

**INFORMATION HANDBOOK UNDER RIGHT TO
INFORMATION ACT**

CHAPTER – I

INTRODUCTION:

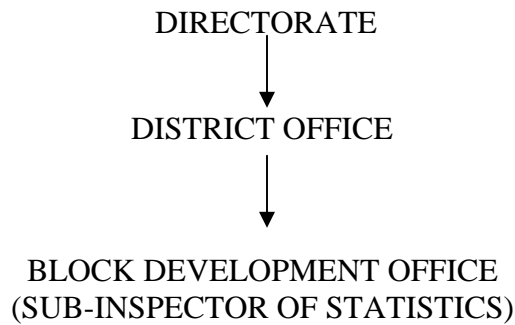
- 1.1 Right to Information Act 2005, the “**Handbook**” in respect of District Statistical Office, West Garo Hills.
- 1.2 The purpose of this handbook is to provide information to the common people what kind of information they will get by approaching this Office (Public authority).
- 1.3 The Intended users of this handbook are the common people.
- 1.4 District Statistical Office, West Garo Hills, Tura is the organization of the information in this handbook.
- 1.5 -----
- 1.6 District Statistical Officer West Garo Hills, Tura is the right person to give more information on topics covered in the handbook.
- 1.7 Procedure and Fee Structure are not being included in this book.

CHAPTER – II (Manual -1)

PARTICULARS OF ORGANIZATION, FUNCTION AND DUTIES:

- 2.1 Public authority is the District Statistical Office, West Garo Hills, Tura.
- 2.2 Public authority or the District Statistical Office has been identified as it is under the Director of economics & Statistics which is also its “Appellate Authority”.
- 2.3 This Office was established in the year 1970. At that time there was only one (1) District for the whole Garo Hills.
- 2.4 The duties of the public authority are to carry out the orders/instructions given by the Directorate/ Govt. of Meghalaya from time to time.
- 2.5 The main activities are the collection and compilation of statistical data.
- 2.6 Services provided by the public authority are:-
 1. Agriculture Statistics: - In order to get the average yield report of selected crops from the whole district, the field staffs go to the sample selected villages for crop cutting experiment. After completion of the crop cutting experiment, the filled-in Schedules are scrutinised in the District Office and then sent to the Directorate Office, Shillong where the reports are analysed and the final reports is sent back to the District office. The Crop Reports are also compiled in the district office after receiving from the B.D.Os. This is done in consultation with the District Agriculture Officer and District Horticulture Officers after which is placed before the District Level Committee and then to the State Level Committee where the reports are approved.
 2. National Sample survey: - The National Sample Survey (NSS) set up by the Govt. of India in 1950 to collect Socio- Economic data employing scientific sampling methods. The subject matter of Survey is changing every year. This year (2005) the subject matter of survey are (1) List of Household and Non- Agriculture Enterprises (2) Manufacturing Enterprises (3) Consumer Expenditure and (4) Employment and Unemployment. The period of Survey will be of one year duration starting on 1st July, 2005 and ending on 30th June 2006. After completion of survey the scrutiny of all the filled-in Schedules is done in the District Office and then sent to the Directorate Office, Shillong for compilation of the same.
 3. Publication: - Public authority collects information from various departments in order to bring out the publication “District At A Glance” after every two (2) years.
 4. Price: - Weekly retail price of essential commodities etc are being collected every month and wholesale price are being submitted to the Directorate for further action.
 5. Surveys: - Govt. of Meghalaya and the ministry of Statistics and programme implementation, govt. of India New Delhi use to conduct various surveys from time to time. Those surveys are time bound programmes which has to be completed within stipulated time and involves all the staff as well as the SIS of the blocks.

2.7



2.8 Public authority expects that the public will ask for the statistical data available with us.

2.9 Some data are maintained in the register, some are in files and some are computerized.

2.10 In paper

2.11 District Statistical office,
Dakopgre Tura,
West Garo Hills.

2.12 Office hours: - 10:00 A.M - 5 P.M March to October.
 10:00 A.M - 4:00P.M November to February.

CHAPTER III (Manual – 2)

POWERS: -

Administrative:-

1. District Statistical Officer.
2. UDA
3. 3 (Three) LDA's
4. 4 (Four) Grade IV

Financial: - 1. District Statistical Officer

Others (Technical) : -1. 4 (Four) Inspectors.

2. 1 (One) Sub –Inspector.
3. 4 (four) Primary Investigators
4. 8 (eight) Field Assistants
5. 1 (One) Interpreter.

DUTIES: -

District Statistical Officer: - Overall in charge of the administration, financial, and technical works.

4 (four) Inspectors: - The duties of all the Inspectors are to supervise the field works of Primary Investigators (P.I) and Field Assistants (F.A). They are also responsible for the scrutiny works of all the schedules submitted by the P.I's and F.A's. Compilation of reports are also done by them.

1 (One) Sub- Inspector: - The duties of Sub – Inspector is to collect the weekly and Monthly Retail Prices and Monthly Wholesale Price of all the commodities. The publication works are also entrusted to the S.I.S.

4 (four) P.I s: - The duties of P.I s are to go to the selected sample villages for National Sample Survey (NSS).

8 (eight) Field Assts:- The duties of F.A's are to go the Selected sample villages for crop cutting experiments on various crops i.e. Paddy (Winter, spring, autumn and jhum) maize, potato, ginger, rapeseed and mustard, wheat, jute etc.

1 (One) UDA: - Maintenance of Cash Book, Bill Register, etc.

2 (Two) LDA's: - To assist UDA in other office matters.

1 (One) LDA: - Typing and Computer.

CHAPTER 1V (Manual - 3)

Separate copy will be provided.

CHAPTER V (Manual -4)

Not relevant to the public authority.

CHAPTER VI (Manual -5)

6.1

Sl. No	Category of Document	Name of Document & its introduction in one line	Procedure to obtain the document	Held by/ under control of
1.	Agriculture	Crop Report (State & District)	Fees to be fixed	APIO
2.	Publication	At A Glance, etc	„	APIO
3.	Others	2001 Census Reports	„	APIO

CHAPTER VII (Manual -6)

Does not arise.

CHAPTER VIII (Manual – 7)

THE NAMES, DESIGNATION AND PARTICULARS OF PUBLIC INFORMATION OFFICERS:

Name of Public Authority: - District Statistical Officer

Assistant Public Information Officer: - Inspector of Statistics

Sl. No.	Name	Designation	STD	Ph No		Fax	E- Mail	Address
				Office/Home				
1.	Smt. F. G. Momin	District Statistical Officer	03651	232457	220518	x	x	Spring Hills
2.	Shri. B.B Lohar	Inspector	-do-	232457	221522	x	x	Lower Hawakhana, Tura

CHAPTER IX (Manual – 8)

Procedure followed in Decision Making Policy

- 9.1 The procedure followed to take a decision for various matters is done at the Directorate
- 9.2 Depends on Director
- 9.3 Depends on Director
- 9.4 Depends on Director
- 9.5 Depends on Director

CHAPTER X (Manual- 9)

DIRECTORY OF OFFICERS AND EMPLOYEES

Sl. No.	Name	Designation	STD	Ph. No. Office/Home	Fax	E-Mail	Address
1	2	3	4	5	6	7	8
1	Smt. F.G. Momin	District Statistical Officer, Tura	03651	232457/220518	Nil	Nil	Spring Hills, Tura
2	Shri B.B Lohar	Inspector of Statistics	-Do-	232457/221522	Nil	Nil	Hawakhana, Tura
3	Smt. Jovita Chisim	-Do-	-do-	232457/232125	Nil	Nil	Dakopgre, Tura
4	Shri Jeffline Sangma	-do-	-do-	232457/220186	Nil	Nil	Teteng A.ja, Tura
5	Shri Brustone G. Momin	-do	-do-	232457/94361-13487	Nil	Nil	Dakopgre, Tura.
6	Smt. Patricia Watre	Sub Inspector of Statistics	-do-	232457	Nil	Nil	Chandmary, Tura.
7	Shri Dejing Sangma	Primary Investigator	-do-	232457/265261	Nil	Nil	Village P.O & P.S Nogarpara.
8	Shri Natwilson Sangma	-do-	-do-	232457	Nil	Nil	Burny Hills, P.O & P.S Araimile
9	Shri George W D Sangma	-do-	-do	232457	Nil	Nil	Dakopgre, Tura.
10	Shri Augustine Marak	-do-	-do-	232457/222126	Nil	Nil	Spring Hills, Tura
11	Shri. Fernand Sangma	Field Assistant	-do-	232457	Nil	Nil	Modinagar, Tura
12	Shri Kalibar Marak	-do-	-do-	232457	Nil	Nil	Matchakolgre, Tura
13	Shri Bijush Momin	-do-	-do-	“	Nil	Nil	Modinagar, Tura.
14	Shri Joshfield Marak	-do-	-do	232457/94361274634	Nil	Nil	Dakopgre, Tura
15	Shri Julpister Marak	-do-	-do-	232457	Nil	Nil	Mendipathar, East Garo Hills
16	Shri Elias Ch. Momin	-do	-do-	232457	Nil	Nil	Hawakhana, Tura
17	Shri. Kenstend Momin	-do-	-do-	232457/220645	Nil	Nil	Tetengkol, Tura
18	Shri Jerebel Marak	-do-	-do-	232457	Nil	Nil	Matchakol, Tura
19	Shri. M. Islam	Upper Division Assistant	-do-	232457	Nil	Nil	Fancy Vallaey, Tura
20	Smt. Alyama KJ	Lower Division Assistant	-do-	232457/220030	Nil	Nil	Lower Babupara, Tura.
21	Smt. Falmira Marak	-do-	-do-	232457/220038	Nil	Nil	R.C. Road Mohoripara, Tura.
22	Shri. Salgrak D. Shira	-do-	-do-	232457/220272	Nil	Nil	Lower Mission Compound, Tura
23	Shri Sengjin Marak	Interpreter	-do-	232457	Nil	Nil	Balsanang, Tura.
24	Shri Subitda Marak	Grade IV	-do-	“	Nil	Nil	Walbakgre, Tura
25	Smt. Jebilla Marak	-do-	-do-	“	Nil	Nil	Burny, Hills, Tura
26	Smt. Barbara Momin	-do-	-do-	“	Nil	Nil	Matchakolgre, Tura
27	Shri Letha D. Sangma	Driver	-do-	“	Nil	Nil	Ampati, West Garo Hills
28	Shri Jonsing Marak	Chowkider	do	232457	Nil	Nil	Dakopgre, Tura

CHAPTER XI (Manual 10)

THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN REGULATION:

Sl No	Name	Designation	Monthly Remuneration	Compensation/C ompensatory allowance.	The Procedure to determine the remuneration as given in the regulation.
1	2	3	4	5	6
1	Smt. F. G. Momin.	District Statistical Officer, Tura	Rs.11504.00	Nil	Basic Pay, D.A, Hill Allowances, Medical Allowances and House Rent.
2	Shri. B.B Lohar.	Inspector of Statistics	Rs. 9754.00	"	-do-
3	Smt. Jovita Chism.	-do-	Rs. 9919.00	"	Basic Pay, D.A, Hill Allowances, Medical Allowances
4	Shri. Jeffline Sangma.	-do-	Rs.11754.00	"	Basic Pay, D.A, Hill Allowances, Medical Allowances and House Rent.
5	Shri. Brustone G. Momin.	-do-	Rs. 9464.00	"	-do-
6	Smt. Patricia Watre.	Sub- Inspector of Statistics	Rs. 7496.00	"	-do-
7	Shri. Dejing Sangma.	Primary Investigator	Rs. 6291.00	"	-do-
8	Shri. Natwilson Sangma.	-do-	Rs. 4491.00	"	-do-
9	Shri. George W.D. Sangma.	-do-	Rs. 3440.00	"	-do-
10	Shri Augustine Marak	Primary Investigator.	Rs. 7242.00	"	-do-
11	Shri Fernand Sangma.	-do-	Rs. 6394.00	"	-do-
12	Shri Jerebel Marak	-do-	Rs. 5894.00	"	-do-
13	Shri Kalibar Marak	-do-	Rs. 6188.00	"	-do-
14	Shri Bijush Momin	-do-	Rs. 6188.00	"	-do-
15	Shri Kenstand Momin.	-do-	Rs. 6188.00	"	-do-
16	Shri. Elias Momin.	-do-	Rs. 6244.00	"	-do-
17	Shri. Joshfield Marak.	-do-	Rs. 6394.00	"	-do-
18	Shri. Julpister Marak.	-do-	Rs. 5806.00	"	-do-
19	Shri. M. Islam.	Upper Division Assistant	Rs. 7505.00	"	-do-
20	Smt. Alyamma KJ.	Lower Division Assistant	Rs. 7345.00	"	-do-
21	Smt. Falmira Marak.	-do-	Rs. 6041.00	"	-do-
22	Shri. Salgrak D. Shira.	-do-	Rs. 6188.00	"	-do-
23	Shri Sengjin Marak	Interpreter	Rs. 6222.00	"	-do-
24	Shri Subitda Marak.	Grade IV	Rs. 4583.00	"	-do-
25	Smt. Jebilla Marak.	-do-	Rs. 4415.00	"	-do-
26	Smt. Barbara Momin.	-do-	Rs 4919.00	"	-do-
27	Shri. Jonsing Marak.	Chowkider	Rs. 5676.00	"	Basic Pay, D.A, Hill Allowances, Medical Allowances.
28	Shri Letha D. Sangma.	Driver	Rs. 5953.00	"	Basic Pay, D.A, Hill Allowances, Medical Allowances and House Rent.

CHAPTER XII (Manual 11)

Does not arise.

CHAPTER XIII

Does not arise.

CHAPTER XIV

Does not arise.

CHAPTER XV (Manual 14)

NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:

15.1 As set by the Directorate.

CHAPTER XVI (Manual - 15)

Does not arise

CHAPTER XVII (Manual – 16)

PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZEN FOR OBTAINING INFORMATION:

17.1 Norms, methods or facilitation available to the public which are adopted by the department for dissemination of information:

Like inspection of records in the Office.

CHAPTER XVIII
