

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

Introduction

Development Branch is one the Administrative Organisation in the administrative set up of the Deputy Commissioner's Office. The formatting of the Branch is most of regulatory, and statutorily it functions under the superintendence, direction and district of the Deputy Commissioner (Development) West Khasi Hills District.

The Right to Information Act comes into being on the 15th June 2005 to provide for setting out the practical regime of the right to information for citizen to secure access to information. The Development Branch has notified the following as Public Authorities under its Administrative Control, namely.

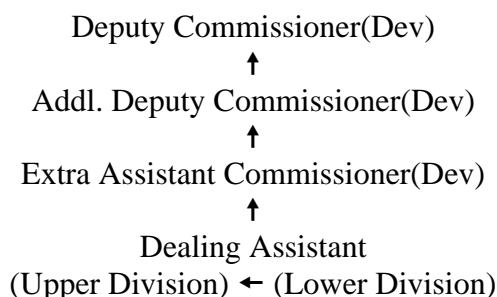
- (a) The Department of Development Branch
- (b) Deputy Commissioner (Dev)

The objective of having this handbook or manual for the Public Authority of the Development Branch is to enable the user or information seeker to have a first hand knowledge or information regarding the function and role of the Branch, the employees involved and their responsibilities and duties in matters concerning with

1. Schemes/Plans/Projects sanctioned by the Central/State Govt. for the development of various aspects of the developmental works at the State level and at the Block level both for the urban and rural people.

Chapter 2 – (Manual – 1) **Particulars of Organizations, Functions and Duties**

ORGANISATION: The subject matter dealt with by the Branch is received first as dak from the receipt section where it arrives at the desk of the Upper Division Assistant. The Upper Division Assistant then distributes the correspondence to the concerned Dealing Assistant who put it up in the file and route the file to the next higher Dealing Assistant. The Dealing Assistant then puts up the file based on the weightage of the correspondence either to the Addl. Deputy Commissioner only or right up to the Deputy Commissioner level through the Extra Asst. Commissioner i/c of the Branch.



FUNCTIONS :

- 1) The Branch sees to the paper work, reports and progress for implementing all schemes such as Member of Parliament Local Area Development Scheme, Construction of Rural Roads Programme, Special Rural Roads Programme, Intensive Arts and Culture Development Programme, Intensive Sports and Youth Development Programme, Development of Traditional and Folk Music, Mid-day Meal, General Community Development Scheme, Chief Minister Special Rural Development Fund, Special Central Border Area Development Schemes. are dealt by Development Branch where the fund received directly Govt. of India/State Govt.
- 2) The Branch deals with intimating the beneficiaries to complete the formalities required for scheme recommended by the Member of Parliament's both Lok Sabha/Rajya Sabha and the Member of Legislative Assembly.
- 3) The Branch checks that on fulfillment of all required formalities required then issues sanction to the Project Director, DRDA/ Block Development Officers.

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



Chapter – 3 (Manual 2) Powers and duties of officers and employees – (Development)

The duties of the officers and employees as mentioned in paragraph above are as per the Meghalaya Secretariat Manual of Office Procedure 1993 published by Personnel and Administrative Reforms Cell, Govt. of Meghalaya. The Executive Powers of the officers of the Branch are as per Rules of Executive Powers of the State of Meghalaya. The Administrative Powers are also guided by 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 Powers are as per, the Meghalaya Financial Rules 1984, the Delegation of Financial Power Rules, 1981, the Meghalaya Traveling Allowance Rules, 1981.

Chapter – 4 (Manual 3) Rules, Regulations, Instructions, Manual and Records for Discharging Functions

The process of decision-making starts with a matter being put up by the Assistants of the Branch to the next higher authority. The controlling officer who is the Deputy Commissioner 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.

Channel of supervision and accountability are as per the Meghalaya Secretariat Manual of office procedure.

Chapter -5 (Manual 4)

Formulation of Policy – Implementing of the schemes are strictly carried out on the recommendation of the M.P's, M.L.A's and B.D.O's and Implementing as per guidelines of Govt. of India/State Government.

Chapter – 6 (Manual 5)

Rules, Regulation Instructions Manual and Records hold by it or under its control or use by the employees for discharging of its functions.

Schemes

- 1) M.P Schemes Lok Sabha/Rajya Sabha
- 2) Special Rural Works Programme
- 3) Construction of Rural Roads Programme
- 4) Intensive Arts and Culture Development Programme
- 5) Intensive Sports and Youth Development Programme.
- 6) Mid-day Meal
- 7) General Community Development Scheme
- 8) Chief Minister Special Rural Development Fund
- 9) Chief Minister Youth Development Schemes.
- 9) Development Traditional and Folk Music.
- 10) Special Central Border Area Development Schemes.

Financial Power are as per

- 1) Meghalaya Financial Rules 1984
- 2) The Delegation of Financial Power Rules 1981
- 3) The Meghalaya Travelling Allowance Rules 1981

Statement of category of document 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	Procedure to obtain the document
1	M.P's Scheme	Guideline	From the Branch
2	SRWP	Guideline	
3	CRRP	Guideline	
4	IACDP	Guideline	
5	ISYDP	Guideline	
6	Mid-day Meal	Guideline	
7	General Community Development Scheme	Guideline	
8	Chief Minister Special Rural Development Fund	Guideline	
9	Development Traditional and Folk Music	Guideline	
10	Chief Minister Youth Development Scheme.	Guideline	

Chapter -7(Manual 6)

Not applicable

Chapter – 8(Manual 7)

Name of the Public Authority: Assistant Public Information Officer

Organisation	Public Authority	Assistant Public Information Officer	Public Information Officer	Appellate Authority
1	2	3	4	5
District Headquarter West Khasi Hills District	Deputy Commissioner (Dev) West Khasi Hills District	Extra Assistant Commissioner (Dev) West Khasi Hills District	Addl. Deputy Commissioner (Dev) West Khasi Hills District	Deputy Commissioner (Dev) West Khasi Hills District

Chapter – 9(Manual 8)

Procedure followed in Decision Making Process. All schemes implemented are strictly on the recommendation of the M.P's/M.L.A's and beneficiaries submitted by B.D.O's and such schemes should be governed by its Guidelines framed by the Central Govt./State Govt.

Chapter – 10(Manual 9)

MANUAL NO (ix). Directory of officers and employees.

Sl. No.	Name	Designation	STD Code	Telephone No.		Fax	Address
				Office	Res.		
1	Mr .K.L.Tariang IAS	Deputy Commissioner	03654	280221	280266	280330	Nongstoin. (Ladweitang)
2	Mrs. R.S.Sangma	Addl. Deputy Commissioner	03654	280468	280224		Nongstoin (Ladweitang)
3	Mr.D.M.Wahlang	Extra Asst. Commissioner.	03654	280329	Nil	Nil	Nongstoin (Ladweitang)
4	Mrs. T.M.W.Roy Thabah	U.D.A	03654	280330		280330	Nongstoin (Ladweitang)
5	Mr.H.Thongni	L.D.A	03654	280330			Mawkadiang
6	Mrs. D.Wanniang	L.D.A	03654	280330			Nongpyndeng

Chapter – 11(Manual 10)

**MANUAL NO (x).
Monthly remuneration etc.**

Sl. No	Name	Designation	Monthly remuneration (Gross)	Compensation allowance		The procedure to determine the remuneration as given in regulation
1	Mr .K.L.Tariang IAS	Deputy Commissioner	Rs. 26,101/-			As per the pay rules of the state Government
2	Mrs. R.S.Sangma	Addl. Deputy Commissioner	Rs. 20,169/-			
3	Mr.D.M.Wahlang	Extra Asst. Commissioner.	Rs. 14,048/-			
4	Mrs. T.M.W.Roy Thabah	U.D.A	Rs. 11,609/-			
5	Mr.H.Thongni	L.D.A	Rs. 10,353/-			
6	Mrs. D.Wanniang	L.D.A	Rs. 9184/-			
7	Mrs. M.Syiemiiong	Peon	Rs. 6005/-			

Chapter – 12(Manual 11)
The Budget Allocated to each Agency
(Particulars of all plans, proposed expenditure and reports on disbursement made)

For Public Authorities responsible for developmental, construction, technical works.

12.1

Sl. No	Name of the Scheme/ Head	Activity	Starting date of the activity	Planned and date of the activity	Amount proposed	Amount Sanctioned	Amount released/ disbursed (no. of installment)	Actual expenditure for the last year	Responsible officer for the quality and the completion of the work
1	MPLAD Scheme for both Lok Sabha & Rajya Sabha	Development works Rural/ Urban	2004-2005	2004-2005	Rs.2 crore for each M.P	Rs.2 crore for each M.P	2 (two) installment	Rs.2 crore for each M.P	Block Development Officer of different C&RD Block
2	SRWP Scheme	Development works Rural/ Semi Rural	2004-2005	2004-2005	Rs. 37,00,000/ for 1 MLA for Rural & Rs. 18,50,000 for Semi Rural (1 MLA)	Rs. 37,00,000/ for 1 MLA for Rural & Rs. 18,50,000 for Semi Rural (1 MLA)	Rs. 37,00,000/ for 1 MLA for Rural & Rs. 18,50,000 for Semi Rural (1 MLA)	Rs. 37,00,000/ for 1 MLA for Rural & Rs. 18,50,000 for Semi Rural (1 MLA)	Block Development Officer of different C&RD Block
3	CRRP Scheme	Development works Rural/ Semi Rural	2004-2005	2004-2005	Rs. 5,00,000/- for 1 MLA	Rs. 5,00,000/- for 1 MLA	Rs. 5,00,000/- for 1 MLA	Rs. 5,00,000/- for 1 MLA	Block Development Officer of different C&RD Block
4	IACDP Scheme	Development works Rural/ Semi Rural	2004-2005	2004-2005	Rs. 2,50,000/- for 1(one) MLA	Rs. 2,50,000/- for 1(one) MLA	Rs. 2,50,000/- for 1(one) MLA	Rs. 2,50,000/- for 1(one) MLA	Block Development Officer of different C&RD Block
5	ISYDP Scheme	Development works Rural/ Semi Rural	2004-2005	2004-2005	Rs. 2,50,000/- for 1(one) MLA	Rs. 2,50,000/- for 1(one) MLA	Rs. 2,50,000/- for 1(one) MLA	Rs. 2,50,000/- for 1(one) MLA	Block Development Officer of different C&RD Block
6	DTFM Scheme	Development works Rural/ Semi Rural	2004-2005	2004-2005	Rs. 2,50,000/- for 1(one) MLA	Rs. 2,50,000/- for 1(one) MLA	Rs. 2,50,000/- for 1(one) MLA	Rs. 2,50,000/- for 1(one) MLA	Block Development Officer of different C&RD Block
11	GENERAL COMMUNITY DEVELOPMENT SCHEME	Development Work	2004-2005	2004-2005	Rs. 56,00,000	Rs. 56,00,000	Rs. 56,00,000	Rs. 56,00,000	Block Development Officer
12	CHIEF MINISTER SPECIAL RURAL FUND	Development Work	2004-2005	2004-2005	As per fund allotted by Govt.				
13	DEVELOPMENT TRADITIONAL AND FOLK MUSIC	Development Work	2004-2005	2004-2005	Rs. 2,50,000 per MLA	Rs. 2,50,000 per MLA	Rs. 2,50,000 per MLA	Rs. 2,50,000 per MLA	Block Development Officer/ CEO Shillong Municipal Board

Chapter – 13
The Manner of Execution of Subsidy Programme
Nil

Chapter – 14(Manual-13)
Particulars of Recipients of Concessions, permits or authorization granted by it
Nil

Chapter – 15(Manual-14)
Norms set by it for the discharge of its functions
Nil

Chapter – 16(Manual-15)
Information available in an electronic form

By applying in the application form receiving from the Branch Room

Chapter -17(Manual-16)
Particulars of the facilities available to citizens for obtaining information

Inspection of record from the Branch concerned Room
May refer to the Website of the Deputy Commissioner,

Chapter – 18(Manual-17)
Other Useful Information

- 1) **Q.** Where do I get the application form
Ans. From APIO,PIO.
- 2) **Q.** To whom do I pay the fees to
Ans. Fees paid to Dev.Branch.
- 3) **Q.** Where will I receive the information asked for
Ans. You will receive the information ____ day from the day your application is received.
- 4) **Q.** In case of denied of request where do I appeal to
Ans. To the Appellate Authority who is the Deputy Commissioner.