

Right To Information  
Act, 2005  
Manual On  
Office of the  
District Planning Officer,  
North Garo Hills District.

## **BACKGROUND ON MANUAL HANDBOOK**

In the field of public administration the enactment of “**Right to Information Act, 2005**” (**Central Act. No. 22 of 2005**) has been evolved in our country as a vision for providing good quality administration and services to the society. The State Government of Meghalaya too has embarked upon this concept of dissemination of information pertaining to various governmental activities. This handbook has been compiled to provide as guide for the use not only the Governmental officials but also by the public.

The content has been prepared to supply the information’s relating to various Governmental activities being taken up by this Planning Department. It includes various information like the duties, functions, powers of officers in this Department; it also provides information on the establishment and staff, various schemes, procedures of policy taking. For requirement of the general public who applied for information for such important and relevant files, documents, office letters are also being provided in this handbook.

## **OBJECTIVE OF THE HANDBOOK**

The main objective of this handbook is to provide information to citizens of India and for use by the Government offices in pursuance of the **“Right to Information Act, 2005” (Central Act. No. 22 of 2005)**. By providing such information it will not only ensure better administration of this department it will guarantee accountability and transparency.

# **RIGHT TO INFORMATION ACT, 2005.**

## **DISTRICT PLANNING OFFICE**

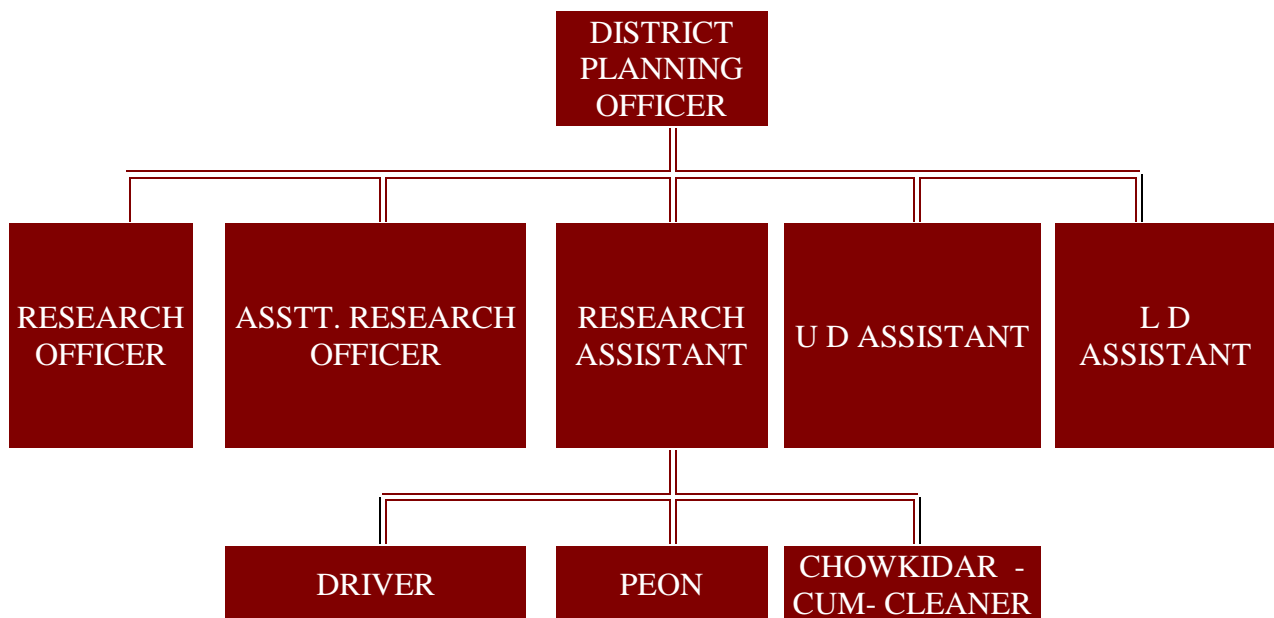
**NORTH GARO HILLS DISTRICT::RESUBELPARA::MEGHALAYA**

**(PROACTIVE DISCLOSURE)**

### **Chapter-2 (Manual . 1)**

#### **Particulars of Organization, Functions and Duties**

- 2.1. **History/Background/Objective/purpose of the public authority** : The District Planning Office, in North Garo Hills district is being functioning in the office building of Deputy Commissioner and is headed by the District Planning Officer (DPO) as the Head of office, appointed by the Personnel Department from amongst IAS/Sr. MCS and endorsed by the Planning Department with effect from the year May, 2012. There are also Research Officer, Assistant Research Officer, Research Assistant from Planning Department and Ministerial Staff appointed from the amalgamated Staff of Deputy Commissioner's office. This office also services the District Planning & Development Council (DPDC) but now with the implementation of (NiTi Ayog) this DPDC the 5-Year Plan gets suspended. The National Institution for Transforming India (NiTi Ayog) is a Policy think tank of the Government of India, with an objective to achieve Sustainable Development Goals and to enhance cooperative federalism by fostering the involvement of State Government in the economic policy-making process. Its initiatives include 15 year road-map, 7-year vision strategy and action plan. The main objectives of the office was to prepare the Annual Plan/Five Year Plan & perspective plan for the district in active cooperation of the District Level Officers which was dissolved recently.



**ORGANISATION CHART OF DISTRICT PLANNING OFFICE**

**Manual 2**

**Powers and duties of officers and employees**

[Section 4(1)(b)(ii)]

**Powers and duties of officers and staff**

Sl. No	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1	District Planning Officer	Head of office / Overall Charge of Office	Drawing & Disbursing officer	Drawing & Disbursing officer / over all charges	As & when ordered by Govt.	Head of office / Overall Charge of Office
2	RESEARCH OFFICER	-	SELF DDO-	-	As & when ordered by DPO	VAF, Interstate Allocation of Funds under Article 275(1) Constn. of India, NITI Aayog, CMCG&C, CMYDS, MPLADs, SCIENCE & TECHNOLOGY ETC.
3	ASSISTANT RESEARCH OFFICER	-	SELF DDO	-	As & when ordered by DPO	CMYDS, MPLADs
4	RESEARCH ASSISTANT	-	-	-	As & when ordered by DPO	VAF, Interstate Allocation of Funds under Article 275(1) Constn. Of India, CMCG&C, NITI Aayog, SCIENCE & TECHNOLOGY ETC.
5	U D A	-	--	---	As & when ordered by DPO	Establishment / Bill & Budget / Consignment of Record
6	L D A	-	-	-	-do-	Contingency bills, Accounts, Typing, receipt issue of letters
7	Peon	-	Nil		Nil	Office matter
8	Driver	-	Nil		Nil	Driving

Note: Substantive powers and duties for each position may be defined.

## **Main Procedure followed in decision-making process**

[Section 4(1)(b)(iii)]

The procedure can be described both in narrative form and through Flow Process Chart. In narrative form the stages through which a proposal passes, the levels at which it gets examined and the final authority to which it has to go for approval may be explained.

The Flow Process Charts can give a comprehensive process as may be seen from the following illustration of preparing a food card.

### **Flow Process Chart for VAF/DIF/SCIENCE & TECHNOLOGY ETC.**

<b>SL. No</b>	<b>Activity</b>	<b>Level of action</b>	<b>Time frame</b>
1	Receipt of letters	UDA	Same day
2	Diary of letters	UDA	Same day
3	Diary letters received by concerned staff	RO/ARO/RA/UDA	Next day
4	Put up to DPO through RO/ARO	DO	Three day
5	Put up to DPO	RO	Same day
6	After return from DPO file moves to concerned staff	RO/ARO/UDA	Same day
7	Issue / dispatch	UDA	Same day
8	Serving of Local Letters	Peon	Next day

\* Such charts may be prepared for major functions.

## Manual 4

### Norms set for the discharge of functions

[Section 4(1)(b)(iv)]

Details of norms and standards set out can be given in respect of various activities. Some of the norms are indicated below as an illustration:

#### Illustration

SL. No.	Activity	Time frame/ Norm	Remarks
1	Diary of letter	3 minutes per letter	
2	Dispatch of letter	5 minutes per letter	Registered dak including entry in messenger book
3	Typing job	30 pages per day	

## Manual 5

### Rules, regulations, instructions, manuals and records for discharging functions

[Section 4(1)(b)(v)]

Prepare a list of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the smooth discharge of its functions.

#### List of regulations, instructions, manuals and records

SL. No.	Name of the act, rules, regulations etc	Brief gist of the contents	Reference No, if any	Price in case of priced publications
1.	Inter-State Allocation of Funds and Implementation of Programmes / Activities under Proviso to Article 275 (1) of the Constn. Of India.	Proposed Projects/Schemes can be taken up under Proviso to Article 275 (1) of the Constn. of India after duly recommended by the respective District Planning & Monitoring Committee and Heads of concerned Department and approved by the Apex Level Committee at the State and Centre.	Implementing the Projects/Schemes as per the Guideline for Inter-State Allocation of Funds and Implementation of Programmes/Activities under Proviso to Article 275 (1) of the Constn. Of India	No
2.	VAF	Admissible Schemes/Projects can be taken up under VAF	Implementing the Projects/Schemes as per the VAF Guideline	No
3.	Chief Minister's Career Guidance & Counseling Scheme.	Admissible Schemes/Projects can be taken up under Chief Minister's Career Guidance & Counseling Scheme.	Implementing the Projects/Schemes as per the Guidelines of Chief Minister's Career Guidance & Counseling Scheme.	No.
4.	Chief Minister's Youth Development Scheme.	Admissible Schemes/Projects can be taken up under Chief Minister's Youth Development Scheme.	Implementing the Projects/Schemes as per the Guidelines of Chief Minister's Youth Development Scheme.	No



5.	Member of Parliament Local Area Development Scheme.	Admissible Schemes/ Projects can be taken up under Member of Parliament Local Area Development Scheme.	Implementing the Projects/Schemes as per the Guidelines of Member of Parliament Local Area Development Scheme.	
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## Manual 6

### A statement of the categories of documents that are held by it for under its control

[Section 4(1)(b)(vi)]

Details of the records available may be made in a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogued. (An illustrative list is given below)

### A statement of the categories of documents held

SL. No.	Nature of Record	Details of information available	Unit/ section where available	Retention period, where available
1	VAF	Selected / Sanctioned / Expenditure / Status / UC Submitted	District Planning Office	Nil
2	Inter-State Allocation of Funds and Implementation of Programmes/Activities under Proviso to Article 275 (1) of the Constn. Of India.	Recommended / Approved by the Government.	District Planning Office	Nil
3	Chief Minister's Career Guidance & Counseling Scheme.	Selected / Sanctioned / Expenditure / Status / UC Submitted	District Planning Office	Nil
4	Chief Minister's Youth Development Scheme.	Selected / Sanctioned / Expenditure / Status / UC Submitted	District Planning Office	Nil
5	Member of Parliament Local Area Development Scheme.	Recommended / Approved by the Government.	District Planning Office	Nil

## Manual 7

**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 of implementation**

[Section 4(1)(b)(vii)]

Details of consultative committees and other bodies with which consultations are held :

<b>SL. No.</b>	<b>Name and address of the Consultative Committees/bodies</b>	<b>Constitution of the committee/body</b>	<b>Role and responsibility</b>	<b>Frequency of meetings</b>
1.	District Planning & Development Council,	District Planning & Development Council,	To prepare Draft Annual Development Plan in consultation with members of DP&DC and different Development District officers and after approval the same is forwarded to the Government for further necessary action.	As and when requires
Not Opened for Public				

## Manual 8

### A statement of boards, council, committees and other bodies constituted

[Section 4(1)(b)(viii)]

#### List of boards, councils, committees etc.

SL. No	Name and address of the body	Main functions of the body	Constitution of the body	Date of constitution
1	2	3	4	5
1.	DISTRICT PLANNING & DEVELOPMENT COUNCIL	Approve and Recommend the Draft Annual Plan submitted by dev. Departments with consultation of the members of DP&DC	The DP&DC, North Garo Hills consists of 15 Members of which MLA of the district are members, CEM of District Council and MP of Lokh Sabha and Rajya Sabha, PD of DRDA and District officers are official members. Other Non-Official members are one representative from Co-operative Societies, one representative from SHG, two Prominent Women representatives, two representatives from VEC and JLG. One Minister or MLA from the district is appointed as Chairperson with DC as Vice Chairman and DPO is the Member Secretary. It is a permanent body.	

Date up to which valid	Whether meetings open to public	Whether Minutes accessible to public	Frequency of meetings	Remarks
6	7	8	9	
DP&DC is a permanent body	No	Yes	As and when requires	

## Manual 9

### Directory of officers and employees

[Section 4(1)(b)(ix)]

#### Directory

S No	Name and designation	Office Phone No	E mail address
1	District Planning Officer	9436106577	<a href="mailto:planningresubelpara@gmail.com">planningresubelpara@gmail.com</a>
2	Research Officer	8974373071	<a href="mailto:bkoksisangma@gmail.com">bkoksisangma@gmail.com</a>
3	Assistant Research Officer	8974492817	-do-
4.	Research Assistant	9436160188	<a href="mailto:anuva0204@gmail.com">anuva0204@gmail.com</a>
5	U D A	---	-do-
6	LDA	8974406707	-do-
7	Peon	---	Nil
8	Driver	---	Nil

## Manual 10

The monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations.

[Section 4(1)(b)(x)]

S. No	Name and Designation	Pay scale/Monthly remuneration (Fifth Pay Commission)
1	District Planning Officer	Borne on IAS/MCS Cadre
2.	Research Officer,	Rs.49000-109100/-
3.	Assistant Research Officer	Rs.45600-101400/-
4.	Research Assistant	Rs.37800-86400/-
5.	UDA	Rs.30300-71600/-
6.	LDA	Rs.26500-62400/-
7.	Driver	Rs.20600-48700/-
8.	Peon	Rs.19000-44800/-

**Note:** Details about system of compensation provided in regulations may be given.

## Manual 12

### The manner of execution of subsidy program

[Section 4(1)(b)(xii)]

#### List of institutions given subsidy

<b>Sl. No.</b>	<b>Name and address of the institution</b>	<b>Purpose for which subsidy provided</b>	<b>No of beneficiaries</b>	<b>Amount of subsidy</b>	<b>Previous years utilization progress</b>	<b>Previous years achievements</b>
	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable

#### List of individuals given subsidy

<b>Sl. No.</b>	<b>Name and address of the beneficiary</b>	<b>Purpose for which subsidy provided</b>	<b>Amount of subsidy</b>	<b>Scheme and Criterion for selection</b>	<b>No of time subsidy given in past with purpose</b>
1.	2.	3.	4.	5.	6.
	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable

## Manual 13

### Particulars of recipients of concessions, permits or authorizations granted

[Section 4(1)(b)(xiii)]

#### List of beneficiaries

<b>Sl. No</b>	<b>Name and address of the beneficiary</b>	<b>Nature of concession/ permit / authorization provided</b>	<b>Purpose for which granted</b>	<b>Scheme and Criterion for selection</b>	<b>No of times Similar concession given in past with purpose</b>
	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable



## Manual 14

### Information available in an electronic form

[Section 4(1)(b)(xiv)]

#### Details of information

Sl. No.	Activities for which electronic data is available	Nature of information available	Can it be shared with public	Is it available on website or is being used as back end data base
1	VAF	Selected Projects/ Sanctioned Projects/ Expenditure / Status / UC Submitted	Yes	Available at office
2	Science & Technology	Promotion of Science & Technology amongst Teachers & Students.	Yes	Available at office.
3	MPLADs	Selected Projects/ Sanctioned Projects/ Expenditure / Status / UC Submitted	Yes	Data available in office computer
	Chief Minister's Career Guidance & Counseling Scheme	Selected Projects/ Sanctioned Projects/ Expenditure / Status / UC Submitted	Yes	Data available in office
4	Chief Minister's Youth Development Scheme	Selected Projects/ Sanctioned Projects/ Expenditure / Status / UC Submitted	Yes	Data available in office

## Manual 15

### Particulars of facilities available to citizens for obtaining information

[Section 4(1)(b)(xv)]

#### Facilities available for obtaining information

<b>Sl. No.</b>	<b>Facility available</b>	<b>Nature of Information available</b>	<b>Working hours</b>
<b>1</b>	<b>Official Website of Deputy Commissioner, North Garo Hills District.</b>	Through online mode	Depending on server
<b>2</b>	<b>Notice board</b>	In office	Working hours

## Manual 16

### Name designation and other particulars of Public Information Officers

[Section 4(1)(b)(xvi)]

#### List of Public Information Officers

Sl. No.	Designation of the Officer designated as PIO	Postal address	Telephone No.	e-mail address	Demarcation of Area /Activities, if more than one PIO is there
1	District Planning Officer	District Planning Office, North Garo Hills	9436106577	planningresubelpara@gmail.com	In respect of District Planning Office, North Garo Hills

#### List of Assistant Public Information Officers

Sl. No.	Designation of the officer designated as Assistant PIO	Postal address	Telephone No.	e-mail address
1	Research Officer	District Planning Office, Resubelpara	8974373071	planningresubelpara@gmail.com

#### First appellate authority within the department

Sl. No.	Designation of the officer designated as first appellate authority	Postal address	Telephone No.	e-mail address	Demarcation of Area /Activities, if more than one appellate authority is there
1	DPO	Office of the District Planning Officer, Resubelpara.	.....	-	-

## **Manual 17**

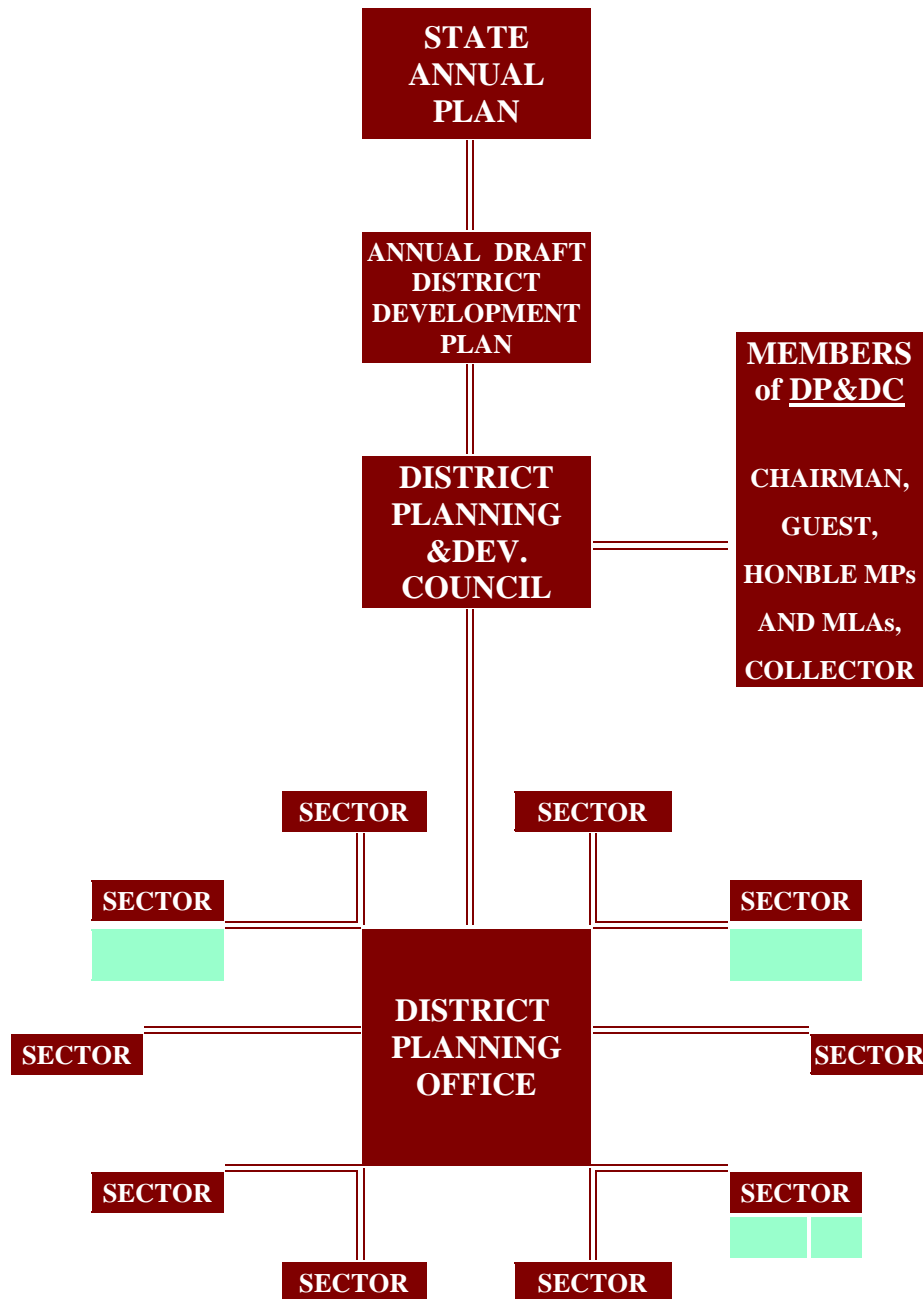
### **Other information as may be prescribed**

[Section 4(1)(b)(xvii)]

All other information as may be prescribed for dissemination shall be collated, tabulated, compiled, collected and provided in the form of manual from time to time.

## Procedure followed in decision-making process

### DRAFT ANNUAL PLAN



Annual Plans of different sectors such as Agriculture, Horticulture, Soil Conservation, Education, Electrification, Communication, etc and Annual Action Plan of Rural and Urban Plans to be consolidated and incorporated in the Plan document.

