Controlling Authority for ensuring the effectiveness of the programme.

2.11 Addresses of the main office and other offices at different levels. (Please categories the addresses district wise for facilitating the understanding by the user).

Observation House Cum Children's  
Matchakolgre, Tura.

Morning hours of the office - - 10:00 A.M

Closing hours of the office - - i) 4:30 p.m from 1<sup>st</sup> November to 15<sup>th</sup> February.  
ii) 5:00 p.m from 16<sup>th</sup> February to 31<sup>st</sup> October.

## Chapter – 3

### Powers and Duties of Officers and Employees

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

Designation		<ul style="list-style-type: none"> <li>i) Officer In – Charge</li> <li>ii) Education Teacher</li> <li>iii) L.D.A.</li> <li>iv) Matron</li> <li>v) Care Taker</li> <li>vi) Cook</li> </ul>
Powers	Administrative	1) <b>The Officer in – charge</b> is the head of the office is responsible for the overall day to day functioning of the office. Issue necessary instruction and guidance to all the staff under his control.
	Financial	1) Officer in – charge is the drawing and disbursing officer of the institution. Payment of the salaries and allowances of all the officers and staff under his/her controls as when allotment is provided by the Director of Social Welfare, Meghalaya, Shillong. 2) Payment of bills and contingencies in connection with the smooth functioning of the institution as when allotment/ sanctions are accorded by the Director of Social Welfare, Meghalaya, Shillong.
	Others	
Duties		<b>1) The officer in –charge</b> (o) Providing homely atmosphere of love, affection, care development and welfare of juveniles/ children. (p) Planning implementation and coordinating all institutional activities, programmes and operations. (q) Maintaining minimum standards in the Home. (r) Monitoring of juveniles/ children, as the case may be, training and treatment programmes and correctional activities. (s) Supervision of juveniles/children, discipline and moral well being; (t) Allocation of duties to personal. (u) Attending to personal welfare and staff discipline. (v) Preparation of budget and control over financial matters; (w) Supervision over office administration; (x) Monthly office inspection. (y) Daily inspection and round of institutions; (z) Inspections and testing food prepared for juvenile/child; (aa) Take prompt action to meet emergencies. (bb) To take appropriate rehabilitation measure.
		4) <b>The Education Teacher</b> conducts non-formal education to the inmates, counseling, imparting moral lessons, health and personal hygiene of the inmates.
		5) <b>L.D.A –cum –Accountant</b> prepares budget, accounts, maintenance of

	all registers, leave of staff and other ministerial/ clerical works.
	<p><b>6) The Matron:</b> a) Handling juvenile/child with love and affection. b) Taking proper care and welfare of juvenile/child c) Maintaining discipline among the juvenile/children. D) Maintenance, Sanitation and hygiene e) Implementing daily routine in an effective manner and ensuring children's involvement. F) Looking after the security arrangement of the Home and any other assigned to him.</p>
	<p><b>7) Care Takers:</b> (i) Takes proper care and welfare of juvenile (ii) maintaining discipline among juveniles (iii) escorting juveniles/children whenever they go out of the home (iv) to maintain the security of the inmates.</p>

## Chapter – 4

### Rules, Regulations, Instructions, Manual and Records, For Discharging Functions

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

<b>Name/Title Of Document</b>	<b>Type of Document</b>	<b>Brief Write – up on the document</b>	<b>From where one can get a copy of rules, regulations, instructions, manual and records.</b>	<b>Address</b>	<b>Telephone Number</b>
Juvenile justice (Care and Protection of children) Act 2000.	Act	It is an Act meant for the wellbeing of the juveniles in conflict with the law and children in need of care and protection	Children’s Home (Boy’s) Matchakol, Tura	Matchakol, Tura	03651-232239
The Meghalaya Juvenile justice (Care and Protection of Children) Rule 2004.	Rules	For the purpose of carrying out the various provision of the Act.	Observation Home Children’s Home (Boy’s) Matchakol, Tura.	Matchakol, Tura.	03651 - 232239

## Chapter – 5

### A statement of the categories of document that are held by it or under its control

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

<b>Sl. No.</b>	<b>Category of the Document</b>	<b>Name of the document and its introduction in one time</b>	<b>Procedure to obtain the document</b>	<b>Held by/ under control of</b>
1	Act	Juvenile justice (Care and Protection of Children) Act 2000.	Application in plain paper to the public information officer.	Officer In charge
2.	Rules	The Meghalaya Juvenile Justice (Care and Protection of Children) Rules, 2004	Application in plain paper to the public information officer	Officer In charge

## Chapter – 6

### **A statement of boards, Council, Committees and other bodies constituted as its part:**

- Name and address of the affiliated Body: 1)Juvenile Justice Board  
2)Child Welfare Committee
- Type of affiliated Body: 1)Board 2)Committee.
- Brief introduction of the affiliated Body : The Board/Committee were set up/notified in the year 2004.  
1) For the purpose of inquiry and Trial of Juvenile offenders and 2)For child in-need of care and protection respectively.
  
- Role of the Affiliated Body: For the purpose of inquiry and Trial of Juvenile offenders and 2) For child in Need of care and protection respectively.
- Structure and Member Composition: 1) 3(three) in respect of Board and 4(four) Members in respect of the committee.
  
- Head of the Body: 1) The Board is headed by the Principle Magistrate assisted by two social workers  
2)The committee is headed by the chair person assisted by 4(four) other members.
- Address of main office and its Branches: 1)Principle Magistrate C/o Deputy Commissioner Office, East Khasi Hills, Shillong and 2) The chairperson C/o District Social Welfare Office, East Khasi Hills, Shillong.
  
- Frequency of Meeting: As and when necessary.
- Can Public participate in the meeting? No
- Are minutes of the meetings prepared? X
- Are minutes of the meetings available To the public? If yes please provide Information about the procedure to Obtain them: X

## Chapter – 7

### **The names, designation and other particulars of the Public Information officers.**

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

Name of the public Authority:

**Public Information Officers:**

Sl No	Name	Designation	S.T.D. Code	Phone No		Fax	Email	Address
				Office	Home			
1.	Smti. V.A. Sangma	District Social Welfare Officer I/c Observation Home (Boys) Tura.	03651	232028	220171			

**Department Appellate Authority:**

Sl. No	Name	Designation	S.T.D. Code	Phone No		Fax	Email	Address
				Office	Home			
1.	Smti. I.Diengdoh	Director of social Welfare	0364	2225187	2210652	0364-2225187	dir_sw @ yahoo.com	3 <sup>rd</sup> 71 Bawri Mansion Dhankheti Shillong 743001

**Chapter 9 (Manual 8)**  
**Directory of Officers and Employee**

**10.1 Please provide information district wise in following format.**

Sl No	Name	Designation	S.T.D. Code	Phone No.		Fax	Email	Address
				Office	Home			
1.	Smti.G.R.S. Sangma	Education Teacher	03651	232239				
2.	Smti. T.A. Sangma	L.D.Asstt.	03651	232239				
3.	Shri. B.R. Marak	Matron	03651	232239				
4.	Shri. J.R.Marak	Caretaker	03651	232239				
5.	Shri. J.A. Sangma	Caretaker	03651	232239				
6.	Shri. D.K. Sangma	Caretaker	03651	232239				
7.	Shri.D.R. Sangma	Cook	03651	232239				

**Chapter – 10 (Manual 100)**

**The Monthly Remuneration received by each of its officers and employees, including the system of compensation as provided in Regulations.**

**11.1 Please provide information in following format.**

Sl No	Name	Designation	Monthly Remuneration	Compensation/ Compensatory allowance	The procedure to determine the remuneration as given in the regulation
1.	Smti.G.R.S Sangma	Education Teacher	5380/-		
2.	Smti T.A.Sangma	L.D.Asstt.	3480/-		
3.	Shri. B.R.Marak	Matron	3310/-		
4.	Shri. J.R.Marak	Caretaker	2850/-		
5.	Shri. J.a.Sangma	Caretaker	2850/-		
6.	Shri. D.K.Sangma	Caretaker	2750/-		
7.	Shri.D.R.Sangma	Cook	2560/-		

## Chapter – 10

### The Budget Allocated to each agency

#### (Particulars of all plans, proposed expenditure and reports on disbursement made)

For public Authority responsible for development, construction, technical works

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

**Year 2005 – 2006:**

**For other Public Authorities**

Sl No	Head	Proposed Budget	Sanctioned Budget	Amount Released
1.	“2235- Social Security & Welfare – 02 – Social Welfare – 106. Correctional Services (03) Implementation of Children’s Act-Establishment of juvenile Guidance Centre – Sixth Schedule (Pt.II) Areas Plan”.	6,94,447/-	-	(Salaries etc) Rs.85.000/-
2.	Centrally sponsored scheme – 2235 – Social Security & Welfare – 02 – Social Welfare – 106. Correctional Services (03) implementation of Children’s Act- establishment of juvenile Guidance Centre- Sixth Schedule (Pt-II) areas Plan”.			

## Chapter -11

### Norms set by it for the discharge of its functions

- 15.1 Please provide the details of the Norms/Standards set by the Department for execution of various Activities/programme.

For execution of various activities/programme, the circular/rules issued by the competent authority from time to time is applicable.

**DISTRICT SOCIAL WELFARE OFFICER  
I/c CHILDREN’S HOME CUM OBSERVATION HOME  
WEST GARO HILLS, TURA.**