



GOVERNMENT OF MEGHALAYA

INFORMATION

HANDBOOK

(Under Right To Information Act 2005)

**OFFICE OF THE DEPUTY COMMISSIONER
(DEVELOPMENT BRANCH)
WEST GARO HILLS
TURA**

**THE RIGHT TO INFORMATION ACT 2005
MANUALS OF DEVELOPMENT BRANCH
OFFICE OF THE DEPUTY COMMISSIONER
WEST GARO HILLS DISTRICT :: TURA**

Introduction

Development Branch is one of the Administrative Organisation in the administrative set up of the Deputy Commissioner's Office. The formatting of the Branch is regulatory and statutorily it functions under the superintendence, direction and district of the Deputy Commissioner (Development) West Garo Hills District.

The Right to Information Act comes into being on the 15th June 2005 to provide for setting out the practical regime of the right to information to citizens to secure access to information. The Development Branch has notified the following as Public Authorities under its Administrative Control, namely.

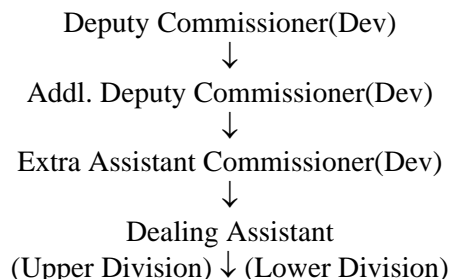
- (a) The Department of Development Branch
- (b) Deputy Commissioner (Dev)

The objective of having this handbook or manual for the Public Authority of the Development Branch is to enable the user or information seeker to have first hand knowledge or information regarding the function and role of the Branch, the employees involved and their responsibilities and duties in the matters concerning with.

1. Schemes/Plans/Projects sanctioned by the Central/State Govt. for the development of various aspects of the developmental works at the State level and at the Block level both for the urban and rural people.

**Chapter 2 – (Manual – 1)
Particulars of Organizations, Functions and Duties**

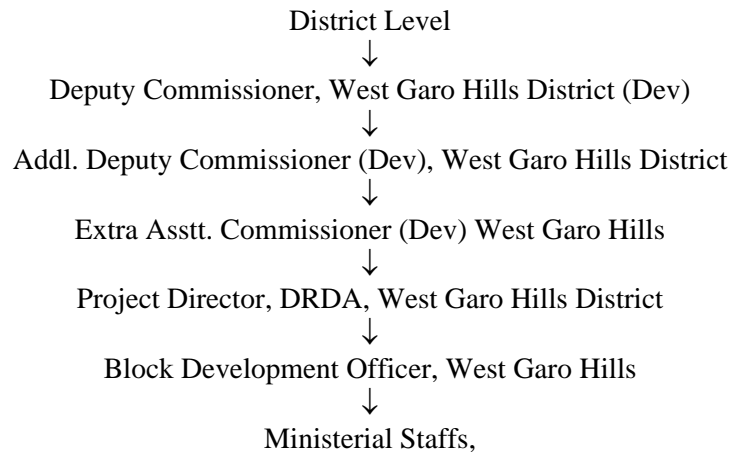
ORGANISATION: The subject matter dealt with by the Branch is received first as dak from the receipt section where it arrives at the desk of the Head Assistant. The Head Assistant then distributes the correspondence to the concerned Branch. On receipt of the correspondence the Dealing Assistant put it up in the file to the Officer-in-Charge/Extra Assistant Commissioner of the Branch. The file then moves from the table of the Officer-in-Charge/Extra Assistant Commissioner of the Branch to the table of the Addl. Deputy Commissioner i/c of the Branch and ultimately it moves to the table of the Deputy Commissioner for his perusal and order.



FUNCTIONS:

- 1) The Branch sees to the paper work, sanctioning letters, approved schemes, reports and progress of implementation of all schemes such as Member of Parliament Local Area Development Scheme, Construction for Rural Roads Programme, Special Rural Roads Programme, Intensive Arts and Culture Development Programme, Intensive Sports and Youth Development Programme, Development of Traditional Folk Music, Chief Minister Special Rural Development Fund, Chief Minister Youth Development Scheme, General Community Development Scheme are looked after by the Development Branch. The funds are received directly from Govt. of India/State Govt. as the case may be.
- 2) The Branch on receipt of sanctioning letters from the concerned M.P. take steps to release the fund by way of issuing sanctioning letter to the Project Director, DRDA, Tura / Chief Executive Officer, Tura Municipal Board /Block Development Officers concerned of the district of West Garo Hills and to the Deputy Commissioners of Williamnagar and Baghmara as Nodal Officer of MPLAD fund in the case of releasing MPLAD fund. In the case of releasing funds of MLA schemes, the funds are released as per the approved schemes of the State Level Committee of Meghalaya.
- 3) The branch directs the Implementing Agencies to strictly adhere to the instructions as laid down under the guidelines for each scheme while releasing the fund of the approved schemes for implementation through the various Implementing Agencies.

Fee structure for getting information is as prescribed by the State Govt.



Chapter – 3 (Manual 2) Powers and duties of offices and employees – (Development)

The duties of the officers and employees as mentioned in paragraph above are as per the Meghalaya Secretariat Manual of Office Procedure 1993 published by Personnel and Administrative Reforms Cell, Govt. of Meghalaya. The Executive Powers of the Branch are as per Rules of the Executive Powers of the State of Meghalaya. The Administrative Powers are also guided by Meghalaya Secretariat Manual of Office Procedure, the Fundamental Rules, Subsidiary

Rules 1984, the Discipline and Appeal Rules, the Meghalaya Civil Service Conduct Rules and the Financial and Powers are as per, the Meghalaya Financial Rules 1984, the Delegation of Financial Power Rules, 1981, the Meghalaya Traveling Allowance Rules, 1981.

Chapter – 4 (Manual 3)

Rules, Regulations, Instructions, Manual and Records for Discharging Functions.

The process of decision making starts with a matter being put up by the Assistants of the Branch to the next higher authority. The controlling officer who is the Deputy Commissioner takes the final decision. Procedurally, the process of decision starts with the perusal of dak by the Deputy Commissioner and his endorsement therein. The case is proceed further by the staff of the branch by putting it up hierarchically to the higher authority for final orders.

Channel of supervision and accountability are as per the Meghalaya Secretarial Manual of office procedure.

Chapter – 5 (Manual 4)

Formulation of Policy – Implementation of the schemes are strictly carried out as per the guidelines issued by the Govt. of India in the case of implementation of MPLAD Schemes (both Lok Sabha and Rajya Sabha) and as per the guidelines issued by the Govt. of Meghalaya for implementation of each MLA scheme from time to time.

Chapter – 6 (Manual 5)

Rules, Regulation Instructions Manual and Records hold by it or under its control or use by the employees for discharging of its functions.

Schemes

- 1) M.P.Schemes Lok Sabha/Rajya Sabha
- 2) Special Rural Works Programme
- 3) Construction of Rural Roads Programme
- 4) Intensive Arts and culture Development Programme
- 5) Intensive Sports and Youth Development Programme
- 6) Development of Traditional Folk Music
- 7) General Community Development Scheme
- 8) Chief Minister Special Rural Development Fund
- 9) Chief Minister Youth Development Scheme

Financial Power are as per

- 1) Meghalaya Financial Rural 1984
- 2) The Delegation of Financial Power Rules 1981
- 3) The Meghalaya Traveling Allowance Rules 1981

Statement of category of document that are held by it or under its control

<i>Sl.No.</i>	<i>Category of the document</i>	<i>Name of the document and its introduction in one line</i>	<i>Procedure to obtain the document</i>
1	M.P. Scheme	Guideline	From the Branch
2	SRWP	Guideline	
3	CRRP	Guideline	
4	IA&CDP	Guideline	
5	ISYDP	Guideline	
6	Dev Traditional Folk Music	Guideline	
7	Gnl Com Dev Scheme	Guideline	
8	CMSRDF	Guideline	
9	CMYDF	Guideline	

Chapter – 7 (Manual 6)

Not applicable.

Chapter – 8 (Manual 7)

Name of the Public Authority : Assistant Public Information Officer

<i>Organisation</i>	<i>Public Authority</i>	<i>Assistant Public Information Officer</i>	<i>Public Information Officer</i>	<i>Appellate Authority</i>
1	2	3	4	5
State Headquarter West Garo Hills District	Deputy Commissioner (Dev) West Garo Hills District	Extra Assistant Commissioner (Dev) West Garo Hills District	Addl. Deputy Commissioner (Dev) West Garo Hills District	Deputy Commissioner (Dev) West Garo Hills District

Chapter – 9 (Manual 8)

Procedure followed in Decision Making Process. All schemes implemented are strictly based on the recommendation/sanction of the MPs' in the case of MPLAD scheme and approval made by the State Level Committee of the proposal of MLAs' schemes and such schemes are governed by the Guidelines of the scheme framed by the Central Govt./State Govt. in respect of each scheme.

Chapter – 10 (Manual 9)

MANUAL NO (ix) Directory of officers and employees.

Sl. No.	Name	Designation	STD Code	Telepone No		Fax	Address
				Office	Res.		
1	Mr.P S Kumar, IAS	Deputy Commissioner	03651				Akonggre, Tura (D.C.Bunglow)
2	Mr A Ch Marak, MCS	Addl. Deputy Commissioner	03651				Upper Chandmary, Tura
3	Mr.S.K.Marak, MCS	Extra Asstt Commissioner	03651				Upper Chandmary, Tura
4	Mr.L B Marak	U.D.A	03651				Matchakolgre, Tura
5	Mr.L Ch Momin	U.D.A	03651				Wadanang, Tura
6	Mr.R C Boro	L.D.A	03651				Akonggre, Tura
7	Miss G Ch Sangma	L.D.A	03651				Chitoktak, Tura
8	Mr.D Sangma	Peon	03651				Duragre, Rongkhon

Chapter – 11 (Manual 10)

**MANUAL NO (x)
Monthly remuneration etc.**

<i>Sl. No.</i>	<i>Name</i>	<i>Designation</i>	<i>Monthly remuneration (Gross)</i>	<i>Compensation allowance</i>		<i>The procedure to determine the remuneration as given in regulation</i>
1	Mr.P S Kumar, IAS	Deputy Commissioner	Rs.21,688.00			As per the pay rules of the state Govt.
2	Mr. A Ch Marak, MCS	Addl. Deputy Commissioner				
3	Mr. S K Marak, MCS	Extra Asstt Commissioner	Rs.13,417.00			
4	Mr.L B Marak	U.D.A	Rs.11,417.00			
5	Mr.L M Momin	U.D.A	Rs.10,582.00			
6	Mr.R C Boro	L.D.A	Rs. 9,111.00			
7	Miss G Ch Sangma	L.D.A	Rs. 8,095.00			
8	Mr.D Sangma	Peon	Rs. 6,026.00			

Chapter – 12 (Manual 11)
The Budget Allocated to each Agency
(Particulars of all plans, proposed expenditure and reports on disbursement made)

For Public Authorities responsible for developmental, construction, technical works.

12.1

Sl. No.	Name of the Scheme/ Head	Activity	Starting date of the activity	Planned and date of the activity	Amount proposed	Amount sanctioned	Amount released/ disbursed (no. of installment)	Actual expenditure for the last year	Responsible officer for the quality and the completion of the work
1	MPLAD (Lok Sabha)	Development works Rural/ Urban	2004-2005	2004-2005	Rs. 2 crore	Rs. 2 crore	2 (two) installment	Rs. 2 crore	BDO of different C&RD Block
2	SRWP Scheme	Development works Rural/ Semi Rural	2004-2005	2004-2005	Rs. 37,00,000/- for 1 MLA for Rural & Rs. 18,50,000/- for Semi Rural	Rs. 37,00,000/- for 1 MLA for Rural & Rs. 18,50,000/- for Semi Rural	Rs. 37,00,000/- for 1 MLA for Rural & Rs. 18,50,000/- for Semi Rural	Rs. 37,00,000/- for 1 MLA for Rural & Rs. 18,50,000/- for Semi Rural	BDO of different C&RD Block
3	CRRP Scheme	Development works Rural/ Semi Rural	2004-2005	2004-2005	Rs. 5,00,000/- for 1 MLA	Rs. 5,00,000/- for 1 MLA	Rs. 5,00,000/- for 1 MLA	Rs. 5,00,000/- for 1 MLA	BDO of different C&RD Block
4	IA&CDP Scheme	Development works Rural/ Semi Rural	2004-2005	2004-2005	Rs. 2,50,000/- 1(one) MLA	Rs. 2,50,000/- 1(one) MLA	Rs. 2,50,000/- 1(one) MLA	Rs. 2,50,000/- 1(one) MLA	BDO of different C&RD Block & CEO,TMB, Tura
5	ISYDP Scheme	Development works Rural/ Semi Rural	2004-2005	2004-2005	Rs. 2,50,000/- 1(one) MLA	Rs. 2,50,000/- 1(one) MLA	Rs. 2,50,000/- 1(one) MLA	Rs. 2,50,000/- 1(one) MLA	BDO of different C&RD Block & CEO,TMB, Tura
6	DTFM Scheme	Development works Rural/ Semi Rural	2004-2005	2004-2005	Rs. 2,50,000/- 1(one) MLA	Rs. 2,50,000/- 1(one) MLA	Rs. 2,50,000/- 1(one) MLA	Rs. 2,50,000/- 1(one) MLA	BDO of different C&RD Block & CEO,TMB, Tura
7	Gnl Com. Dev. Scheme	Development Works	2004-2005	2004-2005	Rs. 56,00,000/-	Rs. 56,00,000/-	Rs. 56,00,000/-	Rs. 56,00,000/-	Block Development Officer
8	CMSRDF Scheme	Development Works	2004-2005	2004-2005	Rs. 5,00,000/- for 1 MLA	Rs. 5,00,000/- for 1 MLA	Rs. 5,00,000/- for 1 MLA	Rs. 5,00,000/- for 1 MLA	Block Development Officer
9	CMYDS Scheme	Development Works	2004-2005	2004-2005	As per fund allotted by Govt.				Deputy Commissioner Tura.

Chapter – 13
The Manner of Execution of Subsidy Programme
Nil

Chapter – 14 (Manual –13)
Particulars of Recipients of Concessions, permits or authorization granted by it
Nil

Chapter – 15 (Manual – 14)
Norms set by it for the discharge of its functions
Nil

Chapter – 16 (Manual – 15)
Information available in an electronic form

By applying in the application form receiving form the Branch Room No. _____

Chapter – 17 (Manual – 16)
Particulars of the facilities available to citizens for obtaining information

Inspection of record from the Branch concerned **Room No. 205**
May refer to the Website of the Deputy Commissioner **Room No. 102**

Chapter - 18 (Manual -17)
Other Useful Information

- 1) **Q.** Where do I get the application form
Ans. From Room No. _____
- 2) **Q.** To whom do I pay the fees to
Ans. Fees paid to _____
- 3) **Q.** Where will I receive the information asked for
Ans. You will receive the information _____ day from the day your application is received
- 4) **Q.** In case of denied of request where do I appeal to
Ans. To the Appellate Authority who is the Deputy Commissioner.