

**THE RIGHT TO INFORMATION ACT 2005  
MANUALS OF DISTRICT SELECTION COMMITTEE  
WEST GARO HILLS DISTRICT :: TURA**

**Chapter I**

**Introduction.**

- 1.1 – The Right to Information Act 2005 came into being on 12-10-2005. The District Selection Committee, West Garo Hills District, Tura under the control of the Deputy Commissioner being the Chairman and his subordinate the Extra Assistant Commissioner, being the Secretary of the District Selection Committee has compiled the information handbook relating to the activity and function of the office of the D.S.C. under the provision of the Right to Information Act 2005 in order to ensure every citizen access to information.
- 1.2 – The main objective of the Information Handbook is for proactive provision of Information to every citizen.
- 1.3 - Every citizen of India can be intended user of this handbook.
- 1.4 - The name of the organization is District Selection Committee, West Garo Hills District, Tura.
- 1.5 – Definition - Deputy Commissioner/Chairman is the overall controlling officer of the office administration, Chairing the D.S.C. for conduct of Examinations, Interview of different category of posts under its purview, confidential matters under the assistance of the Secretary D.S.C. being the subordinate Officer.
- 1.6 - Contact person. Public information officer and Assistant Public Information Officer covered in the handbook as well as any other information relating to D.S.C.
- 1.7 - Any person who desires to obtain information shall submit the written application direct to the PIO or APIO along with the application fees as prescribed by the Government.

## Chapter II (Manual I)

Particulars of organisation, functions and duties.

1.1 – District Selection Committee composition, functions etc. 1982 as conveyed in Government Office Memorandum No. PER (AR) 167/82/23, Dated Shillong, the 3<sup>rd</sup> July 1982. The Govt. in Personnel Department are responsible for framing rules, preparation of Budget and estimates and allotment of funds in respect of officers / Non official members of the D.S.C. Staff sanctioned by them in the office of the D.S.C. The Deputy Commissioner who is the Chairman of the D.S.C. is the Controlling officer of the D.S.C. and assisted with the following subordinate officer and non-official members nominated by the Government as under :-

1. Extra Assistant Commissioner, Secretary D.S.C.
2. Vice-Chairman, D.S.C. a non official member
3. Two members of the D.S.C. non official member
4. Staff two L.D.As.
5. One Grade IV. staff.

The main objectives and composition of the D.S.C. is to issue advertisement of posts of different categories under its purview, scrutiny of applications, compilation, conduct of written examinations, compilation of confidential matters, conduct of interview, publication of result, official correspondence, recommendation of qualified candidate to different head of District Offices for appointment, conduct of Staff Selection Commission Examinations, U.P.S.C. examinations etc.

The working hours of Officers of the Deputy Commissioner, West Garo Hills District, Tura.

1. Summer Timing – 10 A.M. to 5. 00 P.M.
2. Winter Timing – 10 A.M. to 4.30 P.M.

### Chapter III (Manual 2)

Powers and Duties of Officers and Employees.

**Designation :-** The Deputy Commissioner who is also the Chairman of the D.S.C. presides over D.S.C. meetings and administered control over the D.S.C. He is empowered to delegate subjects as prescribed by the rule to person appointed by the Government to assist him in the day to day works.

**Administrative :-** To oversee the functioning of the office under his control including the duties and responsibilities of his subordinates and to exercise the power as may be delegated to him by Act/Rules.

**Financial :-** He is vested with the power of the sanctioning such matters as leave, leave encashment etc. as may be delegated to him.

1. E.A.C. who is the Secretary of D.S.C assists the Deputy Commissioner in all administrative powers, financial matters concerning D.S.C. as may be delegated to him.
2. Vice- Chairman is nominated by the Government for a period of 1 year. He presides over the D.S.C. meetings in case the Chairman is not able to attend..
3. 2 (two) non-official members are nominated by the Government for a period of 1 year to be members of the DSC.
4. Staff consists of 2 (two) L.D.A's and 1 Peon. The official works are mostly performed by them under the supervision of the D.C. and the Secretary D.S.C. in all matters both confidential and correspondence.

### Chapter IV (Manual 3)

Rules, regulations, Instructions, Manuals and Records for discharging functions.

Rules for composition, functions etc are framed by the Government in Personnel and administrative reforms (B) Department vide No. PER(AR)167/82/23 Dated Shillong, the 3<sup>rd</sup> July 1982 with amendments from time to time.

1. Name/Title of the document – Manual.
2. Type of the document – Manual.
3. From where one can get a copy of rules, regulations, instructions, Manual and Records – Deputy Commissioner, (Public Information Officer ) Secretary D.S.C. (Assistant Public Information Officer )

### **Chapter V (Manual 4)**

1. Subject – Issue of advertisement of posts, compilation of applications, conduct of written examinations, Interviews, Publication of results, handling of confidential matters, official correspondences, S.S.C. examination, U.P.S.C. examination etc.
2. Arrangement for seeking public participation – Deputy Commissioner as (Public Information Officer ) and Secretary as , (Assistant Public Information Officer )
3. Implementation of Policy – D.C/Secretary D.S.C.

### **CHAPTER VI (Manual 5)**

- Sl. 1. ***Category of the documents*** Applications of Candidates applying for post, official correspondence in files, result sheet and merit list of different categories of posts published by D.S.C.
- Sl. 2. Name of documents and its recommendation of qualified candidates of posts to different heads of District Offices, registers for compilation of Bio-data of candidates files etc.  
***Particulars to obtain the documents are prescribed under the provision of the Right to Information Act, 2005. Held by / under control of Deputy Commissioner, West Garo Hills District, Tura.***

### **CHAPTER VII ( Manual 6)**

NIL

### **CHAPTER VIII ( Manual 7 )**

- Name of the Public Authority.; Shri. P. Sampath Kumar, I.A.S.
- 1.Assistant Public Information Officer: Shri. C.N. Sangma, M.C.S. Extra Assistant  
Commissioner / Secretary D.S.C.
2. Public Information Officer. and Deputy Commissioner / Chairman D.S.C.
3. Departmental Appellate Authority.: *Personnel and Administrative Reforms (B) Department.*

### **CHAPTER IX (Manual 8)**

1. Subject on which the decision is to be taken - Issue of Advertisement, compilation of applications, conduct written examination, Interview, Publication of results and official correspondence.
2. Guidelines - District Selection Committee composition and functions etc. 1982.
3. Process of Execution - As per Government procedures, guidelines and rules.
4. Designation of the officers involved in decision making - D.C./ Chairman and E.A.C ./ Secretary D.S.C.
5. Contact Information of the above mentioned officers – Office of the Deputy Commissioner Tura, West Garo Hills.
6. If not satisfied by the decision and how to appeal – Appeal to Secretary Personnel & Administrative Reforms (B) Deptt. Shillong.

### **CHAPTER X (Manual 9)**

1. Shri. P. Sampath Kumar, IAS, Deputy Commissioner, West Garo Hills, Tura.
2. Shri. C.N. Sangma, MCS, Extra Assistant Commissioner /Secretary D.S.C.
3. Smti. Tabitha Sangma, L.D.A.
4. Smti. Jyotika Sangma, L.D.A.
5. Shri. Hemelson Sangma , Peon

### **CHAPTER XI (Manual 10)**

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|----|--|---|-------------|
| 1. | Shri. P. Sampath Kumar, IAS,<br>Deputy Commissioner,<br>West Garo Hills, Tura. | - | Self drawal |
| 2. | Shri. C.N. Sangma, MCS,<br>Extra Assistant Commissioner/<br>Secretary D.S.C.   | - | Self drawal |
| 3. | Smti. Tabitha Sangma , L.D.A.  |   |             |
| 4. | Smti. Jyotika Sangma , L.D.A.  | - | Pay bills   |
| 5. | Shri. Hemelson Sangma, Peon.   |   |             |

**CHAPTER XII (Manual 11)**

NIL

**CHAPTER XIII (Manual 12)**

NIL

**CHAPTER XIV (Manual 13)**

NIL

**CHAPTER XV (Manual 14)**

NIL

**CHAPTER XVI (Manual 15)**

NIL

**CHAPTER XVII (Manual 16)**

Office Library	-	Office Library & Record Room
Drama and Show	-	X
Through Newspaper	-	X
Exhibition	-	X
Notice Board	-	DC's Office Notice Board/ DSC Notice Board
Inspection of Records in the Office	-	Office Room.
System of Issuing of copies of Documents	-	As per rules
Printed Manual available	-	Yes
Website of the public authority	-	X
Other means of Advertising	-	Through Local Dailies ( AIR / DDK )