

**OFFICE OF THE DEPUTY COMMISSIONER,
WEST KHASI HILLS DISTRICT , NONGSTOIN
THE RIGHT TO INFORMATION ACT 2005
Manual - ARMS BRANCH**

MANUAL NO.1

Particular of organization, function and duties

Arms Branch is listed as one of the Administrative Branch under the D.C's Establishment. The primary duties of the Branch are governed by the Arms Act. 1959, the Explosive Act, 184 and the Rules framed thereunder.

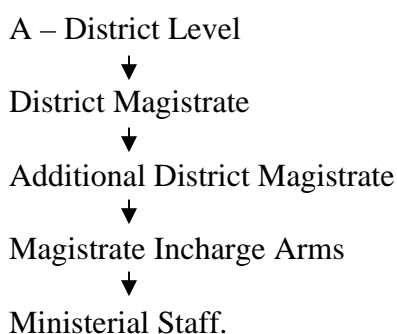
The Arms Act empowers the District Magistrate to issue licenses in respect of Certain Categories of arms and ammunitions for:-

1. (a) Protection of crops and cattle.
- (b) Self Protection
- (c) Keeping for sale/transfer of weapons.
- (d) Renewal of All India Arms License issued from outside the state.
- (e) Permission to Licensed holders to purchase weapons form outside the state.
- (f) Realisation of License fees/Renewal fees.

The District Magistrate is also responsible for administration under the Indian Explosive Act, 1984 and the rules framed therunder and issues.

- (a) Fireworks license.
- (b) N.O.C. for obtaining explosives License from the Explosives Department and renewal thereof.
- (c) Permission to use explosives.

The organizational structure of the Branch is as follows:



MANUAL NO.2

Powers and Duties Officers and Employees:

The Administrative powers of the officers and employees of the Branch are strictly governed by the Acts and rules specified in Manual 1.

MANUAL NO.3

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

1. Arms Act, 1959
2. Arms Rules, 1962
3. Explosives Act, 1884
4. Explosives Rule 1983

MANUAL NO.4

As stated at Manual No.1

MANUAL NO.5

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

Sl. No	Category of the document	Name of the document and its introduction in one line	
1	Arms Act, 1959		
2	Arms Rules, 1962		
3	Explosives Act, 1884		
4	Explosives Rule 1983		

MANUAL NO.6

Same as in Manual No.5.

MANUAL NO.7

The names, designation and other particulars of the Public Information Officer.

Name of the Public Authority.

1. Assistant Public Information officers.

Sl. No	Name	Designation	STD Code	Phone No.		Address
				Office	Residence	
1	2	3	4	5	6	7
1	Smti I.Mawlong, MCS	E.A.C	03654	280827	280266	D.C's Office.

2. Public Information Officer.

Sl. No	Name	Designation	STD Code	Phone No.		Address
				Office	Residence	
1	2	3	4	5	6	7
1	Shri R.S.Sangma, MCS	A.D.C	03654	280468	280224	D.C's Office.

Department Appellate Authority.

Sl. No	Name	Designation	STD Code	Phone No.		Address
				Office	Residence	
1	2	3	4	5	6	7
1	Shri K.L.Tariang, IAS	Deputy Commissioner	03654	280221	280266	D.C's Office.

MANUAL NO.8.

The procedure followed to take a decision for various matters – after scrutinizing all the documents furnished and on being satisfied that they are in proper order as laid down in Courts indicated in Manual 5 a matter is put up by the Assistants of Branch to the next higher authority. The controlling officer who is the District Magistrate takes the final decision.

MANUAL NO.9

Directory of Officer and Employees.

Sl. No	Name	Designation	STD Code	Phone No.		Address
				Office	Residence	
1	2	3	4	5	6	7
1	Shri K.L.Tariang,	Deputy Commissioner	03654	280221	280266	D.C's Quarter.
2	Shri R.S.Sangma	Addl. Deputy Commissioner	03654	280468	280224	Ladweitang
3	Smti I.Mawlong	E.A.C (Arms)	03654	280827	280266	Ladweitang
4	Smti D.Sun	L.D.A				Nondein

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. K.L.Tariang, IAS	District Magistrate	Rs.26,101/-		
2	Shri R.S.Sangma, MCS	Addl. Deputy Commissioner.	Rs.20,169/-		
3	Smti I.Mawlong, MCS	E.A.C	Rs.14,048/-		
4	Smti D.Sun	LDA	Rs.8,780/-		
5	Smti D.Thongni	Peon	Rs.6,005/-		

MANUAL NO.11

Does not arise.

MANUAL NO.12

Does not arise.

MANUAL NO.13

Does not arise.

MANUAL NO.14

Does not arise.

MANUAL NO.15

Does not arise.

MANUAL NO.16

Dissemination of information to the public is available through inspection of Records in the office.

MANUAL NO.17

The Acts and Rules are amended from time to time.