

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

Introduction :-

Municipal Branch is one of the Administrative Organization in the Administrative set up statutory. It functions under the Superintendence, direction of the Deputy Commissioner, 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 Municipal Branch has notified the following as Public Authorities under its Administrative control, namely :-

- (a) The Department of Municipal Branch.
- (b) Deputy Commissioner, (Municipal).

The objective of having this hand-book or manual for the Public Authority of the Municipal 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

CHAPTER – 2
(Manual – 1)

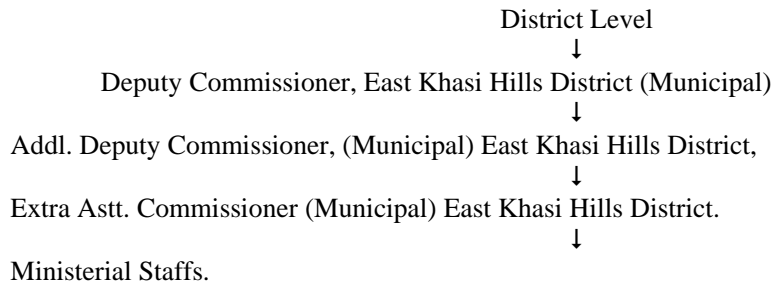
Particulars of organizations, Functions and Duties.

The subject matter dealing with by the Branch is to receive the Daks from the Receipt Section where arrives at the desk of the U.D.A and then, distribute to the concerned dealing Asst. to process in the file. The file routes through E.A.C, A.D.C then to the D.C.

Functions :-

1. The Branch deals with the Miscellaneous permission, such as holding of functions, Gospel meetings, Evangelistic meetings, Public meetings, using of P.A. System, holding of Puja Celebrations, Newspaper/Periodical, Workmen compensation cases.
2. Issue and Renewal of Cinema license, Jackpot License and Video parlour license. For Jactpot license the Deputy Commissioner, directly issued to the vendors located under his jurisdiction.

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



CHAPTER - 3
(Manual – 2)

Powers and duties of officers and employees (Municipal)

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 Power of the State of Meghalaya. The Administrative Powers are also guided by Meghalaya Secretariat of Office Procedures. The Fundamental Rules, Subsidiary Rules 1984, the Discipline and Appeal Rules, the Meghalaya Civil Services conduct Rules and the Financial Powers and 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, Manual and Records for Discharging Functions.

The process of decision making starts with a matter being put up by the Asst. of the Branch to the next higher authority. The Controlling Officer who is the D.C takes the final decision.

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

CHAPTER - 5
Manual – 4

Implementing of the subject matter are strictly carried out on the verification received from the Superintendent of Police, East Khasi Hills District.

Rules and Regulation manual and records.

Subject – C.

- 1) Cinema matters.
- 2) Jackpot
- 3) Video parlour.

Financial Power are as per,

- 1) Meghalaya Financial Rule 1984.
- 2) The Delegation of Financial Power Rules 1981.
- 3) The Meghalaya Traveling Allowance Rules 1981.

CHAPTER - 6

Manual – 5

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.
1	Cinema Matters	Act	From the Branch Room 319
2	Jackpot	Guideline	From the Branch Room 319
3	Video Parlour	Guideline	From the Branch Room 319

CHAPTER - 7

Manual – 6

Not applicable.

CHAPTER - 8

Manual – 7

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

CHAPTER - 9**Manual – 8**

Process of the Subject are strictly followed as per Act, guideline framed by state Government.

CHAPTER - 10**Manual – 9**

Directory of Officers and Employees.

Sl. No.	Name	Designation	STD Code	Phone No		Fax
				Office	Residence	
1.	P.S.Dkhar, IAS	Deputy Commissioner	0364	2224003		2223394
2.	Smti. D.M. Suja	Addl. Deputy Commissioner	0364	2503377		
3.	Smti. Brenda L. Pakyntein	Extra Assistant Commissioner				
4.	Smti. S. Tiewmon	U.D.A				
5.	Smti.P.Nongkynrih	L.D.A				
6.	Smti. B. Nongbet	Peon				

CHAPTER - 11**Manual – 10**

Sl. No.	Name	Designation	Monthly Remuneration (Gross)	Compensation Allowance	The Procedure to determine the remuneration as given in the regulation
1.	P.S.Dkhar, IAS	Deputy Commissioner			As per the pay rules of the State Government.
2.	Smti. D.M. Suja	Addl. Deputy Commissioner			
3.	Smti. Brenda L. Pakyntein	Extra Assistant Commissioner			
4.	Smti. S. Tiewmon	U.D.A			
5.	Smti.P.Nongkynrih	L.D.A			
6.	Smti. B. Nongbet	Peon			

CHAPTER - 12**Manual – 11**

The Budget Allocated to each Agency.

(Particulars of all plans proposed expenditure and reports all disbursement made)

For Public Authorities responsible for development, con.

No Development Scheme.

CHAPTER - 13

Manual – 12

The manner of Execution of Subsidy Programme.

NIL

CHAPTER - 14

Manual – 13

Particulars of Recipient of concession, 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 from receiving from the Branch Room – 319.

CHAPTER - 17

Manual – 16

Particulars of the facilities available to citizens for obtaining information.

Inspection of record from the Branch concern Room – 319. may refer to the Website of the Deputy Commissioner, Room – 304.

CHAPTER - 18

Manual – 17

Other useful information.

1. Q. Where do I get the application Form?
Ans. From Room No.319

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.