

**THE RIGHT TO INFORMATION ACT 2005
MANUALS OF HOUSING BRANCH
OFFICE OF THE DEPUTY COMMISSIONER
WEST KHASI HILLS : DISTRICT : NONGSTOIN.**

Introduction:-

Housing Branch is one of the Administrative Organization in the administrative set up of the Deputy Commissioner's office. The formatting of the Branch is most of regulatory, and statutory it functions under the superintendence, direction of the Deputy Commissioner (Housing) 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 to citizen to secure access to information. The Housing Department has notified the following as Public Authorities under its Administrative Control, namely:-

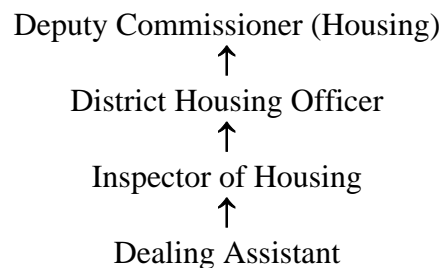
- (a) The Deputy Commissioner (Housing)

The objective of having this handbook or manual for the public Authority of the Housing 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 matter concerning with

1. Schemes/Plans/Projects sanctioned by the Central/State Government for the development or various aspects of the development works at the District and Block level for the rural people.

**Chapter 2 (Manual-1)
Particulars of Organisation, 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 Branch Officer. The Branch Officer then distributes the correspondence to the concerned Dealing Assistant who put it up in the file and route the file to the Inspector of Housing. The Inspector of Housing then puts up the file to the Branch officer i.e the District Housing Officer, then to the Deputy Commissioner.



(Upper Division)←(Lower Division)

FUNCTIONS:

1. The Branch sees to the paper work, Inspection, reports and progress for implementing the Schemes i.e. the Rural Housing Scheme.
2. The Branch deals with intimating the beneficiaries to complete the formalities required for the Scheme, sanctions and also release of the Grant i.e (Three Bundles of C.G.I Sheets) to the sanctioned beneficiaries.

Free Structure for getting information is as prescribed by the State Government.



Chapter – 3 (Manual 2) **Powers and Duties of Officers and Employees (Housing)**

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 Travelling Allowance Rule, 1981.

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

The process of decision making starts with the matter being put up by the Assistant 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, and if required for higher decision making, it is referred to the Direcor of Housing, Meghalaya.

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

Chapter – 5 (Manual 4)

Schemes – (1) Rural Housing Scheme.

Financial Power are as per

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

Chapter – 6 (Manual 5)

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	Rural Housing Scheme	Guideline (Meghalaya State Housing Policy)	From the Branch

Chapter – 7 (Manual 6)

District Housing Committee.

- | | | |
|----------------------|---|--|
| (1) Chairman | - | Deputy Commissioner |
| (2) Member Secretary | - | District Housing Officer |
| (3) Members | - | Members are members from amongst the public representing the different Development Blocks. |

The Committee and its members are notified by the Government through the Housing Department.

Minutes of the District Housing Committee Meetings are accessible by the public.

Chapter – 8 (Manual 7)

Name of the Public Authority : Assistant Public Information Officer.

Organization	Public Authority	Public Information Officer	Appellate Authority
<u>Dist. Headquarter</u> West Khasi Hills District.	Deputy Commissioner (Housing) West Khasi Hills District.	District Housing Officer, West Khasi Hills District.	Deputy Commissioner (Housing) West Khasi Hills District.

Chapter – 9 (Manual 8)

Procedure followed in decision making process. All Schemes implemented are strictly on the recommendation of the District Housing Committee, and as per guidelines framed by state Government.

Chapter – 10 (Manual 9)
Directory of Officers and Employees.

Sl. No	Name	Designation	Telephone No.				Address
			STD CODE	Office	Res.	Fax	
1	Shri K.L.Tariang, IAS	Deputy Commissioner	03654	280221	280266	280331	D.C's Office Nongstoin
2	Shri B.Kharmyndai	D.H.O	-do-	280249			Mawlai Nongpdeng, Shillong
3	Shri M.Thabah	I/H	-do--	280249			Mawlai, Shillong
4	Shri K.J.Sohkhlet	S.E.I	-do-	280249			Umling Shillong
5	Shri M.K.Bani	Surveyor.I	-do--	280249			Mawprem, Shillong
6	Smti E.Mawsor	UDA	-do-	280249			Nongpyndeng, Nongstoin
7	Shri O.Thyrniang	LDA	-do--	280249			Mawkawah, Nongstoin
8	Smti B.Diengdoh	LDA	-do-	280249			Mawlai, Shillong
9	Smti E.Wahlang	Tracer	-do--	280249			Ladweitang, Nongstoin
10	Smti B.K.Bani	S.A	-do-	280249			-do-
11	Shri D.Lyngkhoi	Peon	-do--	280249			Upper New-Nongstoin
12	Shri R.L.Sharma	Peon	-do-	280249			New-Nongstoin
13	Shri S.Regmi	Peon	-do--	280249			-do-
14	Shri S.L.Wahlang	Khalasi	-do-	280249			Ladweitang, Nongstoin
15	Shri R.N.Shah	Chowkidar	-do--	280249			-do-
16	Shri D.Mawlein	Driver	-do-	280249			-do-

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	Name	Designation	Monthly remuneration	Compensation/ Compensatory allowance	The procedure to determine the remuneration as given in the regulation.
1	Shri B.Kharmyndai	D.H.O	13,035/-	5285/-	Third pay Revision
2	Shri M.Thabah	I/H	10,700/-	3068/-	-do-
3	Shri K.J.Sohkhlet	S.E.Gr.I	10,273/-	4823/-	-do-
4	Shri M.K.Bani	Surveyor Gr.I	10,520/-	4920/-	-do-
5	Smti E.Mawsor	U.D.A	10,627/-	4932/-	-do-
6	Smti E.Wahlang	Tracer	7,944/-	3784/-	-do-
7	Shri O.Thyrniang	L.D.A	7,944/-	3784/-	-do-
8	Smti B.Kharbani	Sectional Assistant	6,684/-	2924/-	-do-
9	Smti B.Diengdoh	L.D.A	6,002/-	2902/-	-do-

10	Shri D.Mawlein	Driver	6,821/-	3281/-	-do-
11	Shri D.Lyngkhoi	Peon	7,025/-	3372/-	-do-
12	Shri R.L.Sharma	Peon	6,755/-	3255/-	-do-
13	Shri S.Regmi	Peon	6,458/-	3138/-	-do-
14	Shri S.Lyngdoh	Khalasi	5,270/-	2670/-	-do-
15	Shri R.N.Shah	Chowkidar	5,006/-	2566/-	-do-

Chapter – 12 (Manual 11)
The Budget Allocation.

(Particulars of all Plans, Proposed expenditure and report on disbursement made.)

For Public Authorities responsible for Developmental works.

Sl. No	Name of the Scheme/ Head	Activity	Starting date of the activity	Planned and date of the activity	Amount sanctioned	Physical target	Achievement	Responsible officer for the quality and the completion of the work.
1	2	3	4	5	6	7	8	9
1	R.H.S	Develop-ment work (Rural	2004-2005	2004-2005	64.56 lacs.	308 Families	Upto 20/07/06 299 Families	District Housing Officer, Nongstoin.

Chapter – 13 (Manual 12)

The Manner of Execution of Subsidy Programme.

Nil

Chapter – 14 (Manual 13)

Particulars of Recipient Concessions, permit or authorization granted by it.

Nil

Chapter – 15 (Manual 14)

Norm 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.

Chapter – 17 (Manual 16)

Particulars of the facilities available to citizens for obtaining information.
Inspection of record from the Branch concerned.

Chapter – 18 (Manual 17)

Other useful information

- 1) Q. Where do I get the information required.
Ans. From Housing Branch. Concerned.
- 2) Q. To Whom do I pay the fees to
Ans. Fees paid to P.I.C. Room.
- 3) Q. When will I receive the information asked for,
Ans. You will receive the information 3 day s 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.