

**THE RIGHT TO INFORMATION ACT 2005
MANUALS OF NONGSTOIN TOWN COMMITTEE,
WEST KHASI HILLS : DISTRICT: NONGSTOIN.**

Introduction:-

Nongstoin town Committee is one of the Administrative Organization in the Administrative set up statutory. It functions under the Superintendence, direction of the Deputy Commissioner, 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 N.T.C. has notified the following as Public Authorities under its Administrative Control, namely:-

- (a) the Office of the N.T.C.
- (b) Deputy Commissioner, Chairman N.T.C.

The objective of having this hand-book or manual for the public Authority of the N.T.C is to enable the user or information seeker to have a first hand knowledge or information regarding the function and role of the Committee, the employees involved and their responsibilities and duties in matters concerning with

CHAPTER –2
(Manual – 1)

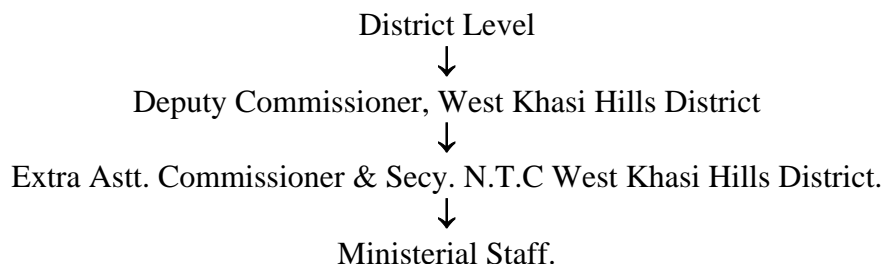
Particulars of organizations, Functions and Duties.

The subject matter dealing with by the Committee is to receive the Daks from the Receipt Section where arrives at the desk of the U.D.A and then, distribute to the concerned dealing Asst. to process in the file. The file routes through E.A..C & Secy. N.T.C & to D.C & Chairman.

Functions:-

1. the Committee deals with the Miscellaneous permission, such as Building permissions, N.O.C for electricity & private water connection, setting up work shops etc.

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



CHAPTER – 3
(Manual-2)

Not applicable(Town Committee).

CHAPTER – 4
(Manual-3)

Rules, Regulations, Manual and Records for Discharging Functions.

The process of decision making starts with a matter being put up by the Asst. of the Committee the next higher authority. The controlling Officer who is the D.C takes the final decision.

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

CHAPTER – 5
(Manual-4)

Implementing of the subject matter are strictly carried out on the verification received from empuring Officer appointed for the purpose.

Subject – C

1. Video parlour.
2. Financial Power are as per – Not applicable.

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	Video Parlour	Guideline	From the Committee.

CHAPTER – 7
(Manual-6)

Not applicable.

CHAPTER – 8
(Manual-7)

Organization	Public Authority	Assistant Public Information Officer	Public Information Officer	Appellate Authority
1	2	3	4	5
Headquarter West Khasi Hills District.	Deputy Commissioner Committee West Khasi Hills District.	Extra Assistant Commissioner & Secy. N.T.C Nongstoin.		Deputy Commissioner & Chairman N.T.C, West Khasi Hills Dist.

CHAPTER – 9
(Manual-8)

Process of the Subject are strictly followed as per Act, guideline framed by state Government.

CHAPTER – 10
(Manual-9)

Directory of Officers and Employees.

Sl. No	Name	Designation	STD CODE	Telephone No.		Fax	Address
				Office	Res.		
1	Shri K.L.Tariang, IAS	Deputy Commissioner & Chairman N.T.C.	03654	280221	280266	280330	D.C's Office Nongstoin.
2	Mrs I.Mawlong, MCS	E.A.C & Secy. N.T.C.	03654	280827			D.C's Office Nongstoin.
3	Mr. R.Lyngdoh,	A.E.I					Siejlieh, Nongstoin, West Khasi Hills Dist.

CHAPTER –11
(Manual-10)

Sl. No	Name	Designation	Monthly remuneration (Gross)	Compensation Allowance	The procedure to determine the remuneration as given in regulation.
1	Shri K.L.Tariang, IAS	Deputy Commissioner & N.T.C.	Rs. 26,101/-		As per the pay rules of the State Govt.
2	Mrs I.Mawlong, MCS	Extra Assistant Commissioner & Secy. N.T.C.	Rs.14,048/-		
3	Shri R.Lyngdoh	A.E.I	Rs.10,808/-		

CHAPTER – 12
(Manual-11)

The Budget Allocated to each Agency.
(Particulars of all plans proposed expenditure and reports all disbursement made)

For Public Authorities responsible for development, con.

No Development Scheme.

CHAPTER – 13
(Manual-12)

The manner of Execution of Subsidy Programme.

NIL

CHAPTER – 14
(Manual-13)

Particulars of Recipient of concession, 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 from receiving from the Town Committee.

CHAPTER – 17
(Manual-16)

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

CHAPTER – 18
(Manual-17)

Other useful information.

1. Q. Where do I get the application form?

Ans. From the Committee.

2. Q. To Whom do I pay the fees to?

Ans. Fees paid to office assistant.

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.