

THE RIGHT TO INFORMATION ACT, 2005
MANUAL OF RELIEF AND REHABILITATION BRANCH

INTRODUCTION:

Relief and Rehabilitation Branch is one of the Administrative Organisation in the administrative set up of the Deputy Commissioner's Office. The function of the Branch is under the Superintendence of the Deputy Commissioner, East Khasi Hills District, Shillong.

The Right to Information Acts comes into being on 15th June, 2005 to provide for setting out the practical regime of the right to information. The Relief and Rehabilitation Branch has been notified as Public Authorities under its administrative control namely:

A. Deputy Commissioner, Relief and Rehabilitation Branch.

The objective of having the handbook or manual for the public authority of the Relief and Rehabilitation Branch is to enable a first hand knowledge information regarding the function and rules of the Branch, the employee involved and their responsibilities and duties in matter concerning with.

Natural Calamities such as earthquake, floods, cyclone, fire, landslide, hailstorm, etc., in extending relief to the people affected in the District, both at the Urban and Rural area.

MANUAL No. 1

Particulars of organization, functions and duties

1. **Organisation:** The subject matter deal with the Branch where correspondence is received first as Dak from the reception section. The Upper Division Assistant distribute the correspondence to the concerned dealing assistants who put it up the file and route the file to the higher officers, that is, Extra Assistant Commissioner, In-charge, Relief and Rehabilitation Branch and from the Extra Assistant Commissioner route through Additional Deputy Commissioner and further to the Deputy Commissioner.

With the enactment of the National Disaster Management Act 2005, the State Government, Revenue & Disaster Management Department has notified the District Disaster Management Authority, East Khasi Hills District, Shillong under

the chairmanship of the Deputy Commissioner. The functions of the DDMA is as per the DM Act 2005.

The Assistant District Project officer (DM) deals with all matters related to Disaster Management.

The strength of the Relief and Rehabilitation Branch is as follows:

1. Deputy Commissioner
2. Additional Deputy Commissioner
3. Extra Assistant Commissioner
4. Assistant District Project Officer (DM)
5. Ministerial staff.

The Assistant District Project Officer, deals with the UNDP sponsored Project, that is, the Disaster Risk Management Programme.

2. **Function:** The function of the branch is to provide relief to the people affected by natural calamities out of the State Disaster Response Fund (SDRF) released by the Revenue & Disaster Management Department as per the norms and guidelines of the Government of India. The Branch processes the reports submitted by the Block Development Officer concerned in East Khasi Hills District and further submit to the Department to accord sanction for payment to the people affected by disasters.

With the change in dealing with disasters from relief centric approach to preparedness, mitigation and prevention, the DDMA is also responsible for the implementation of Disaster management Schemes of the State Government and Central Government like the Capacity Building for Disaster Response under the 13th Finance Commission. The different activities being implemented are awareness campaigns, trainings and capacity building in search & Rescue/First Aid, Gender, Mock drills to all stakeholders like Govt. Functionaries, NGOs, Schools, Colleges, Corporates and communities.

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

District Level

1. Deputy Commissioner, Relief and Rehabilitation Branch
2. Additional Deputy Commissioner

3. Extra Assistant Commissioner
4. Assistant District Project Officer (DM)
5. Ministerial Staff

MANUAL No. 2

Power and Duties of officers and employees (Relief and Rehabilitation Branch)

The duties of the officers and employees as mentioned on the paragraph above are as per the Meghalaya Secretariat Manual of Office Procedure, 1993 published by Personnel and Administrative Reforms Deptt. Government of Meghalaya. The Executive powers of the officers of the Branch are as per Rules of Executive Power of the State of Meghalaya; the Fundamental Rules, Subsidiary Rules 1984, the Discipline and Appeal Rules, the Meghalaya Civil Service Conduct Rules and the Financial and Power are as per the Meghalaya Financial Rules 1984, the Delegation of Financial Power Rules, 1981, the Meghalaya Traveling Allowance Rules, 1981. The Meghalaya Relief Manual and the Guide Lines of the State Government from time to time.

MANUAL No. 3

Rules, Regulations, Instructions, Manual and Records for discharging functions.

The process of decision making start with the matter being put up by the Assistants of the Branch to the next higher authority. The Controlling officer who is the Deputy Commissioner, East Khasi Hills District, 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.

MANUAL No. 4

Formulation of policy: Implementing of the reports are strictly carried out on the recommendation of the Block Development Officers/Magisterial Enquiry and process as per guideline of State Government/Central Government.

Financial power are as per

1. Meghalaya Financial Rules 1984
2. Delegation of Financial Power Rules 1981
3. Meghalaya Traveling Allowance Rules, 1981

Statement of Category of document that are held by it 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. | Natural Calamity | Guidelines,Manual | From the Branch |
| 2. | Disaster Management | Meghalaya Dm Rules, National DM Act 2005 | Maybe linked with the website of the Revenue & Disaster Management Department www.megrevenue.dm.gov.in |

MANUAL No. 5

Statement of the Categories of Documents that are held by it or under its control.

The Meghalaya Secretariat Manual of Office Procedure, 1993 published by Personnel and Administrative Reforms Department, Government of Meghalaya. The Executive powers of the officers of the Branch are as per Rules of Executive Power of the State of 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 Power are as per the Meghalaya Financial Rules 1984, the Delegation of Financial Power Rules, 1981, the Meghalaya Traveling Allowance Rules, 1981. The Meghalaya Relief Manual and the Guide Lines of the State Government from time to time.

MANUAL No. 6

Same as Manual No.5

MANUAL No. 7

Name of the Public Authority

| Sl. No. | Organisation | Public Authority | Assistant Public Information Officer | Public Information Officer | Appellate Authority |
|----------------|--|---|---|-----------------------------------|--|
| 1. | State Headquarter, East Khasi Hills District | Deputy Commissioner, Relief and Rehabilitation, East Khasi Hills District | Extra Assistant Commissioner, East Khasi Hills District | Additional Deputy Commissioner | Deputy Commissioner , Relief and Rehabilitation Branch |

MANUAL No. 8

All the relief programmes implemented are strictly on the recommendation of the Block Development Officers and Magisterial Enquiry and such relief is governed by its guidelines framed by the State Government and Central Government.

MANUAL No. 9

I. Directory of Officers and Employees- Relief & Rehabilitation Branch

| Sl. No. | Name | Designation | S.T.D. Code | Phone No. | | Fax |
|----------------|----------------------|--------------------------------|--------------------|------------------|------------------|------------|
| | | | | Office | Residence | |
| 1. | Shri P.S. Dkhar, IAS | Deputy Commissioner | O364 | 2224003 | | 2223394 |
| 2. | Smti. I. Majaw, MCS | Additional Deputy Commissioner | O364 | 2503201 | | |

| | | | | | | |
|----|-------------------------|------------------------------|------|---------|--|---------|
| 3. | Shri. J.R.T Sangma, MCS | Extra Assistant Commissioner | | | | 2223394 |
| 4. | Smti. J. Dkhar | UDA | 0364 | 2502094 | | 2502149 |
| 5. | Smti. V.N Lyngwa | LDA | | | | |
| 6. | Shri F.E. Nongrum | LDA | | | | |
| 7. | Smti. B.Wansai | Peon | | | | |

II. Directory of Officers and Employees- District Management Branch

| Sl. No. | Name | Designation | S.T.D. Code | Phone No. | | Fax |
|---------|-------------------------|---|-------------|---------------------|-----------|---------|
| | | | | Office | Residence | |
| 1. | Shri P.S. Dkhar, IAS | Deputy Commissioner & Chairman (DDMA) | 0364 | 2224003 | | 2223394 |
| 2. | Smti. I. Majaw, MCS | Additional Deputy Commissioner & CEO (DDMA) | 0364 | 2503201 | | |
| 3. | Shri. J.R.T Sangma, MCS | Extra Assistant Commissioner | | | | 2502149 |
| 4. | Ms. K. Wanniang | District Disaster Management Officer | | | | |
| 5. | Smti. R. Khyriem | LDA | | | | |
| 6. | Ms. R. Ch. Marak | Disaster Management Professional | 0364 | 2502094/ 2225289 | | |
| 7. | Smti. R. Pathaw | Peon | | | | |

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. | Shri. P.S. Dkhar, IAS | Deputy Commissioner & Chairman (DDMA) | | | |
| 2. | Smti. I. Majaw, MCS | Additional Deputy Commissioner & CEO (DDMA) | | | |
| 3. | Shrti. J.R.T Sangma, MCS | Extra Assistant Commissioner | | | |
| 4. | Smti. J. Dkhar | UDA | | | |
| 5. | Smti. V.N. Lyngwa | LDA | | | |
| 6. | Shri. F.E Nongrum | LDA | | | |
| 7. | Smti. B. Wansai | Peon | | | |
| 8. | Ms. K. Wanniang | District Disaster Management Officer | | | |
| 9. | Smti R. Khyriem | LDA | | | |
| 10 | Ms. R.Ch. Marak | Disaster Management Professional | | | |
| 11. | Smti. R. Pathaw | Peon | | | |

MANUAL NO.11

Does not arise, as budget estimate is channelised from Establishment Branch of the Deputy Commissioner's Office.

MANUAL NO.12

Does not arise.

MANUAL NO.13

Does not arise.

MANUAL NO.14

Information available in district website. By applying in the application form receipt from the branch.

MANUAL NO.15

The Library of the Deputy Commissioner's Office may be utilised.

MANUAL NO.16

Same as in Manual No.7

MANUAL NO.17

The Guidelines for Relief and Rehabilitation is being updated by the State Government from time to time.