

RIGHT TO INFORMATION- 2005

PROPOSED MANUAL

FOR

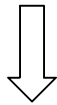
THE OFFICE OF THE TRESURY OFFICER

WEST KHASI HILLS DISTRICT NONGSTOIN

FOR THE YEAR 2005.

ORGANISATIONAL STRUCTURE
TREASURY OFFICER
(HEAD OF OFFICE)

ACCOUNTANTS (TWO NOS)



SENIOR ACCOUNTS ASSISTANTS (ONE NO)



JUNIOR ACCOUNT ASSISTANT (SIX NOS)



RECORD SORTER (ONE NO)



PEON (TWO NOS)

CHAPTER – 1 INTRODUCTION.

The Right to Information Act has been passed since May, 2005 and become operational from 12th, October 2005. This handbook reflects the various criteria provided in the Act for the process of providing information to Indian Citizens and the Citizens have the right to access the information pertaining to various activities of the Government to NGO. The Citizens on their part may be made aware about the system of acquiring information from the concerned-organizations.

The main objective of the Right To Information Acts are :-

- To promote transparency and accountability in the working of every public authority and
- To set up a practical regime for giving citizens access to information that is under the control of public authorities.

Exemption of Right To Information Act :-

The RTI Act exempts some of the information from disclosure in the greater public interest. An entire records or file need not be considered exempt .So if information requested by an applicant is available in a record that contain exempt information then partial access may be provided by severing those portion of the records which contain exempt information.

This Act also empowers the PIO to reject an application

If disclosure will effect the sovereignty and integrity of India , the security, strategy, scientific or economic interest of the State.

- If the information has been expressly forbidden to be published by any court of law or tribunal.
- If the disclosure of such information would cause a breach of privilege of Parliament or the State legislature.
- If information include commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position.
- If such information would endanger the life or physical safety of any person or identify the source of information or assistance given in the confidence for law enforcement or security purposes.
- If information would impede the process of investigations or apprehension or prosecution of offenders.
- If information include records of deliberation of Ministers , Secretaries and other offices
- If information has no relationship with any public activity or interest which in turn would cause unwarranted of the privacy of the individual, unless the State public information Officer or the Appellate authority as the case may be is satisfied that the larger public interest justifies the disclosure of such information.

The information which cannot be denied to parliament or a State Legislature shall not be denied to any person.

The intended users of the handbook are the Appellate Authority Public Information Officer, Assistant Public Information Officer and any Citizen.

CHAPTER – 2 (MANUAL –1)
PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES

(A)

The Office has the :

- (i) Bill section
 - (ii) Accounts Section.
- (B)

Treasury Officer

The main activities of the office :

(C)

- Bill Section**
- (a) To receive and pass the Bills , Cheques, Monthly Pensions and other pensionary benefits, challans and other governmental transactions.
 - (b) To maintain Bill Register for Gazetted Officers.
 - (c) To maintain Pension Registers.
 - (d) To maintain LOC and LOA Registers
 - (e) To maintain Stamp Registers.
 - (f) To maintain Cheque Register.

Accounts Section.

- (a) Compilation of Accounts both payment and Receipts under different heads of Accounts and also to submit the compiled Accounts to the Accountant General (A & E) within the 10th of every month.
- (b) Submission of total amount Plan and Non-Plan to the Director of Account and Treasuries.
- (d) To maintain Subsidiary Register for T.V. No. and date.

CHAPTER 3 (MANUAL -2)
POWER AND DUTIES OF OFFICER AND STAFF.

Designation: Treasury Officer:

- (i) Administrative : To conduct and look after the smooth functioning of the office
- (ii) Financial : (a) The Treasury Officer acts as a Drawing and Disbursing Officer of the Treasury Office.
(b) The Treasury Office is also responsible for proper maintenance of Accounts.
- (iii) Other : Any other related matter with the Treasury Office.

CHAPTER 4 (MANUAL -3)
RULES AND REGULATIONS MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS:-

- (i) Meghalaya Treasury Rules ,1985
- (ii) Meghalaya Financial Rules, 1981
- (iii) FRs and SRs, 1984
- (iv) Accounts Code.
- (v) Meghalaya Civil Service (G.P.F) Rules, 1985
- (vi) Meghalaya T.A.Rules, 1985
- (vii) Meghalaya Civil Service (Pension) Rules, 1983
- (viii) D.F.P. Rules,1981

CHAPTER 5 (MANUAL -4)

Particulars of any arrangement that exist for consultation with or representation by the members of its policy in relation to the formations of its policy or administration thereof:

There is no such arrangement that exist at present

CHAPTER 6 (MANUAL -5)
A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL:

Accounts of the Government Transactions

CHAPTER 7 (MANUAL -6)
A STATEMENT OF THE BOARD , COUNCIL COMMITTEE AND OTHER BODIES AS ITS PART:

No Board, Council Committee and other bodies have been Constituted by the Office

CHAPTER 8 (MANUAL -7)
THE NAMES AND DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:

Name of the Public Authority:

Assistant Public Information Officers:

Sl No.	Name	Designation	S.T.D. Code	Ph.No.		Fax	Email	Address
				Office	Home			
1.	Shri L.Donshiew.	Accountant	03654	280261	280143	-	-	D.C.Office. Nongstoin.

Public Information Officers:

Sl No.	Name	Designation	S.T.D. Code	Ph.No.		Fax	Email	Address
				Office	Home			
1.	Shri. P.D.Passah.	Treasury Officer.	03654	280261	2521962	-	-	D.C.Office. Nongstoin.

Department Appellate Authority:

Sl No.	Name	Designation	S.T.D. Code	Ph.No.		Fax	Email	Address
				Office	Home			
1.	Shri K.L.Tariang.	Deputy Commisioner	03654	280221	280266	280238	nongstoin @ nic.in	D.C.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.

<u>Sl No.</u>	<u>Name and Designation</u>	<u>Telephone Nos.</u>			<u>Address</u>
		<u>S.T.D. Code</u>	<u>Office</u>	<u>Residence</u>	
1.	Shri P.Passah. Treasury Officer.	03654	280261	2521962	Nondein New Nongstoin.
2.	Shri L.Donshiew. Accountant	03654	280261	-	Mawiong Lumsyntiew, Nongstoin.
3.	Smti R.Wahlang. Officiating Accountant.	03654	280261	-	Ladweitang, Nongstoin.
4.	Shri.T.Dkhar, Sr. Accounts Assistant.	03654	280261	-	Nonbah New Nongstoin.
5.	Smti.E.War, Jr.Accounts Assistant.	03654	280261	-	Ladweitang Nongstoin.
6	Smti.J.Basaiawmoit, Jr.Accounts Assistant.	03654	280261	-	Nonbah, New Nongstoin.
7	Smti.M.Hynniewta, Jr. Accounts Assistant.	03654	280261	-	Ladweitang Nongstoin.
8	Shri.B.Khongwir, Jr. Accounts Assistant.	03654	280261	-	Ladweitang Nongstoin.
9	Shri.P.Nongstein, Jr. Accounts Assistant.	03654	280261	-	Ladweitang Nongstoin.
10	Smti.W.Syiemlieh, Jr. Accounts Assistant.	03654	280261	-	Old Nongstoin.
11	Shri.D.Rynjah, Record Sorter.	03654	280261	-	Nonbah New Nongstoin.
12	Shri.B.S.Lyngdoh, Peon.	03654	280261	-	Old Nongstoin.
13	Shri.P.Wahlang, Peon	03654	280261	-	Nonbah New Nongstoin.

CHAPTER 11 (MANUAL -10)

The monthly Remuneration by each of the Officers and employee including the system of compensation as provided in its Regulations:

<u>Sl No.</u>	<u>Name and Designation</u>	<u>Monthly Remuneration</u>	<u>Pay Scale</u>	<u>Compensatory Allowance</u>	<u>The Procedure to determine the Remuneration as given in the Regulations.</u>
1.	Shri P.Passah. Treasury Officer.	Rs.13,182/-	6350-225-7700-EB-240- 9380-250-11130	130/-	<u>As per the Recommendation of the Third Pay Commission.</u>
2.	Shri L. Donshiew. Accountant	Rs.14,368/-	5300-150-6200-EB-160- 7480-170-9180 Pm.	130/-	
3	Smti.R.Wahlang, Accountant	Rs.11,646/-	5300-150-6200-EB-160- 7480-170-9180 Pm	130/-	
4	Shri.T.Dkhar, Sr. Accounts Assistant.	Rs. 8,842/-	4500-1205220-EB-130- 6240-140-7600 Pm	130/-	
5	Smti.E.War, Jr.Acouns Assistant.	Rs. 8,187/-	3450-80-3930-EB-90- 4650-100-5650 Pm	130/-	
6	Smti.J.Basaiawmoit, Jr.Accounts Assistant.	Rs. 6,910/-	- do -	130/-	
7	Smti.M.Hynniewta, Jr. Accounts Assistant.	Rs. 6,910/-	- do -	130/-	
8	Shri.B.Khongwir, Jr. Accounts Assistant.	Rs. 6,910/-	- do -	130/-	
9	Shri.P.Nongstein, Jr. Accounts Assistant.	Rs. 6,910/-	- do -	130/-	
10	Smti.W.Syiemlich, Jr. Accounts Assistant.	Rs. 6,910/-	- do -	130/-	
11	Shri.D.Rynjah, Record Sorter.	Rs. 5,482/-	2440-40-2680-EB-50- 3080-60-3680 Pm.	130/-	
12	Shri.B.S.Lyngdoh, Peon.	Rs. 7,490/-	2900-65-3875 Pm	130/-	
13	Shri.P.Wahlang, Peon	Rs. 6,154/-	- do -	130/-	

CHAPTER 12 (MANUAL –11)

The Budget Allocated to Each Agency (Particulars of All Plan , Proposed Expenditure and Report On Disbursement Made:

Does not arise.

CHAPTER 13 (MANUAL –12)

The manner of execution of Subsidiary Programmes

Does not have such programmes.

CHAPTER 14 (MANUAL –13)

Particulars of Recipient of Concession Permit Authorisation Granted by it.

No such Concession, Permits or Authorization are granted by this office.

CHAPTER 15 (MANUAL –14)

Norms set up by it for the discharge of its function

Does not arise.

CHAPTER 16 (MANUAL –15)

Information available in the Electronic Forms.

Not available.

CHAPTER 17 (MANUAL –16)

Particulars of the facilities available to the citizens for obtaining informations

Means methods of Facilitation available to the Public by the Department for Dissemination of information.

- * T.V nos and date against each voucher are placed at the disposal through Bill Extract as an when the Public require.
- * . Treasury Scrolls as an when the Public require.

CHAPTER 18 (MANUAL – 17)
OTHER USEFUL INFORMATION.

- (a) Information called for should be addressed to the concerned Public Information Office through the Assistant Public Information Officer.
- (b) To mention the Type of information the Public require.
- © Application should include full identity of the applicant.

Any Information called for should clear and precise.

In case of denial of information the Citizen has the right to complaint to the Information Commission, who will in turn take disciplinary action against the concerned Public Information Officer / Assistant Public Information Officer.

For quick reference in future Eligibility for Registration – proof of payment of application fees to be attached (Not applicable for B.P.L.)

Incase application in Plain Paper, the application should contain the following :-

- (a) Name of the applicant
- (b) Name of the father/husband (as the case may be) of the applicant.
- (c) Contact details of the applicant including complete postal address, telephone numbers and email address (if any)
- (d) Name of the public authority from whom the information is being requested
- (e) Nature and details of the information requested
- (f) Whether proof of payment of application fee is attached or not
- (g) If the applicant claims fee waiver whether proof of BPL status is attached or not
- (h) Date on which application is being submitted

List of enclosures

1. Receipt of cash paid
2. Proof of BPL Identity

After receiving the application for information the same should be

- (a) Registered
- (b) In case of application receiving at Assistant Public Information Officer level the same is to be forwarded to the concerned Public Information Officer.
- (c) Information not available with the Public Information Officer who received the application the same is to be transferred to the Public Information Officer concerned within 5 days.
- (d) If the information asked for is within the purview of the Public Information Officer, such application should be examined whether it s feasible or not as per the Right to Information Act.

As far as possible information should be provided in the form in which it has been requested.

GOVERNMENT OF MEGHALAYA
OFFICE OF THE TREASURY OFFICER :::: WEST KHASI HILLS DISTRICT
N O N G S T O I N.

NO.NDT.RTI.71/2005-2006/_____

Dated Nongstoin the 17st,October,2005.

To,

Director of Accounts & Treasuries,
Meghalaya, Shillong.

Sub : Right to Information Act, 2005 Manual.

Sir,

With reference to the subject cited above, I have the honour to forward herewith a copy of the prepared Right to Information Act 2005 Manual as per notification vide No.FEG.6/2004/79-A. dt. 15th, September, 2005 for favour of information and necessary action.

Yours faityfully

Enclose : as above.

Treasury Officer
West Khasi Hills District
Nongstoin.

Memo.No.NDT.RTI.71/2005-2006/_____

Dated Nongstoin the 17th,October,2005.

- Copy to :-
1. Under Secretary to the Government of Meghalaya, Finance (E) Meghalaya, Shillong for information.
 2. Superintendent of Stamps, Meghalaya, Shillong for information.
 3. Deputy Commissioner West Khasi Hills District, Nongstoin being the Appellate Authority for information.

Treasury Officer
West Khasi Hills District
Nongstoin.
