

THE RIGHT TO INFORMATION ACT 2005
MANUAL OF THE NAZARAT BRANCH
OFFICE OF THE DEPUTY COMMISSIONER :: EAST KHASI HILLS DISTRICT
::: S H I L L O N G :::

INTRODUCTION

The Nazarat Branch is one of the organization in the administrative set up of the Office of the Deputy Commissioner, East Khasi Hills District, Shillong. Access to information under the control of Public Authorities in order to promote transparency accountability in the works of every public authority. The consultation of the State Information Commission and for implementation on the mater connected thereto the Right to Information Act, 2005.

The main objective/purpose of the Hand Book is to incorporate and provide information on the function of the office of the Deputy Commissioner, East Khasi Hills District, Shillong concerning with Nazarat Branch on matter relating to the maintenance of office building and Circuit House, Laban, Shillong, maintenance of Office Vehicle, Accounts Matters and payment of bills, etc.

The Hand Book will be useful to the members of the general public who desire to get information about the mater concerning with the Nazarat Branch including other matters connected thereto.

The Hand Book is to provide information and guarantee the genuineness of the instrument and a record from which a person who intends to enter into dealing in respect of Nazarat Branch may be able to obtain information and to facilitate the function of such Nazarat branch for public authority.

Manual 1

The Meghalaya Delegation of Financial Power Rules is enforced to provide and vested with the financial power of the Deputy Commissioner to execute and exercise the financial power on matter concerning with the sanction of contingencies bill and pay bill for public authorities.

The Deputy Commissioner who also functions as sanctioning authority on financial matters concerning his office and also the Extra Assistant Commissioner of Nazarat Branch who also function as D.D.O. are responsible for examining all documents containing Account matters and they are to satisfy themselves all required account papers, etc as envisaged under the Meghalaya Financial Power Rules.

The Deputy Commissioner who also functioned as the Head of the Office has been vested with power of sanctioning authority of a controlling officer of all financial matters

and to provide a guarantee of genuineness of the records/instruments and also a record to enter into recognition by the Government for Public Authority.

Manual 2

Powers and duties of Officers and Employees.

Designation:

1. Deputy Commissioner, East Khasi Hills District, Shillong.
2. Smti. I. Majaw, MCS Addl. Deputy Commissioner and Disbursing and Drawing Officer.
3. Shri. J.R.T. Sangma, MCS, Extra Assistant Commissioner
4. Shri. T. Synrem, Nazir, I/c Nazarat Branch
5. Shri. F. Sungoh, Assistant Nazir
6. Shri. R.S. Dkhar, Assistant Nazir
7. 22 Process Servers including Head Process Server.

Powers: The Deputy Commissioner being the Head of Controlling Officer have been vested with the power of Administration and Financial power as appointed by the Government.

Power Administration – To oversee the functioning of the office under his control and to exercise his power as may be delegated and appointed by the Government.

Financial – The Deputy Commissioner have been vested with the power of sanctioning authority in his office as delegated under the Meghalaya Delegation of Financial Power Rules.

Extra Assistant Commissioner – The Extra Assistant Commissioner, Nazarat Branch has been authorized by the Deputy Commissioner to act as Drawing and Disbursing Officer on matter concerning with account works.

Nazir – The Nazir has been authorized to in charge over the Nazarat Branch, maintenance of Cash Books and disbursing payment to various bills and etc.

Assistant Nazir – To assist the Nazir in various works concerning over the maintenance of office and Circuit House.

Process Servers – The duties of process servers is to serve the notices/services/letters etc inside and outside Shillong.

Manual 3

Procedure followed in the decision making power including channel of supervision of accountability.

The procedure in the decision making is followed as per the Meghalaya Delegation of Financial Power Rules, 1981.

The fund is allotted by the Government. The Deputy Commissioner has been vested with power of sanctioning authority of all contingencies bills as per rules laid down in the delegation of financial powers rules, 1981.

The Extra Assistant Commissioner, Nazarat Branch has been authorized by the Deputy Commissioner to act as Disbursing and Drawing Officer for signing of all bills on his behalf.

Manual 4

The Nazarat Branch is dealing with bills containing Electricity Bills, Telephone Bills, Municipal Tax and Contingencies Bills including maintenance of office building, office vehicle and Circuit House.

Arrangement for seeking public participation

- i) Deputy Commissioner (Appellate Authority)
- ii) Smti I. Majaw, Addl. Deputy Commissioner
- iii) Shri. J.R.T Sangma, Extra Assistant Commissioner

Likewise as indicated above.

Manual 5

Sl. No. 1 – Category of the documents.

Accounts matters concerning with Nazarat Branch

Sl. No. 2 – Name of the document and its introduction in one line

Contingency Register, Bill Register, Tourist, Pay Register, T.A. Register and Cash Books, Stock Register and Log Book of Vehicles.

Sl. No. 3 – Procedure to obtain the document

According to Rules, Act by the Government.

Sl. No. 4– Held by/under control of

Under control of the Deputy Commissioner.

Manual 6

Same as Manual 5.

Manual 7

Name of the Public Authority

Assistant Public Information Officer

Sl. No.	Name	Designation	S.T.D. Code	Phone No.		Address
				Office	Residence	
1.	Shri. J.R.T Sangma, MCS	Extra Assistant Commissioner	0364			

Public Information Officer

Sl. No.	Name	Designation	S.T.D. Code	Phone No.		Address
				Office	Residence	
1.	Smti. I. Majaw, MCS	Addl. Deputy Commissioner	0364			

Manual 8

Procedure followed in Decision Making Process.

1. Subject on which the decision is to be taken.

Maintenance of the office building, Circuit House and Office Vehicle.

2. Guidelines/Direction, if any

As per the direction of Deputy Commissioner and procedures as laid down in the Secretarial Manual and Rules of Business Manual.

3. Process of Execution

As laid down in the rules

4. Designation of the Officers involved in decision making

Deputy Commissioner/Extra Assistant Commissioner.

5. Contact Information of above mentioned officers

Deputy Commissioner.

6. If not satisfied by the decision, where and how to appeal

Deputy Commissioner.

MANUAL No. 9

Directory of Officers and Employees

Sl. No.	Name	Designation	S.T.D. Code	Phone No.		Fax
				Office	Residence	
1.	P.S. Dkhar, IAS	Deputy Commissioner	0364	2224003		2223394
2.	I. Majaw, MCS	Addl. Deputy Commissioner				
3.	J.R.T Sangma, MCS	Extra Assistant Commissioner				
4.	T. Synrem	Nazir				
5.	F. Sungoh	Assistant Nazir				
6.	R. Dkhar	Assistant Nazir				
7.	A. Dkhar	Process Server				
8.	W. Mukhim	Process Server				
9.	S. Majaw	Process Server				
10.	D. Syiemlieh	Process Server				
11.	B. Kharhunai	Process Server				
12.	P. Marbaniang	Process Server				
13.	R. Lyngdoh	Process Server				
14.	B.M. Sun	Process Server				
15.	M. Wahlang	Process Server				
16.	M. Snaitang	Process Server				
17.	N.S. War	Process Server				
18.	S. Das	Process Server				
19.	M. Passah	Process Server				
20.	Banbitlang Kharhunai	Process Server				
21.	B.F. Diengdoh	Process Server				
22.	B.K Gurung	Process Server				
23.	L. Thawmuit	Process Server				
24.	S. Khongsti	Process Server				
25.	B. Barim	Process Server				
26.	A. Sohphoh	Process Server				
27.	M. Kharmujai	Process Server				
28.	S. Paswett	Process Server				

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.	P.S. Dkhar, IAS	Deputy Commissioner			
2.	I. Majaw, MCS	Addl. Deputy Commissioner			
3.	J.R.T Sangma, MCS	Extra Assistant Commissioner			
4.	T. Synrem	Nazir			
5.	F. Sungoh	Assistant Nazir			
6.	R. Dkhar	Assistant Nazir			
7.	A. Dkhar	Process Server			
8.	W. Mukhim	Process Server			
9.	S. Majaw	Process Server			
10.	D. Syiemlieh	Process Server			
11.	B. Kharhunai	Process Server			
12.	P. Marbaniang	Process Server			
13.	R. Lyngdoh	Process Server			
14.	B.M. Sun	Process Server			
15.	M. Wahlang	Process Server			
16.	M. Snaitang	Process Server			
17.	N.S. War	Process Server			
18.	S. Das	Process Server			
19.	M. Passah	Process Server			
20.	Banbitlang Kharhunai	Process Server			
21.	B.F. Diengdoh	Process Server			

22.	B.K Gurung	Process Server			
23.	L. Thawmuit	Process Server			
24.	S. Khongsti	Process Server			
25.	B. Barim	Process Server			
26.	A. Sohphoh	Process Server			
27.	M. Kharmujai	Process Server			
28.	S. Paswett	Process Server			

MANUAL NO.11

Does Not arise

MANUAL NO.12

Does Not arise

MANUAL NO.13

Does Not arise

MANUAL NO.14

Meghalaya Delegation of Financial Power Rules, 1981

MANUAL NO.15

Does Not arise

MANUAL NO.16

Office Library -

Drama and shows -

Through Newspaper -

Exhibition -

Notice Board – Deputy Commissioner’s Office, Notice Board

Inspection of Records in the office – Yes

System of Issuing of Copies of Document – As per rules

Printed Manual available – Yes

Website of Public Authority –

Other Means of advertising -