

**Office of the District Planning Officer
West Khasi Hills District, Nongstoin,
Meghalaya**

**MANUAL
RIGHT TO
INFORMATION ACT
2005**

CHAPTER – I

**Manual on Right to Information Act,2005
PUBLIC AUTHORITY :Deputy Commissioner (Planning)
West Khasi Hills District, Nongstoin.**

INTRODUCTION

This Manual seeks to highlight the functions and activities of the Office of the District Planning Officer which is one of District Office of the State Planning Department.

The objective of the Manual is to provide easy access to the public who wish to have any information relating to the functioning of the Office. The information which may be required from the Public Authority will be made available on application in accordance with the rules framed in this regard under the Right to Information Act, 2005.

The Office has already notified the Public Information Officer, at Chapter VIII of this Manual.

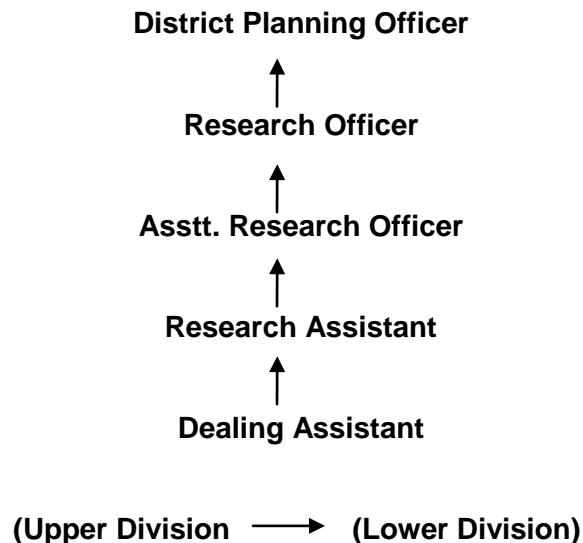
An attempt has been made to provide full coverage of the functioning of the Office of the District Planning Officer. Any person may send their suggestions to the Public Information Officer for improvement of the Manual.

CHAPTER – 2 (Manual 1)

PARTICULARS OF THE ORGANISATION, FUNCTIONS & DUTIES

As per rules of Executive Business of the Government of Meghalaya, the role and functions of the District Planning Office are reproduced below:

The District Planning Office in West Khasi Hills District, is one of the District Unit of the State Planning. The Office is headed by the District Planning Officer. The District Planning Officer is drawn from the Indian Administrative Services/ State Civil Services and is assisted by one Research Officer, one Assistant Research Officer, one Research Assistant and ministerial staffs.



Functions and Duties

- 1) **PREPARATION OF THE DISTRICT ANNUAL PLAN** – Plan schemes are submitted by the District Development Offices during the month of July-August every year. The schemes are compiled before placing in the District Planning & Development Council for approval.

2) THE DISTRICT PLANNING AND DEVELOPMENT COUNCIL – As per Article 243ZD of the Constitution the District Planning and Development Council has also been set up in the district with a Cabinet Minister from the District as Chairman, the Deputy Commissioner of the District and the Chief Executive Member as Co – Vice Chairman and with three MLAs and three MDCs from the district as members. The District Planning Officer is a Member Secretary of the Council. The District Planning Officer as member Secretary of the Council convenes the meeting of the District Planning & Development Council on the advice of the Chairman of the District Planning & Development Council. The scheme submitted by the District Development Offices, which are compiled and computerized and placed before the District Planning & Development Council for scrutiny and approval of the schemes. The council should generally meet once in 3(three) months. The approval schemes are sent to Planning Department for inclusion in the State Budget.

The main functions of D. P. & D. C are

- 1) To take stock of the human and natural resources of the District as well as the level and pattern of development and exploitation of these resources
- 2) Projection of local needs and aspiration and translating them into schemes and programmes and fixing priorities within the objectives of the state national plan.
- 3) Formulation of district development plans, Coordination in the implementation of the District plans and programmes. Monitoring and review of the implementation of the district plans and programmes.
- 4) Co-ordination in the implementation of District Plans and Programmes
- 5) Monitoring and review of the implementation of District Plans and Programmes
- 6) Take up such other studies and functions as may be assigned to it from time to time and to make suitable re-commendations to the State Government

7) Make recommendations with a view to ensuring coordination in the matter of planning in the State.

3) COMMITTEES:-

The District Co-ordination Committee:-The District Co-ordination Committee is held at the discretion of the Deputy Commissioner as the Chairman. The District Planning Officer is the Member-cum-Secretary with all the District Development Officers as the members of the committee. The primary function of the committee is to ensure coordination in the matter of implementation of the plan schemes at the district level.

4) IMPLEMENTATION OF SCIENCE & TECHNOLOGY SCHEMES, VIZ – The District Planning Office has implemented the (1) Block Level Science & Environmental Fairs (2) The District Level Science Talent Competition of National Science Day (NSD). This is the central scheme monitored by the State Council of Science, Technology and Environment at the State level. The District Planning Officer, Nongstoin implement for the West Khasi Hills District. The main objective of the scheme is (i) to inculcate scientific temper and environmental consciousness amongst school children (ii) to popularize Science & Technology at the grass root level. The department also Depute Science Teachers as well as interested individual for training on Science & Technology programmes in collaboration with the State Council of Science, Technology and Environment, Shillong.

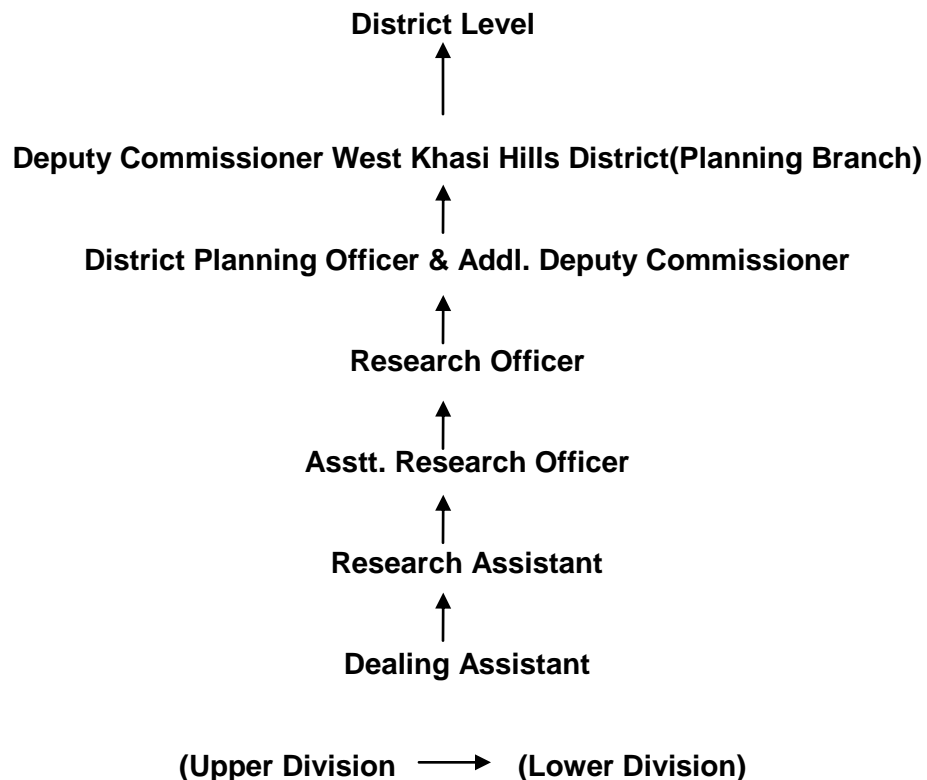
5) VOLUNTARY ACTION FUND TO VOLUNTARY AGENCIES/ NGOs – The Planning Department provide Financial Assistance to Voluntary Associations,NGOs, SHGsto organize; (1) Short Term Training (2) Short Term Seminar / Workshops under the Voluntary Action Fund. Wide publicity through print and electronic media is given

during June-July every year inviting applications from NGOs/VAs/SHGs. The applications are scrutinised and approved by the District Level Empowered Committee for the Voluntary Action Fund. The Committee comprises of the Deputy Commissioner as the Chairman, the District Planning Officer as Member Secretary, the General Manager, District Industries Centre, Inspector of Schools, District Social Welfare Officer, Research Officer, District Planning Office and all the BDOs as members of the Committee. The role and function of this Committee are as follows:-

- i. To examine and certify the genuineness of the concerned Vas/NGOs which seek or intend to seek financial assistance from the State Voluntary Action Fund.
- ii. To oversee and monitor the manner in which the different Vas/NGOs in the concerned district implement the scheme/programmes funded from the State's Voluntary Action fund of Planning Deptt.
- iii. To act as the District Level Screening Committee in respect of the Vas/NGOs seeking financial assistance from the State's Voluntary Action Fund and to make such recommendation as may deem fit and proper to the Empowered Committee on Voluntary Action Fund at the State Level.
- iv. To assist the Empowered Committee on Voluntary Action Fund at the State Level as and when required.

POWER AND DUTIES OF OFFICERS AND EMPLOYEES – (PLANNING BRANCH)

The duties of the officers and employees are mentioned below as per the Meghalaya Secretariat Manual of Office Procedure 1993 published by the Personnel Administrative Reforms Cell Govt. of Meghalaya. The Executive Powers of the Officers of the Branch are as per rules of the Executive Powers of the State of Meghalaya. The Administrative Powers are also guided by the Meghalaya Secretariat Manual of Office Procedure, the Fundamental Rules, Subsidiary Rules 1984, the Discipline and Appeal Rules, the Meghalaya Financial Rules 1984, the Delegation of Financial Power Rules, 1981, the Meghalaya Travelling Allowance Rules 1981.



**RULES,REGULATIONS,INSTRUCTIONS,MANUAL AND RECORDS
FOR DISCHARGING FUNCTIONS.**

The process of decision making starts with a matter being put up by the Assistants 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 proceeded further by the staff of the branch and putting it up hierarchically to the higher authority for final order.

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

ESTABLISHMENT / MINISTERIAL MATTERS

DISTRIBUTION OF WORK

NO.NDP.17/96/168 Dt 31/10/2012 - Consequent on the joining of Research Assistant in the office of the District Planning Officer, West Khasi Hills, Nongstoin. The allocation of works in respect of the said officers including Research Assistant, UDA, LDA shall stand modified with immediate effect as stated below until further orders:-

1. Shri. K. Dkhar, Research Officer:

Shall supervise all works dealt by RA and all staff of the District Planning Office. Record of proceedings of DCC/DPDC/Review Meeting. Supervising of Annual Plan and visit of VIP. All files shall be put up or routed through R.O.

3. Shri R.Nongrum, Research Assistant:-

- A. Infrastructure Dev:- Communication – Roads & Bridges/ PWD (Bldg)/Industries.
- B. Agriculture & Allied Services:- Agriculture/Agri. (Mech)/Agri. Irrigation/ Soil/Forest(SF)/Forest (Wildlife)/ Tourism, and will assist R.O. in record of Proceeding of DCC/DPDC/Review Meeting, and also for formulation & preparation of Annual Plan.
- C. PHE/ Social Welfare/ Supplies/ Housing/ Police/ Veterinary/ Fisheries/ Cooperation/ Urban Affairs.

- D. C&RD Deptt./Border Areas/Sericulture & Weaving/DIPR/Arts & Culture/ Statistics & Economics/Weight & Measure/Technical Mission.Education
- E. (Adult & SSA)/Sport & Youth Affairs/Employment & Craftsman/Labour/ Power including IREP
- F. National Micro Watershed/IFAD/Science Club Files/Pilot Project/Nic Net/ Doordarshan.
- G. IBDLiP, District Innovation Fund, EIC, UDAI & NPR.

4. Shri K, Diengdoh, U.D. Assistant:-

Handling of Cash/All Matters relating to Accounts of office/ All matters relating to establishment/General matters, etc/ Maintenance of Stationery & Stock Book. All files works relating to Science Club. He is also to supervise the whole officeworks.

5. Smti. S.Syiemieh, L.D. Assistant:-

Preparation of Bills/MES/Docketing & Diaries of Daily Daks and distribute to the Officers/Staffs concerned immediately, after receipt & Compilation of monthly/QPR/F.A. to NGOs to route through RA/ARO as per departments attached to them/Issue & Despatch of letters them as well as to various Departments. All typing works/ /Stamp Register & other works authorized or entrusted by the undersigned.

Any additional works not listed above can be entrusted to any Assistants whenever the situation arises.

Sd/-
Research Officer
District Planning Office,
West Khasi Hills District,
Nongstoin.

Memo.No. NO.NDP.17/96/168-A

Dated Nongstoin, the 31st October 2012

Copy for information and necessary to :-

1. All Officers/Staffs concerned.
2. Office Order File.

Sd/-
Research Officer
District Planning Office,
West Khasi Hills District,
Nongstoin.

CHAPTER – 5(MANUAL 4)

PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH,OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC INRELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THERE OF.

With a review to streamlining the process of sanction and implementation of Plan Schemes the State Govt. in the Planning Department had issued Standing Instruction Vide NO. PLR. 35/97/20, dated 21st May 1998 and copy of the same has been circulated to all district development officers for their necessary guidance.

CHAPTER – 6 (MANUAL 5)

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL.

SL. NO.	CATEGORY OF DOCUMENT	NAME OF THE DOCUMENT AND ITS INTRODUCTION IN ONE LINE	PROCEUDRE TO OBTAIN THE DOCUMENTS.
1.	Voluntary Action Fund	Guideline	From Planning Branch Room No. 213

CHAPTER – 7 (MANUAL 6)

A STATEMENT OF BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES CONSTITUTED AS ITS PART.

As at Chapter 2 (Manual 1) of SI.No 3.

The Minutes are available in the Office of the District Planning Officer, West
Khasi Hills, Nongstoin.

CHAPTER – 8 (MANUAL 7)

THE NAMES,DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

Organisation	Public authority	Public Information Officer	Assistant Public Information Officer	Appellate Authority
1.	2.	3.	4.	5.
Planning	Planning Department	District Planning Officer, West Khasi Hills, Nongstoin.	Research Officer, District Planning Office, West Khasi Hills, Nongstoin.	Deputy Commissioner (Planning)West Khasi Hills District, Nongstoin.

CHAPTER – 9(MANUAL 8)

**PROCEDURE FOLLOWED IN DECISION MAKING PROCESS
As at Chapter IV.**

CHAPTER – 10(MANUAL 9)

DIRECTORY OF OFFICERS AND EMPLOYEES

Sl. No.	Name	Designation	STD Code	TelephoneNo.		Fax	Address
				Office	Residence		
1.	Shri. S.Kharlyngdoh, IAS	Deputy Commissioner	03654	280221	-	-	Nongstoin.
2.	ShriP.D.Sangma, MCS	District Planning Officer	03654	-	-	-	Nongstoin.
3.	Shri K Dkhar	Research Officer	03654	280468		-	Nongstoin.
4.	Shri R D Nongrum	Research Assistant			-	-	Nongstoin.
5.	Shri K Diengdoh	UDA					Nongstoin.
6.	Smti S Syiemlieh	LDA					Nongstoin.
7.	Shri O Sangriang	Officiating Peon					Nongstoin.
8.	Shri B Khakhlari	Peon					Nongstoin.
9.	Shri Plawren	Driver					Nongstoin.

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(Gross)*	Compensation/ compensatory allowance	The procedure to determine the remuneration as given in the regulation
1	2	3	4	5	6
1.	Shri. S.Kharlyngdoh, IAS	Deputy Commissioner	-	-	As per Pay Rules of State Govt.
2.	Shri P.D.Sangma, MCS	District Planning Officer	-	-	As per Pay Rules of State Govt.
3.	Shri K Dkhar	Research Officer	36140	-	-
4.	Shri R D Nongrum	Research Assistant	29890	-	-
5.	Shri K Diengdoh	UDA	36050	-	-
6.	Smti S Syiemlieh	LDA	20858	-	-
7.	Shri O Sangriang	Officiating Peon	14878	-	-
8.	Shri B Khakhlari	Peon	27041	-	-
9.	Shri Plawren	Driver	21346	-	-

*as on 30th June 2015.

CHAPTER – 12 (Manual 11)

**THE BUDGET ALLOCATED TO EACH AGENCY
(PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND
REPORTS ON DISBURSEMENT MADE)
BUDGET FOR DISTRICT PLANNING OFFICE W KHASI HILLS,
NONGSTOIN.
3451- SECRETARIAT, ECONOMIC II PLANNING 2010 – 11**

DISTRICT PLANNING MACHINERY

PROFORMA								
HEAD OF ACCOUNT: 3451								
Sl. No	District Head	Amount Allotted	Expenditure upto 31-3-14	Total Expenditure Anticipated Upto 31-03-15	Total Column 4 & 5	Saving	Shortfall	Remarks
1	2	3	4	5	6	7	8	9
District Planning Machinery Non Plan								
1	Salaries	3100000	2495209	4002500	6497709	604791	-	FY 2013-14
	TOTAL :	3100000	2495209	4002500	6497709	604791		
2	T. E.	180000	178274	200000	378274	1726		FY 2013-14
	TOTAL :	180000	178274	200000	378274	1726		
3	O.E.							
	TOTAL :							
4	O.C.							
	TOTAL :							
	GRAND TOTAL :	3280000	2673483	4202500	6875983	606517		

District Planning Machinery Plan								
1	Salaries							
	TOTAL :							
2	T. E.							
	TOTAL :							
3	O. E.	315000	303628	2800000	3103628	11372	-	FY 2013-14
	TOTAL :	315000	303628	2800000	3103628	11372		
4	O. C.	200000	148380	250000	398380	51620		FY 2013-14
	TOTAL :	200000	148380	250000	398380	51620		
	GRAND TOTAL :	515000	452008	3198380	3502008	62992		
District Planning & Development Council Non Plan								
1	T. E.							
	TOTAL :							
2	O. E.							
	TOTAL :							
3	O. C.							
	TOTAL :							
	GRAND TOTAL :							
District Planning & Development Council Plan								
1	T. E.							
	TOTAL :							
2	O. E.	57000	44807	150000	194807	12193		FY 2013-14
	TOTAL :	57000	44807	150000	194807	12193		
3	O. C.	57000	13800	80000	93800	43200		FY 2013-14
	TOTAL :	57000	13800	80000	93800	43200		
	GRAND TOTAL :	114000	58607	230000	288607	55393		

CHAPTER – 13(MANUAL 12)

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

(NIL)

CHAPTER – 14(MANUAL 13)

**PARTICULARS OF RECIPIENTS OF CONCESSIONS,
PERMITS AUTHORIZATIONS GRANTED BY IT.**

(NIL)

CHAPTER – 15(MANUAL 14)

NORMS SET BY IT FOR DISCHARGING OF FUNCTIONS

(NIL)

CHAPTER – 16(MANUAL 15)

INFORMATION AVAILABLE IN AN ELECTRONIC FORM

**BY APPLYING IN THE APPLICATION FORM RECEIVING FROM BRANCH
ROOM NO. 213.**

CHAPTER – 17 (MANUAL 16)

**PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING
INFORMATION.**

INSPECTION OF RECORDS FROM THE BRANCH CONCERNED ROOM NO. 213

CHAPTER – 18(MANUAL 17)

OTHER USEFUL INFORMATION.

- 1) **Q.** Where do I get application Form?
Ans. From Room No. 213 (Planning Branch of DC Office)
 - 2) **Q.** To whom do I pay the fees to?
Ans. Fees if applicable are to be paid to Cashier/Accountant of DPO Office.
 - 3) **Q.** Where will receive the information asked for?
Ans. You will receive the information 1 (one) 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 District Planning Officer.
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