

**GOVERNMENT OF MEGHALAYA
OFFICE OF THE DISTRICT PLANNING OFFICER
RI-BHOI DISTRICT, NONGPOH.**

MANUAL

**RIGHT TO
INFORMATION
ACT 2005**

CHAPTER – I

Manual on Right to Information Act, 2005 PUBLIC AUTHORITY: Deputy Commissioner (Planning Branch) Ri-Bhoi District, Nongpoh.

INTRODUCTION

This Manual seeks to highlight the functions and activities of the Planning office which is one of the Administrative unit of the State Planning in the Office of the Deputy Commissioner, Ri-Bhoi District, Nongpoh to promote transparency and accountability in the District.

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 Planning 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 Planning office. Any person may send their suggestions to the Public Information Officer for improvement of the Manual.

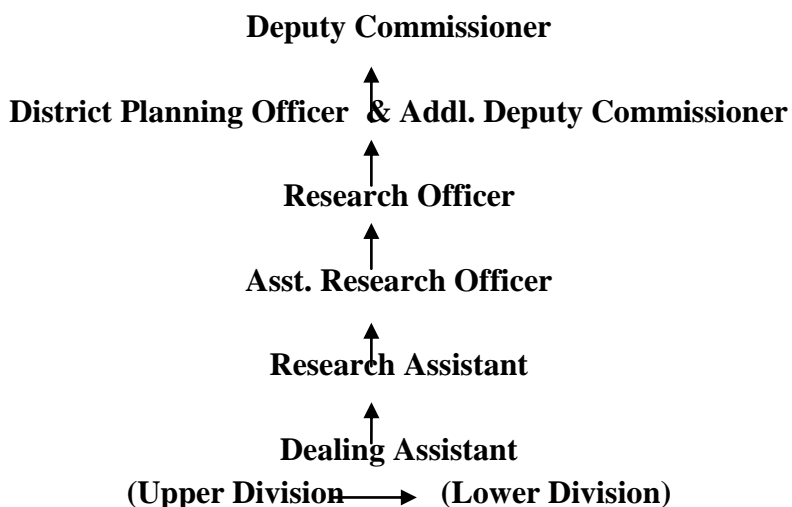
CHAPTER – 2 (Manual 1)

PARTICULARS OF THE ORGANISATION, FUNCTIONS & DUTIES.

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

The District Planning Organization in Ri-Bhoi District is one of the District Unit of the State Planning. The Organization is headed by the District Planning Officer who functions under the supervision of the Deputy Commissioner. The District Planning Officer is drawn from the Indian Administrative Service/ State Civil Service and is assisted by one Research Officer, one Assistant Research Officer and one Research Assistant.

The subject matter dealt with by the office is received first at Dak from the receipt section where it arrives at the desk of the Research Officer who will distribute the correspondences to the concerned dealing assistants. The dealing assistant then put up all correspondences to the Research Officer. The Research Officer put up all correspondences to the District Planning Officer as well as to the Deputy Commissioner.



FUNCTION AND DUTIES

1. FORMULATION OF PLANS:

Formulation of the Five Year/Annual Plan is one of the major functions of the District Planning Office. Every year, after the guidelines have been received, this Office calls for sectoral proposals from various Line Departments. The proposals submitted by the Line Departments are then examined and scrutinized by the District Planning & Development Council with reference to overall objectives and priorities given in the guidelines, after which

the proposals are forwarded to the State Planning Board/Department for approval and sanctioning of the same.

2. THE DISTRICT PLANNING AND DEVELOPMENT COUNCIL –

The District Planning and Development Council has also been set up in this District with a Local MLA (Chief Adviser to the Govt. of Meghalaya) from the District as Chairman, the Deputy Commissioner of the District as Vice Chairman and with four MLAs, CEM, MP Rajya Sabha, MP of Shillong Parliamentary Constituency, PD.DRDA and all district Heads as official Member. The District Planning Officer as Member Secretary of the council convenes the meeting of the District Planning and Development Council on the advice of the Chairman of the District Planning and Development Council. The Scheme submitted by the District Development Office, which are compiled and computerized and place before the District Planning and Development Council for scrutiny and approval of the scheme. The approval scheme is sent to Planning Department for inclusion in the State Budget.

The main function 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 locals needs needs and aspiration and translating them into schemes and programme and fixing priorities within the objectives of the state national plan.
3. Formulation of district development plans, monitoring and review of the implementation of the district plans and programmes.

The headquarter of the council shall be at Nongpoh.

3. COMMITTEES:

The District Coordination Committee: - The District Coordination 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 inter-action and coordination in the matter of implementation of the plan schemes at the District level and to coordinates the difficulties/bottleneck of Inter Departmental Activities and serve as a forum to sort out and solve arising problems arises in implementing the plan schemes and any problems coming from public. The Committee usually meets every three month or at the convenient of the Chairman.

4. WEEKLY FORTHNIGHTLY/ MONTHLY AND QUARTERLY PROGRESS REPORT –

The office sees the paper works, reports and progress for implementing of all plan schemes in the District. The District Development Offices submitted all reports on implementation of Plan Schemes which are compiled by the Office for placing before a review meeting.

5. 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) (3) The District Level Science Congress and other programme relating to Science and Technology. There are the central scheme monitored by the State Council of Science, Technology and Environment at the State level. 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.

6. VOLUNTARY ACTION FUND TO VOLUNTARY AGENCIES/ NGOS –

This is the financial assistance from Planning Department to the VAS/NGOs on (1) Short Term Training (2) Short Term Seminar / Workshops. Through wide publicity, applications for financial assistance received from the NGO by this office and send to Planning Department after approval by the District Level Vigilance-cum- Monitoring Committee for the State's Voluntary Action Fund in respect of Ri-Bhoi District, which acts as the District Level Screening Committee. The Deputy Commissioner, Ri-Bhoi District as the Chairman, the District Planning Officer as Member Secretary, the General Manager, District Industries Centre, Shillong, Inspector of Schools, Ri-Bhoi District, Nongpoh, District Social Welfare Officer, Ri-Bhoi District, Nongpoh, and Research Officer, District Planning Office, Ri-Bhoi District, Nongpoh, as members of the Committee. There is a guideline regarding implementation of this scheme. The Deputy Commissioner, Ri-Bhoi District, Nongpoh, may also invite any other Official(s) to any meeting(s) of the District Level Vigilance-cum-Monitoring Committee as may be considered necessary from time to time.

The role and function of this Committee are as follows:-

- i. To examine and scrutinize the genuineness of the concerned Vas/NGOs which seek or intend to avail 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 which 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.

7. MONITORING THE FLAGSHIP PROGRAMME.

In coordinating with the office of the NIC, Ri-Bhoi District, Nongpoh, the Monthly Progress Reports (MPRs) on Flagship Programme submitted by the concerned Line-Departments is being monitored and evaluated by this Office and also uploaded online through MIS-NERD for favour of kind information and necessary action at the state level.

The Flagship Programme (including Bharat Nirman) shall cover:-

- i. National Rural Employment Guarantee Act (NREGA)
- ii. Sarva Shiksha Abhiyan (SSA)
- iii. Mid-Day Meal (MDM)
- iv. Integrated Child Development Scheme (ICDS)
- v. National Rural Health Mission (NRHM)
- vi. Total Sanitation Campaign (TSC)
- vii. Rural Roads (PMGSY)
- viii. Irrigation
- ix. Rural Electrification (RGGVY) and

8. MONITORING OF TWENTY POINTS PROGRAMME:

The proceedings on Twenty Point Programme along with the Quarterly Progress Reports are being examined and scrutinized by the District Level Monitoring Committee and are being sent to the Programme Implementation & Evaluation Department on regular basis.

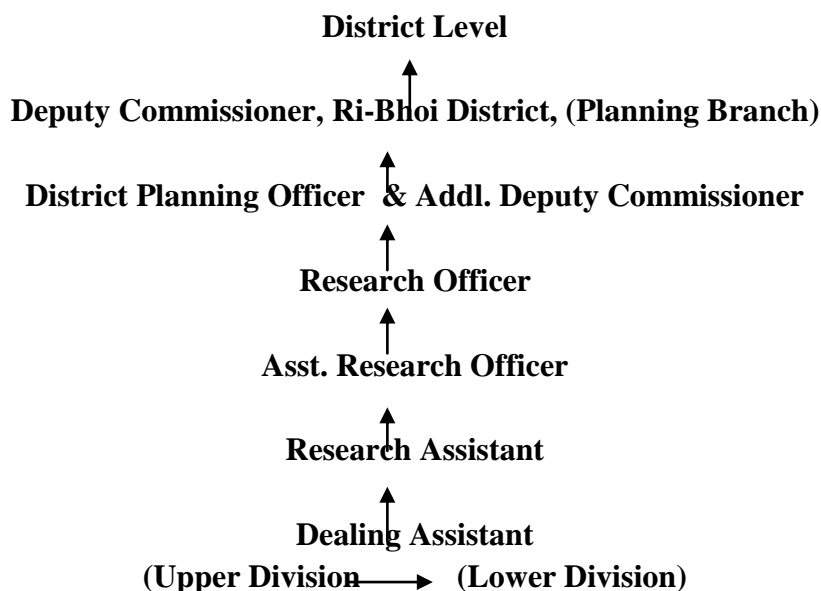
9. MONITORING AND IMPLEMENTATION OF DISTRICT INNOVATION FUND.

10. MONITORING OF NEC PROJECTS IN THE DISTRICT.

CHAPTER – 3 (Manual 2)

POWER AND DUTIES OF OFFICERS AND EMPLOYEES – PLANNING BRANCH

The duties of Officers and employees are mentioned below as per the Meghalaya Secretariat Manual of Office Procedure 1993 published by the Personnel Administrative Reform Cell Govt. of Meghalaya. The Executive Power of the Officer of the Branch is as per rules of the Executive Power of the State of Meghalaya. The Administrative Power is 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.



CHAPTER – 4 (MANUAL 3)
RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS FOR
DISCHARGING FUNCTIONS.

The process of decision making starts with a matter being put up by the Assistant 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 further taken up by the staff of the branch 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 WORKS

<u>NAME</u>	<u>SUBJECT</u>
1. Shri. W.Lyngdoh, R.O.	Overall coordination in respect of preparation of District Annual Plan, District Coordination Committee Meeting, District Innovation Fund and to supervise all matters relating to Planning Office.
2. Shri.B.A.Tiewla, R.A.	<ul style="list-style-type: none"> a. Scheme of Agriculture/ A.H.&Vety/ Soil Conservation/ Health/ Education/ Urban Affairs/ C&RD/ Forest Co-Operation/Fisheries/ Sericulture & Weaving/ Industries/ Social Welfare/ PHE/ PWD/ Me.C.E.L. b. Quarterly Progress Report of the above Schemes. c. Review meetings/DCC/DPDC etc. d. District Annual Plan. e. Voluntary Action Fund. f. NSDC, Block Level Science & Environment Fair, NCSC. g. others works entrusted from time to time. Service book/ personal file of officers & staffs. b. Assembly question/ audit report etc. c. Maintenance of Cash Book. d. Preparation of Budget Estimate & surrender of saving. e. Contingency Bills. f. Other works entrusted from time to time.
3. Smti. I.Nongkhseh, UDA	

4. Shri. N.N.Ryndong, L.D.A.
 - a. Issue and receipt, log book etc.
 - b. Preparation of all kind of Advance and GPF.
 - c. preparation of pay & arrear of officers & Staffs'
 - d. matter relating to purchase/ order and annual indent of stationeries papers.
 - e. Maintenance of stock register.
 - f. Govt. Notification/ matters relating to trainings etc.
 - f. Typing works & computerization of District Annual Plan and other works entrusted from time to time
5. Shri. R.Nongtri, Peon.
 - a. Dak runner/ to attend important work of the office.
 - b. Matter relating to Treasury & Bank.
 - c. To operate Photostat Machine.
 - d. Office works.
6. Shri. R.Lyngdoh. Peon.
 - a. Peon attached to D.P.O.

Letter coming from different Branches/ Offices should be placed at the disposal of DPO/RO who in turn will be responsible to mark to concerned assistants. All files should be put up to D.P.O. through R.O.

CHAPTER - 5 (MANUAL 4)

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

With a view to streamlining the process of Sanction and implementation of Plan Schemes in 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 Districts Development Officer 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	PROCEDURE TO OBTAIN THE DOCUMENT
1.	District Innovative Fund	Guideline	From the office
2.	Voluntary Action Fund	Guideline	-do-

CHAPTER – 7 (MANUAL 6)

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

As at Chapter 2 (Manual 1)

The Minutes are available in the office of the District Planning Officer, Ri-Bhoi District, Nongpoh.

CHAPTER – 8 (MANUAL 7)
THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS.

Organization	Designated Appellate Authority	Public Information Officer	Assistant Public Information Officer	Appellate authority.
1.	2.	3.	4.	5.
State headquarter	Deputy Commissioner (Planning) Ri-Bhoi District, Nongpoh	District Planning Officer, Ri-Bhoi District, Nongpoh.	Research Officer, District Planning Officer, Ri-Bhoi District, Nongpoh.	Deputy Commissioner, Ri-Bhoi District, Nongpoh

CHAPTER – 9 (MANUAL 7)

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

As at Chapter IV

CHAPTER – 10 (MANUAL 9)

DIRECTORY OF OFFICER AND EMPLOYEES

Sl. No	Name	Designation	STD	Telephone No		fax	Address
				Office	Residence		
1.	Shri.C.P.Gotmore, IAS	Deputy Commissioner	03638	290316			DC's quarter
2.	Shri.D.P.Kharsati ,MCS	Dist. Planning Officer	03638	290316			Jaiaw
3.	Shri. W.Lyngdoh	Research Officer	03638	290316			Jaiaw Langsning
4.	Vacant	Asst. Research Officer	03638	290316			
5.	Shri. B.A.Tiewla.	Research Assistant	03638	290316			Mawlai
6.	Smti.I.Nongkseh	UDA	03638	290316			Nongpoh
7.	Shri. N.N.Ryndong	LDA	03638	290316			Nongpoh
8.	Shri.R.Lyngdoh	Peon	03638	290316			Nongpoh
9.	Shri. R.Nongtri	Peon	03638	290316			Nongpoh
10.	Shri.S.R.Lapang	Driver	03638	290316			Nongpoh

CHAPTER – 11 (MANUAL 10)

**THE MONTHLY REMUNERATION RECEIVED BY 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.	Shri.C.P.Gotmore, IAS	Deputy Commissioner			As per rules of state Govt.
2.	Shri.D.P.Kharsati ,MCS	Dist. Planning Officer			
3.	Shri. W.Lyngdoh	Research Officer			
4.	Vacant	Asst. Research Officer			
5.	Shri. B.A.Tiewla.	Research Assistant			
6.	Smti.I.Nongkseh	UDA			
7.	Shri. N.N.Ryndong	LDA			
8.	Shri.R.Lyngdoh	Peon			
9.	Shri. R.Nongtri	Peon			
10.	Shri.S.R.Lapang	Driver			

CHAPTER 12 (MANUAL 11)

**THE BUDGET ALLOCATED TO EACH AGENCY
(PARTICULAR OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS
ON DISBURSEMENT MADE)
BUDGET FOR DISTRICT PLANNING OFFICE, RI-BHOI DISTRICT, NONGPOH.
3451-SECRETARIAT, ECONOMIC II PLANNING 2012-13**

DISTRICT PLANNING MACHINERY.

2017-18	PLAN	NON-PLAN
11- Travel Expenses	60,000/-	-
13- Office Expenditure (01)	1,00,000/-	-
13- Office Expenditure (02)	30,000/-	-
50- Other Charges (01)	80,000/-	-
50- Other Charges (02)	30,000/-	-
Wages	30,000/-	-

CHAPTER – 13 (MANUAL 12)

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

VOLUNTARY ACTION FUND TO VOLUNTARY AGENCIES/ NGOs :-

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1. 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, Nongpoh implement for the Ri-Bhoi 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.

N. B. Documents and Reports available in the branch.

CHAPTER – 14 (MANUAL 13)

**PARTICULAR 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.**

CHAPTER – 17 (MANUAL 16)

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

INSPECTION OF RECORDS FROM THE BRANCH CONCERNED.

CHAPTER – 18 (MANUAL 17)**OTHER USEFUL INFORMATION.**

1. Q. Where do I get application form?
Ans. From Planning office
2. Q. To whom do I pay the fees to?
Ans. Fees paid to PIO
3. O. Where will receive the information asked for?
Ans. You will receive the information from Planning Office.
4. Q. In case of denied of request, where do I appear to?
Ans. To the Appellate Authority who is the Deputy Commissioner.