

**THE RIGHT TO INFORMATION ACT, 2005**  
**MANUAL OF ARMS BRANCH**

**MANUAL NO.1**

**Particulars of organization, functions and duties**

Arms Branch is listed as one of the Administrative Branch under the D.C.'s Establishment. The primary duties of the Branch are governed by the Arms Act, 1959, the Explosive Act, 184, the Petroleum Act, 1934 and the Rules framed thereunder.

The Arms Act empowers the District Magistrate to issue licenses in respect of Certain Categories of arms and ammunitions for:-

1. (a) Protection of crops and cattle.
- (b) Self Protection
- (c) Keeping for sale/transfer of weapons.
- (d) Renewal of All India Arms License issued from outside the state.
- (e) Permission to Licensed holders to purchase weapons from outside the state.
- (f) Realisation of License fees/Renewal fees.

The District Magistrate is also responsible for administration under the Indian Explosive Act, 1984 and the rules framed thereunder and issues.

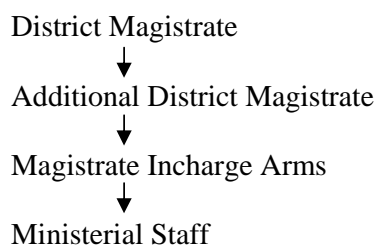
- (a) Fireworks license.
- (b) N.O.C. for obtaining explosives License from the Explosives Department and renewal thereof.
- (c) Permission to use explosives.

Administration of the Petroleum Act, 1934 and the Rules framed thereunder also rests with the District Magistrate who is responsible for:-

- (a) Issuing and Renewing S.K. Oil Licenses.
- (b) Issuing N.O.C. for setting up Petroleum retail outlet.

The organizational structure of the Branch is as follows:

A- District Level



## MANUAL NO.2

### Powers and Duties of Officers and Employees:

The Administrative powers of the officers and employees of the Branch are strictly governed by the Acts and Rules specified in Manual 1.

## MANUAL NO.3

### Rules, Regulations, Instructions, Manual and Records for discharging functions.

1. Arms Act, 1959
2. Arms Rules, 1962
3. Explosives Act, 1884
4. Explosives Rule 1983
5. Petroleum Act, 1934
6. Petroleum Rule, 1937

## MANUAL NO.4

As stated at Manual No.1

## MANUAL NO.5

### Statement of the Categories of Documents that are held by it or under its control.

<b>Sl. No.</b>	<b>Category of the document</b>	<b>Name of the document and its introduction in one line</b>	
1.	Arms Act, 1959	Act of Parliament	
2.	Arms Rule, 1962	Rule of Parliament	
3.	Explosives Act, 1884	Act of Parliament	
4.	Explosives Rule, 1983	Rule of Parliament	
5.	Petroleum Act, 1934	Act of Parliament	
6.	Petroleum Rule, 1927	Rule of Parliament	

## MANUAL NO.6

Same as in Manual No.5

## MANUAL NO.7

The names, designation and other particulars of the Public Information Officers.

### Name of the Public Authority:-

#### 1. Assistant Public Information Officers

Sl. No.	Name	Designation	S.T.D. Code	Phone No.		Address
				Office	Residence	
1.	Smti. Brenda L. Pakyntein	Extra.Assistant .Commissioner	O364			D.C.'s Office, Room No. 308-A

#### 2. Public Information Officer

Sl. No.	Name	Designation	S.T.D. Code	Phone No.		Address
				Office	Residence	
1.	Shri. J.P. Lakiang	Additional Deputy Commissioner	O364			D.C.'s Office, Room No.318

#### 3. Department Appellate Authority

Sl. No.	Name	Designation	S.T.D. Code	Phone No.		Address
				Office	Residence	
1.	Shri. P.S. Dkhar, IAS	Deputy Commissioner	O364	2224003		D.C.'s Office, Room No.301

## MANUAL NO.8

The Procedure followed to take a decision for various matters – After scrutinizing all the documents furnished and on being satisfied that they are in proper order as laid down in Court Orders indicated in Manual 5., a matter is put up by the Assistants of the Branch to the next higher authority. The controlling officer who is the District Magistrate takes the final decision.

## MANUAL NO.9

### Directory of Officers and Employees

Sl. No.	Name	Designation	S.T.D. Code	Phone No.	
				Office	Residence
1.	Shri P.S. Dkhar, IAS	Deputy Commissioner	O364	2224003	
2.	Shri J.P. Lakiang	Additional Deputy Commissioner	O364		
3.	Smti Brenda L. Pakyntein	Extra Assistant. Commissioner (Arms)	O364		
4.	Smti. F. Rynjah	U.D.A.	O364		
5.	Smti. D. R. Marbaniang	L.D.A.	O364		
6	Smti. B. Nongbri	L.D.A.	O364		
7.	Smti. C.D. Chettri	Peon	0364		

## MANUAL NO.10

### Monthly Remuneration Received by each of its officers and Employees.

Sl. No.	Name	Designation	Monthly Remuneration	Compensation / Compensatory Allowance	The Procedure to determine the remuneration as given in the regulation
1.	Shri. P.S. Dkhar, IAS	District Magistrate			
2.	Shri J.P. Lakiang, MCS	Additional District Magistrate			
3.	Smti. B. Pakyntein MCS	Extra. Assistant. Commissioner (Arms)			
4.	Smti. F. Rynjah	U.D.A.			
5.	Smti. D. R. Marbaniang	L.D.A.			
6	Smti. B. Nongbri	LDA			
7.	Smti.C.D. Chettri	Peon			

**MANUAL NO.11**

Does not arise.

**MANUAL NO.12**

Does not arise.

**MANUAL NO.13**

Does not arise.

**MANUAL NO.14**

Information available in the district website. By applying in the application form from the receipt branch.

**MANUAL NO.15**

The District Website and the Office Library may be utilised.

**MANUAL NO.16**

Dissemination of information to the public is available through inspection of Records in the office.

**Manual 17.**

The Acts and Rules are amended from time to time.