

**THE RIGHT TO INFORMATION ACT 2005  
MANUALS OF DEVELOPMENT BRANCH  
OFFICE OF THE DEPUTY COMMISSIONER  
EAST KHASI HILLS DISTRICT :: SHILLONG**

**Introduction**

Development Branch is one the Administrative Organisation in the administrative set up of the Deputy Commissioner's Office. The formatting of the Branch is most of regulatory, and statutorily it functions under the superintendence, direction and district of the Deputy Commissioner (Development) East Khasi Hills District.

The Right to Information Act comes 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 Development Branch has notified the following as Public Authorities under its Administrative Control, namely.

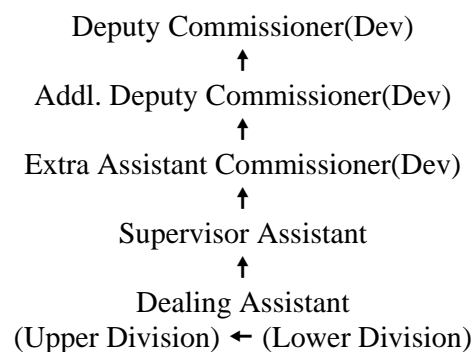
- (a) The Department of Development Branch
- (b) Deputy Commissioner (Dev)

The objective of having this handbook or manual for the Public Authority of the Development Branch is to enable the user or information seeker to have a first hand knowledge or information regarding the function and role of the Branch, the employees involved and their responsibilities and duties in matters concerning with

1. Schemes/Plans/Projects sanctioned by the Central/State Govt. for the development of various aspects of the developmental works at the State level and at the Block level both for the urban and rural people.

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

**ORGANISATION:** The subject matter dealt with by the Branch is received first as dak from the receipt section where it arrives at the desk of the Supervisor Assistant. The Supervisor Assistant then distributes the correspondence to the concerned Dealing Assistant who put it up in the file and route the file to the next higher Dealing Assistant. The Dealing Assistant then puts up the file based on the weightage of the correspondence either to the Addl. Deputy Commissioner only or right up to the Deputy Commissioner level through the Extra Asst. Commissioner i/c of the Branch.



## **FUNCTIONS :**

- 1) The Branch sees to the paper work, reports and progress for implementing all schemes such as Member of Parliament Local Area Development Scheme, Swajaldhara, Total Sanitation Campaign, Construction of Rural Roads Programme, Special Rural Roads Programme, Intensive Arts and Culture Development Programme, Intensive Sports and Youth Development Traditional Folk Song, Development Traditional and Folk Music, National Old Age Pension, National Family Benefit Scheme, Krishi Shramik Smajik Suraksha Yojana, Swarajoyanti Gram Swaragan Yojana, Mid-day Meal, General Community Development Scheme, Chief Minister Special Rural Fund are dealt by Development Branch where the fund received directly Govt. of India/State Govt.
- 2) The Branch deals with intimating the beneficiaries to complete the formalities required for scheme recommended by the Member of Parliament's both Lok Sabha/Rajya Sabha and the Member of Legislative Assembly.
- 3) The Branch checks that on fulfillment of all required formalities required then issues sanction to the Project Director, DRDA/Chief Executive Officer, Shillong Municipal Board/ Block Development Officers.

Fee structure for getting information is as prescribed by the State Govt.



### **Chapter – 3 (Manual 2) Powers and duties of officers and employees – (Development)**

The duties of the officers and employees as mentioned in paragraph above are as per the Meghalaya Secretariat Manual of Office Procedure 1993 published by Personnel and Administrative Reforms Cell, Govt. of Meghalaya. The Executive Powers of the officers of the Branch are as per Rules of Executive Powers of the State of Meghalaya. The Administrative Powers are also guided by 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 and Powers are as per, the Meghalaya Financial Rules 1984, the Delegation of Financial Power Rules, 1981, the Meghalaya Traveling Allowance Rules, 1981.

### **Chapter – 4 (Manual 3) Rules, Regulations, Instructions, Manual and Records for Discharging Functions**

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 therein. The case is proceed further by the staff of the branch and putting it up hierarchically to the higher authority for final orders.

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

### **Chapter -5 (Manual 4)**

Formulation of Policy – Implementing of the schemes are strictly carried out on the recommendation of the M.P's, M.L.A's and B.D.O's and Implementing as per guidelines of Govt. of India/State Government.

Rules, Regulation Instructions Manual and Records hold by it or under its control or use by the employees for discharging of its functions.

#### **Schemes**

- 1) M.P Schemes Lok Sabha/Rajya Sabha
- 2) Special Rural Works Programme
- 3) Construction of Rural Roads Programme
- 4) Intensive Arts and Culture Development Programme
- 5) Intensive Sports and Youth Development of Traditional of Folk Song.
- 6) Krishi Shramik Samajik Suraksha Yojana
- 7) Swarajoyanti Gram Swaragan Yojana
- 8) National Old Age Pension Scheme
- 9) National Family Benefit Scheme
- 10) Mid-day Meal
- 11) Swajaldhara
- 12) Total Sanitation Campaign
- 13) General Community Development Scheme
- 14) Chief Minister Special Rural Fund
- 15) Development Traditional and Folk Music.

#### **Financial Power are as per**

- 1) Meghalaya Financial Rules 1984
- 2) The Delegation of Financial Power Rules 1981
- 3) The Meghalaya Travelling Allowance Rules 1981

### **Chapter – 6 (Manual 5)**

#### **Statement of category of document that are held by it or under its control**

Sl. No	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document
1	M.P's Scheme	Guideline	From the Branch
2	SRWP	Guideline	
3	CRRP	Guideline	
4	IACDP	Guideline	
5	ISYDTFS	Guideline	
6	KSSSY	Guideline	
7	SGSY	Guideline	
8	NOAP	Guideline	
9	NFBS	Guideline	

10	Mid-day Meal	Guideline	
11	Swajaldhara	Guideline	
12	T.S.C	Guideline	
13	General Community Development Scheme	Guideline	
14	Chief Minister Special Rural Fund	Guideline	
15	Development Traditional and Folk Music	Guideline	
16	Swachh Bharat	Guideline	
17	Unnat Bharat Abhiyan	Guideline	
18	Jal Kranti Abhiyan	Guideline	
19	Indigenous Terra Madre(ITM)	Guideline	

### Chapter -7(Manual 6)

Not applicable

### Chapter – 8(Manual 7)

#### Name of the Public Authority: Assistant Public Information Officer

Organisation	Public Authority	Assistant Public Information Officer	Public Information Officer	Appellate Authority
1	2	3	4	5
<b>State Headquarter</b> East Khasi Hills District	Deputy Commissioner (Dev) East Khasi Hills District	Extra Assistant Commissioner (Dev) East Khasi Hills District	Addl. Deputy Commissioner (Dev) East Khasi Hills District	Deputy Commissioner (Dev) East Khasi Hills District

### Chapter – 9(Manual 8)

Procedure followed in Decision Making Process. All schemes implemented are strictly on the recommendation of the M.P's/M.L.A's and beneficiaries submitted by B.D.O's and such schemes should be governed by its Guidelines framed by the Central Govt./State Govt.

### Chapter – 10(Manual 9)

#### MANUAL NO (ix). Directory of officers and employees.

Sl. No.	Name	Designation	STD Code	Telephone No.		Fax
				Office	Res.	
1	Mr.P.S. Dkhar, IAS	Deputy Commissioner	0364	2224003		2223394
2	Mr. J.P. Lakiang, MCS	Addl. Deputy Commissioner	0364	2503201		
3	Mrs. M.S. Kshir, MCS	Extra Asst. Commissioner.	0364			
4	Mrs.N. Syiem	SA	0364			
5	Mrs. D. Laloo	UDA	0364			
6	Mr. R. Ryntathiang	UDA	0364			
7	Mrs. P. Kharmuti	U.D.A	0364			
8	Mrs. L. Pathaw	L.D.A	0364			
9	Mrs. E. Nongrum	L.D.A	0364			
10	Mr. W. Hynniewta	L.D.A	0364			
11	Mrs. R. Mawrie	Peon	0364			
12	Miss D. Kharpuri	Peon	0364			

**Chapter – 11(Manual 10)**

**MANUAL NO (x).  
Monthly remuneration etc.**

Sl. No	Name	Designation	Monthly remuneration (Gross)	Compensation allowance		The procedure to determine the remuneration as given in regulation
1	Mr.P.S. Dkhar, IAS	Deputy Commissioner				As per the pay rules of the state Government
2	Mr. J.P. Lakiang, MCS	Addl. Deputy Commissioner				
3	Mrs. M.S. Kshir, MCS	Etra Asst. Commissioner.				
4	Mrs. N. Syiem	S.A.				
5	Mrs. D. Laloo	U.D.A				
6	Mr. R. Ryntathiang	U.D.A.				
7	Mrs. P. Kharmuti	U.D.A				
8	Mrs. L. Pathaw	L.D.A				
9	Mrs. E. Nongrum	L.D.A				
10	Mr. W. Hynniewta	L.D.A				
11	Mrs. R. Mawrie	Peon				
12	Ms. D. Kharpuri	Peon				

**Chapter – 12(Manual 11)**

**The Budget Allocated to each Agency  
(Particulars of all plans, proposed expenditure and reports on disbursement made)**

For Public Authorities responsible for developmental, construction, technical works.

12.1

Sl. No	Name of the Scheme/ Head	Activity	Starting date of the activity	Planned and date of the activity	Amount proposed	Amount Sanctioned	Amount released/ disbursed (no. of installment)	Actual expenditure for the last year	Responsible officer for the quality and the completion of the work
1	MPLAD Scheme for both Lok Sabha & Rajya Sabha	Development works Rural/	2005-2006	2005-2006	Rs.2 crore for each M.P	Rs.2 crore for each M.P	2 (two) installment	Rs.2 crore for each M.P	Block Development Officer of different C&RD Block

		Urban							
2	SRWP Scheme	Develop ment works Rural/ Semi Rural	2005-2006	2005-2006	Rs. 1 crore for 1 MLA for Rural & Rs. 50,00,000 for Semi Rural (1 MLA)	Rs. 1 crore for 1 MLA for Rural & Rs. 50,00,000 for Semi Rural (1 MLA)	Rs. 1 crore for 1 MLA for Rural & Rs. 50,00,000 for Semi Rural (1 MLA)	Rs. 1 crore for 1 MLA for Rural & Rs. 50,00,000 for Semi Rural (1 MLA)	Block Deve lopment Officer of different C&RD Block
3	CRRP Scheme	Develop ment works Rural/ Semi Rural	2005-2006	2005-2006	Rs. 5,00,000/- for 1 MLA	Rs. 5,00,000/- for 1 MLA	Rs. 5,00,000/- for 1 MLA	Rs. 5,00,000/- for 1 MLA	Block Deve lopment Officer of different C&RD Block
4	IACDP Scheme	Develop ment works Rural/ Semi Rural	2005-2006	2005-2006	Rs. 2,50,000/- for 1(one) MLA	Rs. 2,50,000/- for 1(one) MLA	Rs. 2,50,000/- for 1(one) MLA	Rs. 2,50,000/- for 1(one) MLA	Block Deve lopment Officer of different C&RD Block & Chief Executive Officer, Shillong Municipal Board
5	ISYDP Scheme	Develop ment works Rural/ Semi Rural	2005-2006	2005-2006	Rs. 2,50,000/- for 1(one) MLA	Rs. 2,50,000/- for 1(one) MLA	Rs. 2,50,000/- for 1(one) MLA	Rs. 2,50,000/- for 1(one) MLA	Block Deve lopment Officer of different C&RD Block & Chief Executive Officer, Shillong Municipal Board
6	DTFM Scheme	Develop ment works Rural/ Semi Rural	2006-2007	2006-2007	Rs. 2,50,000/- for 1(one) MLA	Rs. 2,50,000/- for 1(one) MLA	Rs. 2,50,000/- for 1(one) MLA	Rs. 2,50,000/- for 1(one) MLA	Block Deve lopment Officer of different C&RD Block & Chief Executive Officer, Shillong Municipal Board
7	NOAPs	Old Age Pension Scheme	2005-2006	2005-2006	Rs. 100/- per month for each beneficiary	Rs. 1,21,80,000/-	Rs. 1,07,10,300 w.e.f. 1-6-05 to 31-12-06	Rs. 1,07,10,300 for 5637 beneficiar ies	Block Develop ment Officer/ Nazir D.C.'s Office, Shillong
8	NFBS	National Family Benefit Scheme	2005-2006	2005-2006	Rs. 11,70,000	Rs. 11,70,000 for 117 nos. @Rs. 10,000/- per benefi- ciary	Rs. 11,70,000	Rs. 11,70,000	Block Develop ment Officer/ Nazir D.C.'s Office, Shillong
9	SWAJALDHARA	Water Supply	2004-2005	2004-2005	Rs. 46,48,000	Rs. 69,41,350 for 4(four) projects	20 %	-	Village Water & Sanitation Committee
10	TOTAL SANITATION CAMPAIGN	T.S.C	2004-2005	-	1,09,00,286	-	-	-	-
11	GENERAL COMMUNITY DEVELOPMENT SCHEME	Develop ment Work	2005-2006	2005-2006	Rs. 56,00,000	Rs. 56,00,000	Rs. 56,00,000	Rs. 56,00,000	Block Develop ment Officer
12	CHIEF MINISTER SPECIAL RURAL FUND	Develop ment Work	2005-2006	2005-2006	As per fund allotted by Govt.				
13	DEVELOPMENT TRADITIONAL AND FOLK MUSIC	Develop ment Work	2005-2006	2005-2006	Rs. 2,50,000 per MLA	Rs. 2,50,000 per MLA	Rs. 2,50,000 per MLA	Rs. 2,50,000 per MLA	Block Develop ment Officer/ CEO Shillong Municipal Board

**Chapter – 13**  
**The Manner of Execution of Subsidy Programme**

Nil

**Chapter – 14(Manual-13)**  
**Particulars of Recipients of Concessions, permits or authorization granted by it**  
Nil

**Chapter – 15(Manual-14)**  
**Norms set by it for the discharge of its functions**  
Nil

**Chapter – 16(Manual-15)**  
**Information available in an electronic form**

By applying in the application form receiving from the Branch Room No. 314

**Chapter -17(Manual-16)**  
**Particulars of the facilities available to citizens for obtaining information**

Inspection of record from the Branch concerned Room No. 314  
May refer to the Website of the Deputy Commissioner, Room No. 304.

**Chapter – 18(Manual-17)**  
**Other Useful Information**

- 1) **Q.** Where do I get the application form  
**Ans.** From Room No. 314.
- 2) **Q.** To whom do I pay the fees to  
**Ans.** Fees paid to \_\_\_\_\_
- 3) **Q.** Where will I receive the information asked for  
**Ans.** You will receive the information \_\_\_\_ day from the day your application is received.
- 4) **Q.** In case of denied of request where do I appeal to  
**Ans.** To the Appellate Authority who is the Deputy Commissioner.