

**OFFICE OF THE DEPUTY COMMISSIONER  
EAST KHASI HILLS DISTRICT :: SHILLONG**

**THE RIGHT TO INFORMATION ACT 2005  
MANUALS OF REGISTRATION OF SOCIETIES**

**INTRODUCTION**

The Right to Information is to secure access to information under the Control of Public Authorities in order to promote transparency, accountability in the works of every public authority. The constitution of the State Information Commission and for implementation on the matter connected thereto the Rights to Information Act, 2005.

The main objective/purpose of the Hand Book is to incorporate and provide informations on the function of the offices of the Joint Registrar of Societies Shillong.

The Hand Book will be useful to the members of the general public who desire to get informations about the matter concerning with registration of societies and other kinds of societies and matter connected therewith in East Khasi Hills District.

The Hand Book is to provide information and guarantee of the genuineness of the instrument and a record from which a person who intends to enter into dealing in respect of registered societies may be able to obtain information and to facilitate the functions of such N.G.Os for public authority.

**Manual 1**

The Meghalaya Societies Registration Act, 1983 as passed by Assembly and received the assent of the President on 08-12-1983.

The Meghalaya Societies Registration Act, 1983 is enforced to provide for Registration of Societies with their aims and objectives by literacy, cultural, scientific, charitable, etc. and other kinds of societies connected therewith.

The Addl. D.C. who also functions as Joint Registration of Societies , the EAC, Establishment who also function as Subordinate Officer are responsible for examining all documents contained in the Memorandum of Association, Constitution indicating Bye

Laws of Societies, fees paid by treasury challans, Headman's NOC and to satisfy themselves all required documents and materials as envisaged under Rules/Act.

The Addl. D.C. who also function as Joint Registrar of Societies has been vested with the Power of registering of societies so as to provide a guarantee of the genuineness of the instrument of societies but also a record from which a society to enter into recognition by the Govt. for the public authority.

The organization sets up chart under the Registrar of Societies.

District

Joint Registrar of Societies, Shillong concerning East Khasi Hills District, Office of the Deputy Commissioner, East Khasi Hills District, Shillong.

The working hours of the offices of the Joint Registrar of Societies are as follows:-

1. Summer Timing - 10:00 AM – 05:00 PM
2. Winter Timing - 10:00 AM – 04:30 PM

## **Manual 2**

Designation :- (1) Addl. Deputy Commissioner & Joint Registrar of Societies, East Khasi Hills, Shillong.

(2) EAC, Shillong as Subordinate Officer.

Powers :- The power under Meghalaya Societies at Registration Act, 1983 are vested in the Joint-Registrar of Societies who is empowered to delegate subject to the

restriction and conditioned prescribed by Rules under the Act any of his power to any person appointed by Govt. and to assist him as follows :-

1. EAC.
2. Grade III Staff.
3. Grade IV Staff.

Power Administrative :- To oversee the functioning of the office under his control and to oversee his power as may be delegated to him under the Societies Registration Act 1983 in collaboration with the EAC during the Subordinate Officer.

Financial :- At present none.

Others :- Examining of all documents viz. memorandum of Association, Bye-laws, Fees paid by challans and other documents, pass order for registering of societies and signing of registration certificates.

There are no separate sanction of Grade - III a& Grade- IV staff for Registration of Societies. The works are being manned by staff of D.C's amalgamated Estt. The day today official works are mostly performed by the Grade -III & IV staff under the supervision of the Joint Registrar of Societies and EAC being the Subordinate Officer.

#### Chapter 4 (Manual 3)

1. Name/Title of the document – Manual
2. Type of document – Manual
3. Brief write-up on the document – Meghalaya Society of Registration Act, 1983  
(Manual Records)
4. From where one can get a copy of rules, regulations, instructions, manual & records – Address: Joint Registrar of Societies, East Khasi Hills, Shillong. Telephone No: 2225003

### **Manual 4**

Subject/Topic – it is mandatory to ensure public participation (yes/no) – Arrangement for seeking public participation.

Registration of literacy, cultural, scientific charitable and other kind of Societies connected therewith – Depending on the nature of subject / topic as provided under Rules/Act of Societies – Joint Registrar of Societies P.I.O. – Smti. I. Majaw EAC as APIO.

#### **Implementation of Policy**

1. Subject/Topic – Registration of Societies and other kinds of Societies connected therewith.
2. Is it mandatory to ensure public participation (Yes/No) – Depending on the nature of works as in accordance with Societies Act, 1983
3. Arrangements for seeking public participation – PIO, APIO

### **Manual 5**

A statement of the categories of documents that are held by it or under its control.

1. Category of the document – Documents that are pertaining to Registration of Societies.
2. Name of the document and its introduction in on line – Documents that are promoting transparency, accountability for public authority.
3. Procedure to obtain the documents – As stipulated under the Act.
4. Held by/under control of – Joint Registrar of Societies, East Khasi Hills, Shillong.

### **Manual 6**

A statement of boards, councils, committees and other bodies constituted as its part.

1. Name and address of the affiliated body – NIL
2. Type of affiliated body (Board, Council , Committees, other bodies)
3. Brief introduction of the affiliated body (establishment year, objective/main activities)
4. Role of the affiliated body (Advisory/managing/executive/others)
5. Structure and member composition
6. Head of the body
7. Address of main office and its branches
8. Frequency of meetings
9. Can public participate in the meetings
10. Are minutes of the meetings prepared?
11. Are minutes of the meetings available to the public? If yes please provide information about the procedure to obtain them.

### **Manual 7**

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

Name of the Public Authority :

Assistant Public Information Officer :

1. Name –
2. Designation –
3. STD code -           0364
4. Phone No :           Office                 : 0364-2224003  
                                  Residence         :
5. E-mail
6. Address :

Public Information Officer :

1. Name – Shri. J.P. Lakiang, MCS
2. Designation – Addl. D.C. & Joint Registrar of Societies
3. STD code – 0364
4. Phone No : Office  
Home
5. Fax
6. E-mail
7. Address : .

**Template for Information Handbook**

1. Name – Smti. M. Nongbri
2. Designation – UDA
3. STD code – 0364
4. Phone No : Office 2221299  
Home
5. Fax
6. E-mail
7. Address :

**II**

1. Name – 1. Shri. A. Wankhar  
2. Shri. P.D. Lynshing
2. Designation – LDA
3. STD code – 0364
4. Phone No : Office 2221299  
Home
5. Fax
6. E-mail
7. Address :

**Manual 8**

Procedure followed in decision making process.

1. Subject on which the decision is to be taken – Registration of Firms & Societies
2. Guidelines/direction, if any – Registration of Societies Act, 1983
3. Process of execution – As stipulated under the Act.
4. Designation of the officers involved in decision making – Joint Registrar of Societies
5. Contact information of above mentioned officers – Office Deputy Commissioner Shillong.
6. If not satisfied by the decision, where and how to appeal - Registrar of Firms & Societies, Meghalaya, Shillong.

**Manual No. 9****Directory of Officers and Employees.**

Sl. No.	Name	Designation	STD Code	Telephone No.		Fax
				Office	Res.	
1.	Shri. J.P. Lakiang, MCS, Addl. Deputy Commissioner, East Khasi Hills District, Shillong	ADC PIO	0364			
2.	Smti. M. Nongbri, UDA	EAC APIO	0364	2221299		
3.	Shri. A. Wankhar	LDA	0364	2221299		
4.	Shri. P.D. Lynshing	LDA				

**Manual 10**

Sl. No	Name	Designation	Monthly remuneration (Gross)	Compensation allowance	The procedure to determine the remuneration
1	Shri. J.P. Lakiang, MCS,	Addl. Deputy			Self drawal

		Commissioner			
2	Smti. M. Nongbri	UDA			Pay bill
3	Shri. A. Wankhar	LDA			Pay bill
4.	Shri. P.D. Lynshing	LDA			Pay bill

### **Manual 11**

The Budget allocated to each agency

Particulars of all plans proposed expenditures and reports on disbursement made – NIL

### **Chapter – 13**

The manner of execution of subsidy programmes

Name of programmes/ scheme – Registration of Societies Duration of the programmes/  
scheme

Objective of the programmes

Physical and financial targets of the programme (for the last year)

Eligibility of Beneficiary

Pre-requisites for the benefit

Procedure to avail the benefits of the programme

Criteria for deciding eligibility

Detail of the benefit given in the programme (also mention the amount of subsidy or  
other help given)

Procedure for the distribution of the subsidy

Where to apply or whom to contact in the office for applying

Application fee (where applicable) – Rs 250/- paid by treasury challan

Other fees where applicable

### **Manual -13**

Particulars of Recipients of concessions, permits or authorization granted by its

Name of programmes – Registration of societies

Type ( concession/permits/ Authorisation – certificate of Registration

Objective – Registration of Literary, cultural, scientific, charitable etc.

Targets set ( for the last year)



Eligibility – Meghalaya Societies Registration Act 83

Criteria for the eligibility – Memorandum of Association, Bye laws etc

Pre- requisite

Procedure to avail the benefits

Time limit for the concession/permit/authorizations

Application fee (where applicable) – Registration fee Rs 250/-

Application format (where applicable)- Memorandum of Association

List of attachments ( certificates/documents)

Format of Attachments

List of beneficiaries in the format given below

#### **Manual -14**

Norms set by it for the discharge of its functions.

Meghalaya Societies Registration Act 1983

Memorandum of Association construction Bye laws fess of Rs 250/- by Treasury challan, Headman MC,. Resolution etc

#### **Manual – 15**

Information available in an electronic form

NIL

#### **Manual -16**

Particulars of the facilities available to citizens for obtaining information.

Office Library

Drama and shows

Through news paper

Exhibition

Notice Board – D.C's office Notice Board

Inspection of Regard in the office – Yes

System of issuing of copies of documents – As provided under RTI Act 2005.

Printed Manual Available – Yes

Website of the Public Authority

Others means of advertising

Right of the Citizen in case of denial of information and procedure to appeal

**18.3 With relation to training imparted to public by Public Authority**

Does not arise

**18.4 With relation to training imparted to public by Public Authority**

Does not arise

**18.5 With relation to registration process**

- Objective - to provide for registration of societies under Societies Act
- Eligibility for registration - fulfilling all requirements under Rules
- Pre-requisites (if any)
- Contact information for applying - PIO/APIO
- Application Fee (wherever applicable)
- Other fees (wherever applicable)
- Application Form (in case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures/documents
- Format of enclosures/documents
- Procedure of application - As per RTI Act, 2005
- Process followed in the Public Authority after the receipt of application - due process under RTI Act.
- Validity period of registration (if applicable)
- Process of renewal (if any)

**18.6 With relation to collection of tax by Public Authority (Municipal Corporation, Trade Tax, Entertainment Tax, etc)**

Does not arise

**18.7 With relation to issuing new connection electricity/water supply, temporary and permanent disconnection etc.**

Does not arise

**18.8 Details of any other public services provided by the Public Authority.**