

THE RIGHT TO INFORMATION ACT 2005
MANUALS OF SUPPLY BRANCH
OFFICE OF THE DEPUTY COMMISSIONER (SUPPLY)
EAST KHASI HILLS DISTRICT :: SHILLONG

CHAPTER –I
INTRODUCTION

1. The Hand Book aims to highlight the public on the Organization, functions and activities of the Supply Branch, East Khasi Hills District, particularly in relation to the TPDS.

The information provided in the handbook would be helpful to every individuals as well as by the Public especially those who acquire knowledge on the functions and activities of the Branch.

Further, any member of the Public seeking for any information relating to this Branch may contact the notified PIO/APIO of the Deputy Commissioner (Supply) Office East Khasi Hills District, Shillong.

CHAPTER –2 (MANUAL-1)
PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES.

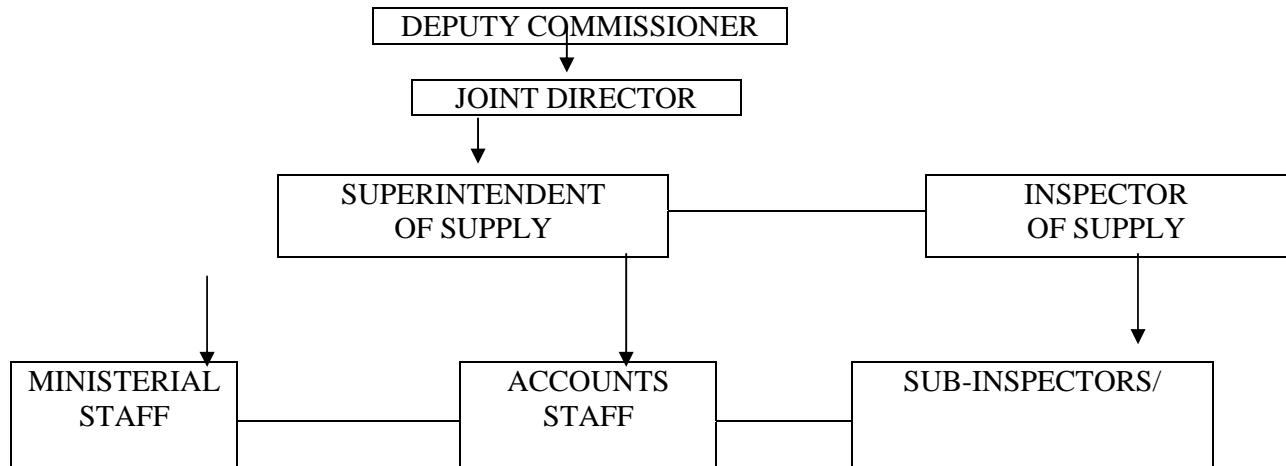
The objectives/purpose of the Public Authority of Deputy Commissioner (Supply) East Khasi Hills, Shillong is to ensure that Schemes connected with the distribution of Subsidized Commodities like TPDS, Annapurna, AAY for SC/ST Hostels, S.K.Oil etc are effectively implemented for the benefit of the beneficiaries of the District. Moreover, Commodities in the open market were also thoroughly monitored on daily basis with regard to their stock, prices etc.

The Public Authorities might at all times make every efforts to prevent any unscrupulous Malpractice trades so as to avoid any undue exploitation to the beneficiaries of the District. With this aim in view, the public authority of the Commodities is running regular and timely allotment, lifting meant for the District. Inspection and raids were also conducted if situation warrants. The returns like availability of stock of Essential Commodities, their prices were monitored on daily basis and reports are sent to the Public Authority on daily/weekly/monthly and quarterly basis. Commodities under TPDS were timely lifted and the same are distributed by Public Consumers though Fair price Shop at subsidized price fixed by Government. The details as at present are as follows: -

Commodity	Scale's of issue Per family per month	Prices
1.	2	3
APL Rice	1.170 Kg per head	Rs.8.80 to 10/- per kg
BPL Rice	35 Kg per BPL family	Rs.6.15 per kg
AAY Rice	35 Kg per AAY family	Rs.3.00 per kg
Annapurna	10 Kg per beneficiaries per Kg	Free of Cost
Levy Sugar	500 grams per head	Rs.13.50-14/- per kg
S.K.Oil	9 litres per Urban family per month and 4 litre in Rural Area per households	Rs.9/- to Rs.10/- per litre

SC/ST/Hostels & Welfare Institution	5.840 Kgs per head per month for SC/ST Hostels and Vocational Training.	Rs.6.15 per kg
Whole Meal Atta	The scale of issue is maintained from 500 grams per head depending on the availability of stock.	Rs.6.50 per kg excluding transport charges

The Organizational Structure of the Branch is as follows:



The Public Authority are also expecting the Public may submit representation or by report to the Public Authority any case of malpractice/irregularity indulge by traders/agencies if any under any schemes or in the open market so that action could be taken by the Public Authority to avoid any undue hardship to the Public. All important matters regarding Public attention are publicise through Public Notice/Press/Public announcement of DIPR

CHAPTER –3 (MANUAL-2) POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

Details of powers of the Officers and Staffs of the office of the Deputy Commissioner (Supply), East Khasi Hills District, Shillong.

Designation	Administrative	Financial	Other	Duties
Deputy Commissioner	Power to appointment non Gazetted staff as recommended by the D.S.C.Power to appoint Drivers and Grade IV staff.	As per DFP Rules of the Govt.	To take decision on any matter for smooth functioning of the Branch.	Exercise over all control of the Branch and offer guidance in all administrative and financial works of the Branch.
Joint Director of Supply	To assist the Deputy Commissioner	To assist the D.C. and he is the DDO of the Branch	Supervision and guidance to junior officer and staff	To assist the D.C. in all administrative and financial works of the Branch
Superintendent of Supply	To assist the J.D.S.	No power	Assist the J.D.S.	Assist the J.D.S.
Inspector of Supply	To assist the J.D.S. and S.S.	No power	To assist the J.D.S. and S.S.	To assist the J.D.S. and S.S.

Sub-Inspector of Supply	No power	No power	Nil	To deal with allotted subject. To Assist the Inspector of Supply while conducting Raids/inspection and lifting of commodities from FCI Depot
Superintendent of Account	Nil	Nil	Nil	Supervision of all account matter including audit etc.
Accountant	Nil	Nil	Nil	Maintain of Cash Book, handling of Cash, preparation of Office Bills etc.
Accountant Assistant	Nil	Nil	Nil	To Assist the Superintendent of Account and Accountant.
Supervisory Assistant	Nil	Nil	Nil	To deal with allotted subject.
U.D.A.	Nil	Nil	Nil	To deal with allotted subject.
L.D.A.	Nil	Nil	Nil	To deal with allotted subject, receipt of daks, maintain of doing register, issue etc.
L.D.A. Cum Typist	Nil	Nil	Nil	Typing works
Peon	Nil	Nil	Nil	Dealing of daks and other duties by the office.
Chowkider	Nil	Nil	Nil	Dealing for open, closing and watching the office.
Cleaner	Nil	Nil	Nil	Cleaning etc. for maintaining of cleanliness in the office.

CHAPTER 4 (MANUAL-3)
RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS, FOR DISCHARGING
FUNCTION

1. Title- The Essential Commodities Act, 1955. Type of Document (Act)

Brief write up – This is an Act that deals with Controlled Commodities, i.e. rice, Sugar, wheat product.

Copy can be obtained – from Book Stall dealing with Law Books

2. Title - The Meghalaya Food grains (PDS) - (Regulation)
Control Order 2004

Rules deals with appointment of Govt.Nominees/Retailing, allotment, lifting & distribution of Essential Commodities i.e. Rice, Sugar, Wheat etc.

Copy - From Directorate of Food Civil Supplies & Consumer Affairs, Meghalaya, Shillong.

Fee - To be fixed by updated authority.

CHAPTER 5 (MANUAL-4)

PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR
REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE
FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF.

Formulation of Policy

Whether - formal – No such provision exists

Implementation of Policy

Whether – formal - yes

Sl.No.	Subject/Topic	Is it - Yes/No	Arrangement
1.	Appointment of F.P.S. under TPDS	It is mandatory but adopted to ensure transparency & participation of Public Consumer	By issue of Public notice and through meeting

CHAPTER 6 (MANUAL 5)
A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

SL.NO.	Categories	Name of Document	Procedure to obtain	Held by
1.	Act	The Essential Commodities act, 1955(as amended)	By procedure of Law book state	Book Stall
2.	Regulation	The Meghalaya Food grains (PDS) C.O.2004	By procedure of Directorate of Food Civil Supplies & Consumer Affairs	Directorate of Food Civil Supplies Consumer Affairs, Meghalaya, Shillong.

CHAPTER 7 (Manual -6)

A STATEMENT OF THE BOARDS, COUNCIL COMMITTEES AND OTHER BODIES CONSTITUTED AS IT PART

Does not arise

CHAPTER 8 (MANUAL -7)

THE NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

Name of the Public Authority :: Deputy Commissioner (Supply) East Khasi Hills District, Shillong.

Assistant Public Information Officers: Superintendent of Supply, D.C's Office

SL. NO.	NAME	DESIGNATION	S.T.D	PHONE NO.		FAX	EMAIL	ADDRESS
				OFFICE	HOME			

1. ASSISTANT PUBLIC INFORMATION OFFICER

		Superintendent			9436102241			Office of the Deputy Commissioner(Supply) East Khasi Hills District,Meghalaya, Shillong
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2. PUBLIC INFORMATION OFFICER

1.	Shri. G.S. Nongkhlaw	Joint Director of Supply						Office of the Deputy Commissioner(Supply) East Khasi Hills District,Meghalaya, Shillong
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DEPARTMENTAL APPELLATE AUTHORITY

SL. NO.	NAME	DESIGNATION	S.T.D	PHONE NO.		FAX	EMAIL	ADDRESS
				OFFICE	HOME			
1.	Shri P.S. Dkhar	Deputy Commissioner (Supply) East Khasi Hills District, Shillong						Office of the Deputy Commissioner(Supply) East Khasi Hills District,Meghalaya, Shillong

CHAPTER –9 (MANUAL-8)
PROCEDURE FOLLOWED IN DECISION MAKING PROCESS.

The Deputy Commissioner (Supply) East Khasi Hills District, Shillong is the head of the branch. All matters requiring for smooth function of the Branch is decided by the Deputy Commissioner (Supply) himself. However, matters relating to TPDS, the Branch is only implementing the Directives of the Heads of Department/Government. In case of non-satisfaction of the decision, appeals can be made by way of - /petitions to be submitted to the Deputy Commissioner (Supply) East Khasi Hills District, Shillong and Directorate of Food Civil Supplies & Consumer Affairs, Meghalaya, Shillong.

CHAPTER –10 (MANUAL-9)
DIRECTORY OF OFFICERS AND EMPLOYEE DISTRICT AND
SUB-DIVISION WISE

SL. NO.	NAME	DESIGNATION	S.T.D	PHONE NO.		FAX	EMAIL	ADDRESS
				OFFICE	HOME			
1.	Shri. G.S. Nongkhlaw	Joint Director of Supply						
2.	Shri S. Saha	Inspector of Supply						
3.	Shri A. War	Inspector of Supply						
4.	Smti J. Kharshandi	Inspector of Supply			9863065679			
5.	Smti. S. Khyriem	Superintendent of Accounts						
6.	Smti S. Thawmuit	Supervisory Assistant			8575017976			
7.	Smti.A. Lyngwa	Accountant			9862042024			
8.	Smti. T. Lyngdoh	UDA			9856262497			
9.	Smti.M. Thabah	U.D.A			9856036983			
10.	Shri.S.W. Rynjah	LDA			9856108113			
11.	Smti.J. Jyrwa	L.D.A.			8014969141			
12.	Smti K.L. Thabah	L.D.A.			9612290980			
13.	Smti. T. Nongdhar	L.D.A.			8014152869			
14.	Smti.C. Sohkhia	L.D.A.			9615841017			
15.	Smti. G.B. Rani	L.D.A.						
16.	Smti.E.S. Basan	L.D.A.						
17.	Shri.J. Dohtdong	L.D.A.						
18.	Shri. R. Nongkhlaw	Sub Inspector of Supply						
19.	Smti. R.R. Sohtun	-Do-						
20.	Smti V. Surong	-Do-						
21.	Shri.J. Kharmalki	-Do-						
22.	Shri.H.M. Shullai	-Do-						
23.	Smti.A.F. Rani	-Do-						
24.	Shri E. Shabong	Accountant Astt.						
25.	Shri.R.S. Singh	Chowkidar						
26.	Shri.B.S. Nongdhar	Ddriver						
27.	Shri.P. Pandey	Peon						
28.	Shri.S. Kharsohnoh	Peon						
29.	Smti. N.Nongsiej	Peon						
30.	Smti. F. Kharkongor	Peon						
31.	Smti I. Myrthong	Peon						
32.	Smti.J. Lyngdoh	Peon						
33.	Smti.W. Wankhar	Peon						

CHAPTER 11 (MANUAL 10)

THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES,
INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS

SL. NO.	NAMES	DESIGNATION	MONTHLY RENUMERATION (GROSS TOTAL)	COMPENSATORY ALLOWANCE	THE PROCEDURE TO DETERMINED THE RENUMERATION AS GIVEN IN THE REGULATION
1.	Shri. G.S. Nongkhlaw	Joint Director of Supply		300	As per Meghalaya Services (revision of pay) Rules 1997, also as per enhancement of rate of allowances by Govt. from time to time
2.	Shri S. Saha	Inspector of Supply		300	
3.	Shri A. War	Inspector of Supply		300	
4.	Smti J. Kharshandi	Inspector of Supply	4	300	
5.	Smti. S. Khyriem	Superintendent of Accounts		300	
6.	Smti S. Thawmuit	Supervisory Assistant		300	
7.	Smti.A. Lyngwa	Accountant		300	
8.	Smti. T. Lyngdoh	U.D.A		300	
9.	Smti.M. Thabah	U.D.A		300	
10.	Shri.S.W. Rynjah	L.D.A		300	
11.	Smti.J. Jyrwa	L.D.A.		300	
12.	Smti K.L. Thabah	L.D.A.		300	
13.	Smti. T. Nongdhar	L.D.A.		300	
14.	Smti.C. Sohkhia	L.D.A.		300	
15.	Smti. G.B. Rani	L.D.A.		300	
16.	Smti.E.S. Basan	L.D.A.		300	
17.	Shri.J. Dohtdong	L.D.A.		300	
18.	Shri. R. Nongkhlaw	Sub Inspector of Supply		300	
19.	Smti. R.R. Sohtun	-Do-		300	
20.	Smti V. Surong	-Do-		300	
21.	Shri.J. Kharmalki	-Do-		300	
22.	Shri.H.M. Shullai	-Do-		300	
23.	Smti.A.F. Rani	-Do-		300	
24.	Shri E. Shabong	Accountant Astt.		300	
25.	Shri.R.S. Singh	Chowkidar		300	
26.	Shri.B.S. Nongdhar	Ddriver		300	
27.	Shri.P. Pandey	Peon		300	
28.	Shri.S. Kharsohnoh	Peon		300	
29.	Smti. N.Nongsiej	Peon		300	
30.	Smti. F. Kharkongor	Peon		300	
31.	Smti I. Myrthong	Peon		300	
32.	Smti.J. Lyngdoh	Peon		300	
33.	Smti.W. Wankhar	Peon		300	

CHAPTER-12 (MANUAL-11)
THE BUDGET ALLOCATED TO EACH AGENCY (PARTICULARS OF ALL PLANS,
PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENT MADE.

DOES NOT ARISE

CHAPTER-13
THE MANNER OF EXECUTION OF SUBSIDY PROGRAMME

DOES NOT ARISE

CHAPTER-14
PARTICULARS OF RECEIPIENTS OF CONCESSIONS, PERMIT OR AUTHORIZATION
GRANTED BY IT

Name of Programme- Appointment of Fair Price Shop Dealers and S.K.Oil Retailers.

CHAPTER-15 (MANUAL-14)
NORM SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

The monthly allotment of Essential Commodities under TPDS are lifted by the Govt. Nominees from FCI Depot under the supervision of the Inspecting Staff of the Branch within the validity period after which they were re-allocated to the Fair Price Shop Dealers for distribution to consumers through Family Identity Card within the month of allocation.

Monthly Current allocations to the District are as follows:

1. BPL	- Regular – 11620.35, Additional-3080.00
2 AAY	- Regular – 7236.60
3. APL	- Regular – 11061.20, Additional – 6679.00
4. SUGAR	- 4689.00
5.WHEAT	- (a) Regular – 8620.00
	- (b) Additional – 4010.00
	- (c) BPL – 570.00

CHAPTER-16 (MANUAL-15)
INFORMATION AVAILABLE IN AN ELECTRONIC FORM

- a) TARGETTED PUBLIC DISTRIBUTION SYSTEM-A system of public distribution of subsidized commodities allotted by the Govt. through wholesaler and Fair Price shop dealer.
- b) ANTYODAYA ANNA YOJNA- Distribution of 35 Kg of rice per month to the poorest family in the District at the price of Rs.3.00 per Kg.
- c) SCHEME FOR BELOW POVERTY LINE- Distribution of 35 Kg of rice per month each to BPL family at the price of Rs.6.15p per Kg.

- d) ANNAPURNA- Distribution of 10 Kg of rice free of Cost to each indigent old age pension not covered under the NATIONAL OLD AGE PENSION SCHEME.

CHAPTER-17 (MANUAL-16)
PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZEN FOR OBTAINING
INFORMATION

All-important document/notices requiring public attention are displayed in a Notice Board of the Deputy Commissioner's Office. Moreover, wide publicity is also made through announcement of DIPR and ALL INDIA RADIO and Local News Papers and also through the website of the District that has been launched at <http://eastkhasihills.gov.in>.

CHAPTER-18 (MANUAL-17)
OTHER USEFUL INFORMATION

- | | |
|---|--|
| <p style="text-align: center;">PUBLIC CONSUMER QUESTIONS</p> <p>a) Poor quality of Rice etc supplied through Fair Price Shops</p> <p>b) Irregular opening of Fair Price Shops</p> | <p style="text-align: center;">ANSWER BY THE DEPARTMENT</p> <p>a) All Govt.Nominees/Agents and Fair Price Shops dealer in the District utilized by lifting and distribute only of a good quality. In case of availability of poor quality of essential commodities, Inspection have undertaken by the office by ascertain the position.</p> <p>b) All Fair Price Shop dealers have been instructed to open their shops during working hours even though stocks of commodities are not available with them. The position should be intimated by the consumers with courtesy</p> |
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18.2.

a) APPLICATION FORM FOR SEEKING INFORMATION BY THE PUBLIC.

- 1) NAME OF THE APPLICANT/
ORGANISATION
(IN CASE OF ORGANISATION,
INDICATE THE REGISTRATION NO.
AND REGISTRATION CERTIFICATE
TO BE ENCLOSED)
- 2) ADDRESS
- 3) OCCUPATION
- 4) INFORMATION REQUIRED
- 5) PURPOSE FOR SEEKING/
REQUIRING THE INFORMATION
- 6) FEE PAID

DATE.....

SIGNATURE OF APPLICANT
SEAL WHEREVER APPLICABLE

	(b)	FEES	:	As may be prescribed by Govt
	©	How to write a precise information request. Few Tips.	:	Application in format indicate at "a " above may be addressed to the designated Public Information Officer.
	(d)	Right of the citizens in case of denial of information and procedure to appeal	:	Representation may be submitted to the Departmental Appellate Authority.

18.3	-	With relation to training imparted to Public by Public Authority	:	The Branch do not impart any training to the Public
18.4	-	With relation to training imparted to public by Public Authority		
18.5	-	With relation to registration process.	:	Do Not Concern.
18.6	-	With relation to collection of tax by Public Authority (Municipal Corporation, Trade Tax, Entertainment Tax etc).		
18.7	-	With relation to issuing new connection electricity / water supply, temporary and permanent disconnection etc. (This will be applicable to local bodies like Municipal Corporation /Municipalities/UPCL).		
18.8	-	Details of any other public services provided by the Public Authority.		