

## The Right to Information Act.

Manual of Judicial Branch.

### **Chapter 2 (Manual -1)**

Particular of Organisation,function and duties:-

The Judicial Branch is listed as one the Administrative Branch under the Deputy Commissioner's Establishment.The main objective function of the branch is to deal with:-

1. All Court cases.
2. Law and order matters.
3. Public complaints.
4. Mobile court.
5. Succession certificate.
6. Guardianship certificate.
7. Court's order in respect of Birth certificate.

The Organisational Structure of the Branch is as follows:-

A. District level.

District Magistrate.

Addl.District Magistrate.

First Class Magistrate.

Ministrial Staff

### **Chapter 3. (Manual -2)**

Powers and Duties of Officers and Employees.

**Designation:-** 1.Shri.K.L.Tariang IAS,  
Deputy Commissioner-Administrative.District Magistrate,Special Judge and  
Member Motor Accident Claim Tribunal (Judicial).

**Powers:-** Sanctioning all the financial matters,Law and Order matters and Prosecution  
sanction order,etc.

**Duties:-** (a) The Deputy Commissioner being the head of controlling officer have been vested with power of Administrative financial power as appointed by the Govt.and exercises his power as have been vested under certain Rules & Acts as per his designation.

(b) As Judicial and Executive Magistrate –Disposal of criminal & civil cases,Such as cases under NDPS Acts, Mact cases etc, deal with the imposition of prosecution sanction order,and certain civil provision of Cr.Pc.& civil procedure code viz section 144,145,133,etc,also deal with the Law & Order problems within the District

Designation:- 2. Addl.District Magistrate/Addl.Deputy Commissioner

Administrative:- Branch Officer-Assist the District Magistrate/Deputy Commissioner in all administrative matters.

Powers: (1) Judicial Magistrate- Disposal of criminal and civil cases,issuing/granting of succession certificate,guardianship certificate and disposal of bail applications of First class Nature

(2) Executive Magistrate-Imposition of certain provisions of Cr.Pc & Civil procedure code viz.section 144,145,133 etc.Also deal with the Law & Order problems within the District.

Designation:- 3. First class Magistrate/EAC-

Administrative:- Assist the DM/DC & ADM/ADC in Administrative matters.

Duties:- 1. Judicial Magistrate-Disposal of Criminal Civil cases including bail petitions etc .Issuing of court's order in respect of Birth certificate.

2. Executive Magistrate- Assist the ADM/ADC in dealing with the Law & Order problems within the District.

Designation:- 4. Upper Division Assistant/Bench Assistant-

Administrative- (1) Receive letters (2) put up files (3) prepare draft (4) Supervise LDA(s) & Grade IV(s) etc.

Duties- As above.

Designation:- 5. Lower Division/ Assistant Bench

Administrative- Receive letters, put up files, drafts, put up case records, issue of summons Notice, warrants etc.

Duties- As above.

Designation- 6. Grade-IV.

Administrative- Nil.

Duties- Attend different Officers/branches, delivery and distribution of official letters and other ministerial works.

### **Chapter-4 (Manual-3)**

Rules, Regulations, Instructions, Manual and Records, for discharging Functions:-

1. Name/Title of  
The document :- Criminal procedure Type of document:- Code. Code (CR.PC)

Brief write-up on the document

The criminal procedure code is mainly an adjective Law of procedure-The object of the code of Criminal procedure is to provide a machinery for the punishment of offenders against the substantive criminal Law.

From where one can get a copy of the Rules, Regulations,Instructions,Manual and Records. - Law Deptt. Shillong.

Fee charged by- - As fixed by the Govt.

(2) Name/Title of the document I.P.C. - Type of document (Code).

Brief write-up on the document

The Indian Penal Code (IPC) is a substantive criminal Law consisting of numerous sections under which different offences are booked.

From where one can get a copy of the Rules, Regulations,Instructions,Manual and Records. :- Law Deptt.Shillong

Fee charged by- - As fixed by the Govt.

3.Name/Title of the document- Evidence Act. -Type of document-Act.

Brief write-up on the document

The evidence Act deals with all matters relating to trial stage of any cases which taking evidence in court.

From where one can get a copy of the Rules, Regulations,Instructions,Manual and Records. - Law Deptt. Shillong

Fee charged by- . -As fixed by Govt  
4.Name/title  
of document - Indian Succession Act. Type of document:-Act.

Brief write-up on the document:

The Indian Succession Act –deals with all matters relating to succession of an expired person.

From where one can get a copy of the Rules,  
Regulations,Instructions,Manual and Records :- Law Dept. Shillong.

Fee charged by . -As fixed by the Govt.  
5. .Name/title  
of document - M.E. Amendment Act. Type of document- Act.

Brief write-up on the document:

The Meghalaya Excise Act – deals with all matters relating to sale of illegal liquor and the penalty that result from it It is an adaptation of the Assam Excise Act.

From where one can get a copy of the Rules,  
Regulations,Instructions,Manual and Records :- Law Dept. Shillong.

Fee charged by . -As fixed by the Govt.

6. Nature/  
Title of document -C.P.C. and other Law Dept. Type of document-Code

Brief write-up on the document:

Civil procedure code-deals with all matters relating to civil cases only and other Law Books deal with all types of cases.

From where one can get a copy of the Rules,  
Regulations,Instructions,Manual and Records :- Law Dept. Shillong.

Fee charged by . -As fixed by the Govt.

### **Chapter 5 (Manual-4)**

Particulars of any arrangement that exist for consultation with or representation by, the member of the public in relation to the formulation of its policy or implementation thereof:-

There is no such arrangement that exist at present.

### **Chapter 6 (Manual-5)**

A Statement of the categories of document that are held by it or under its control

Same as in Chapter-4 (Manual-3)

### **Chapter-7 (Manual-6)**

A Statement of boards, Councils, Committees and other bodies constituted as its part.

No board, Council, Committees and other bodies have been constituted by the office.

### **Chapter-8 (Manual-7)**

The Name, designations, and other particulars of Public Information Officers:-

The Public Information Officer

Sl.no.	Name	Designation	STD Code	Ph.No		Fax	Email	Address
				Off	Home			
1.	Shri.K.L.Tariang	D.C.of West Khasi Hills District,Nongstoin	03654	280221/280266	280330	-	DC's Office, West Khasi Hills District,Nongstoin.	

The Assistant Public Information Officer.

Sl.No	Name	Designation	STD code	Ph.No		Fax	E.Mail	Add
				Off	Home			
2.	Smt.I.Mawlong	E.A.C.	03654	280329	--	-	-	D.C's Office Nongstoin.

### **Chapter-9 (Manual-8)**

Procedure followed in Decision making process:

Does not arise at present.

### **Chapter-10 (Manual-9)**

Directory of Officers and Employees

Sl. No	Name	Designation	STD Code	Phone No.		Fax	Email	Add
				Off	Res.			
1	Shri K.L.Tariang, IAS.	D.C/D.M	03654	280221	280266	280330		D.C's office West Khasi Hills Dist. Nongstoin
2	Shri Wilfred Nongsiej, MCS	ADC/ADM		280299	280293			-do-
3	Shri R.S.Sangma, MCS	ADC/ADM		280274	280224			-do-
4	Shri D.M.Wahlang, MCS	EAC/F.M		280329				-do-
5	Smti I.Mawlong, MCS	EAC/F.M		280329				-do-
6	Smti B.Lyngdoh	UDA						New Nongstoin
7	Smti H.K.Bani	Steno						-do-
8	Smti S.Mawlieh	LDA/BA						Ladweitang
9	Smti S.Marwein	LDA/BA						Old Nongstoin
10	Shri B.Syiemlieh	LDA						Nongpyndeng
11	Smti S.Lyngkhai	LDA						Mawkawah
12	Smti R.M.Mawlieh	LDA						Siejlieh
13	Shri K.Lyngdoh	LDA						Mawiong lumsyntiew
14	Shri W.Syiemlieh	LDA						Ladweitang
15	Shri M.Sangriang	Peon						Ladweitang
16	Smti S.Shangrit	Peon						Nongpyndeng

### **Chapter 11(Manual-10)**

The monthly Remuneration Received by each of its officers and employees, Including the system of compensation as provided in Regulations.

The Account and financial matters in respect of officers and staff of the Branch is being maintain/drawn by the nazarath Branch.

### **Chapter 12(Manual-11)**

The Budget allocated to each agency (Particulars) of all plans, proposed expenditure and reports on disbursement made.

Does not arise.

**Chapter 13(Manual-12)**

The manner of Execution of subsidy programmes.

Does not have such programmes.

**Chapter 14(Manual –13)**

Particulars of Recipients of concessions, Permits or authorization granted by it.

No such Concession, permit or authorization are granted by this office.

**Chapter 15(Manual-14)**

Norms set by it for the discharge of its functions.

Does not arise.

**Chapter 16(Manual-15)**

Information available in an electronic form.

Not available.

**Chapter 17(Manual-16)**

Particulars of the facilities available to citizen for obtaining information.

Dissemination of information to the public is available through inspection of records such as form:-

1. Case Diaries.
2. Daily Cause List Register (Maintain in the branch).
3. System of issuing of copies of documents.
4. Notice Board where all important documents/Notices requiring public attention are displace in a Notice Board of the D.C's Office.
5. Through Newspaper.
6. And other means of advertising (DIPR).