

**THE RIGHT TO INFORMATION ACT 2005**  
**MANUAL OF THE NAZARATH BRANCH**  
**OFFICE OF THE DEPUTY COMMISSIONER :: WEST GARO HILLS**  
**DISTRICT**  
**\*TURA\***

INTRODUCTION –

The Nazarath Branch is one of the organization in the administrative set up of the Office of the Deputy Commissioner, West Garo Hills District, Tura. Access to information under the control of Public Authorities in order to promote transparency accountability in the works of every public authority. The consultation of the State Information Commission and for implementation on the mater connected thereto the Right to Information Act, 2005.

The main objective/purpose of the Hand Book is to incorporate and provide information on the function of the office of the Deputy Commissioner, West Garo Hills District, Tura concerning with Nazarath Branch on matter relating to the maintenance of office building and Circuit House, Tekring gitok, maintenance of Office Vehicle, Accounts Matters and payment of bills, etc.

The Hand Book will be useful to the members of the general public who desire to get information about the mater concerning with the Nazareth Branch including other matters connected thereto.

The Hand Book is to provide information and guarantee the genuineness of the instrument and a record from which a person who intends to enter into dealing in respect of Nazareth Branch may be able to obtain information and to facilitate the function of such Nazareth branch for public authority.

**Manual 1**

The Meghalaya Delegation of Financial Power Rules is enforced to provide and vested with the financial power of the Deputy Commissioner to execute and exercise the financial power on matter concerning with the sanction of contingencies bill and pay bill for public authorities.

The Deputy Commissioner who also functions as sanctioning authority on financial matters concerning his office and also the Extra Assistant Commissioner of Nazareth Branch who also function as D.D.O. are responsible for examining all documents containing Account matters and they are to satisfy themselves all required account papers, etc as envisages under the Meghalaya Financial Power Rules.

The Deputy Commissioner who also functioned as the Head of the Office has been vested with power of sanctioning authority of a controlling officer of all financial matters and to provide a guarantee of genuineness of the records/instruments and also a record to enter into recognition by the Government for Public Authority.

**Manual 2**

Powers and duties of Officers and Employees.

Designation :- 1. Deputy Commissioner, West Garo Hills District, Tura.

2. Shri. A. C. Marak MCS, Extra Assistant Commissioner and Drawing Disbursing and Officer.

3. Shri. P. K. Marak, Nazir, i/c Nazareth Branch

4. Shri Wilfrey Sangma, Assistant Nazir.

5. Shri. Balwan Marak, Assistant Nazir

6. 7 (Seven) Process Servers including .

Powers: :- The Deputy Commissioner being the Head of Controlling Officer have been vested with the power of Administration and Financial power as appointed by the Government.

Power and  
Administration –

To oversee the functioning of the office under his control and to exercise his power as may be delegated and appointed by the Government.

Financial –

The Deputy Commissioner have been vested with the power of sanctioning authority in his office as delegated under the Meghalaya Delegation of Financial Power Rules.

Extra Assistant  
Commissioner –

The Extra Assistant Commissioner, Nazareth Branch has been authorized by the Deputy Commissioner to act as Drawing and Disbursing Officer on mater concerning with account works.

**Nazir –**

The Nazir has been authorized to in charge over the Nazarath Branch, maintenance of Cash Books and disbursing payment to various bills and etc.

**Assistant Nazir –**

To assist the Nazir in various works concerning over the maintenance of office and Circuit House.

**Process Servers –**

The duties of process servers is to serve the notices/services/letters etc inside and outside Tura..

**Manual 3**

Procedure followed in the decision making power including channel of supervision of accountability.

The procedure in the decision making is followed as per the Meghalaya Delegation of Financial Power Rules, 1981.

The fund is allotted by the Government. The Deputy Commissioner has been vested with power of sanctioning authority of all contingencies bills as per rules laid down in the delegation of financial powers rules, 1981.

The Extra Assistant Commissioner, Nazarath Branch has been authorized by the Deputy Commissioner to act as Disbursing and Drawing Officer for signing of all bills on his behalf.

**Manual 4**

The Nazarath Branch is dealing with bills containing Electricity Bills, Telephone Bills, Municipal Tax and Contingencies Bills including maintenance of office building, office vehicle and Circuit House.

Arrangement for seeking public participation –

- i) Deputy Commissioner (Appellate Authority)
- ii) Shri A. C. Marak, MCS, Extra Assistant Commissioner.

Likewise as indicated above.

**Manual 5**

Sl. No. 1 – Category of the documents .Accounts matters concerning with Nazarath Branch

Sl. No. 2 – Name of the document and its introduction in one line  
Contingency Register, Bill Register, Tourist, Pay Register, T.A. Register and Cash Books, Stock Register and Log Book of Vehicles.

Sl. No. 3 – Procedure to obtain the document According to Rules, Act by the Government.

Sl. No. 4– Held by/under control of Under control of the Deputy Commissioner.

**Manual 6**

Same as Manual - 5.

**Manual 7**

**Name o f the Public Authority**

Assistant Public Information Officer

Sl. No	Name	Designation	S.T.D. CODE	Phone No.		Address
				Office	Resi- dence	
1	Shri A. C. Marak, MCS	Extra Assistant Commissioner	03651	PABX 223806 Ext. 217	94361 - 60267	UpperBabupa ra, Tura.

Public Information Officer

Sl. No	Name	Designation	S.T.D. CODE	Phone No.		Address
				Office	Residence	
1	Shri P. Sampath Kumar, IAS.	Deputy Commissioner	03651	223835	223826	D. C's Bungalow Tura

**Manual 8**

Procedure followed in Decision Making Processes

1. Subject on which the decision is to be taken. Maintenance of the office building, Circuit House and Office Vehicle.

2. Guidelines/Direction, if any As per the direction of Deputy Commissioner and procedures as laid down in the Secretarial Manual and Rules of Business Manual.

3. Process of Execution As laid down in the rules

4. Designation of the Officers involved in decision making Deputy Commissioner/Extra Assistant Commissioner.

5. Contact Information of above mentioned officers Deputy Commissioner.

6. If not satisfied by the decision, where and how to appeal Deputy Commissioner.

**MANUAL No. 9**

Directory of Officers and Employees

Sl. No	Name	Designation	S.T.D. CODE	Phone No.		Address
				Office	Residence	
1	Shri P. Sampath Kumar, IAS.	D.C.	03651	223835	223826	D. C's Bungalow Tura
2	Shri A. C. Marak, MCS,	E.A.C.	03651	PABX 223806 Ext. 217	94361-60267	Upper-Babupara, Tura.
	Shri P. K. Marak	Nazir	03651	PABX 223806 Ext. 217	232466	Upper-Matchakol Tura
4	Shri Wilfrey Sangma	Asstt. Nazir	03651	PABX 223806 Ext. 213	211105	Mondol Tilla, Tura
5	Shri Balwan Marak.	Asstt. Nazir	03651	PABX 223806 Ext. 213	0	Mondol Tilla, Tura
6	Shri Washan Sangma	P/S	-	-	-	Akhonggre Tura
7	Shri Jelstone Sangma	P/S				RongkhongTura.
8	Shri David Sangma	P/S	-	-	-	Tura Tetengkol
9	Shri Noven Marak	P/S	-	-	-	Tura Akhonggre
10	Shri Mansing Sangma	P/S	-	-	-	Tura Akhonggre
	Shri Piush Sangma	P/S	-	-	-	Burni Hills, Tura
12	Shri Sapsing Ch. Marak	P/S	-	-	-	New Tura

**MANUAL No. 10**

Monthly Remuneration Received by each of its officers and Employees.

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Monthly Remuneration</b>	<b>Compensation /Compensatory Allowance</b>	<b>The Procedure to determine the remuneration as given in the regulation</b>
1	Shri P. Sampath Kumar, IAS	D.C.	Rs.26,632/-		
2	Shri A. C. Marak, MCS,	E.A.C.	Rs.12,822/-		
3	Shri P. K. Marak,	Nazir	Rs.12,760/-		
4	Shri Wilfrey Sangma	Asstt. Nazir.	Rs7,659/-		
5	Shri Balwan Marak	Asstt. Nazir.	Rs.8,059/-		
6	Shri Washan Sangma	P/S	Rs.5,707/-		
7	Shri Jelstone Sangma	P/S	Rs.6,298/-		
8	Shri David Sangma	P/S	Rs.6,298/-		
9	Shri Noven Marak	P/S	Rs.5,707/-		
10	Shri Mansing Sangma	P/S	Rs.5,707/-		
11	Shri Piush Sangma	P/S	Rs.5,699/-		
12	Shri Sapsing Ch. Marak	P/S	Rs.6,298/-		

Contd - 8/-

**MANUAL NO.11**

Does Not arise

**MANUAL NO.12**

Does Not arise

**MANUAL NO.13**

Does Not arise

**MANUAL NO.14**

Meghalaya Delegation of Financial Power Rules, 1981

**MANUAL NO.15**

Does Not arise

**MANUAL NO.16**

Office Library -

Drama and shows -

Through Newspaper -

Exhibition -

Notice Board – Deputy Commissioner’s Office, Notice Board

Inspection of Records in the office – Yes

System of Issuing of Copies of Document – As per rules

Printed Manual available – Yes

Website of Public Authority –

Other Means of advertising -

Deputy Commissioner,  
West Garo Hills, Tura.