

**THE RIGHT TO INFORMATION ACT 2005
MANUALS OF REVENUE BRANCH**

OFFICE OF THE DEPUTY COMMISSIONER :: WEST KHASI HILLS DISTRICT :: NONGSTOIN

Introduction

Revenue Branch is one of the Administrative organizations in the administrative Set up of the D.C's Office. The functioning of the Branch is more of regulatory, and statutorily it functions under the superintendence, directions and control of the Deputy Commissioner.

The Right to information Act came into being on the 15th June 2005 to provide for setting out the practical regime of the right to information for citizen to secure access to information. The Revenue Department has notified the following as Public Authorities under its Administrative control, namely

- (a). The Revenue Department Govt. of Meghalaya**
- (b). The Directorate of Land Records & Survey, Shillong.**
- (c). The Meghalaya Board of Revenue, Shillong.**
- (d). Meghalaya Survey School, Tura.**
- (e). All Deputy Commissioners (Revenue) within their respective jurisdictions.**

The objective of having a separate handbook for the Public Authority of the Revenue Branch is to facilitate the users, to have a snap shot on the functions and the role of the Branch and also its responsibilities as well as the duties of the general public in matters concerning with

- 1. Issue of Land valuation Certificates**
- 2. Land Acquisition**
- 3. Issue of Rent Certificates**
- 4. Survey & demarcation of Govt. Lands.**

The Additional Deputy Commissioner i/c Revenue who is the notified public information officer of the Branch may be contacted for more information on the Revenue Branch.

MANUAL NO. (1).

Particulars of Organisation Functions and Duties:-- Revenue Branch is listed as one of the Administrative Branch under the D.C's Establishment. The main activities of the Revenue Branch is mainly documentation of Land Holdings in Govt Revenue Plots, like mutation, partition of holdings etc. The Branch also deals in acquisition of land for various Deptts and agencies who require land. Issue of Land Valuation and Rent Certificates are also done by the Branch.

The fee structure for obtaining information is as prescribed by the State Government.

A - State level (Secretariat)

Principal Secretary

Commissioner and Secretary

Joint Secretary/Officer on Special Duty
Deputy Secretary
Superintendent
Dealing Assistants, Ministerial Staff /Grade IV

B - District Level
Deputy Commissioner
Additional Deputy Commissioner
Extra Assistant Commissioner
Ministerial Staff

The names Designations and other particulars of the Public Authorities, Public Information Officers, Assistant Public Information Officers, are as below :-

| Organizations | Public Authority | Assistant Public Information Officers | Public Information Officers | Appellate Authority |
|---------------------------|--|--|--|--|
| 1 | 2 | 3 | 4 | 5 |
| District level | | | | |
| West Khasi Hills District | Deputy Commissioner (Revenue), West Khasi Hills District | Extra Assistant Commissioner (Revenue) | Additional Deputy Commissioner (Revenue) West Khasi Hills District | Deputy Commissioner (Revenue), West Khasi Hills District |

REVENUE BRANCH

1. The Budget estimates including submission of estimates to the Government of Meghalaya for the Branch is done by the Establishment Section of DC's Office 2. In matters of Land Acquisition, the Office prepares the Probable Cost of the proposed land and on receipt of the required amount from the requiring Deptt/Agency, payment is made to the Land owners while 10% of the total amount is being utilised as office contingency. The calculations are strictly made according to the Land Acquisition Act 1894 and also by following the guidelines of the Govt. from time to time.

The Revenue Branch normally confines itself to general revenue related works and other activities as and when directed by the State Revenue Department.

MANUAL NO. (ii).

The Powers and duties of officers and employees: The duties of the officers and employees as mentioned in paragraph above are as per the Meghalaya Secretariat Manual of Office Procedure published by Personnel and Administrative Reforms Cell, Govt. of Meghalaya. The executive powers of the officers of the Branch are as per the Rules of Executive business of the State of

Meghalaya. The Administrative powers are also guided by the Meghalaya Secretariat Manual of Office procedure, the Fundamental Rules, Subsidiary Rules 1984, The Discipline and Appeal Rules, The Meghalaya Civil Service Conduct Rules, and the financial powers are as per, The Meghalaya Financial Rules 1984, The Delegation of Financial Power Rules 1981. The Meghalaya Traveling Allowance Rules 1981. The Assam Land Revenue Regulation 1886 as adapted by the State of Meghalaya. The Land Acquisition Act 1894. The Meghalaya Urban Area Rent Control Act 1972, etc.

MANUAL NO. (iii).

Procedure followed in the decision making powers including channels of supervision and accountability

The process of decision making starts with a matter being put up by the Assistants of the Branch to the next higher authority. The Controlling Officer who is the Deputy Commissioner takes the final decision. Procedurally the process of, decision starts with the perusal of dak by the **Deputy Commissioner** and his endorsement thereon. The case is processed further by the staff of the branch and putting it up hierarchically to the higher authority for final orders.

Channels of supervision and accountability are as per the Meghalaya Secretariat **Manual of office procedure.**

MANUAL NO. (iv)

Norms set by it for the discharge of its functions.

The Revenue Branch norms are for adherence of various laws related to Land and Land Revenue, quality and timely delivery of services under the law.

MANUAL NO. (v)

Rules, Regulations instructions, Manuals and records held by it or under its control or use by the employees for discharging of its functions.

The following are the Acts and Rules and Instructions which the Revenue Branch keep for reference in its normal course of discharging its duties and responsibilities The Assam Land Revenue Regulation 1886 as adapted by the State of Meghalaya, the Land Acquisition Act 1894, the Meghalaya Urban Area Rent Control Act of 1972, the Meghalaya Public Premises (Eviction Of Unauthorised Occupants)Act 1980 and other land laws. **The Administrative Service Rules.** The Meghalaya Secretariat **Manual of office procedure.** The Fundamental Rules, Subsidiary Rules 1984 The Rules of Executive business of the State of Meghalaya The Discipline and Appeal Rules, The Meghalaya Civil Service Conduct Rules **The financial powers** are as per, The Meghalaya Financial Rules 1984, The Delegation of Financial Power Rules 1981. The Meghalaya Traveling Allowance Rules 1981. Pension Rules **Others.** File Index Register Instructions issued by Finance/Planning/ Personnel /Law/ Departments etc. from time to time.

MANUAL NO (vi).

Statement of category of document that are held by it or under its control SI No Category of the document Name of the document and its introduction in one line Procedure to obtain the document Held by /Under control of - The Bare Acts mentioned in the preceding manual, File Index Register, file movement Register.

MANUAL NO (vii).

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. The Revenue Branch implements no development schemes, the nature and functions of the branch does not involve people participation as mostly the nature of work is regulatory, hence there is less scope of public involvement.

MANUAL NO (viii).

A statement of Boards Committee etc. and other bodies.

There are no specific boards or committees under the Revenue Branch.

MANUAL NO (ix).

Directory of officers and employees

| Sl. No | Name | Designation | STD Code | Telephone No. | | Fax | Address |
|--------|-----------------------|--|----------|---------------|--------|--------|---|
| | | | | office | Res | | |
| 1 | Shri K.L.Tariang, IAS | Deputy Commissioner (Revenue) | 03654 | 280221 | 280266 | 280330 | D.C's Office, West Khasi Hills District, Nongstoin. |
| 2 | Shri W.Nongsiej, MCS | Addl. Deputy Commissioner (Revenue) | 03654 | 280272 | 280293 | Nil | D.C's Office, West Khasi Hills District, Nongstoin. |
| 3 | Shri D.M.Wahlang, MCS | Extra Assistant Commissioner (Revenue) | 03654 | 280329 | Nil | Nil | D.C's Office, West Khasi Hills District, Nongstoin. |
| 4 | Shri T.Ali, | UDA | Nil | Nil | Nil | Nil | D.C's Office, West Khasi Hills District, Nongstoin. |
| 5 | Shri F.Blah | S.K. | Nil | Nil | Nil | Nil | Mawphlang East Khasi Hills Dist. |
| 6 | Shri T.Byrsat | LDA | Nil | Nil | Nil | Nil | Nongpyndeng Nongstoin |
| 7 | Smti L.Lyngdoh | LDA | Nil | Nil | Nil | Nil | Tiehsaw (Nongstoin). |
| 8 | Smti P.Kurbah | Peon | Nil | Nil | Nil | Nil | Ladweitang, Nongstoin. |

MANUAL No. (x).

Monthly remuneration etc.

| Sl. No | Name | Designation | Monthly remuneration (Gross) In Rupees | Compensation allowance | The procedure to determine the remuneration as given in the regulation |
|--------|------|-------------|--|------------------------|--|
|--------|------|-------------|--|------------------------|--|

| | | | | | |
|---|--------------------------|--|----------|--|---|
| 1 | Shri K.L.Tariang, IAS | Deputy Commissioner (Revenue) | 26,101/- | | As per the pay rules of the state Government. |
| 2 | Shri W.Nongsiej, MCS | Addl. Deputy Commissioner (Revenue) | 17,288/- | | |
| 3 | Shri D.M.Wahlang, MCS | Extra Assistant Commissioner (Revenue) | 13,038/- | | |
| 4 | Shri T.Ali, | UDA | 10796 | | |
| 5 | Shri F.Blah | S.K. | 9316 | | |
| 6 | Shri T.Byrsat | LDA | 8336 | | |
| 7 | Smti L.Lyngdoh | LDA | 7080 | | |
| 8 | Smti P.Kurbah | Peon | 5421 | | |

MANUAL NO. (xi).

The budget allocated to each of its Agency, indicating the particulars of all its plans, proposed expenditure and reports of expenditure made

The Revenue Branch obtain funds from requiring Departments/Agencies in case of Land Acquisition. Otherwise all the financial matters are channelised from the Establishment section of the DC's office.

MANUAL NO. (xii).

The manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes;

The Revenue Branch implements no development scheme.

MANUAL NO. (xiii).

Particulars of recipients of concessions, or authorization granted by it.

-NIL-

MANUAL NO (xiv)

Details in respect of the information, available to or held by it, reduced in the Electronic form.

May refer to the website of the Deputy Commissioner and State Revenue Deptt.

MANUAL NO (xv)

Particulars of facilities available to citizens for obtaining information including the working hours of a library or a reading room, if maintained for public use;-

The branch has no library facilities, no reading room.

MANUAL NO. (xvi)

Names, designations and other particulars of Public information officers.

| Organisation | Public Authority | Assistant Public Information | Public Information | Appellate Authority |
|--------------|------------------|------------------------------|--------------------|---------------------|
|--------------|------------------|------------------------------|--------------------|---------------------|

| | | | | |
|--|--|---|---|--|
| | | Officers | Officers | |
| <i>Revenue Branch, D.C's Office, Nongstoin</i> | | <i>Extra Asst. Commissioner (Revenue)</i> | <i>Addl. Deputy Commissioner (Revenue), Deputy Commissioner (Revenue)</i> | <i>Deputy Commissioner (Revenue), West Khasi Hills District.</i> |

***Names designations and other particulars of the public information officers**

Name of the Public Authority

| Sl No | Name | Designation | STD Code | Telephone no | | Fax | Email | Address |
|-------|------------------|-------------------------------|----------|--------------|--------|--------|-------|------------------------|
| | | | | Office | Res | | | |
| 1 | K.L.Tariang, IAS | Deputy Commissioner (Revenue) | 03654 | 280221 | 280266 | 280330 | | D.C Officer Nongstoin. |

Assistant Public Information Officers

| Sl No | Name | Designation | STD Code | Telephone no | | Fax | Email | Address |
|-------|------------------|--|----------|--------------|-----|-----|-------|------------------------|
| | | | | Office | Res | | | |
| 1 | D.M.Wahlang, MCS | Extra Assistant Commissioner (Revenue) | 03654 | 280329 | | | | D.C Officer Nongstoin. |

Public Information Officers

| Sl No | Name | Designation | STD Code | Telephone no | | Fax | Email | Address |
|-------|-----------------|-------------------------------------|----------|--------------|--------|-----|-------|-----------------------|
| | | | | Office | Res | | | |
| 1 | W.Nongsiej, MCS | Addl. Deputy Commissioner (Revenue) | 03654 | 280272 | 280293 | | | D.C Office Nongstoin. |

Department Appellate Authority

| Sl No | Name | Designation | STD Code | Telephone no | | Fax | Email | Address |
|-------|------------------|-------------------------------|----------|--------------|--------|--------|-------|------------------------|
| | | | | Office | Res | | | |
| 1 | K.L.Tariang, IAS | Deputy Commissioner (Revenue) | 03654 | 280221 | 280266 | 280330 | | D.C Officer Nongstoin. |

***Powers and duties of officers and employees.**

The powers of the branch is exercised by the Deputy Commissioner (Revenue), Nongstoin and his powers and duties are guided by the rules and regulations, notably those which are listed in Manual No.(v) .The duties of other employees are as per Meghalaya Secretariat manual on office procedure.

| | | |
|-------------|--------------------------------|--|
| Designation | Deputy Commissioner (Revenue), | |
| Powers | Administrative | |
| | Financial | |
| Duties | Others | |

MANUAL NO. (xvii)

***Rules, Regulations etc. Same as manual No (vi).**

| |
|---|
| <p>* Type of document (Rules, Regulation, Instructions, Manuals, Records, Others)</p> <p>* Name /Title of the document</p> <p>The list of Documents same as at Manual (V) From where one can get a copy of the document</p> <p>Address: (Rules, Regulation, Instructions, Manuals, Records, Others)</p> <p>Telephone: 280221</p> <p>Fax:</p> <p>E-mail:</p> <p>Others: ----- Fees charged by the Department for a copy of (Rules, Regulation, Instructions, Manuals, Records, (If any))</p> |
|---|

| | |
|--|--|
| Subject on which the decision is to be taken | On the right to information Act |
| Guideline /direction if any | As per Govt of Meghalaya direction on the matter. |
| Process of execution | As may be prescribed under the rules. |
| Designation of Officer involve in the decision making process | Deputy Commissioner (Revenue) |
| Contact information of the above mentioned officers | 03654-280221 |
| If not satisfied by the decision, where and how to appeal | Deputy Commissioner (Revenue) |

***Budget allocation to each agency (Particulars of all plans proposed expenditure etc)**

For Other Public Authority

| Sl No | Head | Proposed Budget | Sanctioned Budget | Amount released/disburse (no. of installments) |
|-------|--|-----------------|-------------------|--|
| | No Plan schemes in Revenue Branch as such this part is also Not applicable to this Branch | | | |

***Manner of execution of subsidy programmes**

| Sl No | Beneficiary name | Amount of subsidy | Parent/guardians | Criteria of selection | Address | | | |
|--------------------------------|------------------|-------------------|------------------|-----------------------|---------|------|--------------|----------|
| | | | | | Dist | City | Town/village | House no |
| | | | | | | | | |
| Not relevant to Revenue Branch | | | | | | | | |

***Particulars of recipients of concessions etc**

| Sl No | Beneficiary name | Validity period | Parent/guardians | Address | | | |
|--------------------------------|------------------|-----------------|------------------|---------|------|--------------|----------|
| | | | | Dist | City | Town/village | House no |
| | | | | | | | |
| Not relevant to Revenue Branch | | | | | | | |

***Formulation of policies**

| Sl No | Subject/Topic | Is it mandatory to ensure public participation(yes/No) | Arrangements for seeking public participation |
|-------|---|--|---|
| | The formulation of policies in the Revenue Branch | The participation of the public has very less scope as the works of the Branch is mainly regulatory. | |

***Implementation of policy.**

| Sl No | Subject/Topic | Is it mandatory to ensure public participation(yes/N) | No |
|-------|---------------|---|----|
| | | | |

***Procedure followed in decision making process.**

| | |
|--|---|
| Subject on which the decision is to be taken | Administrative decisions starts with perusal of dak by the Deputy Commissioner (Revenue) and his endorsement thereon. The case is processed further by the staff of the department and putting it up hierarchically to the higher authority for final order. |
|--|---|

| | |
|--|--|
| Guideline /direction if any | Guidelines /directions etc are invariably referred in the process of decision making |
| Process of execution | The orders of the Branch are issued through the issue sections of the DC's office |
| Designation of Officer involve in the decision making process | The officers involve in the decision making process in the Revenue Branch are as per the hierarchy already stated in the organization pattern of the Office |
| Contact information of the above mentioned officers | Particulars are as per the hierarchy already stated in the organization pattern of the Office |
| If not satisfied by the decision, where and how to appeal | Appeals procedure on administrative matters are as per standing instructions of the Government, which inter alia include appeal to the Deputy Commissioner, and Appeals before the Board of Revenue . |

The Organisational Set up of Revenue Branch in the D.C's Office, Nongstoin

The Deputy Commissioner is the Controlling Officer of the Revenue Branch. Below him are the Addl Deputy Commissioner and the Extra Assistant Commissioner and ministerial staff.

| Sl. No | Name of Districts | Deputy Commissioners | Contact Nos. | Name of Civil Sub-Divisions | SDO (Civil) | Contact No. |
|---------------|--------------------------|-----------------------------|---------------------|--|--------------------|--------------------|
| 1 | West Khasi Hills | Deputy Commissioners | 03654 280221 | 1. Mairang Civil Sub-Division. 2. Mawkyrwat Civil Sub-Division. | SDO (Civil) | |
| | | | | | | |

The Deputy Commissioner is the District administrative head. He is assisted by the Additional Deputy Commissioners (Revenue), and the Extra Assistant Commissioners (Revenue).

Duties and functions of Revenue Branch:- as in Manual (1)

(xvi) The names Designations and other particulars of Public Information Officers.

| Organizations | Public authority | Assistant Public Information Officers | Public Information Officers. | Appellate Authority |
|---------------------------|---|--|-------------------------------------|-------------------------------|
| 1 | 2 | 3 | 4 | 5 |
| West Khasi Hills District | Deputy Commissioner (Revenue) West Khasi Hills District | Extra Assistant Commissioner (Revenue) | Addl. Deputy Commissioner (Revenue) | Deputy Commissioner (Revenue) |