

MANNUAL NO. 1

PARTICULAR OF ORGANISATION, FUNCTION & DUTIES..

The District Planning Organisation is being listed as Government Machinery who monitor & Co-ordinate the schemes implemented by various Departments in the District. The District Planning Organisation comprises two important Committees in the district constituted by the Government of Meghalaya namely: “ The District Planning & Development Council “ and “ The District Co-ordination Committee.” The main function of The District Planning Organisation are:-

- (a) To review the plans schemes of different development departments, so as to improve the performance of the Planning Machinery at the District Level.
- (b) To convene meeting of the District Coordination Committee to discuss and sort-out inter departmental problems.
- (c) To convene meeting of the District Planning & Development Council for the recommendation and approval of Plan Schemes formulated at the district.
- (d) To prepare district Annual Plans, Five Years Plans.
- (e) To compile and consolidate quarterly progress reports of the district level plan schemes.
- (f) To coordinate the implementation of other plan schemes and programme relating to popularization of Science in the District.

2. STRUCTURE:-

The office is run by the District Planning Officer, who is also an Addl. Deputy Commissioner, and was assisted by one Research Officer, two Research Assistant, two clerical staff, two peons and one Driver.

Chapter 3 (Manual 2)

Power and Duties of Officers and Employees.

1. Shri K.L.Tariang, IAS, Deputy Commissioner (Housing) West Khasi Hills District, Nongstoin.

Power: Sanctioning all the financial matters beyond the power delegated to District Planning Officer by the Government to Called for District Co-Ordination Committee Meeting and D.P.D.C. Meeting..

Duties: Deputy Commissioner being the controlling officer of the District Office, normally approved the Minutes of the D.C.C. Meeting, Supervision on the implementation of IFAD Schemes in the District.

2. Shri R.S. Sangma, District Planning Officer, West Khasi Hills District, Nongstoin.

Power: As Drawing and Disbursing Officer.

Duties: District Planning Officer is the Branch Officer of the Department in the District. His duties includes all Establishment and account works. He is functioning as Member Secretary, of D.C.C. and DPDC Meeting and Secretary of the Science Club West Khasi Hills District. Formulation of the Annual and Five Year Plan from time to time. He is maintaining the discipline and decorum of the office.

3. Vacant. Research Officer :-

Power:- Nil

Duties:- He is to assists the District Planning Officer besides his duties as Research Officer,

Ministerial Staff.

1. Shri. P. Dkhar UDA.
2. Shri M.Kharbani, LDA.
3. Shri D.Lyngkhoi, Peon.
4. Shri B.Khakhleri, Peon.
5. Shri M.Wanniang, Driver.

Duties.

- Ministrial staff:-
1. To look after all the Establishment matter and account works.
 2. All Correspondences relating to Science Clubs including conducting of Science Competition etc as per Fund provided by SCSTE Meghalaya, Shillong..
 3. Any other works.

Executive Staff.

1. Shri R.R. Lyngdoh - Research Assistant.
5. Shri S.Sanglyne - Research Assistant.

Duties.

To Assist the District Planning Officer, in formulation of the District Annual Plan and Five Year Plan. To co-ordinate the implementation of the various Schemes by different Department in the District including collection of reports for the progress the works on Schemes implemented by all Development Deptts in the District.. Organising the Science Competition Programmes of SCSTE Meghalaya, Shillong Dealing with the matter relating to Sarva Shiksha Abhiyan, and IFAD. Release of Cheques being grant for construction of School buildings under non Lapsable Pool.

Chapter – 4 (Manual 3)

Rules, Regulations, Instructions, Manual and Records, for Discharging Function

1. Has got different norms and procedures for discharging function.
2. General Official Correspondence.
3. Guidelines how to implement the schemes. Preparation of Annual Plan and Five Year Plan.

Brief Write up.

It lays down procedures for implementation of various Schemes by different Deptts..

Chapter – 5 (Manual 4)

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.

No public participation is insisted in this branch,

Chapter – 6 (Manual 5)

A statement of the categories of documents that are held by it or under its control.

The information is available – Chapter 4.

Chapter –7 (Manual 6)

1. District Co-Ordination Committee – This Committee includes as follows:-

Chairman:- Deputy Commissioner , West Khasi Hills District, Nongstoin.

Members:- All District Developmental Heads.including Block Development Officers in the District.

Minutes of the District Co-Ordination Committee meeting are usually distributed/circulated to all Departments concerned, with copy to Planning Deptt. Shillong.

2. District Planning and Development Council :- This Committee includes as follows.
Chairman of this Committee are being appointed by the Govt. from amongst the M.L.A. of the District.
Deputy Commissioner & District Planning Officer of the District, are being designated as Vice Chairman and Member Secretary of the Committee respectively. where as its members are being appointed by the Government.

Chapter 8 (Manual 7)

The names, designations and other particulars of the public Information Officers.

1. Asstt. Public Information Officers.

Sl.No.	Name	Designation	STD Code	Phone No.		Adress.
				Office	Residence	
1	Vacant.	R.O.	Nil	Nil	Nil	D.C.'s Office, Ngn.

2. Public Information Officer:

Sl.No.	Name	Designation	STD Code	Phone No.		Adress.
				Office	Residence	
1	Shri R.S. Sangma, MCS	D.P.O..	03654	280274	280224	D.C.'s Office, Ngn.

3. Department Appellate Authority:

Sl.No.	Name	Designation	STD Code	Phone No.		Adress.
				Office	Residence	
1	Shri K.L. Tariang, IAS,	Deputy Commissioner	03654	280221	280266	D.C.'s Office, Ngn.

Chapter – 9 (Manual 8)

Procedure followed in Decision Making Process.

- As per Official Procedure.
1. Diaries all the daks.
 2. Putting up right from Junior Assistant to the Higher Assistant upto District Planning Officer and to Deputy Commissioner if and when it felt necessary.

9.5. Who is the final authority that wets the decision?

1. The Deputy Commissioner, West Khasi Hills District, Nongstoin.
2. The Planning Department, Meghalaya, Shillong.

Chapter 10 (Munual-9)

Directory of Officers and Employee.

Sl. No	Name	Designation	Std Code	Phone No.		Fax	Email	Address
				Office	Resident			
1	2	3	4	5	6	7	8	9
1	Shri R.S. Sangma MCS,	D.P.O	03654	280274	(Mobile) Nil			D.C's office W.K.H. Nongstoin.
2	Shri R.R. Lyngdoh .	Research Asstt..	-	-	(Mobile) Nil.			Ladweitang.
3	Shri S. Sanglyne	Research Asstt.	-	-	(Mobile) 94361-117746			-do-
4	Shri. P. Dkhar	U.D.A.	-	-	Nil			Nongstoin P.O.Nongstoin
5	Shri. M. Kharbani	LDA	-do-	-do-	222810			Ladweitang P.O.Nongstoin
6	Shri D.Lyngdoh	Peon						Siejlieh P.O.Nongstoin
7	Shri B.Khakhleri	Peon						New-Nongstoin P.O.Nongstoin
8	Shri. M.Wanniang.	Driver						Siejlieh., P.O. Nongstoin.
9	Vacant.	R.O.						

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	2	3	4	5	6
1	Shri R.S. Sangma MCS,	D.P.O	Pay drawn from General Branch	Pay drawn from General Branch.	Third pay Revision.
2	Shri R.R. Lyngdoh .	Research Asstt..	11,574/-	5214/-	-do-
3	Shri S. Sanglyne	Research Asstt.	10,568/-	4818/-	-do-
4	Shri. P. Dkhar	U.D.A.	10,675/-	4860/-	-do-
5	Shri. M. Kharbani	LDA	7,316/-	3476/-	-do-
6	Shri D.Lyngdoh	Peon	7,374/-	3499/-	-do-
7	Shri B.Khakhleri	Peon	6,772/-	3262/-	-do-
8	Shri. M. Wanniang.	Driver	6,359/-	3099/-	-do-
9	Vacant.	R.O.	6875/-	-	-do-

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

Sl. No	Name of the Schemes/ Head.	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed	Amount sanctioned	Amount released/ disbursed (No. of installments)	Actual expenditure for the last year.	Responsible Officer for the Quality and the complete execution of the work.
1	2	3	4	5	6	7	8	9	10
	NON-PLAN 3451 - SES-ETC Dist. Planning Machinery	01-Salary	1.4.04.	31.3.05	11,90,000/-	11,90,000/-	3,30,000/-	6,19,463/-	District Housing Officer.
		11-T.E.	1.4.04.	31.3.05	1,20,000/-	1,20,000/-	5,100/-	5,089/-	-do-
		13-O.E.	1.4.04.	31.3.05	1,00,000/-	1,00,000/-	3,000/-	2,990/-	-do-
		50-O.C.	1.4.04.	31.3.05	35,000/-	35,000/-	9,000/-	9,000/-	-do-
	NON-PLAN 3451 - SES-ETC Dist. Planning & Dev. Council	11-T.E.	1.4.04.	31.3.05	35,000/-	35,000/-	5,700/-	5,677/-	-do-
		13-O.E.	1.4.04.	31.3.05	35,000/-	35,000/-	1,600/-	1,599/-	-do-
		50-O.C.	1.4.04.	31.3.05	20,000/-	20,000/-	2,400/-	2,400/-	-do-
	PLAN 3451 - SES-ETC Dist. Planning Machinery	01-Salary	1.4.04.	31.3.05	3,95,000/-	3,95,000/-	1,70,000/-	1,24,800/-	District Housing Officer.
		11-T.E.	1.4.04.	31.3.05	1,00,000/-	1,00,000/-	46,000/-	45,951/-	-do-
		13-O.E.	1.4.04.	31.3.05	1,50,000/-	1,50,000/-	65,000/-	62,018/-	-do-
		50-O.C.	1.4.04.	31.3.05	35,000/-	35,000/-	5,700/-	5,300/-	-do-
	PLAN 3451 - SES-ETC Dist. Planning & Dev. Council	11-T.E.	1.4.04.	31.3.05	35,000/-	35,000/-	25,000/-	24,969/-	-do-
		13-O.E.	1.4.04.	31.3.05	45,000/-	45,000/-	23,500/-	23,382/-	-do-
		50-O.C.	1.4.04.	31.3.05	10,000/-	10,000/-	13,000/-	12,981/-	-do-

(Shri R.S. Sangma, MCS),
District Planning Officer,
West Khasi Hills District,
Nongstoin.