



# GOVERNMENT OF MEGHALAYA

OFFICE OF THE DEPUTY COMMISSIONER  
(HOUSING)  
WEST GARO HILLS  
TURA

**(Preparation of Manuals as per Template of the  
Right To Information Act 2005)**

## CHAPTER – 2 ( MANUAL – I)

### **Particulars of Organisation, Functions and Duties.**

- 2:1 Objective/Purpose of the Public Authority – The objective/Purpose of the D.C (Housing) Office is to implement the various housing scheme which is being introduced by the Govt. of Meghalaya since 1975 onwards. For that purpose the Directorate drafted Rules, Bye-Laws etc. relating to these schemes and evolve suitable designs, specifications and estimates of different types of houses and executed them. Since 1989-90 the loans are being advanced to private individual for the purpose of construction of the residential houses under different loan schemes by the Meghalaya State Housing Board with loan taken from financial institution like HUDCO etc. But from the year 2000 onwards due to poor recovery of all loan Schemes provision of loan is being kept in abeyance by the Govt.
- 2:2 Mission/Vision Statement of the Public Authority – The Mission/Vision of the Public Authority is to make available shelters to those in need of the same more importantly provide for qualitative upgradation of the houses so that they are more durable and cheaper in the long run.  
The number of families without any shelter in the district may not be high, but a large majority of the existing houses especially in the rural areas are temporarily made of bamboo and thatch roofing which need periodical replacement. In achieving this objective, thrust is on the provision of all necessary facilities to the economically weaker section and the Low-income group particularly in the rural areas.
- 2:3 Brief History of the Public Authority and Context of its Formation – West Garo Hills being one of the largest district in term of population and area is one of the important and strategic district of the State of Meghalaya. District Housing Office in West Garo Hills District came into being on Oct.22, 1979 after the creation of East Garo Hills. It is located in the western part of Meghalaya. It has an area of approximately 3677 sq. km with a population of 5,15,813 as per 2001 census and having a total of 1481 villages.  
The starting point for the preparation of district level housing strategy is an assessment of an existing housing stock. This assessment would not only provide an insight into the housing shortage and need for additional housing stock but would also facilitate the formulation of a strategy to upgrade or renovate the existing housing unit. So that they provide a congenial human settlement. The issue or replacement and renovation of the housing stock is of special significance in West Garo Hills district as a sizeable proportion of existing stock is made of materials that require regular replacement. This places an additional burden on the capacity of the people to upgrade their settlement environment and quality of life.  
A study of the distribution pattern of the housing stock in the district is clearly suggests that substantial efforts will have to be made for replacement and upgradation of housing units as the bulk of them are located in rural areas and generally require this development input.

- 2:4 Duties of the public authority – As of now the public authority is responsible for upgradation of the residential houses in the rural areas by providing the rural poor with roofing materials in the form of 3 (three) bundles of CGI sheets to each beneficiary.
- 2:5 Main activities/Functions of the Public authority –
- (i) Rural Housing Scheme – The Scheme is for grant of 3 (three) bundles of CTI sheets to each beneficiary, who are identified as economically weaker section are eligible for such assistance.
  - (ii) Rental Housing Scheme – Under this scheme, houses are built under various categories by the Deputy Commissioner (Housing) and rent them out to the State Govt. employees as per rent fixed by the Govt. from time to time.
- 2:6 List of services being provided by the Public authority with brief write up on them –
- (i) Services under Rural Housing Scheme : This scheme is being implemented since 1981-82. This scheme was under 20 point programme. Minimum needs programme and since 1996-97 it was under Basic Minimum Service Programme and since 2000-2001 under Prime Minister’s Gramodaya Yojana but implemented in the pattern of Basic Minimum Services. Under this scheme three bundles of CGI sheets are given as grant-in-aid to the bonafide residents of West Garo Hills District to houseless poor Rural villagers who own a plot of land and willing to construct a house upto the roof frame level with their own resources.
  - (ii) Services under Rental Housing Scheme – Housing Department is implementing a scheme called “Rental Housing Scheme” for the state Govt. employees. Under this scheme, one house is built under MIG. House at Social Housing plot. Matchakolgre in West Garo Hills District by the Housing Department and rent them out to the State Govt. employees as per rent fixed by the Govt. from time to time.
  - (iii) Services under construction of E.W.S. Houses – housing scheme for Economically Weaker Section (EWS) introduced by Govt. of India since 1958. Under this Scheme Housing Department constructed twenty no. houses at Danakgre, Tura areas of the West Garo Hills District as per plan and specifications prescribed for the Economically Weaker Section of the Community for the purpose of allotting to the eligible members of the E.W.S of the community who are permanent resident of Meghalaya on hire purchase basis.
  - (iv) Services under Land Acquisition and Development Scheme – This scheme was introduced by the Govt. of India in the year 1959. Under this scheme land will be acquired and developed with services/amenities and sold/leased out to those families mostly in town who do not own any plot nor do they get suitable plot at reasonable price.

2:7 Organisational structural Diagram of District Level Office are as follows :

ORGANISATIONAL STRUCTURE : DISTRICT LEVEL OFFICE

DEPUTY COMMISSIOER (HOUSING)

ADDITIONAL DEPUTY COMMISSIONER

DISTRICT HOUSING OFFICER

HOUSING INSPECTOR

<i>TECHNICAL BRANCH</i>	<i>MONITORING CELL</i>	<i>MINISTERIAL STAFF</i>
Sub-Engineer, Gr-I - 1 no	Research Assistant -1 no	Upper Division Assistants - 3 nos
Surveyor, Gr-I - 1 no		Lower Division Assistants -1 no
Sectional Assistant - 1 no		Peon – 2 nos
Tracer – 1 no		Chowkider – 1 no
Khalasi – 1 no		Driver – 1 no.

2:8 Expectation of the Public authority from the public for enhancing its effectiveness and efficiency – Genl. Cooperation and support.

2:9 Arrangements and methods made for seeking Public participation/ Contribution – Arrangement and method for seeking public participation are made through C&RD Blocks and Public representatives. Public contribution is Nil.

2:10 Mechanism available for monitoring the service delivery and public grievance resolution – Through the District office at various stages of office Assistants, officers and controlling officers like Additional Deputy Commissioner and Deputy Commissioner Housing. Directorate and Housing Department at al.

2:11 Addresses of the main office and other offices at different levels.

- (1) Main Office – State Level Office.
  - (i) Directorate of Hosing  
Myntdu Building (Addl. Secretariat Building)  
Room No. 403, 404 & 301  
Meghalaya, Shillong.
  - (ii) District Office  
Office of the Deputy Commissioner (Housing)  
West Garo Hills, Tura.
  - (iii) District Housing Office  
West Garo Hills, Tura.

2:12 Morning hours of the office – 10:00 A.M.  
Closing hours of the office – 5:00 P.M.

## CHAPTER – 3 (MANUAL – 2)

## POWERS AND DUTIES OF OFFICER

Sl. No	Name and Designation	POWERS			Duties
		Administrative	Financial	Others	
1	Shri P.S.Kumar, IAS, Deputy Commissioner (Housing)	D.C (Housing) is the controlling authority of the district. Every administrative orders are passed by the Deputy Commissioner (Housing).	As controlling authority, D.C. (Housing) has to pass order, approval of each and every financial matter	As controlling authority, D.C.(Housing) has authority to pass order in every matter relating to District office of the Housing Branch	Controlling authority, general supervision, monitoring of schemes, conduct of district Housing committee, day to day routine matters including general correspondence, policy matters.
2	Shri A.Ch.Marak, Addl. Deputy Commissioner (Housing)	Passing of administrative order, general supervision of the office, works relating to District office as delegated by Deputy Commissioner (Housing).	As delegated or authorized by the Deputy Commissioner (Housing), Addl. Deputy Commissioner (Housing) has to pass an order for giving sanction order passing of stationery bills, T.A bills and other bills relating to Housing Branch of the District Office.	Passing of order for release of C.I sheets of the beneficiaries, general correspondences, routine matter from day to day official of the office, general supervision and monitoring of the schemes as well as functioning of the office at the district.	General supervision, monitoring of the office, schemes being implemented in the district. General correspondences on every matter relating to district office.
3	Shri T.R.M.Sangma, District Housing Officer,	Putting up of administrative matter, policy to Addl. Deputy Commissioner (Housing).	Putting up of every financial matter to Addl. Deputy Commissioner (Housing) for passing order/consideration of matter.	Putting up of matter relating to issue of C.I sheets to the sanctioned grantee, general correspondences, routine matters of official works from day to day affairs.	General supervision, monitoring of office and official works, facilitating of official works/schemes of the department being implemented in the district etc. etc.

## POWERS

Sl. No	Designation	Administrative	Powers		
			Financial	Others	Duties
4	Shri G N Sangma, Sub-Engineer(H)	-	-	-	Technical works, preparation of estimates for construction works, maintenance of C.I sheets record including receipt and issue. Inspection works of beneficiaries and other works as entrusted by authority from time to time.
5	Shri J.N.Arengh, Surveyor.	-	-	-	Survey works and other matter as entrusted from time to time. Inspection of beneficiaries.
6	Shri Francis G. Momin, Research Asstt.	-	-	-	Research works, monitoring of loan recovery, preparation of loan recovery statement, maintenance of MIG Rental Rent and other works entrusted from time to time.
7.	Smti Mitra Ch. Momin, UDA.	-	-	-	Matter relating to Rural Housing Schemes, issue of C.I sheets to the beneficiaries, other correspondences on Rural Housing Scheme and other works entrusted from time to time.
8	Smti Maya Rani Sorkar,UDA	-	-	-	General correspondences, general supervision of staff, maintenance of stationery. Preparation of annual plan and DPDC meeting. Other matters entrusted from time to time.
9	Smti Nirolla Ch.Sangma,UDA	-	-	-	Matter relating to PMGY, release of C.I sheets under PMGY list of beneficiaries ,correspondence on PMGY and other matter entrusted from time to time.
10	Shri Willenson T.Sangma,S/A	-	-	-	Supervision of construction works, helping of S/E for preparation of estimates, issue of C.I sheets at godown inspection of beneficiaries and other matters entrusted from time to time.
11	Smti Mellina G.Momin,Tracer	-	-	-	Tracing works, preparation of estimates, preparation of statement of beneficiaries, issue of C.I sheets under Rural Housing scheme including typing. Issue and receipt works and other works entrusted from time to time.
12	Smti Jenifer M.Sangma,LDA.	-	-	-	Preparation of Pay bills, arrears, NOC, issue of demand notice to loanee, typing works, etc, etc.

13	Shri Anclesh T.Sangma,Kalasi.	-	-	-	Helping of Sub-Engineer, S/A and issue of C.I sheets at godown.
14	Shri Konalson D.Sangma,O/Peon.	-	-	-	As delegated by official and staff.
15	Shri PitsengD.Sangma, O/Peon	-	-	-	-do-
16	Shri Lepbingson B.Marak, Chowkider.	-	-	-	Looking after office and as delegated by the official and staff.
17	Shri Benard M.Sangma, Driver.	-	-	-	Driver.

#### CHAPTER - 4 (MANUAL – 3)

Rules, Regulations, Instructions, Manual and Records for discharging functions.

4.1 We have the rules and guidelines for the implementations of different schemes as follows:

- 1) Meghalaya State Housing Policy.
- 2) Rules for construction and allotment of houses for Economically Weaker Section of the Community.

#### CHAPTER - 5 (MANUAL 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.

5:1 We have District Housing Committee in the District for implementation of Rural Housing Scheme.

## CHAPTER - 6 (MANUAL 5)

A statement of the categories of documents that are held by it or under its control.  
We have generally three categories of documents.

Sl.No	Category of the document.	Name of the document and its introduction of one line.	Procedure to obtain the document.	Held by/under control of.
-------	---------------------------	--	-----------------------------------	---------------------------

1. General official correspondences.
  2. List of schemes/Projects.
  3. List of beneficiaries.
- 

## CHAPTER - 7 (MANUAL - 6)

A statement of boards council committees and other bodies constituted as its part.

7:1 We have one committee under Deputy Commissioner(Housing).

7:2 Name of committee : District Housing Committee, West Garo Hills ,Tura.  
The constitution of the committee are as follows:

- 
- |    |                                   |                                  |
|----|-----------------------------------|----------------------------------|
| 1. | The Deputy Commissioner(H)        | Chairman - 1 No.                 |
| 2. | District Housing Officer          | Member Secretary – 1 No.         |
| 3. | MLA/MDC/Prominent Public Leaders. | Non-Official member – 6(six) No. |
- 

7:3 The meeting of the above committees are open and its proceedings can be accessible for public scrutiny.

## CHAPTER - 8 (MANUAL 7)

The names designations and other particulars of the Public Information Officers.

8:1 Name of the Public Authority.  
Public Information Officers.

<i>Sl. No</i>	<i>Name</i>	<i>Designation</i>	<i>Location</i>	<i>Phone No.</i>
1	Shri T.R.M.Sangma	District Housing Officer.	D.C Office,Tura.	223772

Department Appellate Authority:

<i>Sl. No</i>	<i>Name</i>	<i>Designation</i>	<i>Location</i>	<i>Phone No.</i>
1	Shri P.S.Kumar,IAS	Deputy Commissioner (Housing)	D.C Office, Tura	223835
2	Shri V.A.Sangma,	Director of Housing.	Directorate of Housing,Myntdu Building (Addl.Sectt.Bldg)Room No.403,Shillong.	2225523.

## CHAPTER – 9 (MANUAL – 8)

### Procedure followed in Decision Making Process.

- 9:1 The decision for various matters are taken up by the Deputy commissioner(Housing) on getting detailed information/guide from the Directorate (Govt) and as per necessity to take up the certain matters on the basis of ground reality locally.
- 9:2 In all the matters when a decision is to be taken a proposal is sent to Director of Housing from the district level and the Directorate of Housing and Housing Department approves the proposals or given a guide/direction to District office and hence a decision is made accordingly.
- 9:3 Correspondence in the form of letter, through print media, notice board etc.
- 9:4 District Housing Officer and his sub-ordinate officers like Inspector of Housing, S.E, Surveyor, S.A etc, are the supervising officers in the District under the administrative control of the Deputy Commissioner(Housing), and they are accountable for any wrong identification or incorrect implementation of the schemes at their respective District. Deputy Commissioner and Director of Housing have also supervising authority who are also accountable for any mis-implementation of any scheme.

9:5 Deputy Commissioner (Housing) is the final authority, on routine works from day to day of the district office. However in policy matter, Director of Housing is the final authority who decides on the matter in consultation with the Govt.

9:6 In matter relating to Policy of the Govt. or in the matter of introduction of new Schemes, the decision of the Director of Housing is final. Guidelines/Directions are given by Director of Housing. Process of execution is carried out by District Level Office in consultation with the Directorate. Deputy Commissioner(Housing) in consultation with District Housing Officer and his subordinates certain decisions are made in the district office. In case of unsatisfaction or doubt, one can appeal to Director of Housing either in writing or in person as the case may be.

### CHAPTER- 10 (MANUAL - 9)

#### Directory of Officers and Employees.

<i>Sl. No</i>	<i>Name</i>	<i>Designation</i>	<i>STD Code</i>	<i>Phone No. Office</i>	<i>Phone No. Home</i>	<i>Fax</i>	<i>E .Mail Address.</i>
1	Shri P.S.Kumar, IAS	D.C(Housing)	03651	223835	223826	222226	
2	Shri A.Ch.Marak MCS	Addl.D.C (Housing)	03651	223833	221566		
3	Shri T.R.M. Sangma,	District Housing Officer,	03651	223772	223552		Office of the D.C(H),Tura .
4	Shri B.A. Sangma,	Inspector of Housing,	03651		222928		
5	Shri G.N.Sangma,	Sub-Engineer	94361	14392	232725		
6	Shri Jimmy N.Areng,	Surveyor	94361	08472			
7	Shri Francis G.Momin,	Research Asstt.	-	-	-		
8	Smti Mitra Ch,Momin,	UDA	-	-	-		
9	Smti Maya Rani Sorkar,	UDA	-	-	-		
10	Smti Nirolla Ch.Sangma,	UDA	-	-	-		
11	Shri Willenson T.Sangma,	Sectional Asstt.	-	-	232479		
12	Smti Mellina G.Momin,Tracer	Tracer	-	-	-		

13	Smti Jenifer M.Sangma,	LDA	-	-	232701		
14	Shri Anclesh T.Sangma,	Khalasi	-	-	222897		
15	Shri Lepbingson Marak,	Chowkider	-	-	-		
16.	Shri Konalson D.Sangma,	Office Peon	-	-	-		
17.	Shri Pitseng D.Sangma,	Office Peon	-	-	-		
18	Shri Benard M.Sangma,	Driver	-	-	-		

CHAPTER - 11 (MANUAL – 10)

The monthly remuneration received by each of its officers and employees including the system of compensation as provided in Regulation. All officers, staffs are regular paid employees and do not come under the system of compensation.

<i>Sl. No.</i>	<i>Name of officers and employees.</i>	<i>Designation.</i>	<i>Monthly remuneration.</i>	<i>Compensation/compensatory allowance.</i>	<i>The procedure to determine the remuneration as given in the regulation.</i>
1	Shri,P.S.Kumar ,IAS	Deputy Commissioner (Housing)	Rs.21,688=00		
2	Shri, A.Ch.Marak, MCS	Addl.Deputy Commissioner (Housing)			
3	Shri, Tasindroy M.Sangma,	District Housing Officer	Rs.16,522=00		
4	Shri B A Sangma.	Inspector of Housing	Rs.10,700=00		
5	Shri Gristone N.Sangma,	Sub-Engineer	Rs.13,578=00		
6	Shri, Jimmy N.Areng,	Surveyor	Rs.11,096=00		
7	Shri Francis G Momin	Research Assistant	Rs.11,244=00		

8	Smti, Mitra Ch.Momin	UDA			
9	Smti,Maya Rani Sarkar,	UDA	Rs.10,648=00		
10	Smti,Nirolla Ch.Sangma,	UDA	Rs.10,446=00		
11	Shri,Willenson T.Sangma,	Sectional Asstt.	Rs. 9,581=00		
12	Smti,Mellina G.Momin,	Tracer	Rs. 7,569=00		
13	Smti,Jenifer M.Sangma,	LDA	Rs. 6,041=00		
14	Shri Anclesh T.Sangma,	Khalasi	Rs. 6,683=00		
15	Shri,Lepbingso n B.Marak	Chowkider	Rs. 5,486=00		
16	Shri,Konalson D.Sangma,	Office Peon	Rs. 5,986=00		
17	Shri,Pitseng D.Sangma	Office Peon	Rs.5,486=00		
18	Shri,Benard M.Sangma,	Driver	Rs.5,852=00		

#### CHAPTER - 12 (MANUAL – 11)

The Budget allocated to each agency (Particulars of all plans, proposed expenditure and report on disbursement made).

12:1 Budget allotment and maintenance of expenditure for developmental, construction and technical works are carried out at the Directorate level. Allotment of fund for direction and administration (salary) only given to district office.

CHAPTER - 13 (MANUAL – 12)

The manner of Execution of subsidy Programmes.

- 13:1 Name of Programmes/Schemes: Rural Housing Scheme.
- Duration of Programmes/Schemes : One financial year (Annual basis)
- Objectives of the Programme: To provide roofing materials of 3(three) bundles of CGI sheets.
- Physical and Financial targets of the programme (for the last year –2004-2005)
- |                                      |   |            |
|--------------------------------------|---|------------|
| Physical target – I) 52 per MLA x 15 | = | 780        |
| ii) Through D.C(H)                   | = | 216        |
|                                      |   | <hr/>      |
|                                      |   | T= 996 Nos |
- Financial target not known at district level office as being maintained at Directorate office for whole state.
- Eligibility of beneficiary : EWS whose annual income does not exceed Rs 22,500.
- Detailed of benefit : Three bundles of C.I sheets given to each beneficiary as an out right grant.
- Procedure for distribution : By reporting to office in person.
- Where to apply: Through respective MLAs or district office.
- Application Fees and other fees: Free of cost.

CHAPTER - 13 (MANUAL - 12)

- 13:1 Application Format : Yes on printed application Form.
- List of attachment: Photograph of the applicant and annual income certificate.
- Place to contact : District Office or Directorate as the case may be.
- Availability of fund: Not known at District Office.
- List of beneficiaries: Available in office on year-wise, blockwise or MLA Constituency wise.

CHAPTER - 14 (MANUAL - 13)

Particulars of Recipients of concessions.

Permit or authorisation granted by it : Does not related to Department.

CHAPTER - 15 (MANUAL - 14)

Norms set by it for the discharge of its functions.

- 15:1 The department has got different part of norms and procedures for discharging the power and functions on implementation of different schemes.

CHAPTER 16 (MANUAL –15)

Information do not relate to this department.

Information available in an electronic form : NIL.

CHAPTER - 17 (MANUAL – 16)

Particulars of the facilities available to citizens for obtaining information:

- 17:1 Through NEWS Paper, Notice Board, Inspection of records in the office only.

CHAPTER - 18 (MANUAL – 17)

Other Useful Information.

- 18:1 Frequently asked question –
- i) When application (RHS) Forms will be available ?
  - ii) When they (grantees) will get their sanctioned C.I sheets ?
- 18:2 Applications are given free of cost.

18:3 } Information seeking does not relate to Deptt as no training is imparted to public.  
18:4 }

18:5 Registration Process : No registration process is needed in the deptt.

18:6 Collection of tax : Does not relate to District Office.

18:7 Issuing of new connection: Does not relate to Deptt.

18:8 Detail of any other public services provided : NIL.

\*\*\*\*\*