

## Chapter - 10 (Manual -9)

### Directory of Officials and Employees.

Sl.No.	Name.	Designation.	Residential Address.	Telephone Nos.		Fax nos.	
				Office/Residence	Office/Residence.	Office/Residence.	Office/Residence.
1	2	3	4	5	6	7	8
1	Shri S.K.Sangma.	Divisional Officer, Soil & Water Cons. Division,Tura.	R. C. Road, P. O. Chandmary, Tura, Meghalaya.	Tua- 222354	Tua - 222229	O3651 222354	
2	Shri W.A. Sangma.	Assistant Soil & Water Conservation Officer, Tura.	Petra A'kong, New Tura, Meghalaya.	Tua - 222354	Tua - 220057	O3651 222354	
3	Smti.M.Ch.Momin.	Assistant Soil & Water Conservation Officer,Tura.	Rongkhon Songgital, Tura, Meghalaya.	Tua - 222354	Tua - 233630	O3651 222354	
4	Shri. G.A.Sangma.	Assistant Soil & Water Conservation Officer,Tura.	Lower Wadanang, Tura, Meghalaya.	Tua - 222354	Tua - 222123	O3651 222354	
5	Shri H. K.Sangma.	Head Assistant.	Dakopgre, New Tura Meghalaya.	Tua- 222354	Tua- 233725		
6	Smti. Mridulla T. Sangma.	Accountant.	Burny Hills, New Tura Meghalaya.	Tua- 222354	Tua- 232233		
7	Smti.Rosemary B. Marak.	U.D.Assistant.	S.&W.C.Office Quarter, Tura.	Tua- 222354	Tua- 211078		
8	Shri.Comfort Sangma	U.D.Assistant.	Ringrey Gittim,Tura. Meghalaya.				
9	Shri.Jonilson T. Sangma.	U.D.Assistant.	Modinagar,Tura.				
10	Shri.Tarnesh T. Sangma.	L.D.Assistant.	Te' tengkol, Tura.				
11	Shri Carl Dickie Marak.	L.D.Assistant.	Chitoktak,Tura.				
12	Smti.Clarina Marak.	L.D.Assistant.	Araimile,Tura.				
13	Smti. Lonsie Marak.	L.D.Assistant.	Bonepa A'tilla, Tura.				

1	2	3	4	5	6	7	8
14	Smti.Premica S. Mankhin.	L.D.Assistant.	S.&.W.C.Office Quarter,Tura.				
15	Shri Cheizy Chintu Marak.	L.D.Assistant.	Ringrey Gittim Tura.				
16	Smti.Joana Mary Sangma.	L.D.Assistant.	S. & W.C. Office Quarter,Tura.				
17	Smti.Sharmilla A. Marak.	L.D.Assistant.	S.&.W.C.Office Quarter,Tura.				
18	Smti.Jimchi Sangma.	L.D.Assistant.	Forestilla, Tura.				
19	Shri Jim Reeves Sangma.	Range Assistant.	Forestilla, Tura.				
20	Shri Protush Marak.	Range Assistant.	S.&W.C.Range Quarter Damjonggre.				
21	Shri Elvis Sangma.	Range Assistant.	S.&.W.C.Office Quarter,Tura.				
22	Smti.Greatchie Sangma.	Range Assistant.	Boldak A'ding Tura.				
23	Smti.Mirabell Marak.	Range Assistant.	S &W.C. Office Quarter, Tura.				
24	Shri James Sangma.	Store Keeper.	Modinagar, Tura.				
25	Shri Sunil Luise Sangma.	Foreman.	Spring Hills,Tura.				
26	Shri Bilnathson Sangma.	Mechanic.	S.&W.C.Office Quarter, Tura.				
27	Shri Sunil Koch.	M/ Cleaner.	Te' tengkol, Tura.				
28	Shri Pralad Dalu.	M/Cleaner.	Te' tengkol,Tura.				
29	Shri Kordorsing Kharsiing.	Overseer.	Shillong S.C. Division(T).				
30	Shri Anupam Jana.	Overseer.	Dobasipara, Tura.				

1	2	3	4	5	6	7	8
31	Shri.Ajit Borgohain.	Overseer.	S&W.C.Office Quarter, Tura.				
32	Shri John Miller Momin.	Draftsman Gd- II	S&W.C.Office Quarter, Tura.				
33	Smti.Evarishka Lyngdoh.	Draftsman Gd-II	Shillong S.C. Division(T).				
34	Shri Plyningstar Nongseig.	SCD(Sr)Surveyor.	Shillong S.C.Division(T).				
35	Shri Troyland Sangma.	Truck Driver.	Forestilla, Tura.				
36	Shri Boisak Ch. Momin.	Jeep Driver.	Sunny Hills. Tura.				
37	Shri.Nelbis Sangma.	Jeep Driver.	Wadanang, Tura.				
38	Shri Welson T. Sangma.	Jeep Driver.	S&W.C.Office Quarter, Tura.				
39	Shri Cavienslay D. Sangma.	Jeep Driver.	S&W.C.Office Quarter, Tura.				
40	Shri Joseph D. Sangma.	Truck Handyman.	Forestilla, Tura.				
41	Shri Tosendro Marak.	Tractor Driver.	Mission Compound, Tura.				
42	Shri Checkson Marak	- do -	Agilanggre, Tura.				
43	Shri Berolsing Marak	- do -	- do -				
44	Shri Predison Marak.	- do -	Jenggitchakgre.				
45	Shri Steban Momin.	- do -	Wadanang, Tura.				
46	Shri Porison Sangma.	-do -	Hawakhana, Tura.				
47	Shri Nicholash Sangma.	- do -	Mondol Barrack, Tura.				
48	Shri Rellewellyn Marak.	- do -	Dopgre.				

1	2	3	4	5	6	7	8
49	Shri. Semendro Sangma.	Tractor Driver.	Anogre.				
50	Shri.Jeharson Momin	- do -	Waribokgre.				
51	Shri.Bodonsing Momin.	Tractor Handyman.	Garobadha.				
52	Shri Neckson Sangma.	- do -	Dambok Apal.				
53	Shri Jewansing Sangma.	- do -	-				
54	Shri.Joshington Momin.	- do -	Rongkhon Songgital, Tura.				
55	Shri.Nengjon Marak.	- do -	Araimile, Tura.				
56	Shri Grandson Sangma.	- do -	-				
57	Shri Ningjon Sangma	Office Peon.	Matchakol,Tura.				
58	Shri Hemingston Momin.	- do -	Balading, Tura.				
59	Shri Lobithson Sangma.	- do -	A 'glanggre, Tura.				
60	Shri.Willington Momin.	- do -	Babupara, Tura.				
61	Shri Kinson Sangma.	- do -	S.&W.C.Office Quarter, Tura.				
62	Shri Selbister Sangma.	- do -	S&W.C.Office Quarter,Tura.				
63	Shri Deliver Marak.	Khalasi.	New Tura.				
64	Shri Subash Momin.	Khalasi.	S&W.C.Office Quarter,Tura.				
65	Smti.Dorothy Sangma.	- do -	Dakopgre,Tura.				
66	Shri. Akan Ch.Das.	Bull dozer Operator.	Hawakhana,Tura.				

1	2	3	4	5	6	7	8
67	Shri.Rengjing Sangma.	Bull dozer Handyman	Balading,Tura.				
68	Shri.Killickson Sangma.	- do -	Chunmati, Tura.				
69	Shri Sibuson Sangma	Office Chowkidar.	S&W.C.Quarter,Tura.				
70	Shri.Elwin Sangma.	Garage Chowkidar.	S&W.C.Office Barrack, Tura.				
71	Shri.Surjya Kanta Barman.	I.B. Chowkidar.	S&W.C.Office Quarter,Tura.				
72	Shri.Pornesh Marak.	Chowkidar.	Baghmara S.C.Range Qtr.				
73	Shri.Stephenson Marak.	- do -	-				
74	Shri.Winjeng Ch. Marak.	- do -	Sunny Hills,Tura.				
75	Shri.Hemford Sangma.	- do -	Machangpani S.C.Range Qtr.				
76	Shri.Sujata Sangma.	- do -	Williamnagar.				
77	Shri.Ranansing Sangma.	Dak Runner.	Doldegre.				
78	Shri.Monu Sangma.	- do -	Garobadha.				
79	Shri.Gellend Momin.	- do -	Machangpani.				
80	Shri.Washly Sangma	- do -	-				
81	Shri Winderson Marak.	- do -	Sunny Hills, Tura.				
82	Smti.Mejillish R. Marak.	- do -	Garobadha.				
83	Smti.Ronika Sangma	- do -	S&W.C.Range Quarter, Baghmara				
84	Shri Darmendro Marak.	P.T.O.	Bajengdoba.				

1	2	3	4	5	6	7	8
85	Shri Meckjin Marak.	P.T.O.	Williamnagar.				
86	Shri Jaron Sangma.	- do -	Selbalgre.				
87	Shri.Hemendro Sangma.	- do -	-				
88	Shri.Tribithson Sangma.	- do -	-				
89	Shri.Mathius Sangma	- do -	Darenagar.				
90	Shri Rotison Sangma	- do -	Forestilla, Tura.				
91	Shri Warning Sangma.	- do -	Sampalgre, Tura.				
92	Shri.Clement Deo.	- do -	Anogre Range.				
93	Shri.Alexton Sangma.	- do -	Allotgre.				
94	Shri.Kraiston Marak.	- do -	Dadenggre.				
95	Shri Greenson Sangma.	- do -	Thebronggre Range Qtr.				
96	Shri Nopendro Sangma.	- do -	Darengre.				
97	Shri.Marquish Sangma.	- do -	Garobadha.				
98	Shri.Evellin sangma.	- do -	Forestilla, Tura.				
99	Shri Singdon sangma.	- do -	Dadenggre.				
100	Shri.Sujit Marak.	- do -	Ampati.				
101	Shri Suronjon Marak.	- do -	Machangpani Range Qtr.				
102	Shri Helbithson Sangma.	- do -	Chibragre.				
103	Shri.Robline Sangma	- do -	Rongkhon, Tura.				
104	Shri Ronjith Sangma	- do -	Damas.				

1	2	3	4	5	6	7	8
105	Shri Exerford Marak.	P.T.O.	Garobadha.				
106	Shri Flaxton Marak.	- do -	Garobadha.				
107	Shri.Probithson Marak.	- do -	Thebronggre S.C.Range Qtr.				
108	Shri.Bikarno Sangma	- do -	Danakgre, Tura.				
109	Shri Marthindro Sangma.	- do -	Garobadha.				
110	Shri.Anrolwell Marak	- do -	Boldamgre.				
111	Shri Roenath Marak.	- do -	Sibbari.				
112	Shri Phiford Marak.	- do -	Dakopgre, Tura.				
113	Shri Prowence Momin.	- do -	Baghmara S&W.C.Range Qtr.				
114	Shri Donil Sangma.	- do -	Te'tengkol, Tura.				
115	Shri Floyed Sangma.	- do -	Near Stadium, Tura.				
116	Shri Jenison Sangma	- do -	Danakgre, Tura.				
117	Shri Perosh sangma.	- do -	Danakgre, Tura.				
118	Shri Birendro Sangma.	S.&W.C. Ranger.	Rongkhon Songgital,Tura.				
119	Shri Bistu Mohan Rabha.	- do -	Tikkrikilla.				
120	Shri Pronansing Sangma.	- do -	Modinagar,Tura.				
121	Shri Luinson sangma	- do -	Mendal.				
122	Shri Dipti Kr.Hajong.	- do -	Garobadha.				
123	Shri Ricklately Sangma.	- do -	R.C. Road, Tura.				
124	Shri Harlow Sangma	- do -	Wadanang, Tura.				

1	2	3	4	5	6	7	8
125	Shri Garneth Sangma.	S&W.C. Ranger.	Upper Wadanang, Tura.				
126	Shri Abelson Sangma	SCD(Sr).	Allotgre, Tura.				
127	Shri.Hirahita Sangma	-do -	Allotgre, Tura.				
128	Shri Krimline Sangma.	- do -	Near Stadium, Tura.				
129	Shri Satjan Sangma.	- do -	Dobasipara, Tura.				
130	Shri Thinang Sangma	SCD(Jr).	Sampalgre, Tura.				
131	Shri Grower Momin.	- do -	S&W.C.Range Quarter, Tura.				
132	Shri Boston Marak.	- do -	Chokpot Beat, S&W.C.Quarter.				
133	Shri Elipson Marak.	- do -	Burny Hills, Tura.				
134	Shri Debatosh Marak	- do -	Baghmara S&W.C.Range, Tura.				
135	Shri Valentine Sangma.	- do -	Baghmara S.&W.C.Range Qtr.				
136	Shri Maxwell sangma	- do -	Dakopgre, Tura.				
137	Shri Projonsing Momin.	- do -	Ampati.				
138	Shri Pinen Marak.	- do -	Wadanang, Tura.				
139	Shri Lemuel Marak.	- do -	Hawakhana, Tura.				
140	Shri Argush Marak.	- do -	Modinagar, Tura.				
141	Shri Clement sangma.	- do -	Sampalgre, Tura.				
142	Shri Limberth Sangma.	- do -	Goeragre, Tura.				
143	Shri Subash marak.	- do -	Balading, Tura.				
144	Shri George Huxley Sangma.	- do -	Babupara, Tura.				

1	2	3	4	5	6	7	8
145	Shri Chittaranjan sangma.	SCD(Jr).	Baghmara S&W.C.Range Qtr.				
146	Shri Arnold Marak.	- do -	Machangpani S&W.C.Range Qtr				
147	Shri Tippinson Sangma.	- do -	Anogre S&W.C.range. Qtr.				
148	Shri Probath Sangma	- do -	Chokpot Beat,S.C. range.Qtr.				
149	Shri Kobendro marak	- do -	Dakopgre, Tura.				
150	Shri Sunil Momin.	- do -	Upper Mission Compound,Tura.				
151	Shri Galson Momin.	- do -	Boldak A' ding, Tura.				
152	Shri Bremfield Marak.	- do -	Chitoktak, Tura.				
153	Shri Zenith Marak.	- do -	S&W.C. Barrack,Tura.				
154	Shri Aldrine Sangma.	- do -	Sunny Hills, Tura.				
155	Shri Soft Marak.	S.C.F.W.	New Tura.				
156	Shri Mackdonald Momin.	- do -	- do -				
157	Shri Nangjin Marak.	- do -	Sampalgre, Tura.				
158	Shri Ringin Sangma.	- do -	Janga, Tura.				
159	Shri Liptonsing Marak.	- do -	Chitoktak,Tura.				
160	Shri Similson Sangma.	- do -	Ringrey Gittim,Tura.				
161	Shri Caxton sangma.	- do -	Damalgre.				
162	Shri Joachim marak.	- do -	Damjonggre S&W.C.range Qtr.				
163	Shri Poritosh Hajong	- do -	Hawakhana,Tura.				
164	Shri Biswajit Marak.	- do -	Damjonggre S.C.range Qtr.				

1	2	3	4	5	6	7	8
165	Shri Sunil Hajong.	- do -	Hawakhana, Tura.				
166	Shri Neil Grikcheng, Sangma.	- do -	Te'tengkol, Tura.				
167	Shri Nangban Marak	- do -	Wadanang, Tura.				
168	Shri Jimber Marak.	SCD(Jr) Gd-I	Dobokgre.				
169	Shri Emosh Sangma	- do -	Boldak A 'ding, Tura.				

( S. K. SANGMA ).  
Divisional Officer,  
Tura Soil & Water Conservation Division  
West Garo Hills, Meghalaya.

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## Chapter - 11 ( Manual 10 ).

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

11.1. Please provide information in following format.

SL.No	Name.	Designation.	Monthly remuneration.	Compensation/ Compensatory/Allowance.			
				D. A.	M. A.	H. A.	H.R.A.
1	Shri. S.K. Sangma.	Divisional Officer.	Rs. 21,447.00	8,092/-	350/-	130/-	975/-
2	Shri. G.A. Sangma.	A.S.C.O.	Rs. 14,626.00	5,726/-	350/-	130/-	-
3	Smti. M.Ch. Momin.	A.S.C.O.	Rs. 16,660.00	6,215/-	350/-	130/-	825/-
4	Shri. W.A.Sangma.	A.S.C.O.	Rs. 16,238.00	6,378/-	350/-	130/-	-
5	Shri. Hatrick Sangma.	Head/ Asstt.	Rs. 13,008.00	4,828/-	350/-	130/-	600/-
6	Smti. Mridulla Sangma.	Accountant.	Rs. 12,317.00	4,447/-	350/-	130/-	600/-
7	Smti. Rosemary Marak.	U. D. Asstt.	Rs. 8,720.00	3,335/-	350/-	130/-	-
8	Shri. Comfort Sangma.	U.D. Asstt.	Rs. 8,766.00	3,111/-	350/-	130/-	600/-
9	Shri Jonilson T.Sangma.	U.D.Asstt.	Rs. 9,505.00	3,410/-	350/-	130/-	600/-
10	Shri.Tarnesh T. Sangma.	L.D.Asstt.	Rs. 9,228.00	3,298/-	350/-	130/-	600/-
11	Shri. Carl Dickie Marak.	L.D. Asstt.	Rs. 7,431.00	2,611/-	350/-	130/-	500/-
12	Smti.Clarina Marak.	L. D.Asstt.	Rs. 7,431.00	2,611/-	350/-	130/-	500/-
13	Smti. Lonsie K.Marak.	L.D. Asstt.	Rs. 7,028.00	2,448/-	350/-	130/-	500/-
14	Smti. Premica S. Mankhin.	L.D. Asstt.	Rs. 5,923.00	2,203/-	350/-	130/-	-
15	Shri. C. Chintu Marak.	L.D. Asstt.	Rs. 6,423.00	2,203/-	350/-	130/-	500/-
16	Smti. Joanamary Sangma	L.D.Asstt.	Rs. 5,923.00	2,203/-	350/-	130/-	-
17	Smti. Sharmilla Marak.	L.D. Asstt.	Rs. 5,688.00	2,108/-	350/-	130/-	-
18	Smti. Jimchie Sangma.	L.D. Asstt.	Rs. 6,306.00	2,156/-	350/-	130/-	500/-
19	Shri Jim Reevees Sangma	Range Asstt.	Rs. 7,306.00	2,611/-	350/-	130/-	375/-
20	Shri. Protush Marak.	Range Asstt.	Rs. 6,931.00	2,611/-	350/-	130/-	-
21	Shri Elvis Sangma.	Range Asstt.	Rs. 6,662.00	2,502/-	350/-	130/-	-
22	Smti. Greatchie Sangma.	Range Asstt.	Rs. 6,423.00	2,203/-	350/-	130/-	500/-
23	Smti.Mirabell Marak.	Range Asstt.	Rs. 6,188.00	2,108/-	350/-	130/-	500/-
24	Shri Jamestine Sangma.	S/ Keeper.	Rs. 7,028.00	2,448/-	350/-	130/-	500/-
25	Shri. Sunil Luise Sangma.	Foreman.	Rs. 14,922.00	5,542/-	350/-	130/-	750/-
26	Shri. Bilnathson Sangma	Mechanic.	Rs. 8,788.00	3,363/-	350/-	130/-	-
27	Shri Sunil Koch .	M/ Cleaner.	Rs. 9,127.00	3,257/-	350/-	130/-	600/-
28	Shri. Pralad Dalu.	M/ Cleaner.	Rs.9,127.00	3,257/-	350/-	130/-	600/-
29	Shri Kodorsing Kharsiing.	Overseer.	Rs. 11,244.00	4,114/-	350/-	130/-	600/-
30	Shri. Anupam Jana.	Overseer.	Rs.11,244.00	4,114/-	350/-	130/-	600/-
31	Shri Ajit Borgohain.	Overseer.	Rs. 12,509.00	4,869/-	350/-	130/-	-
32	Shri. John Miller Momin.	Draftsman-Gd-II.	Rs. 7,998.00	3,043/-	350/-	130/-	-
33	Smti. Evarishka Lyngdoh.	Draftsman-Gd-II.	Rs. 8,330.00	2,975/-	350/-	130/-	500/-

34	Shri. Plyningstar Nongsejj.	S.C.D. (Sr)Surveyor.	Rs. 8,766.00	3,111/-	350/-	130/-	600/-
35	Shri Troyland Sangma.	Truck Driver.	Rs. 6,399.00	2,394/-	350/-	130/-	-
36	Shri. Boisak Ch.Momin.	Jeep Driver.	Rs. 7,431.00	2,611/-	350/-	130/-	500/-
37	Shri. Nelbish Sangma.	Jeep Driver.	Rs.6,356.00	2,176/-	350/-	130/-	500/-
38	Shri Welson T.Sangma.	Jeep Driver.	Rs. 6,158.00	2,298/-	350/-	130/-	-
39	Shri Cavienslay Sangma.	Jeep Driver.	Rs. 5,688.00	2,180/-	350/-	130/-	-
40	Shri Joseph D.Sangma.	Truck Handyman.	Rs. 6,558.00	2,258/-	350/-	130/-	500/-
41	Shri Tosendro Marak.	Tractor Driver.	Rs. 10,026.00	3,621/-	350/-	130/-	600/-
42	Shri Checkson Marak.	do.	Rs. 8,779.00	3,359/-	350/-	130/-	-
43	Shri Berolsing Marak.	do.	Rs. 8,574.00	3,074/-	350/-	130/-	500/-
44	Shri Predison Marak.	do.	Rs. 8,809.00	3,169/-	350/-	130/-	500/-
45	Shri Steban Momin.	do.	Rs. 7,990.00	3,040/-	350/-	130/-	-
46	Shri Porison Sangma.	do.	Rs. 7,035.00	2,502/-	350/-	130/-	375/-
47	Shri Nicholash Sangma.	do.	Rs. 6,769.00	2,394/-	350/-	130/-	375/-
48	Shri Rellewellyn Marak.	do.	Rs. 7,491.00	2,666/-	350/-	130/-	375/-
49	Shri Semendro Sangma.	do.	Rs. 6,769.00	2,394/-	350/-	130/-	375/-
50	Shri Jeharson Momin.	do.	Rs. 7,172.00	2,557/-	350/-	130/-	375/-
51	Shri Bodonsing Momin.	Tractor Handyman.	Rs. 6,881.00	2,591/-	350/-	130/-	-
52	Shri Neckson Sangma.	do.	Rs. 7,256.00	2,591/-	350/-	130/-	375/-
53	Shri Jewansing Sangma.	do.	Rs. 6,601.00	2,326/-	350/-	130/-	375/-
54	Shri Joshington Momin.	do.	Rs. 5,281.00	1,741/-	350/-	130/-	500/-
55	Shri Nengjon Marak.	do.	Rs. 4,579.00	1,659/-	350/-	130/-	-
56	Shri Grandson Sangma.	do.	Rs. 5,402.00	1,992/-	350/-	130/-	-
57	Shri Ningjon Sangma.	O/ Peon.	Rs. 7,599.00	2,679/-	350/-	130/-	500/-
58	Shri Hemingstone Momin.	do.	Rs. 7,599.00	2,679/-	350/-	130/-	500/-
59	Shri Lobithson Sangma.	do.	Rs. 7,162.00	2,502/-	350/-	130/-	500/-
60	Shri Willington Momin.	Orderly Peon.	Rs. 3,635.00	2,370/-	350/-	130/-	500/-
61	Shri Kinson Sangma.	do.	Rs. 6,444.00	2,414/-	350/-	130/-	-
62	Shri Selvister Sangma.	do.	Rs. 5,318.00	1,958/-	350/-	130/-	-
63	Shri Deliver Marak.	Khalasi.	Rs. 7,272.00	2,547/-	350/-	130/-	500/-
64	Shri Subash Momin.	do.	Rs. 6,226.00	2,326/-	350/-	130/-	-
65	Smti. Dorothy Sangma.	do.	Rs. 4,579.00	1,659/-	350/-	130/-	-
66	Shri.Akan Ch.Das.	Bull dozer Operator.	Rs. 8,674.00	3,070/-	350/-	130/-	600/-
67	Shri Rengjing Sangma.	Bull dozer Handyman.	Rs. 7,053.00	2,458/-	350/-	130/-	500/-
68	Shri Killickson Sangma.	do.	Rs. 6,944.00	2,414/-	350/-	130/-	500/-
69	Shri Sibuson Sangma.	Office Chowkidar.	Rs. 6,772.00	2,547/-	350/-	130/-	-
70	Shri Elwin Sangma.	Garrage Chowkidar.	Rs. 6,662.00	2,502/-	350/-	130/-	-
71	Shri Surjya Kanta Barman.	I.B. Chowkidar.	Rs. 6,990.00	2,635/-	350/-	130/-	-
72	Shri Pornesh Marak.	Chowkidar.	Rs. 6,690.00	2,635/-	350/-	130/-	-
73	Shri Stephenson Marak.	do.	Rs. 7,099.00	2,679/-	350/-	130/-	-
74	Shri Winjeng Ch.Marak.	do.	Rs. 6,991.00	2,421/-	350/-	130/-	500/-
75	Shri Hemford Sangma.	do.	Rs. 4,781.00	1,741/-	350/-	130/-	-
76	Smti Sujata M.Sangma.	do.	Rs. 4,579.00	1,659/-	350/-	130/-	-
77	Shri Ranansing Sangma.	Dak Runner.	Rs. 7,365.00	2,635/-	350/-	130/-	375/-
78	Shri Monu Sangma.	do.	Rs. 6,662.00	2,502/-	350/-	130/-	-
79	Shri Gellend Ch.Momin.	do.	Rs. 6,058.00	2,258/-	350/-	130/-	-
80	Shri Washly R.Sangma.	do.	Rs. 6,735.00	2,380/-	350/-	130/-	375/-
81	Shri Winderson Marak.	do.	Rs. 6,507.00	2,237/-	350/-	130/-	500/-
82	Smti. Mejillish R. Marak.	do.	Rs.5,482.00	1,822/-	350/-	130/-	500/-
83	Smti. Ronika D.Sangma.	do.	Rs. 4,848.00	1,768/-	350/-	130/-	-
84	Shri Darmendro Ch.Marak.	P.T.O.	Rs. 9,586.00	3,686/-	350/-	130/-	-
85	Shri Meckjin Marak.	do.	Rs. 8,678.00	3,318/-	350/-	130/-	-

86	Shri Jaron A.Sangma.	do.	Rs. 10,086.00	3,686/-	350/-	130/-	500/-
87	Shri Hemendro M.Sangma.	do.	Rs. 9,926.00	3,621/-	350/-	130/-	500/-
88	Shri Tribithson Sangma.	do.	Rs. 9,926.00	3,621/-	350/-	130/-	500/-
89	Shri Mathius T.Sangma.	do.	Rs. 9,926.00	3,621/-	350/-	130/-	500/-
90	Shri Rotison Sangma.	do.	Rs. 10,086.00	3,686/-	350/-	130/-	500/-
91	Shri Warning D.Sangma.	do.	Rs. 9,586.00	3,686/-	350/-	130/-	-
92	Shri Clement Deo.	do.	Rs. 9,926.00	3,621/-	350/-	130/-	500/-
93	Shri Alexton K.Sangma.	do.	Rs. 10,086.00	3,686/-	350/-	130/-	500/-
94	Shri Kraiston N.Marak.	do.	Rs. 10,086.00	3,686/-	350/-	130/-	500/-
95	Shri Greenson Sangma.	do.	Rs. 8,527.00	3,257/-	350/-	130/-	-
96	Shri Nopendro Sangma.	do.	Rs. 9,266.00	3,556/-	350/-	130/-	-
97	Shri Marquish Sangma.	do.	Rs. 10,086.00	3,686/-	350/-	130/-	500/-
98	Shri Evellin K.Sangma.	do.	Rs. 9,926.00	3,621/-	350/-	130/-	500/-
99	Shri Singdon Sangma.	do.	Rs. 9,926.00	3,621/-	350/-	130/-	500/-
100	Shri Sujit K.Marak.	do.	Rs. 9,926.00	3,621/-	350/-	130/-	500/-
101	Shri Suronjon Marak.	do.	Rs. 9,766.00	3,556/-	350/-	130/-	500/-
102	Shri Helbithson K.Sangma.	do.	Rs. 9,926.00	3,621/-	350/-	130/-	500/-
103	Shri Robline K.Sangma.	do.	Rs. 10,086.00	3,686/-	350/-	130/-	500/-
104	Shri Ronjith Sangma.	do.	Rs. 9,926.00	3,621/-	350/-	130/-	500/-
105	Shri Exerford Marak.	do.	Rs. 10,086.00	3,686/-	350/-	130/-	500/-
106	Shri Flaxton Marak.	do.	Rs. 9,926.00	3,621/-	350/-	130/-	500/-
107	Shri Probithson K.Marak.	do.	Rs. 9,426.00	3,621/-	350/-	130/-	-
108	Shri Bikarno Sangma.	do.	Rs. 10,086.00	3,686/-	350/-	130/-	500/-
109	Shri Marthindro D.Sangma.	do.	Rs. 10,086.00	3,686/-	350/-	130/-	500/-
110	Shri Anrolwell Marak.	do.	Rs. 10,086.00	3,686/-	350/-	130/-	500/-
111	Shri Roenath Marak.	do.	Rs. 9,426.00	3,621/-	350/-	130/-	-
112	Shri Phiford Marak.	do.	Rs. 10,086.00	3,686/-	350/-	130/-	500/-
113	Shri Prowence Momin.	do.	Rs. 9,426.00	3,621/-	350/-	130/-	-
114	Shri Donil sangma.	do.	Rs. 9,447.00	3,427/-	350/-	130/-	500/-
115	Shri Floyed Sangma.	do.	Rs. 9,447.00	3,427/-	350/-	130/-	500/-
116	Shri Jenison Sangma.	do.	Rs. 8,947.00	3,427/-	350/-	130/-	-
117	Shri Perosh Sangma.	do.	Rs. 9,447.00	3,427/-	350/-	130/-	500/-
118	Shri Birendro Sangma.	S.C.R.	Rs. 13,626.00	5,321/-	350/-	130/-	-
119	Shri Bistu Mohan Rabha.	do.	Rs.11,702.00	4,542/-	350/-	130/-	-
120	Shri Pronansing Sangma.	do.	Rs.11,165.00	4,325/-	350/-	130/-	-
121	Shri Luinson K.Sangma.	do.	Rs. 10,896.00	4,216/-	350/-	130/-	-
122	Shri Dipti Kr. Hajong.	do.	Rs. 12,778.00	4,978/-	350/-	130/-	-
123	Shri Ricklately M.sangma.	do.	Rs. 11,496.00	4,216/-	350/-	130/-	600/-
124	Shri Harlow D.Sangma.	do.	Rs. 11,702.00	4,542/-	350/-	130/-	-
125	Shri Garneth K.Sangma.	do.	Rs. 10,740.00	3,910/-	350/-	130/-	600/-
126	Shri Abelson Sangma.	SCD (Sr).	Rs. 9,489.00	3,444/-	350/-	130/-	500/-
127	Shri Hirahita N.Sangma.	do.	Rs. 9,153.00	3,308/-	350/-	130/-	500/-
128	Shri Krimline A.Sangma.	do.	Rs. 9,589.00	3,444/-	350/-	130/-	600/-
129	Shri Satjan D.Sangma.	do.	Rs. 7,995.00	2,890/-	350/-	130/-	375/-
130	Shri Thinang M.Sangma.	SCD(Jr).	Rs. 7,995.00	2,890/-	350/-	130/-	375/-
131	Shri Grower S.Momin.	do.	Rs. 7,995.00	2,890/-	350/-	130/-	375/-
132	Shri Boston R.Marak.	do.	Rs. 7,995.00	2,890/-	350/-	130/-	375/-
133	Shri Elipson Marak.	do.	Rs. 9,481.00	3,441/-	350/-	130/-	500/-
134	Shri Debatosh Marak.	do.	Rs. 7,709.00	2,774/-	350/-	130/-	375/-
135	Shri Valentine Sangma.	do.	Rs. 7,709.00	2,774/-	350/-	130/-	375/-
136	Shri Maxwell K.Sangma.	do.	Rs. 7,334.00	2,774/-	350/-	130/-	-
137	Shri Projonsing Momin.	do.	Rs. 7,709.00	2,774/-	350/-	130/-	375/-

138	Shri pinen B.Marak.	do.	Rs. 7,995.00	2,890/-	350/-	130/-	375/-
139	Shri Lemuel Marak.	do.	Rs. 7,037.00	2,502/-	350/-	130/-	375/-
140	Shri Argush R.Marak.	do.	Rs. 6,769.00	2,394/-	350/-	130/-	375/-
141	Shri Clement T.Sangma.	do.	Rs. 6,769.00	2,394/-	350/-	130/-	375/-
142	Shri Limberth D.Sangma	do.	Rs. 6,769.00	2,394/-	350/-	130/-	375/-
143	Shri Subash Ch.Marak.	do.	Rs.8,205.00	2,975/-	350/-	130/-	375/-
144	Shri George Huxley Sangma	do	Rs. 7,309.00	2,611/-	350/-	130/-	375/-
145	Shri Chittaranjan Sangma	do.	Rs. 6,769.00	2,394/-	350/-	130/-	375/-
146	Shri Arnold Marak	do.	Rs. 6,769.00	2,394/-	350/-	130/-	375/-
147	Shri Tippinson Sangma.	do.	Rs. 6,769.00	2,394/-	350/-	130/-	375/-
148	Shri Probath Sangma.	do.	Rs. 8,205.00	2,975/-	350/-	130/-	375/-
149	Shri Kobendro Marak.	do.	Rs. 8,205.00	2,975/-	350/-	130/-	375/-
150	Shri Sunil G.Momin.	do.	Rs. 7,172.00	2,557/-	350/-	130/-	375/-
151	Shri Galson Ch.Momin.	do.	Rs. 7,306.00	2,611/-	350/-	130/-	375/-
152	Shri Bremfield Marak.	do.	Rs. 6,903.00	2,448/-	350/-	130/-	375/-
153	Shri Zenith Marak.	do	Rs. 6,533.00	2,298/-	350/-	130/-	375/-
154	Shri Aldrine Sangma.	do.	Rs. 6,298.00	2,203/-	350/-	130/-	375/-
155	Shri Soft Marak.	S.C.F.W.	Rs. 7,701.00	2,771/-	350/-	130/-	375/-
156	Shri Mackdonald Momin.	do.	Rs. 6,416.00	2,251/-	350/-	130/-	375/-
157	Shri Nangjin Marak.	do.	Rs. 6,416.00	2,251/-	350/-	130/-	375/-
158	Shri Ringin Sangma.	do.	Rs. 5,811.00	2,006/-	350/-	130/-	375/-
159	Shri Liptonsing Marak.	do.	Rs. 6,214.00	2,169/-	350/-	130/-	375/-
160	Shri Similson Sangma.	do.	Rs. 6,214.00	2,169/-	350/-	130/-	375/-
161	Shri Caxton Sangma.	do.	Rs. 6,113.00	2,123/-	350/-	130/-	375/-
162	Shri Joachim Marak.	do.	Rs.5,727.00	1,972/-	350/-	130/-	375/-
163	Shri Poritosh Hajong.	do.	Rs. 5,352.00	1,972/-	350/-	130/-	-
164	Shri Biswajit R.Marak.	do.	Rs. 5,016.00	1,836/-	350/-	130/-	-
165	Shri Sunil Hajong.	do.	Rs. 5,475.00	1,870/-	350/-	130/-	375/-
166	Shri Neil Grikcheng Sangma	do	Rs. 5,432.00	1,802/-	350/-	130/-	500/-
167	Shri Namban Marak.	do.	Rs. 5,307.00	1,802/-	350/-	130/-	375/-
168	Shri Jimber B.Marak	SCD (Jr - I).	Rs. 5,688.00	2,108/-	350/-	130/-	
169	Shri Emosh Sangma.	SCD (Jr -I)	Rs. 6,533.00	2,298/-	350/-	130/-	375/-

Divisional Officer,  
Tura Soil & Water Conservation (T)Division  
West Garo Hills, Meghalaya.

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## Chapter - 12 (Manual 11)

### The Budget Allocated to each Agency (Particulars of all plans, proposed expenditures and reports on disbursement made ).

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

**Year 2004 - 2005 :-**

Name of the scheme/Head.	Activity	Starting date of the activity.	Planned end date of the activity.	Amount Proposed.	Amount sanctioned need.	Amount released/bursed (no.of instl).	Actual expenditure for the last year.	Responsible officer for the quality and the complete execution of the work.
2	3	4	5	6	7	8	9	10
2216-HOUSING -01. GOVT.RESIDENTIAL BUILDING	59. Construction. 27. Minor works/maintenance.	1.04.04.	31.03.2005					Divisional Soil & water Conservation Officer.
2402- Soil & Water Conservation. 001- Direction & Administration. (02)- Divisional Soil Conservation officer.	01. Salaries.	do	do	1,84,700.00	2,12,133.00	2,12,133.00	2,12,133.00	Divisional Soil & Water Conservation Officer.
	02. Wages.	do	do	27,000.00	27,000.00	27,000.00	27,000.00	
	11. travel expenses.	do	do	25,000.00	25,000.00	25,000.00	25,000.00	
	13. Office expenses.	do	do	45,000.00	42,815.00	42,815.00	42,815.00	
	26. Advertising sales, & Publicity.	do	do	10,000.00	10,000.00	10,000.00	10,000.00	
	50. Other charges.	do	do	5,500.00	5,500.00	5,500.00	5,500.00	
	51. Motor vehicles.	do	do	35,000.00	39,000.00	39,000.00	39,000.00	
<b>TOTAL OF - 02 :-</b>				<b>3,32,200.00</b>	<b>3,61,448.00</b>	<b>3,61,448.00</b>	<b>3,61,448.00</b>	
03- Soil Conservation Range officer.	01. Salaries.	do	do	2,21,200.00	1,72,274.00	1,72,274.00	1,72,274.00	Divisional Soil & Water Conservation Officer.
	02. Wages.	do	do	25,500.00	25,500.00	25,500.00	25,500.00	
	11.Travel expenses.	do	do	22,000.00	22,000.00	22,000.00	22,000.00	
	13.Office expenses.	do	do	4,500.00	12,685.00	12,685.00	12,685.00	
	50. Other charges.	do	do	2,700.00	2,700.00	2,700.00	2,700.00	
<b>TOTAL OF - 03 :-</b>				<b>2,85,900.00</b>	<b>2,35,159.00</b>	<b>2,35,159.00</b>	<b>2,35,159.00</b>	
<b>TOTAL OF 001 :-</b>				<b>6,18,100.00</b>	<b>5,96,607.00</b>	<b>5,96,607.00</b>	<b>5,96,607.00</b>	
102- Soil Conservation works. 04 - Erosion control works.	27. Minor works/maintenance.	do	do	1,70,000.00	1,70,000.00	1,70,000.00	1,70,000.00	Divisional Soil & Water Conservation Officer.
<b>TOTAL OF - 04 -</b>				<b>1,70,000.00</b>	<b>1,70,000.00</b>	<b>1,70,000.00</b>	<b>1,70,000.00</b>	

2	3	4	5	6	7	8	9	10
102-06- Afforestation.	27. Minor works/maintenance. DEPARTMENT : 2nd Yr. Afforestation. 4th Yr. Afforestation. New Creation Afforestation. 31. Grant in aid/subcidies 2nd Yr. Maintenance New creation. 50. Other charges.	1.04.04. do do do do do do	31.03.05. do do do do do do	19,500.00 66,794.00  23,550.00 1,200.00	86,924.00 - - 23,550.00 1,200.00	86,924.00 - - 23,550.00 1,200.00	86,924.00 - - 23,550.00 1,200.00	Divisional Soil & Water Conservation Officer.
<b>TOTAL OF - 06 :-</b>				<b>1,11,044.00</b>	<b>1,11,674.00</b>	<b>1,11,674.00</b>	<b>1,11,674.00</b>	
102- (08)-Water Conservation Distribution works.	27. Minor works/ maintenance.	do	do	1,75,000.00	1,75,000.00	1,75,000.00	1,75,000.00	Divisional Soil & Water Conservation Officer.
<b>TOTAL OF - 08:-</b>				<b>1,75,000.00</b>	<b>1,75,000.00</b>	<b>1,75,000.00</b>	<b>1,75,000.00</b>	
(11)- Water Harvesting works/Farm Pond.	27. Minor works/maintenance.	do	do	1,58,000.00	1,58,000.00	1,58,000.00	1,58,000.00	Divisional Soil & Water Conservation Officer.
<b>TOTAL OF - (11) :-</b>				<b>1,58,000.00</b>	<b>1,58,000.00</b>	<b>1,58,000.00</b>	<b>1,58,000.00</b>	
<b>TOTAL OF -102 :-</b>				<b>6,14,674.00</b>	<b>6,14,674.00</b>	<b>6,14,674.00</b>	<b>6,14,674</b>	
800- (04)- watershed Management. 003- Afforestation.	27.Minor works/maintenance. 5 yr. Afforestation. Preliminary works. 31 Grand in aid subcidies Preliminary works sub-cidies.	do	do	6,338.00	6,338.00	6,338.00	6,338.00	DO
<b>TOTAL OF - 003 :-</b>				<b>6,338.00</b>	<b>6,338.00</b>	<b>6,338.00</b>	<b>6,338.00</b>	
004-Irrigation/Water conservation Distribution works.	27.Minor works/maintenance.			-	-	-	-	DO
<b>TOTAL OF - 004 :-</b>				-	-	-	-	
005- Camp & camp Equipments.	27. Minor works/maintenance.			-	-	-	-	DO
<b>TOTAL OF -005 :-</b>				-	-	-	-	
001-Erosion control works.	27. Minor works/maintenance.			-	-	-	-	DO
<b>TOTAL OF 001-</b>				-	-	-	-	

2	3	4	5	6	7	8	9	10
012- Water Harvesting Farm/Pond.	27.Minor works/ maintenance.	1.04.04	31.03.05.	-	-	-	-	Divisional Soil & Water Conservation Officer.
<b>TOTAL OF - 012 :-</b>				-	-	-	-	
<b>TOTAL OF - 800 :- (04)</b>				<b>6,338.00</b>	<b>6,338.00</b>	<b>6,338.00</b>	<b>6,338.00</b>	
07-Special Central Assistance of Water Development Project in Shifting Cultivation Areas. 001 - Survey & Projectising.	27. Minor works/maintenance.	do	do	70,000.00	-	-	-	DO
<b>TOTAL OF 001 :-</b>				<b>70,000.00</b>	-	-	-	
002- Training Programme.	02. Wages.	do	do	70,000.00	70,000.00	70,000.00	70,000.00	
<b>TOTAL OF 002 :-</b>				<b>70,000.00</b>	<b>70,000.00</b>	<b>70,000.00</b>	<b>70,000.00</b>	DO
004- Establishment and Management cost.	13. Office expenses.	do	do	1,40,000.00	1,40,000.00	1,40,000.00	1,40,000.00	DO
<b>TOTAL OF 004 :-</b>				<b>1,40,000.00</b>	<b>1,40,000.00</b>	<b>1,40,000.00</b>	<b>1,40,000.00</b>	
006-Reserve for Innovation.	13.Office expenses.	do	do	1,40,000.00	1,40,000.00	1,40,000.00	1,40,000.00	DO
<b>TOTAL OF 006 -</b>				<b>1,40,000.00</b>	<b>1,40,000.00</b>	<b>1,40,000.00</b>	<b>1,40,000.00</b>	
007-Arable works/maintenance.	27.Minor works/maintenance.	do	do	22,35,000.00	22,35,000.00	22,35,000.00	22,35,000.00	DO
<b>TOTAL OF - 007 :-</b>				<b>22,35,000.00</b>	<b>22,35,000.00</b>	<b>22,35,000.00</b>	<b>22,35,000.00</b>	
008- Productive System.	27.Minor works/maintenance.	do	do	3,08,000.00	3,08,000.00	3,08,000.00	3,08,000.00	DO
<b>TOTAL OF 008 :-</b>				<b>3,08,000.00</b>	<b>3,08,000.00</b>	<b>3,08,000.00</b>	<b>3,08,000.00</b>	
009- Non Arable Land Treatment.	27.Minor works/maintenance.	do	do	17,16,000.00	17,16,000.00	17,16,000.00	17,16,000.00	DO
<b>TOTAL OF 009 :-</b>				<b>17,16,000.00</b>	<b>17,16,000.00</b>	<b>17,16,000.00</b>	<b>17,16,000.00</b>	
010-Drainage Line Treatment.	27.Minor works/maintenance.	do	do	15,55,000.00	15,55,000.00	15,55,000.00	15,55,000.00	DO
<b>TOTAL OF - 010 :-</b>				<b>15,55,000.00</b>	<b>15,55,000.00</b>	<b>15,55,000.00</b>	<b>15,55,000.00</b>	
<b>TOTAL OF 800 (07):-</b>				<b>61,64,000.00</b>	<b>61,64,000.00</b>	<b>61,64,000.00</b>	<b>61,64,000.00</b>	
08- Soil Conservation Scheme under NABARD LOAN. 01- Head works/Dams/Division/ Channel Minor Irrigation.	27.Minor works/maintenance.	Do	do	6,15,850.00	6,15,850.00	6,15,850.00	6,15,850.00	DO
<b>TOTAL OF 001:-</b>				<b>6,15,850.00</b>	<b>6,15,850.00</b>	<b>6,15,850.00</b>	<b>6,15,850.00</b>	
002-Farm Conservation Pond/Water Harvesting Structure.	27.Minor works/maintenance.	do	do	3,11,165.00	3,11,165.00	3,11,165.00	3,11,165.00	DO
<b>TOTAL OF 002 :-</b>				<b>3,11,165.00</b>	<b>3,11,165.00</b>	<b>3,11,165.00</b>	<b>3,11,165.00</b>	
003-Erosion Control Gabion check Dam Retaining wall/spur.	27.Minor works/maintenance.	do	do	1,04,330.00	1,04,330.00	1,04,330.00	1,04,330.00	DO
<b>TOTAL OF 003 :-</b>				<b>1,04,330.00</b>	<b>1,04,330.00</b>	<b>1,04,330.00</b>	<b>1,04,330.00</b>	

2	3	4	5	6	7	8	9	10
004- Bench Terracing.	27.Minor works/maintenance.	1.04.04	31.03.05	13,84,705.00	13,84,705.00	13,84,705.00	13,84,705.00	Divisional Soil & water Conservation Officer.
<b>TOTAL OF 004 :-</b>				<b>13,84,705.00</b>	<b>13,84,705.00</b>	<b>13,84,705.00</b>	<b>13,84,705.00</b>	
005- Contour Bunding.	27. Minor works/maintenance.	do	do	-	-	-	-	DO
<b>TOTAL OF 005 :-</b>				-	-	-	-	
006- Improvement of existing paddy Field.	27. Minor works/maintenance.	do	do	-	-	-	-	DO
<b>TOTAL OF 006 :-</b>				-	-	-	-	
009- Camp Hut/Maintenance of Approached Road.	27. Minor works/maintenance.	do	do	2,23,950.00	2,23,950.00	2,23,950.00	2,23,950.00	DO
<b>TOTAL OF 009 :-</b>				<b>2,23,950.00</b>	<b>2,23,950.00</b>	<b>2,23,950.00</b>	<b>2,23,950.00</b>	
<b>TOTAL OF 800 :-(08) :-</b>				<b>26,40,000.00</b>	<b>26,40,000.00</b>	<b>26,40,000.00</b>	<b>26,40,000.00</b>	
<b>TOTAL OF 800-</b>				<b>88,10,338.00</b>	<b>88,10,338.00</b>	<b>88,10,338.00</b>	<b>88,10,338.00</b>	
<b>TOTAL OF 2402 :-</b>				<b>1,00,43,082.00</b>	<b>1,00,21,619.00</b>	<b>1,00,21,619.00</b>	<b>1,00,21,619.00</b>	
<b>GRAND TOTAL :-</b>				<b>1,00,43,082.00</b>	<b>1,00,21,619.00</b>	<b>1,00,21,619.00</b>	<b>1,00,21,619.00</b>	

*Divisional Officer,*  
*Tura Soil & Water Conservation(T) Division*  
*West Garo Hills, Meghalaya.*

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## Chapter - 13 (Manual 12 ).

13 The manner of Execution of Subsidy Schemes.

1.1. Please provide the information as per the following formats.

1.Name of Programme / Scheme.

(i) 102 - Soil Conservation Scheme (06 / Afforestation 31 - Grant in - Aid/ Contribution Subsidies.

(ii) 102 - Soil Conservation Scheme (09) Cash / Horticultural Crop Development Works.

(iii) 800- Other Expenditure (04) Watershed Management Scheme (08) Afforestation 31-/  
(09) Cash/ Horticultural Crops Development work.  
Grant in - Aid/ Contribution Subsidies.

2. Duration of the programme.

3 to 5 years.

### Objective of the scheme/ programme.

#### (i) Afforestation :

To provide vegetative cover to barren and denuded hill slopes.

To protect the land from further erosion.

To maintain a favourable effect of soil cover.

To meet the fuel - wood,timber requirements and other indirect benefits to be acrued from the system,on a sustainable - mod under proper management systems.

### 3.Physical and Financial Targets of the Programme/Scheme(2004-05)ending.

#### **Afforestation :**

<u>Physical Target</u> (Ha).	<u>Financial Target</u>
2nd yr. = 6.5 Ha. 15.7 Ha. (subcidy).	20,475.00
4th yr. = 25.69 Ha.	66,449.00
Preliminary = 6.55 Ha. 3.08 ha. (subcidy)	23,550.00
5th yr. = 8.45 Ha.	6,338.00

**4. Eligibility of Beneficiary :**

Recognized individuals/ Group / Community, Cooperation farming Society, registered under the Meghalaya Cooperative Societies Act ( Assam Act I of 948 as adapted by Meghalaya), with proof, that they are the genuine farmers/ farming community from the Local institutions/ bodies.

Subject to field verification and inquiry to be conducted by the Divisional Soil & Water Conservation Office, Territorial Division, in case of Afforestation and Cash Crops Division for the Cash/ Horticultural Crops Development works respectively.

5. Procedure to avail the benefits of the programme/ scheme by putting in an application in a plain paper.

6. Criteria for deciding eligibility.

Production of land ownership documents issue by a competent authority.

Recommendation from the Traditional and Local Institutions/ Bodies in case of the applicants who are cultivating in the community land (s).

Choice of coops shall be done in accordance with the compatibility and suitability of the area / region (Agro - eco- climate parameters).

Signing the " Deed of Agreement" before awarding the scheme.

7. Detail of benefits given in the programme (Also, mention the amount of subsidy or other help given).

<b>Afforestation.</b>	
*Preliminary year.	2680/-ha.
1st year planting.	1625/-ha.
2nd year planting.	825/-ha.
3rd year planting.	825/-ha.
4th year planting.	825/-ha.
5th year planting.	825/-ha.
6th year planting.	825/-ha.

**Afforestation.**

	<b>Items of work to be given in kind (per ha).</b>	<b>Items of work to be paid in cash(per ha).</b>
*Preliminary year.	Cost of Seeds Rs.180/-	Jungle clearance 2500/-, fencing(local) 2500/-
1st year planting.		Staking and Soil working 250/- sowing,covering etc. 50/- weeding (3 times) Rs. 1,125/-, Fire protection 200/-
2nd year planting.		Weeding 625/-, Fire protection 200/-.
3rd year planting.		Weeding 625/-, Fire protection 200/-.
4th year planting.		Weeding 625/- ,Fire protection 200/-.

8.Procedure for the distribution of the subsidy :

- \* Only after inspection and field verification.
- \*Only after completion of the work.
- \*On the basic of the progress of the work.
- \*Only after satisfying the quality of work.

8- Where to apply or whom to contact in the Office for applying.

- Apply to the Divisional Soil & Water Conservation Officer, Territorial Soil & Water Conservation Division for Afforestation programme and Soil & Water Conservation Cash Crop Division, in Case of Cash/ Horticultural Crop Development work.
- Contact your nearest Soil & Water Conservation Range/Beat Office.

9- Application fee.

Nil.

10-Other fees.

Nil.

11.Application format.

Name of application- village- occupation- name of scheme-sitelocation- Area(Ha).

12-List of attachments.

Documents and certificates as mentioned at 4 and 6 above.

13- Where to contact in case of Process - related complaints.

Concerned Soil & Water Conservation Range/Beat Office or Divisional Soil & Water Conservation Office locate at your place.

14- Details of available fund (at various levels like District level,Block level etc.)

15- List of Beneficiaries in the format given below. The Proforma.

**LIST OF BENEFICIARIES UNDER 102- AFFORESTATION-31- GRANT- IN -AID/CONTRIBUTION SUBCIDIES.**

<b>Sl.No.</b>	<b>Name of Scheme.</b>	<b>Name of Division &amp; District.</b>	<b>Name of Beneficiaries.</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1	<b>102- SOIL CONSERVATION SCHEME (GENERAL AREAS).</b>		
	<b>(06) Afforestation -31-Grant-in-aid/ Contribution subcidies.</b>	Divisional Soil & Water Conservation Office, Tura(T) Division.	1. Shri Limbirth Marak. 2.Shri Ningbin Marak. 3.Shri Sengnang Marak. 4.Smti Sume Sangma. 5.Smti Brenallish Marak. 6.Smti Krimithish Sangma. 7Smti Chenggi Marak. 8.Shri Barendra Marak. 9.Smti Novelline Marak. 10.Smti Shimdia Marak. 11.Smti Samelline Marak. 12.Shri Oral Sangma. 13.Shri Nemil Marak. 14.Shri Emerald Sangma. 15.Shri Hemelson Sangma. 16.Shri Marmen Momin.

## 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.

## 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 execution of various activities/programme.

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

## 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 the electronic media.

Visit Web- site - [www.megsoil.nic.in](http://www.megsoil.nic.in).

## Chapter - 17 (Manual -16)

17.Particulars of the facilities available to citizens for obtaining information.

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

- . Through News Paper.
- . 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.

## Chapter - 8 (Manual - 7)

### The Names, designations and other particulars of the Public Information Officers

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

**Name of the Public Authority:**

**Name of the Appellate Officer : Shri R.W.Momin,Jt.Director of Soil & Water Conservation, Department , Meghalaya, Tura, Ph.No. 232105**

**Name of the Public Information Officer :Smt.S.Ch. Sangma,Divisional Officer Monitoring & Evaluation Unit, Tura.  
Office of the Jt. Director,Soil & Water Conservation Deptt., Dakkopgre, Tura, Meghalaya.  
Phone No. 232105.**

**Assistant Public Information Officers :**

Sl.No.	Name.	Designation.	S.T.D. Code.	Ph. No.		Fax	Appelate Authority	Address.
				Office.	Home.			
1	Shri. Pronansing Sangma.	Soil & Water Conservation Range Officer, Thebronggre, S.W.C. Range.	O3651	222354	232165		Joint Director Soil Conservation Dakopgre, Tura.	Office of the Soil & Water Conservation Range Officer, Thebronggre, S.W.C. Range, W/G/Hills.
2	Shri. Bistu Mohan Rabha.	Soil & Water Conservation Range Officer, Machanngpani, S.W.C. Range.	O3651	222354	225206			Office of the Soil & Water Conservation Range Officer, Machanngpani, S.W.C. Range, W/G/Hills.
3	Shri. Dipti Kr. Hajong.	Soil & Water Conservation Range Officer, Anogre, S.W.C. Range.	O3651	222354	264287			Office of the Soil & Water Conservation Range Officer Anogre, S.W.C. Range, Anogre, W/G/Hills.
4	Shri. Luinson K. Sangma.	Soil & Water Cons. Range officer, Jongchipara, S.W.C. Range.	O3651	222354				Office of the Soil & Water Cons. Range Officer, Jongchipara, S.W.C. Range, Jongchipara, W/G/Hills.
5	Shri. B.S. Sangma.	Soil & Water Cons. Range officer, Damjonggre, S.W.C. Range.	O3651	222354	211060			Office of the Soil & Water Cons. Range Officer, Jongchipara, S.W.C. Range, Damjonggre, W/G/Hills.

## Chapter - 7 (Manual -6)

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

7.1. Please provide information on boards,councils,committees and other bodies related to the public authority in the following format.

- Name and address of the Affiliated Body.

Government of Meghalaya has constituted the District Watershed Development Committee Notification vide letter no. SCD.18/ 2003/259 for the projects under Watershed Development Projects in shifting cultivation areas (WDPSCA)& the Integrated Wastelands Development Programme (IWDP) with the following members :

### **1 West Garo Hills District.**

1 Chairman - Deputy Commissioner, West Garo Hills District, Tura.

Members :

2 District Planning Officer, Tura.

3 Project Director, DRDA, Tura.

4 Divisional Forest Officer, Social Forestry Division, Tura.

5 District Agriculture Officer, Tura.

6 District A.H. & Veterinary Officer, Tura.

7 District Social Welfare Officer, Tura.

8 Superintendent of Fisheries, Tura.

9 Assistant Registrar of Co-operatives, Tura.

10 Representative from State Institute of Rural Development (SIRD).

11 Representative of Director, ICAR, NEH Region.

12 Divisional Soil Conservation Officer, Cash Crop Division, Tura.

13 Member - Secretary .....Divisional Soil Conservation Officer, Tura(T)  
Soil Conservation Division.

Functions : The functions of the District Watershed Development Committee will be as follows :

1 To approve projects for Watershed Development Programmes.

2 To ensure co -ordination at the District level.

3 To advice on matters relating to selection of Programme Implementation Agencies, members of Watershed Development Team, Training, Community participation and publicity campaigns.

4 To approve detailed action plan for Watershed Development Projects in the District.

5 To review progress of Watershed Development Projects, assist in resolving management and administrative problems, guide in implementation and identify policy issues, If any, for reference to the State Government.

Frequency of Meetings : Annually

Are minutes of the meetings prepared ?

- Yes.

Are minutes of the meetings available to public ?- No Minutes are available only to the Committee members.

## Chapter - 18 (Manual - 17)

### 18. Other useful information.

18.1. Frequently asked questions and their answers by 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 Divisional Soil & Water Conservation Office in your District who are the Assistant Public Information Officer and District Public Information Officer respectively.  
Fee : Rs. 4/- per copy 1st copy, Rs.3/- for second copy and Rs.2/- for subsequent copies
- 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 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 with in the times specified, from the expiry of such period or from the receipt of such decision prefer on appeal to such Officer 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 }

- Name of Training Programme with brief description.  
" Field Assistant Training Course".

This training course deals with conservation and management of natural resources, particularly, Soil, Water & Forests. The subjects include Soil Science, Agronomy, Soil & Water Conservation Engineering, Forest Engineering, Accounts & Procedures, Forest Law, Silviculture, Suveying & Levelling, Measuration. Apart from classroom lectures, there are practicals, Projects assignment and other assignments and study tour, etc.. Physical Training class is compulsory. The applicant ( male only) should be physically and mentally healthy and sound. Discipline and conduct are the very vital aspects during the training. The Conservation Training Institute, Located at Byrnihat, has the prescribed Rules and Regulations for the trainees.

To impact sound knowledge and skill in the conservation and management aspects of natural resources with special reference to Soil, Water and Forest and to equip them so that they can propagate the conservation ethos amongst the Grass - roots people ( Land - users, state holders etc.) at their rural places of posting.

- Physical and Financial Targets (last year.)  
The total intact capacity is about 30 nos. in all. There is no financial targets as such.
- Eligibility for training.  
Class X passed, likely to be enhanced to call - xii (Science) passed.
- pre - requisite for training.  
Physically and mentally sound, subject to production of Medical Certificate from the competent authority.

- . Financial and other form of help.  
Monthly stipend at the prescribed rate of the Government.
- . Procedures of giving helps.  
Not applicable.
- . Contact information for applying.  
District Selection Committees of all the Districts.
- . Application Form.  
As may be mentioned in the advertisement of the District Selection Committee.
- . List of enclosures.  
As may be prescribed in the advertisement of the District Selection Committee.
- . Format of enclosures/ documents.  
As per the advertisement of the District Selection committee.
- . Procedure of application.  
Through the District Selection Committee.
- . Selection Procedure.  
Written test, physical test, interview.
- . Arrangement made by the Public authority for creating public awareness about the training programme.
  
- \* Annual Report.
- \* Citizens charter.
- \* News letter.
- \* Website of the department
- \* Advertisement made by the Director of Soil and Water Conservation in the local news papers of P. A. system as the case may be.

## 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 and Rural Development Block.

The Rationale behind designating the Public Information Officers and Assistant Public Information Officers at the 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 : Public Information Officers  
For inspection of documents/ (State/District/Level).  
taking samples :
  
- . Channels for fixing levels at : Public Information Officers  
which a decision shall be taken (State/District/Level).  
on a request :
  
- . Channels for preparing a document : Public Information Officers  
for supply to the requester, etc. , as (State/District/Level).  
envisaged in the Act.

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## 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 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 ,etc.      | Manual of office procedures or Handbook of General circulars.                           |
| * Fiscal and Financial subjects.                   | Budgetary 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 Drawing and Disbursing Officers.

- Decision is made by the 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 Subjects Matters**

#### **Decision Process Movement**

Policy matter  
Eg. Redesignation of the name of the Department.

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 Scheme clearance. The Committee constitutes the principal Secretary or Commissioner and Secretary as Chairperson and Director Soil & Water Conservation, Financial Adviser, co -opted member, Planning Officer of the Department or Finance and Accounts officer with the under Secretary of the Department as Member- Secty)

To accord sanction of new - schemes of Department.	Directorate Department	→ →	Administrative Planning & Finance Department.
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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 Office (Grass- root-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 and Secretary - Director - Under Secretary - Financial Adviser and any other members who may be co-opted.
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9.5. Who is the final authority that vets the decision ?

Directorate Administrative Department : Financial Matters :	Director Principal Secretary-Commissioner &Secretary. Finance and Planning Department
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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 of the continuing schemes of the department.
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Guidelines/Directions, if any	In accordance with the Terms of reference issued by the Government in the Finance Department when the Committee was constituted.
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Process of execution	Through the Departmental Committee for scheme clearance.
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Designation of Officers involved in decision making.	Principal secretary -Commissioner &Secretary, Director,Financial Adviser- Planning Officer- with the Under Secretary as Member Secretary.
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Contact information of the above Officers :	- do -
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If not satisfied by the decision, where and how to appeal.	Contact Director of Soil & Water Conservation.
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# INFORMATION HANDBOOK 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 aspects of importance is the functions and duties of Development Departments while discharging the services Delivery system.

When this Act is enforces, it is expected that there will prevail behavioral and attitudinal change including sense of responsibility and accountability and transparancy 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 Service- 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 Hand Book ?

The Community /individuals who derived or intended to derive the benefits of the scheme of the Department. Other users may include the (Non- Government/Voluntary Organisation and the interested Groups/Parties/individuals including the Public authorities of the Department.

1.4. Organisation of the information in this Book.

Directorate of Soil & Water Conservation, Shillong.

1.5. **Definition :**

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' means Gazetted- Officer unless otherwise mentioned here.
- (v) ' Technical supportive staffs ' 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 Assistant

(clerk, typist, storekeeper 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 levels' 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 individual or groups of persons.

1.6. Contact person in case somebody wants to get more informations on topics covered in the Hand Book as well as the 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 Divisional Soil & Water Conservation Officer,  
Tura, Meghalaya,  
Forestilla, Tura, West Garo Hills.  
Phone # 03651 -222354  
Fax 03651 - 222354

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 stated at para 1.6. above.  
Fee : (a)\_ Application Fee - Rs. 10/-per application in case /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 there after.  
(f) Rs. 50/- per diskette or floppy of informations.

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## Chapter - 2 (Manual 1 )

### **2 Particulars or Organisation, Functions and Duties.**

#### 2.1. Objective/Purpose of the Public Authority.

- > Enhancing and sustaining productivity of Land available for primary productions systems (crop productions, livestock raising, case/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 Agriculture, industry and domestic stores 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 & vegetation,but , also to promote environmental awareness so as to ensure sustainable development.

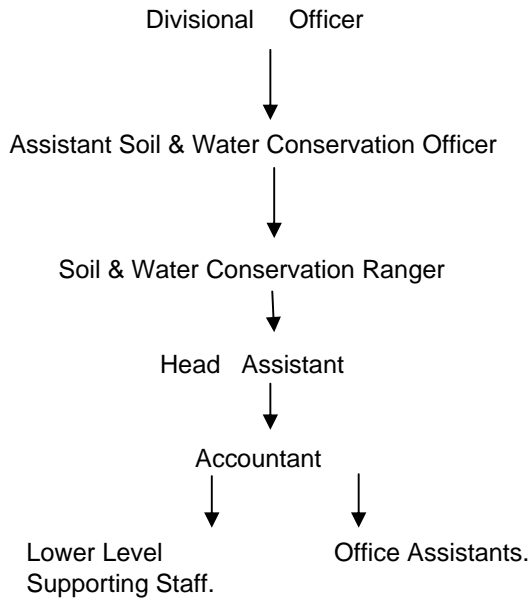
#### 2.4. **Duties of Public Authority.**

- > Identification of areas which require soil & water conservation interventions.
- > Determination remedial measures in consultation with the effected community/individuals.
- > Project Plan Formulation.
- > Facilitating the implementation of the programmes by the community/individuals by providing technical and financial support.
- > Capacity building for organisational 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 natural forests.
  
- . **Drainage line treatment :**
- > Check Dam
- > Gullyplug.
  
- . **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 Canalizing agency then, were the District Rural Development Agencies. From the year 2004-05 onwards, the Soil & 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 Husbandary.
- > House - hold activities.

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

**District 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 project.

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, periodically, 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 Divisional Officer,  
Soil & Water Conservation(T) Division,  
Tura, Forestilla.  
West Garo Hills, Meghalaya.  
Phone # 03651 - 222354  
Fax # 03651 - 222354.

## 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 and 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 ' .  
©. 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 mts. Of any water - sources of catchment area declared as such by an order of the Executive Committee.
- (d). From where one can get a copy of the Regulation. : 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 ' .  
©. Brief write up 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 writeup the document. : It deals with the aspect of the management of Office and the procedure - norms relating to the discharge of duties and functions by the Public Organisations considered necessary for improving the disposal of duties and 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- 04 of the Department " .
- (b). Type of document. : " Records".
- ©. Brief write up the document. : A glance of the ther Annual Report will provide relevant information in conceptual, physical and financial terms and an insight into the 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 corperation and 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, Megh. Shillong, Meghalaya, Additional Building, Room No. 316  
Phone # : 0364 - 2224551  
Fax # : 0364 -2224551  
Email :- megsoil@rediffmail.com.
- 4.15. Fee charged by the Department for a copy, rules, regularation, manual and records if any. Rules, Regularation, 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 and micro planning' .	Yes.	- Capacity Building for organisational 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 organisational and participatory skill to enable the stakeholders to take up proper implementation.
4	' Participatory project implementation. '	Yes.	- Training support capacity building for organisational and participatory skills to enable the stakeholders to take up participatory monitoring and evaluation.
5	'Participatory management and after care ' .	Yes.	- Capacity building for organisational and participatory skill to enable the stakeholders to take participatory management and aftercare of the resources assets created for them.

- **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 of seeking public Participation.
1	' Providing information on the background, Objectives and purpose of the project and 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 and field demonstration.

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## 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 mentioned the place where the documents are available, for eg. At the Secretariat Level, Directorate Level, others (Please mention the level ,in place of writing orders).

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 &amp; Water Conservation for enhancing the productivity of the degraded Lands in the catchment of the RVPs &amp; FPRs ' .</p> <p>4.' Guidelines of Soil &amp; Water Conservation Project issued by the NABARD under the RIDF Programe.</p>	<p>Contact: Director of Soil &amp; Water Conservation,Meghalaya, Shillong,Additional Meghalaya ( c )Secretariat, Room # 316 Phone # 0364-2224551 Fax # 0364-2224551 Email :- <a href="mailto:megsoil@rediffmail.com">megsoil@rediffmail.com</a></p>	<p>Held by the Department.</p> <p>- do -</p>
2	Departmental Rules.	<p>1.' Meghalaya Soil Conservation Service Rules,1990' .</p> <p>2.' Office Memo for the Megh. Soil Conservation (subordinate) Service Rules ' .</p> <p>3.' Cost - Norms ' .</p> <p>4.' Subcidy 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>