

DEPARTMENT OF SERICULTURE AND
WEAVING
DISTRICT HANDLOOM OFFICE
WEST GARO HILLS, TURA

MANUALS ON THE RIGHT TO INFORMATION ACT

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

2.1: Objectives/Purpose of the Public Authority:

Sericulture and Weaving are two important Cottage Industries which play a vital role for uplifting the economy of the state. The main objective is to provide self-employment to rural people and improve their income through development programmes.

2.2: Mission/Vision Statement of the public authority: -

In respect of handloom weaving, the activities are taken up mostly by women folk on a part time basis. The looms being used are throw shuttle looms, loin looms and fly shuttle looms. The activities are concentrated mainly in the Districts of Garo Hills, Ri-Bhoi with some activities in Jaintia Hills and Khasi Hills bordering Assam.

2.3: Brief History of the Public authority and context of its formation: -

The Directorate of Sericulture and Weaving is under the Direct and Administrative control of the Sericulture and Weaving Department. It is already in existence since the time of erstwhile Government of Assam. Consequent upon the bifurcation of the State in 1972, the Department continues with the activities.

2.4 & 2.5 Duties of the Public Authority and Main Objectives/Functions of the Public Authority: -

The main objectives and functions of the Directorate is to promote and encourage both Sericulture and Weaving activities stated at 2.2 above.

2.6 List of services by the public authority with a brief write upon them: -

In respect of handloom Weaving training is imparted to the Handloom Weavers in modernized looms so that the quality of the products and production can be increased which will ultimately raise their income.

2.8 Expectation of the Public authority from the public for enhancing its effectiveness and Efficiency: -

Active participation of the Public and their co-operation especially from those who are already engaged in Sericulture and Weaving activities is most essential so as to enhance the effectiveness and efficiency. Their valuable views/comments and suggestions based on their experiences and also the outcome on implementation of various development schemes in their respective area will further help the Directorate for improvement and future course of action. Views and suggestions from Scientists, Experts and Technocrats in the field of both Sericulture and Weaving wings on how to improve the activities and introduction of new technologies will further boost the effectiveness and efficiency.

2.9: Arrangement and Methods made for seeking public participation/contribution: -

The Departmental has established District Offices at almost the District head Quarters of the State and any one who desires to participate or contribute to the Developmental programmes can approach them. Besides these offices, the branch head quarter of the Directorate is also established at Tura, West Garo Hills and headed by the Joint Director, Sericulture and Weaving.

2.10: Mechanism available for monitoring service delivery and public grievances resolutions:

The only available mechanism with the Department at present in so far as receiving of public grievances is through District Offices. They are expected to attempt and address the same immediately. In case the public grievances cannot be disposed at their level, the same are forwarded to the Directorate for necessary corrective measures to be taken.

Chapter – 3 (Manual 2)
Powers and Duties of Officers and Employees

Designation	District Handloom Officers/Handloom Development Officer	
Powers: - Duties: -	Administrative	Appointing authority in respect of Grade-IV staff after due consultation with appropriate authorities.
	Financial	Drawing and disbursing Officer for the Staff under Control and Self remuneration. Sanctioning power for contingencies as per delegation of financial power rules.
	Other	None
		Sound Organisation of Weaving activities under the jurisdiction which include expansion supervision and control over all production centres demonstration centre/unit and field activities.
Designation	Extension Officer (Handloom)	
Powers: - Duties: -	Administrative	None
	Financial	None
	Other	None
		Dissemination of technical know how in their respective jurisdiction to the village rearers/weavers including survey of potential area for introduction of Sericulture and Weaving activities.
Designation	Weaving Inspector/Deputy Handloom Officer.	
Powers: - Duties: -	Administrative	None
	Financial	None
	Other	None
		Inspection of activities in their respective jurisdiction of field works in different centres/Units including private individuals and to render necessary technical guidance.
Designation	Weaving Instructor of Weaving Training Centre	
Powers: - Duties: -	Administrative: Selection of Trainees for the artisan course in Handloom-Weaving after due consultation with appropriate authorities.	
	Financial	: None
	Other	: None
	Imparting Training to trainees of 1 (one) year Artisan course in improved looms and technologies relating to weaving activities.	

Designation	Weaving Demonstrator
Powers: - Duties: -	Administrative: None Financial : None Other : None Imparting Training and demonstration in their respective activities such as plantation, rearing, Weaving reeling spinning through improve methods and technologies.
Designation	Upper Division Assistant.
Powers: - Duties: -	Administration: None Financial : None Other : None Dealing with matter relating to general administration and accounts which are not complicated in nature.
Designation	Peons/Chowkidar/Jugalis.
Powers: - Duties: -	Administration: None Financial : None Other : None Attached to Officer/Institutions for carrying out duties such as attending to encashment of bills, delivering local daks and helping in various miscellaneous activities.

Chapter – 6 (Manual 5)

6.1: A Statement of the categories of documents that are held by it or under its control:

The Directorate is functioning based on the following documents and circulars/orders issued by the Government from time to time: -

Sl.No.	Category of documents	Name of the Documents and its introduction in one line	Procedure of obtaining the documents	Held by/under control of
1	Meghalaya Financial Rules and Meghalaya Fundamentals and Subsidiary Rules	1. Meghalaya Financial Rules 1981	The documents may be obtained from the States Depot established by the Govt.	All the documents fall under the control of the Govt.
		2. Meghalaya Fundamental Rules and Subsidiary rules 1984		
		3. Meghalaya Civil Service (Pension Rules 1983)		
		4. Meghalaya Traveling Allowances, 1985.		
		5. The Assam Service (Discipline and Appeal) Rules 1964.		

Chapter – 9 (Manual 8)

Procedure followed in decision making process

9.3 What are the arrangements to communicate the decision to the public?

Whatever decision is taken or for implementation of any Scheme the same are communicated to all District Controlling Officers for organisation at the District field level under their respective jurisdiction involving also the public.

9.4 What are the Officers at various levels whose opinions are sought for the process of decision making?

Opinions are usually sought mostly from the rank of the Officers of Deputy Directors/Joint Directors. There are times when an opinion is also sought from the District Controlling Officer when the matter concern their jurisdiction.

9.5 Who is the final authority to vet the decision?

The final authority to vet the decision is the Director.

9.6 Please provide information separately in the following format for the important matters on which decision is taken by the public authority:

Sl.No.	
Subject on which the decision is to be taken	Mostly on those relating to schemes and programmes to be implemented in different Districts of the State. Selection of trainees for deputation to training courses such as Post Graduates, Diploma in Sericulture, Diploma course in Handloom Weaving. Certificates course training in Sericulture / Weaving and other allied matters.
Guideline / Direction if any	For schemes and programmes to be implemented the Five Year Plans projection are always consulted and followed. For selection of trainees to Diploma Courses the educational qualification prescribed by institutions of the Government of India is followed in respect of the selection of trainees for undergoing training in Sericulture / Weaving prescribed qualification is already made.
Process of execution	Plans and Programmes are executed by the District Controlling Officers in their respective e jurisdiction.
Designation of Officers involved in decision making	Generally officers of the rank of Deputy Directors/Joint Directors
Contact information of above mentioned Officers`	Directorate of Sericulture and Weaving Lower Lachumiere, Meghalaya, Shillong.
If not satisfied with the decision, where and how to appeal	The Directorate of Sericulture and Weaving may be contacted personally after which necessary steps will be suggested on how to make the appeal.

Sl No	Name	Designation	STD Code	Phone No		Fax	E-mail	Address
				Office	House			
28	Smt. Z. Islam	Weaving Demonstrator, W.E.S.U., Nidanpur	NIL	NIL	NIL	NIL	NIL	-Do-
29	Smt. M. Marak	Weaving Demonstrator, H.D.C., Shalibhui	NIL	NIL	NIL	NIL	NIL	-Do-
30	Smt. D. Bormon	Weaving Demonstrator, H.D.C., Boldamgre	NIL	NIL	NIL	NIL	NIL	-Do-
31	Smt. G.M. Chetri	W/D. P.P. Okkapara	NIL	NIL	NIL	NIL	NIL	-Do-
32	Smt. K.R. Saha	W/D. H.D.C.P.C., Rangmanlgre	NIL	NIL	NIL	NIL	NIL	-Do-
33	Smt. C. Sangma	W/D. P.P. Dopgre	NIL	NIL	NIL	NIL	NIL	-Do-
34	Smt. P. Sangma	W/D. H.D.C., Makalpara	NIL	NIL	NIL	NIL	NIL	-Do-
35	Shri. K. Rahman	W/D. Kalichar Field	NIL	NIL	NIL	NIL	NIL	-Do-
36	Shri. R. K. Mondol	W/D, P.H.W.C., Balujhora	NIL	NIL	NIL	NIL	NIL	-Do-
37	Shri. A. S. Akond	W/D. H.D.C.P.C., Balchanda.	NIL	NIL	NIL	NIL	NIL	-Do-
38	Shri. T. Uddin	W/D. W.T.C. Shyamnagar	NIL	NIL	NIL	NIL	NIL	-Do-
39	Smt. T. Boro	W/D W.E.S.U., Tura	NIL	NIL	NIL	NIL	NIL	-Do-
40	Smt. J. Marak	W/D. P.H.W.C. Rangsakona	NIL	NIL	NIL	NIL	NIL	-Do-
41	Smt. E. Sangma	W/D.W.E.S.U., Tura	NIL	NIL	NIL	NIL	NIL	-Do-
42	Shri. D.M. Das	W/D. W.,E.S.U., Rajaballa	NIL	NIL	NIL	NIL	NIL	-Do-
43	Shri A. Ali	W/D. W.E.S.U., Rajaballa	NIL	NIL	NIL	NIL	NIL	-Do-
44	Smt. M. Daiz	W/D. W.T.C., Tura	NIL	NIL	NIL	NIL	NIL	-Do-
45	Shri. A.K. Paul	W/D. H.D.C. Dalupara	NIL	NIL	NIL	NIL	NIL	-Do-
46	Smt. S. Ch. Marak	W/D. H.P.C. Tura	NIL	NIL	NIL	NIL	NIL	-Do-
47	Smt. D. Hajong	W/D. P.H.W.C., Bolori Bazar	NIL	NIL	NIL	NIL	NIL	-Do-
48	Smt. B. Momin	W/D. Tura Field	NIL	NIL	NIL	NIL	NIL	-Do-
49	Shri. M. Hajong	W/D. H.D.C. Bhajamara	NIL	NIL	NIL	NIL	NIL	-Do-
50	Shri. P. Sangma	Peon DHO, Tura	NIL	NIL	NIL	NIL	NIL	-Do-
51	Shri. P. Sangma	N/Ch. DHO, Tura	NIL	NIL	NIL	NIL	NIL	-Do-
52	Shri. B. Sangma	Peon, W.E.S.U. Rajaballa	NIL	NIL	NIL	NIL	NIL	-Do-
53	Shri. D. Marak	Peon W.E.S.U., Nidanpur	NIL	NIL	NIL	NIL	NIL	-Do-
54	Shri. B. Hajong	Peon W.E.S.U., Nidanpur	NIL	NIL	NIL	NIL	NIL	-Do-
55	Shri. G. Marak	Peon H.P.C. Kalaipara	NIL	NIL	NIL	NIL	NIL	-Do-
56	Shri. B. Marak	Peon, H.D.C.P.C., Katuligao	NIL	NIL	NIL	NIL	NIL	-Do-
57	Shri. W. Shira	Peon H.D.C.P.C., Purakhasia	NIL	NIL	NIL	NIL	NIL	-Do-
58	Shri. S. Ch. Hajong	Peon, H.D.C.P.C., Bhairakupi	NIL	NIL	NIL	NIL	NIL	-Do-
59	Smt. P. Marak	Peon, H.D.C.P.C., Purakhasia	NIL	NIL	NIL	NIL	NIL	-Do-
60	Shri. R.Ch. Hajong	Peon H.D.C., Bhoirakupi	NIL	NIL	NIL	NIL	NIL	-Do-
61	Shri. C. Marak	Peon H.D.C.P.C., Nogopara	NIL	NIL	NIL	NIL	NIL	-Do-
62	Shri. M. Marak	Jugali, WTC, Tura	NIL	NIL	NIL	NIL	NIL	-Do-
63	Shri. P. Ch. Hajong	Jugali, WTC, Shymanagar	NIL	NIL	NIL	NIL	NIL	-Do-
64	Shri. P. Sangma	Peon H.P.C., Tura	NIL	NIL	NIL	NIL	NIL	-Do-
65	Shri. N. Marak	Peon, DHO, Tura	NIL	NIL	NIL	NIL	NIL	-Do-
66	Shri. T. Marak	Peon, H.D.C.P.C., Rangmalgre	NIL	NIL	NIL	NIL	NIL	-Do-

Chapter – 12 (Manual 11)
The budget Allocated to each Agency

12.1 Year – 2004-2005 (Particular of all Plan, proposed expenditure and reports on disbursement made)

SI.No.	Name of the Scheme/head	Activity	Starting date of the Activity	Planned end date of the activity	Amount Proposed (In Rs.)	Amount sanctioned (In Rs.)	Amount released/ disbursed (No. of installments)	Actual expenditure for the last year (In Rs.)	Responsible Officer for the quality and the complete execution of the work
1	2	3	4	5	6	7	8	9	10
1	2851-VSI <u>Handloom Industries</u> Intensive production of Handloom Fabrics	Payment of Salaries	01.04.2002	31.03.2007	22,23,000.00	22,23,000.00	One Installment	20,13,000.00	1) Z.O.W., Shillong 2) D.H.O., Nongpoh, Nongstoin, Jowai, Tura, Williamnagar 3) H.D.O., Dilma
2	2851-VSI-003- <u>Training Handloom Pre-service</u> Training and Study Tour	Imparting Training	-Do-	-Do-	1,63,000.00	1,63,000.00	-Do-	1,63,000.00	1) Directorate, S.&W., Shillong and Principal H.T.I., Mendipathar 2) H.O.W., Shillong 3) H.D.O., Dilma 4) D.H.O., Nongpoh, Nongstain, Jowai, Williamnagar, Tura
3	2851-VSI-103- <u>Handloom Industries</u> Integrated Development of Silk Weaving Technology Programme	Imparting training to Silk Weavers and purchase of Silk yearn	-Do-	-Do-	15,00,000.00	15,00,000.00	-Do-	14,99,000.00	1) Z.O.W., Shillong 2) H.D.O., Dilma 3) D.H.O., Nongpoh, Nongstain, Jowai, Tura, Williamnagar and Baghmara

Sl.No.	Name of the Scheme/head	Activity	Starting date of the Activity	Planned end date of the activity	Amount Proposed (In Rs.)	Amount sanctioned (In Rs.)	Amount released/ disbursed (No. of installments)	Actual expenditure for the last year (In Rs.)	Responsible Officer for the quality and the complete execution of the work
4	2851-VSI-103- <u>Handloom Industries</u> Modernization of Handloom Industries	Fabrics Weaving and procurement of improved accessories and loom attachments	-Do-	-Do-	10,00,000.00	10,000.00	-Do-	10,03,000.00	1) Z.O.W., Shillong 2) D.H.O., Nongpoh, Nongstain, Jowai, Tura, Williamnagar and Baghmara 3) H>D.O., Dilma
5	2851-VSI-103- <u>Handloom Industries</u> Integrated Handloom Development Programmes	Imparting training to Self-Help Group	-Do-	-Do-	22,00,000.00	22,00,000.00	One Installment	22,00,000.00	1) Z.O.W., Shillong 2) D.H.O., Nongpoh, Nongstain, Jowai, Tura, Williamnagar and Baghmara 3) H>D.O., Dilma

**GOVERNMENT OF MEGHALAYA
SERICULTURE AND WEAVING DEPARTMENT
ORDER BY THE GOVERNOR**

**NOTIFICATION
(31.08.2005)**

No.S&W.32/2005/33 - In exercise of the powers conferred under Sections 5 of the Right to Information Act 2005, the Governor of Meghalaya is pleased to designate the following Officers as Public Information Officer for the Department of Sericulture & Weaving.

1. For the Secretariat Office : Deputy Secretary/Under Secretary of the Sericulture & Weaving Department.
2. For the Directorate : Joint Director, Sericulture & Weaving (Headquarter).
3. For District Offices : (i) The District Sericulture Officers, Shillong/
Nongpoh/Jowai/Nongstoin/Tura and
Williamnagar
(ii) The District handloom Officers,
Nongpoh/Jowai/Nongstoin/Tura/Williamnagar.

Sd/-
S.K. Tiwari
Addl. Chief Secretary to the Govt. of Meghalaya,
Sericulture & Weaving

Memo No. S&W.32/2005/3-A

Dated Shillong, the 31st August'2005

Copy to: -

1. P.S. to Chief Minister, Meghalaya for information of Chief Minister.
2. P.S. to Chief Secretary, Meghalaya for information of Chief Secretary.
3. The Commissioner & Secretary, Information & Public Relation Department, Shillong.
4. The Director, Sericulture & Weaving, Shillong for information and necessary action.
5. All District Sericulture Officer for information and necessary action.
6. All District Handloom Officers for information and necessary action.

By order etc.

Under Secretary to the Govt. of Meghalaya
Secretary and Weaving Department

GOVERNMENT OF MEGHALAYA
DIRECTORATE OF SERICULTURE AND WEAVING : : : SHILLONG

ORDER

No.SW(G-INFN)7/2005/16-17: - In pursuance to Selection for 5 of the Right to Information Act'2005 the following Extension Officers of the Department are identified to function as Asstt. Public Information Officers in respect of the areas and villages falling under the Community Development Block indicated against their names. The activities and functions to each of the Asstt. Public Information Officers are to receive the applications for information or appeals under the Act in respect of both Sericulture and Weaving wings and to immediately forward the same to the Public Information Officers.

Sl.No.	Designation with Headquarter	Name of the Community Development Block
1	Extension Officer (Sericulture) Wahiajer	Thadlaskein Development Block
2	Extension Officer (Sericulture) Mallangkona	Mawshynruit Development Block
3	Extension Officer (Sericulture) Dilma	Songsak Development Block
4	Extension Officer (Sericulture) Bhoirymbong	Umsning Development Block
5	Extension Officer (Sericulture) Belguri	Dadengiri Development Block
6	Extension Officer (Sericulture) Samanda	Samanda Development Block
7	Extension Officer (Sericulture) Tura	Rongram Development Block
8	Extension Officer (Sericulture) Baghmara	Baghmara Development Block
9	Extension Officer (Sericulture) Resubelpara	Dambu- Rongjeng Development Block
10	Extension Officer (Sericulture) Adokgiri	Kharkutta Development Block
11	Extension Officer (Sericulture) Nongstoin	Nongstoin Development Block
12	Extension Officer (Sericulture) Nongpoh	Umling Development Block
13	Extension Officer (Sericulture) Jowai	Amlarem Development Block
14	Extension Officer (Sericulture) Shillong	Mylliem Development Block
15	Extension Officer (Handloom) Nongstoin	Mawthadraisan Development Block

16	Extension Officer (Handloom)	Dilma	Resubelpara Development Block
17	Extension Officer (Handloom)	Baghmara	Gasuapara Development Block
18	Extension Officer (Handloom)	Tikrikilla	Tikrikilla Development Block
19	Extension Officer (Handloom)	Tura	Betasing Development Block

Sd/- E.N. Marak
Director
Sericulture and Weaving
Meghalaya, Shillong

Memo No. SW (G-INFN) 7/2005/16-17-A Dated Shillong, the 31st August'2005

Copy for information forwarded to: -

1. The Under Secretary to the Govt. of Meghalaya, Sericulture and Weaving Department, Shillong.
2. The Deputy Secretary to the Govt. of Meghalaya, Information & Public Relations Department, Shillong.
3. The Director, Information and Public Relations, Meghalaya, Shillong.
4. The Joint Director Sericulture and Weaving Meghalaya, Tura
5. The Zonal Officer, Weaving, Shillong. Tura.
6. The Zonal Officer, Weaving, Shillong/Tura.
7. The Dist. Sericulture Officer, Shillong/Tura/Nongstoin/
Nongpoh/Williamnagar/Tura i/c South Garo Hills.
8. The District Handloom Officer, Tura/Nongstoin/Nongpoh/
Jowai/Williamangar/Tura i/c South Garo Hills.
9. The Handloom Development Officer,
Dilma, P.O. Mendipathar.
10. The Sericulture Development Officer,
Resubelpara/Tikrikilla
11. All the above concern Extension Officer.

For information
and
necessary action

(E.N. Marak)
Director
Sericulture and Weaving
Meghalaya, Shillong.