

**THE RIGHT TO INFORMATION ACT 2005  
MANUALS OF DISTRICT SELECTION COMMITTEE  
EAST KHASI HILLS DISTRICT :: SHILLONG**

**Chapter I**

**Introduction.**

- 1.1 – The Right to Information Act 2005 came into being on 12-10-2005 (120 days of its enactment on the 15<sup>th</sup> June 2005). The District Selection Committee, East Khasi Hills District, Shillong under the control of the Deputy Commissioner being the Chairman and his subordinate the Additional Deputy Commissioner, being the Secretary of the District Selection Committee has compiled the information handbook relating to the activity and function of the office of the D.S.C. under the provision of the Right to Information Act 2005 in order to ensure every citizen to access information.
- 1.2 – The main objective of the Information Handbook is for proactivate provision Information to every citizen.
- 1.3 - Every citizen of India can be intended user of this handbook.
- 1.4 - The name of the organization is District Selection Committee, East Khasi Hills District, Shillong.
- 1.5 – Defination - Deputy Commissioner/Chairman overall controlling of the office administration, Chairing the D.S.C. for conducting Examinations, Interview of different category of post under its purview, confidential matters under the assistance of the Secretary D.S.C. being the subordinate Officer.
- 1.6 - Contact person public information officer and Assistant Public Information Officer covered in the handbook as well as any other information relating to D.S.C.
- 1.7 - Any person who desire who obtained information shall submit the written application direct to the PIO of APIO along with the application fees as prescribe by the Government.

**Chapter II (Manual)**

Particulars of organisation, functions and duties.

1.1 – District Selection Committee composition, functions etc. 1982 as conveyed in Government Office Memorandum No. PER (AR) 167/82/23, Dated Shillong, the 3<sup>rd</sup> July 1982. The Govt. in Personnel Department are responsible for framing rules, preparation of Budget and estimates and allotment of funds in respect of officers/Non official members of the D.S.C. Staff sanctioned by them in the office of the D.S.C. The Deputy Commissioner who is the Chairman of the D.S.C. is the Controlling of the D.S.C. and assisted with the following subordinate officer and non-official members nominated by the Government as under :-

1. Additional Deputy Commissioner, Secretary D.S.C.
2. Vice-Chairman D.S.C. as non official.
3. Two members of the D.S.C. as non official.
4. Staff two L.D.A's and one typist.
5. One Grade IV.

The main objectives and composition of the D.S.C. is to issue advertisement of posts of different categories under its purview, scrutinized of application forms, compilation, conducting of written examinations, compilation of confidential matters, conducting of interview, publication of result, official correspondence, recommendation of qualified candidate to different head of District Offices for appointment, conduct of Staff Selection Commission Examinations, U.P.S.C. examinations etc.

The working hours of Officers of the Deputy Commissioner, East Khasi Hills District, Shillong.

1. Summer Timing – 10 A.M. to 5. 00 P.M.
2. Winter Timing – 10 A.M. to 4.30 P.M.

### **Chapter III (Manual 2)**

Powers and Duties of Officers and Employees.

**Designation** :- The Deputy Commissioner who is also the Chairman of the D.S.C. is appointed by the Government to preside over D.S.C. meetings and administrated control of the D.S.C. He is empowered to delegate subject as per the restriction and condition prescribed by rule of his power to person appointed by the Government to assist him in the day to days work

**Administrative** :- To oversee the functioning of the office as a whole under his control including the duties and responsibilities of his 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 the sanctioning matters like leave, leave encashment etc. as may be delegated to him.

1. A.D.C. who is the Secretary of D.S.C is assisting the Deputy Commissioner in all administrative powers, financial concerning D.S.C. as may be delegated by him.
2. Vice- Chairman is nominated by the Government for a period of 1 year. He shall presides over the D.S.C. meeting/committee in case the Chairman is not able to attend.
3. Members who is non-official members is to be nominated by the Government for a period of 1 year in the committee.
4. Staff consisting of 2 L.D.As 1 Typist and 1 Peon. The official works are mostly performed by them under the supervision of the D.C. and Secretary D.S.C. in all matters both confidential and correspondence.

### **Chapter IV (Manual 3)**

Rules, regulations, Instruction, Manual and Records for discharging function.

The D.S.C. rules for composition, functions etc are framed by the Government in Personnel and administrative reforms (B) Department No. PER(AR)167/82/23 Dated Shillong, the 3<sup>rd</sup> July 1982 with amendments from time to time.

1. Name/Title of the document – Manual.
2. Type of the document – Manual.
3. From where can get a copy of rules, regulations, instructions, Manual and Records – Deputy Commissioner, (P.I.O) Secretary D.S.C. (A.P.I.O)

**Chapter V (Manual 4)**

1. Subject – Issue of advertisement of post, compilation of applications, conduct written examination, Interview, Publication of result, handling of confidential matters, official correspondences, S.S.C. examination, U.P.S.C. examination etc.
2. It is mandating to ensure public participation – yes bearing confidential matters.
3. Arrangement for seeking public participation – D.C. (P.I.O) Secretary, (A.P.I.O).
4. Implementation of Policy – D.C/Secretary D.S.C.

**CHAPTER VI (Manual 5)**

- Sl. 1. Category of the document Applications of Candidates applying for post, official correspondence in files, result sheet and merit list of different categories of posts published by D.S.C.
- Sl. 2. Name of documents and its recommendation of qualified candidates of posts to different heads of District Offices, registers for compilation of Bio-data of candidates files etc.
- Sl. 3. Particulars to obtain the documents as prescribe under the provision of the Right to Information Act, 2005.
- Sl. 4. Held by/under control of Deputy Commissioner, East Khasi Hills District, Shillong.

**CHAPTER VII (Manual 6)**

NIL

**CHAPTER VIII (Manual 7)**

Name of the Public Authority.

Assistant Public Information Officer

1. Additional Deputy Commissioner/Secretary D.S.C.

2. Public Information Officer.

Deputy Commissioner/Chairman D.S.C.

3. Departmental Appellate Authority.

Personnel and Administrative Reforms (B) Department.

**CHAPTER IX (Manual 8)**

1. Subject on which the decision is to be taken - Issue of Advertisement, compilation of applications, conduct written examination, Interview, Publication of results and official correspondence.
2. Guidelines - District Selection Committee composition and functions etc. 1982.
3. Process of Execution - As per Government procedures, guidelines and rules.
4. Designation of the officers involved in decision making - D.C./Chairman and Addl.D.C./Secretary D.S.C.
5. Contact Information of the above mentioned officers - D.C./Secretary D.S.C.
6. If not satisfied by the decision and how to appeal - D.C., East Khasi Hills, Shillong.

**CHAPTER X (Manual 9)**

1. Shri. P.S. Dkhar, IAS, Deputy Commissioner, East Khasi Hills, Shillong.
2. Smti. D.M. Suja, MCS, Additional Deputy Commissioner/Member Secretary D.S.C.
3. Shri. M.S. Kshir, MCS. Extra Assistant Commissioner.
4. Smti. J. Khongrymmmai, U.D.A.
5. Smti. L. Sohtun, LDA Cum Typist
6. Shri. E.D. Warjri, LDA Cum Typist
7. Shri. M. Kharmujai, Peon.

**CHAPTER XI (Manual 10)**

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|----------------------------------------------------------------------------------------|---|-------------|
| 1. Shri. P.S. Dkhar, IAS,<br>Deputy Commissioner,<br>East Khasi Hills, Shillong.       | - | Self drawal |
| 2. Smti. D.M. Suja, MCS,<br>Additional Deputy Commissioner/<br>Member Secretary D.S.C. | - | Self drawal |
| 3. Smti. M.S. Kshir, MCS Extra Assistant<br>Commissioner.                              | - | Self drawal |
| 4. Smti. J. Khongrymmmai, UDA                                                          |   |             |
| 5. Smti. L. Sohtun, LDA Cum Typist                                                     |   |             |
| 6. Shri. E.D. Warjri, LDA Cum Typist                                                   |   | - Pay bills |
| 7. Shri. M. Kharmujai, Peon.                                                           |   |             |

**CHAPTER XII (Manual 11)**

NIL

**CHAPTER XIII (Manual 12)**

NIL

**CHAPTER XIV (Manual 13)**

NIL

**CHAPTER XV (Manual 14)**

NIL

**CHAPTER XVI (Manual 15)**

NIL

**CHAPTER XVII (Manual 16)**

Office Library	-	Office Library & Record Room
Drama and Show	-	X
Through Newspaper	-	X
Exhibition	-	X
Notice Board	-	DC's Office Notice Board
Inspection of Records in the Office	-	Office Room.
System of Issuing of copies of Documents	-	As per rules
Printed Manual available	-	Yes
Website of the public authority	-	X
Other means of Advertising	-	X