

THE RIGHT TO INFORMATION ACT 2005
MANUAL OF ESTABLISHMENT BRANCH
OFFICE OF THE DEPUTY COMMISSIONER: WEST KHASI HILLS ,
NONGSTOIN

INTRODUCTION

The Right to information Act 2005 is to secure access to information under the Control of Public Authorities in order to promote transparency, accountability in the works of every public authority. The constitution of the State Information Commission and for implementation on the matter connected related the Right of Information Act, 2005.

The main objective of this Hand Book is to incorporate and provide Information on the function of the provide Information on the function of the offices of the Deputy Commissioner, West Khasi Hills, Nongstoin on matter concerning with Establishment Branch of DC,s amalgamated Establishment.

The Hand Book will be useful to the member of the General Public who desired to get themselves informed about the matters pertaining to staff in Deputy Commissioner office amalgamated Establishment on the appointments promotions, postings to transfer Pensions etc. So as to provide not only a guarantee of the gemineeners of the instruments but also a record from which a persons who desires ton enter into dealing in respect of establishment matters may be able to obtain information of the Branch.

Suggestions for the improvement of this Hand Book from the members of the General Public who are interested in the subject will be much appreciated.

MANUAL –1

Particulars of organization, Functions and Duties

1. The Meghalaya Fundamentals Rules and Subsidiary Rules 1984 was framed by the Government of Meghalaya after Meghalaya Statehood came into existence which pay is debit able to the consolidated Fund of the state.
2. The Meghalaya Civil Services Pensions Rules 1983 which are applicable to Government Servant retiring on superranuation Pension, Voluntary Pension, Invalid Pension, due to incapacitated in Services etc.
3. Government office memorandum No. PER (AR) 154/78/147 dt 11/12/1984 No PER (AR) 154/78/157 dt 30/11/1185 Scheme for employment on compassionate Ground to the next of Kin of Government Servant who dies while in Service.
4. The Assam Services (Discipline and Appeal) Rules 1964 as adapted by the Government of Meghalaya.
5. The Deputy Commissioner’s amalgamated Establishment Rules n as framed by Government vide Notification No.dt

List of Branches include in the amalgamated Establishment.

- a. General & Establishment Branch
- b. Excise Branch
- c. Nazarat Branch
- d. Accounts Branch
- e. Housing Branch
- f. Election Branch
- g. Judicial Branch
- h. Supply Branch
- i. Revenue Branch
- j. Town Committee
- k. Planning Branch.
- l. Relief Branch
- m. D.S.C. Issue & Receipt
- n. Registration Branch
- o. Arm's Branch
- p. Development Branch
- q. Bakijai Branch
- r. Government Pleader

The Government in Personnel (B) Department is responsible for preparation of Budget Estimates and allotment of Funds in respect of the Staff /Officers Sanction by them in the office of the D.C./ S.D.O. (Civil) & Administrative Unit.

The Commissioner of Division is the Head of Department for Deputy Commissioner's office and is responsible for inter- District matters, appointing authority for Head Assistant in D.C.'s Offices.

The Deputy Commissioner is the controlling officer of all Branches in D.C.'s office. He has been vested with the power of appointing authority for all appointments of all posts, transfer and postings etc of D.C.'s amalgamated Establishment barring H.A's Post. He has been vested with such power so as to provide not only a guarantee of Genuineness of the instruments but also a record from which a person who desire to enter into dealing in respect of Staff Services record maybe able to obtain records to such amalgamated establishment. Staff matters.

The organization set up chart under Deputy Commissioner as follows:-

1. Deputy Commissioner, For All Branches in D.C.'s Office, Nongstoin
2. Sub Divisional Officer (Civil) Mairang/Mawkyrwat Sub-Division & Mawshynrut Administrative Unit.
3. Block Development Officers in West Khasi Hills District.

The working hours of offices of the Deputy Commissioner , West Khasi Hills District, Nongstoin.

1. Summer Timing – 10 AM – 5.00 PM
2. Winter Timings - 10 AM – 4.30 PM

MANUAL – 2

Powers and Duties of offices and Employees.

Designation:- The Deputy Commissioner West Khasi Hills District, Nongstoin.

Government appoints him. He is empowered to delegate subject as per the restriction and condition prescribed by Rules of his power to any persons appointed by Govt to assist him in the day today works.

Administrative:-To oversee the functioning of the office as a whole under his control including the duties and responsibilities of Subordinate officers, Staff for public authority and to exercise the power as may be delegated to him by Act /Rules.

Financial:- He has been vested with the power of Sanctioning matters like Leave, Leave encashment etc as may be delegated to him.

Extra Assistant Commissioner:- is appointed by Govt to assist the Deputy Commissioner, on matters relating to administrative and Financial Power as may be delegated by him.

Staff:- Consisting of Head Assistant, SA, 2-UDA, 3 LDAs, one Typist and 6 Peons, 3 P.S. They mostly perform the official works under the supervision of D C/ EAC in the matter pertaining to Establishment & General works of staff in the office.

MANUAL – 3

Rules, Regulation, Instructions, Manual and Records for Discharging Functions.

1. Brief /write up on the Document – Meghalaya Fundamental Rules and Subsidiary Rules 1984.
2. From where one can get a copy of rules, regulation, instruction, manual, and records – Deputy Commissioner (PIO)
EAC – APIO

MANUAL – 4

Sl.No. 1. Subject – Appointment, Postings and transfer, Pensions etc.

2. Is it Mandatory to ensure Public Participation – Yes

3. Arrangement for Seeking Public Participation – DC (PIO) - EAC (APIO) General.

Implementation of Policy.

Likewise as indicated above.

MANUAL – 5

Sl.No.1.- Category of document – Official records containing Files and Services Records of Staff

Sl.No.2 – Name of the document and its introduction in one Line – Appointment,transfer and postings
Service Books/ Services Roll, Personal File of Staff etc.

Sl.No.3 – Particulars to obtain the documents – As prescribed under rules.

Sl.No.4 – Held by/under Control of – Deputy Commissioner WEST Khasi Hills District, Nongstoin.

MANUAL – 6

Nil

MANUAL – 7

Name of the Public Authority.

Assistant Public Information Officers

1. Smti I.Mawlong, MCS

Extra Assistant Commissioner

West Khasi Hills District, Nongstoin.

2. Public Information Officer

Deputy Commissioner

West Khasi Hills District, Nongstoin.

3. Department Appellate Authority

Commissioner and Secretary

To the Govt of Meghalaya, Personnel and Administrative.Reform Department.

MANUAL – 8

1. Subject on which the decision is to be taken - Establishment Matters like appointments, transfer, Pensions.

2. Guidelines – Meghalaya FR & SR 1984 Pension Rules 1983.

Meghalaya D.C. amalgamated District Establishment Rules

3. Process of Execution – As per procedures and Rules.

4. Designation of the Officer Involved in decision making - Deputy Commissioner.

Additional Deputy Commissioner

Extra Assistant Commissioner.

5. Contact information of the above-mentioned officers- Deputy Commissioner

6. If not satisfied by the Decision and how to appeal Deputy Commissioner, West Khasi Hills District, Nongstoin.

MANUAL – 9

1. Shri K.L.Tariang, IAS,

Deputy Commissioner,

West Khasi Hills District,

Nongstoin.

2. Smti I.Mawlong, MCS

Extra Assistant Commissioner

West Khasi Hills District, Nongstoin.

3. Smti D.Thongni, Head Assistant,

4. Smti R.Rapmai, S.A.

5. Smti. H.Swer, UDA.

6. Smti. C.Paliar, U.D.A

7. Shri W.Marngar, L.D.A

8. Shri. W.Hoojon, L.D.A.

9. Shri S.Mawsor, L.D.A

10. Shri S.Dkhar, Peon

11. Shri. D.Basumatry, Peon.
12. Shri A.K.Momin, Peon.
13. Shri P.Deingdoh, Peon.
14. Shri T.K.Bani, Peon
15. Shri Nor Bahadur, Peon
16. Shri K.Lyngdoh, P.S
17. Shri K.Sohphoh, P.S
18. Shri S.Myrthong, P.S.

MANUAL – 10

Monthly Remuneration Received by each of its officer & Employees.

Sl. No	Name	Designation	Monthly Remuneration.	Compensation/ compensatory allowance.	The procedure to determine the remuneration as given in the regulation.
1	Shri. K.L.Tariang, IAS	Deputy Commissioner.	Rs. 26,101/-		
2	Smti I.Mawlong, MCS	E.A.C	Rs.14,048/-		
3	Smti D.Thongni,	H.A	Rs.16,230/-		
4	Smti R.Rapmai	S.A	Rs.14,843/-		
5	Smti H.Swer	UDA	Rs.11,534/-		
6	Smti C.Paliar	UDA	Rs.9659/-		
7	Shri W.Marngar	LDA	Rs.10,174/-		
8	Shri W.Hoojon	LDA	Rs.8480/-		
9	Shri S.Mawsor	LDA	Rs.8949/-		
10	Shri S.War	LDA	Rs.7580/-		
11	Shri S.Jahrin	LDA	Rs.7080/-		
12	Shri S.Dkhar	Peon	Rs.8224/-		
13	Shri.D.Basumatry,	Peon	Rs.7018/-		
14	Shri A.K.Momin,	Peon	Rs.5930/-		
15	Shri P.Deingdoh,	Peon	Rs.6005/-		
16	Shri T.K.Bani,	Peon	Rs.7759/-		
17	Shri Nor Bahadur,	Peon	Rs.7746/-		
18	Shri K.Lyngdoh,	P.S	Rs.8246/-		
19	Shri K.Sohphoh,	P.S	Rs.7880/-		
20	Shri S.Myrthong,	P.S	Rs.7028/-		

MANUAL – 11

Nil

MANUAL – 12

Nil

MANUAL – 13

Nil

MANUAL – 14

Nil

MANUAL – 15

Nil

MANUAL – 16

Nil

MANUAL – 17

Guidelines and amendment of the Acts are being issued from time to time.