

INFORMATION WITH REGARDS TO DISTRICT OFFICE OF HOUSING

Ri Bhoi District, Nongpoh
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4. (b) (i) Organisation:-

Deputy Commissioner
Addl. Deputy Commissioner
Housing Inspector

Technical

1. Sub-Engineer Gr. I -1 No.

Ministerial

(1) L.D.A – 1 No.
(2) Grade iv -2 No.
(3) Driver 1 No.

Function and Duties:-

1. Implement the scheme of the Department in the District
2. Recovery of the Housing Loan.
3. Establishment and account.

4.(b)(ii) Power and Duties of the Officer and employees:-

(a) Deputy Commissioner: - is the controlling Officer in the District Office, supervising all its activities and function.

(b) Addl Deputy Commissioner: - is the in charge of the Housing Branch and also Assisting the Deputy Commissioner for the smooth functioning of the work

(c) Inspector of Housing:- is the Branch Officer implementing the scheme of the Department of the District, his duties include establishment, maintaining discipline in the Office, also conduct enquiry of the implementation of the scheme (e.g. progress and implementation of the scheme, their proper implementation), recovery of Housing loans, and is also the D.D.O. for signing all bills of the Housing Branch.

(d) Junior Engineer: - His duties include all the technical works of the Departments in the district, preparation of plan and estimates, supervision of all technical work. Maintaining stock records of CGI which include receive and issue of CGI to beneficiaries and safety and security of the godown.

(e) Ministerial staff :- their duties include establishment work, Typing, Account include maintaining of cash Book, processing loan recovery assist to Inspector of Housing and sub Engineer and other worker if necessary.

4. (b) (iii)

(a) District Officer has no power for any decision making.

(b) If any decision is required to be taken, the proposal is send to the Director of Housing for approval.

(c) Inspector of Housing is the supervising Officer for the implementation of scheme of the Department of the District level and is accountable for any wrong identification or incorrect or misuse for the implementation of the scheme.

4. (b) (iv) Has got different norm and procedure for discharging function.

4. (b) (v)

(i) Meghalaya State Housing policy.

(ii) Rules for construction and allotment of E.W.S. houses.

4. (b) (iv)

(a) General Official Correspondence.

(b) List of beneficiaries

(c) Land document of beneficiaries (MIGH/LIGH/EWS/LIG).

4. (b) (vi) District Housing Committee.

4. (b) (vii)

(a) Chairman – Deputy Commissioner.

Member Secretary – Housing Inspector

Members – are appointed by the government from amongst the public representing from different Development Block or areas.

(b) Minute of the District Housing committee meeting is accessible to the public, if asked for.

4. (b) (ix) Shri. M. Thabah Inspector of Housing – ph. No. 9863075192 D/O. Deputy Commissioner, Ri Bhoi District, Nongpoh.

4. (b) (x) All regular staff are regular paid employee except two casual employees

4. (b) (xi) (i) Rural Housing Scheme – Proposed Amount – NIL.

(ii) Direction and Administration 2015-2016.

Non-Plan –Rs. 27,60,000.00;

4. (b) (xii) Rural Housing Scheme, i.e. providing roofing material to poor bona-fide resident of the District at the rate of 3 (three) bundles of CGI sheets as grant-in-aid whose annual income is not less than Rs. 22,000/- p.c and also having their own plot of land to construct the houses. Target for 2014-2015 does not exist as New Housing Schemes under consideration 4.(b) (xiii) Does not arise.

4. (b) (xiv) Nil

4. (b) (xv) (a) Working hour from 10:00 A.M to 5:00 P.M

(b) No library or rest room is available for public use.

4. (b) (xvi) Shri. M. Thabah, Inspector of Housing as public information Officer, Ph. No 98630-75192.