



GOVERNMENT OF MEGHALAYA

TEMPLATE FOR THE INFORMATION HANDBOOK

UNDER RIGHT TO INFORMATION ACT

The Right to Information Act, 2005

Manual of Arms Branch

Office of the Deputy Commissioner,

West Garo Hills, Tura.

## INTRODUCTION

This booklet has been prepared keeping in view of the Right to Information Act, 2005 which has been enacted to secure access to information under the control of the District Authority and to enable to promote transparency and accountability in the daily working of the Arms Branch within the administrative set up of the District Administration.

Hence with the sole aim of promoting transparency, the procedural formalities concerning the procurement of Arms Licenses, formulating a systematic method of obtaining the information for every citizen who desire to know the relevent rules relating to Arms and Explosives governed by the Arms Acts and Rules. However, at the same time it sets the parameters to be observed by everyone while applying for various informations. The informations can be had from the Office of the Deputy Commissioner, Arms Branch, West Garo Hills, Tura during working days and hours.

Manual No. 1

Arms Branch is one of the Administrative Branchs of the Deputy Commissioner's Establishment. The primary duties of the Arms Branch are governed by the Arms Act, 1959, the Explosive Act, 1984 and the Rules framed under the Act.

The Arms Act empowers the District Magistrate to issue Licenses in respect of certain ceterogies of Arms and give sets of rules for :-

1. (a) Protection of crops and cattle.
- (b) Keeping for sale and transfer of weapons.
- © Self protection.

- (d) Renewal of All India Arms License.
- (e) Permission to License Holders to purchase weapons from outside the State.
- (f) Renewal of License Fees / Renewal Fees.
- (g) N. O. C. for obtaining Explosive License and Renewal of the same.
- (h) Fire work License.
- (i) Permission to use explosives.

The Organisational Structure of the Arms Branch is as follows :-

At District Level

District Magistrate,  
Additional District Magistrate  
Magistrate Incharge Arms  
Ministerial Staff.

The Address of the Arms Branch is :-

Deputy Commissioner ( Arms)  
West Garo Hills, Tura.

Working Hours :- 10:00 A.M. to 5:00 P.M. (Summer).

10:00 A.M to 4:30 P.M. (Winter).

Manual No. 2

Power and duties of Officers and Employees :-

The Power of the Administrative Officers and Employees of the Branch are strictly governed by the acts and Rules as specified in Manual No. 3.

### **Manual No. 3**

Rules, Regulations, Inspections, Manual and Records for discharging functions :-

1. Arms acts, 1959.
2. Arms Rules, 1962.
3. Explosives Rules, 1983.
4. Explosive Act, 1984.

### **Manual No. 4**

Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof :-

Does not arise

### **Manual No. 5**

A Statement of Categories of Documents that are held by it or under its control :-

Sl. No.	Category of the Document.	Name of the Document and its introduction
1.	Arms Act, 1959	Act of Parliament
2.	Arms Rule, 1962	Rule of Parliament
3.	Explosives Act, 1984	Act of Parliament
4.	Explosives Rules, 1983	Rule of Parliament

## Manual No. 6

A State of Boards, Council, Committees and other Bodies Constituted as its part :-

Does not arise

## Manual No 7

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

#### Name of the Public Authority :-

1. Assistant Public Information Officer.

Sl No.	Name	Designation	STD Code	Phone		Address
				Office	Home	
1.	Shri Aloysius Ch Marak	E. A. C.	03651	223806	224506 94361 - 40764 (M)	Upper Babupara, PO. Tura, West Garo Hills, Tura

2. Public Information Officer.

Sl. No.	Name	Designation	STD Code	Phone		Address
				Office	Home	
1.	Shri A. Ch Marak	A.D.C.	03651	223816	221566	A.D.C's quarter at Babupara, Tura., West Garo Hills.

### 3. Appellate Authority.

Sl. No.	Name	Designation	STD Code	Phone		Address
				Office	Home	
1.	Shri P. Sampath Kumar	Deputy Commissioner	03651	223835	223826 94361-12699 ( M ) 222226 (Fax) E.mail No.PC -WGH @ nic . in.	D.C. Bungalow, PO. Tura, West Garo Hills, Tura.

### Manual No. 8

#### The Procedure followed in decision Making process :-

Having scrutinized all the documents furnished by the applicants, the L.D.Assistant put up the matter to the Branch Officer concerned. On being satisfied the District Magistrate takes the final decision for issuing Arms and Explosive Licenses.

### Manual No. 9

#### Directory of Officers and Employees :-

Sl. No.	Name	Designation	STD Code	Phone		Address
				Office	Home	
1.	Shri P. Sampath Kumar	Deputy Commissioner	03651	223835	223826 94361-12699 ( M ) 222226 (Fax) E.mail No.PC -WGH @ nic . in.	D.C. Bungalow, PO. Tura, West Garo Hills, Tura.
2.	Shri A.Ch.Marak	Addl.Deputy Commissioner	03651	223816	221566	A.D.C's quarter at Babupara. Tura.
3.	Shri Aloysius Ch.Marak	Extra Assistant Commissioner	03651	223806	224506 94361 – 40764 (M)	Upper Babupara, PO. Tura, West Garo Hills.
4.	Shri Dilip Kr. Bose	Lower Division Assistant	03651	223806	220188	Akhonggiri, PO. Tura, West Garo Hills.

### **Manual No.10**

The Monthly Remuneration receive by each of its Officers and Employees, including the system of Compensation as provided in Regulations:-

Sl. No	Name	Designation	Monthly Remuneration	Compensation/Compensatory Allowance.	The procedure to determine the Remuneration as given in the Regulation.
1.	Shri P. Sampath Kumar	Deputy Commissioner.	Rs. 16,978/-	---	---
2.	Shri A.Ch.Marak	Addl.Deputy Commissioner	Rs. 14,400/-	---	---
3.	Shri Aloysius Ch.Marak	Extra Assistant Commissioner	Rs.11,748/-	---	---
4.	Shri Dilip Kr. Bose	Lower Division Assistant	Rs. 7546/-	---	---

### **Manual No. 11**

Budget Allocation :-

There is no Budget Allocation for Arms Branch.

### **Manual No. 12**

The manner of Execution of Subsidy Programmes :-

Does not agree.

**Manual No. 13.**

Particulars of recipient of Concession Permits or authorization granted by it :-

Does not arise.

**Manual No. 14**

Norm Set by it for the discharge of its functions :-

There is no norm to be followed except to apply the Arms Act and Rules.

**Manual No. 15**

**Information available in an Electronic Form :-**

The Arms Branch has been computerized Detail records and information are available in the Branch.

**Manual No.16**

Particulars of the facilities available to the citizens for obtaining informations:-

Informations can be procured from the Office Records.

**Manual No. 17**

**Other Useful Informations :-**

There is no other informations except the Office records.