

## COMPENDIUM

### PERSONNEL & ADMINISTRATIVE REFORMS CELL

The Department of Personnel & Administrative Reforms Cell mainly deals with administrative reforms and redressal of grievances. In respect with the reforms as far as applicable, implementation of the Accepted Recommendation of the 2<sup>nd</sup> Administrative Reforms Commission (Govt. of India ) is adhered to. The Department has a vision to facilitate a more speedy redress of public grievances and service delivery and to instill reforms which are Citizen Centric for achieving Good Governance.

The Department has no subordinate offices of its own. It is under direct control of Chief Secretary which is assisted by Principal Secretary/ Secretary / Joint Secretary / Under Secretary to the Govt. of Meghalaya. The total strength of the Meghalaya Secretariat Service Cadre in the Department are as follows :- (1) Superintendent (2) Assistant Superintendent (3) 2(two) Upper Division Assistant (4) 3(three) Lower Division Assistant and 1(one) Peon.

The duties of Officers and employees is followed as provided in the Appendix – III Para 7.4, 7.5.1, 7.6.1. of Meghalaya Secretariat Manual of Office Procedures.

The Department has no budgetary control or schemes.

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**MANUAL ON RIGHT TO INFORMATION ACT, 2005**  
**PUBLIC AUTHORITY: PERSONNEL & A.R. CELL DEPARTMENT**

**CHAPTER – I**

Introduction:

This compendium seeks to highlight the function and activities of the Personnel & AR Cell Department and to promote transparency and accountability in the working of the Department. The Objective of the Compendium is also to provide easy access to Public who wish to have any information relating to the functioning of the Department. 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 Public authority has already notified the Public Information Officer as at Chapter of this compendium. An attempt has been made to provide full coverage of the functioning of the Department. However, there is always room for improvement and suggestion in this regard is welcome. Any interested person may kindly send their suggestion to the Public Information Officer whatever convenient for examination by the Department. It is expected that this compendium will be of use to all the information Seekers.

The Updated Instructions/ Orders/ Office Memorandum/ Amendments etc pertaining to and issued by the Department are uploaded in the State Portal Website.

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

### **Particulars of the Department, Functions & Duties**

#### **2.1 Objectives / Purpose of the Public Authority -**

The Department of Personnel & Administrative Reforms Cell is the nodal agency for monitoring all activities related with megPGRAMS. It deals with administrative reforms, implementation of the accepted recommendation of the 2<sup>nd</sup> Administrative Reforms Commission, Government of India.

#### **2.2 Mission / Vision Statement of the Public Authority –**

The Department has a vision to facilitate a more speedy redress of public grievances and service delivery and to instill reforms which are Citizen Centric for achieving Good Governance.

#### **2.3 Brief history of the Public Authority and context of its formation –**

The Department of Personnel & Administrative Reforms Cell was created as a separate cell under Personnel & Administrative Reforms (B) with effect from 27.8.1987.

#### **2.4 Duties of the Public Authority-**

The detailed List of Subjects of the Department are as follows :-

1. Punctuality
2. Work Culture
3. Office attendance by all Officers & Staff during Bandhs, Picketing etc.
4. List of subjects dealt with by various Departments.
5. Second Administrative Reforms Commission – Matters related thereto.
6. Instructions on Casual Leave.
7. Secretariat Manual of Office Procedures.
8. Arrear List.
9. E-Governance.
10. National Award for e-Governance.
11. Sevottam/MEGPGRAMS.
12. Grant of financial assistance for Professional Documentation & Dissemination of Good Governance.
13. Capacity Building for poverty reduction.
14. Quarterly Bulletin of important Government Orders.
15. Allotment of initial letter of different Departments.
16. Citizen Charter.
17. Best Practices (Documentation and dissemination).

## 2.5 Main activities / functions of the Public Authority-

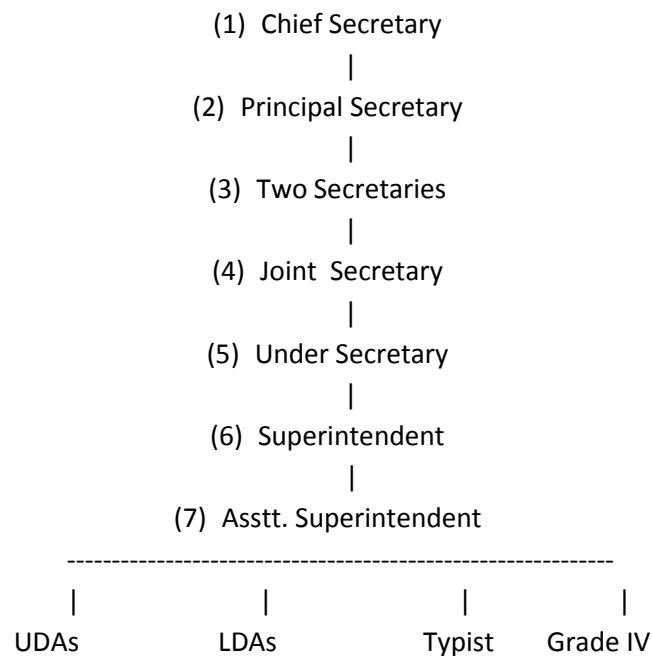
The main activities of the Public Authority is indicated at para 2.4

## 2.6 List of services being provided by the Public Authority with brief write-up on them-

The Public authority is a regulatory Department / Authority.

## 2.7 Organizational structure diagram at various levels viz. State, Directorate, District, Block etc. –

At the state level, the organizational structure is as follows:-



## 2.8 Expectation of the Public Authority from the Public for enhancing its effectiveness and efficiency –

The expectations of the Cell is to get co-operation from the various Departments and advice if any.

2.9 Mechanism available for monitoring the service delivery and public grievances resolution –  
Commissioner & Secretary & Secretary to monitor.

2.10 Addresses of the Main Office and other Offices at different levels-

Personnel A.R. Cell Department, Meghalaya (C) Secretariat, Rilang Building, Shillong.

2.11 Morning hours of the Office - 10.00 a.m.

Closing hours of the Office	- 5.00 p.m. from 16th February to 31st October
	4.30 p.m. from 1st November to 15th February

## Chapter – 3 (Manual 2)

### Powers and Duties of Officers and Employees

#### 3.1 Details of powers and duties of Officers and Employees of the Department –

<b>Designation</b>		<b>Chief Secretary</b>
Powers & Duties	Administrative  Financial	He is the Head of the Administrative Department and important policy are framed for the approval of the Minister in-charge of the Department.

<b>Designation</b>		<b>Principal Secretary</b>
Powers & Duties	Administrative  Financial	Important policy are framed for the approval of the Minister i-charge of the Department, implementation of the policy decisions etc.

<b>Designation</b>		<b>Secretary</b>
Powers & Duties	Administrative  Financial	Administrative power, subject to administrative control of the Principal Secretary/Commissioner & Secretary. Processes files for approval and orders by the Senior Officers.

<b>Designation</b>		<b>Joint Secretary</b>
Powers & Duties	Administrative  Financial	Administrative power, subject to administrative control of the Principal Secretary/Commissioner & Secretary. Processes files for approval and orders by the Senior Officers.

<b>Designation</b>		<b>Under Secretary</b>
Powers & Duties	Administrative	Supervision of the Department and to see that matters requiring decision are sent to the higher & competent authority.

<b>Designation</b>		<b>Superintendent</b>
Powers & Duties	Administrative	To deal with urgent or important receipts and to be responsible for prompt disposal of works in the Department. To scrutinize the notes and drafts of Assistants for correctness and accuracy before submitting the case to the higher officer.

<b>Designation</b>		<b>Asstt. Superintendent</b>
Powers & Duties	Administrative	To deal with urgent or important receipts and to be responsible for prompt disposal of works in the Department and to process papers under consideration in the files relating to subjects allotted.

<b>Designation</b>		<b>Upper Divn. Asstt.</b>
Powers & Duties	Administrative	To process papers under consideration in the files relating to subjects allotted.

<b>Designation</b>		<b>Lower Divn. Asstt.</b>
Powers & Duties	Administrative	To process papers under consideration in the files relating to subjects allotted.

<b>Designation</b>		<b>Peon</b>
Powers & Duties	Administrative	To attend to the distribution of files to concerned Officer & staff and issue of daks.

### Chapter – 4 ( Manual 3 )

**List of rules , regulations , instructions , manual and records held by the Public Authority  
or under its control or used by its employees for discharging functions.**

Name/Title of Document	Type of Document	Brief write-up on the Document	Available at	Fee charged
Casual Leave, 1982.	Instructions	Instructions on Casual Leave	Personnel & A.R. Cell Department	Free
Meghalaya Secretariat Manual of Office Procedures, 1993.	Manual	Office Procedures of Meghalaya Secretariat.	- do -	- do -
Punctuality in Office Attendance.	Instructions	Instructions in Office Attendance.	- do -	- do -
Self-Certification.	Instructions	Instructions on Self – Certification of documents.	- do -	- do -
megPGRAMS	Manual	User Manual Meghalaya PGRAMS.	- do -	- do -



## **Chapter – 5 (Manual 4)**

**Particulars of any arrangement that exists for consultation with, or representatives by, the members of the public in relation to the formulation of its policy or implementation thereof –**

The Personnel & Administrative Reforms Cell Department follows the norms set in the Meghalaya Secretariat Manual of Office Procedure and also the various rules and regulations as mentioned in the relevant chapter and the provisions therein.

## **Chapter – 6 (Manual 5)**

**A statement of the categories of documents that are held by it or under its control-**

As indicated in Chapter 4.

**Chapter – 7 (Manual 6)**

**A statement of boards, councils, committees and other bodies constituted as its part –**

None

**Chapter – 8 (Manual 7)**

**The names, designation and other particulars of the Public Information Officers –**

**Name of the Public Authority : Personnel & Admv.Reforms Cell Department**

**Public Information Officer : Smti R.M.S. Lyngdoh.**

Sl. No.	Name	Designation	S.T.D. Code	Phone No.		Fax	E-mail	Address
				Office	Home			
1.	Smti. R.M.S. Lyngdoh.	Under Secretary	0364	2354 PABX				207 Megh (C) Sectt, Rilang Bldg. Shg.

**Department Appellate Authority :**

Sl. No.	Name	Designation	S.T.D. Code	Phone No.		Fax	E-mail	Address
				Office	Home			
1.	Smti. Ripnar Lyngdoh, I.A.S.	Secretary	0364	2212708			ripnarbait@gmail.com	Megh (C) Sectt, Shg, Myntdu Building Room No. 303.

## Chapter – 9 (Manual 8 )

### Procedure followed in Decision Making Process –

The Personnel & Administrative Reforms Cell follows the procedure indicated in the Rules of Executive Business and the Manual of Secretariat Procedure (MOSP) for decision-making. The Under Secretary proposes action with the help of staff (Superintendent/Asstt. Superintendent/UDA and LDA) posted in his section in accordance with the departmental instructions prescribing the level of final disposal and channel of submission for each category of cases. The Under Secretary normally submits the file to Commissioner & Secretary. The Commissioner & Secretary submits to Principal Secretary. The Principal Secretary submits to the Chief Secretary and the Chief Secretary submits to the Minister in-charge or the Chief Minister through the Minister in-charge.

9.3. What are the arrangements to communicate the decision to the public ?

None.

9.4. Who are the officers at various levels whose opinions are sought for the process of decision making ?

Commissioner & Secretary/Principal Secretary and Chief Secretary.

9.5. Who is the final authority that vets the decision ?

Principal Secretary/Chief Secretary and Chief Minister.

9.6.

Sl.No.	
Subject on which the decision is to be taken	
Guideline/Direction if any	
Process of execution	
Designation of Officers involved in decision making	
Contact information of above mention Officers	
If not satisfied by the decision, where and how to appeal	

**Chapter – 10 ( Manual 9 )**

**Directory of Officers & Employees -**

Sl. No.	Name	Designation	S.T.D. Code	Ph.No.		Fax	E-mail	Address
				Office	Home			
1.	Shri . Y. Tsering, IAS.	Chief Secretary.	0364	2224801				Main Sectt.
2.	Smti. R.V. Suchiang, IAS.	Principal Secretary.	0364	2210132	2226445			Addl. Sectt.
3.	Smti. Ripnar Lyngdoh, IAS.	Secretary.	0364	2212708				Addl. Sectt.
4.	Shri. Abhishek Bhagotia, IAS.	Secretary.	0364	2553 PABX				Addl. Building.
5.	Smti. A. Kharpor, M.C.S.	Joint Secretary	0364	2222990				MATI Building.
6.	Smti. R.M.S. Lyngdoh.	Under Secretary		2354 (PABX)				Main Sectt.
7.	Smti. P. Kharchandy.	Superintendent		2497 (PABX)				Per & A.R. Cell Deptt.
8.	Smti. A. Wanshong	Asstt. Supdt.						
9.	Smti. B. Diengdoh.	U.D.A.						
10.	Smti. R.D. Shira	- do -						
11.	Smti. V. Kharsati.	L.D.A.						
12.	Smti . A. Warshong.	- do -						
13.	vacant.	- do -						
	-	Peon						

**Chapter – 11 ( Manual 10 )**

**The Monthly Remuneration Received by Officers & Employees, including system of compensation as provided in Regulations –**

Sl. No.	Name	Designation	Monthly Remuneration (gross)	Compensation/ Compensatory allowance	Procedure to determine the remuneration
1.	Shri. Y. Tsering, IAS.	Chief Secretary.	80,000/- (basic)		
2.	Smti. R.V. Suchiang, IAS.	Principal Secretary.	77,440/- (basic)		
3.	Smti. Ripnar Lyngdoh, IAS.	Secretary.			
4.	Shri Abhishek Bhagotia, I.A.S.	Secretary.			
5.	Smti. A. Kharpor, M.C.S.	Joint Secretary			
6.	Smti. R.M.S. Lyngdoh.	Under Secretary	23300/- (basic)		Basic pay, D.A, H.A, M.A, H.R.A.
7.	Smti. P. Kharchandy	Superintendent	18,300/-		
8.	Smti. A. Wanshong	Asstt. Supdt.	15,700/-		
9.	Smti. B. Diengdoh.	U.D.A.	14,100/-		
10.	Smti. R.D. Shira	- do -	14,100/-		
11.	Smti. V. Kharsati.	L.D.A.	11,300/-		
12.	Smti . A. Warshong.	- do -	11,300/-		
13.	Vacant	- do -	11,300/-		
	-	Peon			

**Chapter – 12 ( Manual 11 )**

**The Budget allocated to each agency (Particulars of all plans, proposed expenditures and reports on disbursement made) –**

None, the Department have no budgetary control.



## **Chapter – 13 ( Manual 12 )**

### **13.1 The Manner of execution of Subsidy Programmes –**

Does not arise as the Deptt. does not have subsidy programmes

## **Chapter – 14 ( Manual 13 )**

14.1 Particulars of recipients of concessions, permits or authorization granted by it –

Does not arise as no concessions permits or authorizations granted.

## **Chapter – 15 ( Manual 14 )**

### **Norms set by it for the discharge of its functions –**

- 15.1 Details of norms/standards set by the Department for execution of various activities/ programmes:

The Personnel & AR Cell Department follows the norms set in the Meghalaya Secretariat Manual of Office Procedure and also the various rules and regulations as mentioned in the relevant chapter and the provisions therein.

**Chapter – 16 ( Manual 15 )**

**Information available in an electronic form –**

16.1 Details of various schemes available in the electronic format:

None

## **Chapter – 17 ( Manual 16 )**

### **Particulars of the facilities available to citizens for obtaining information –**

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

## **Chapter – 18 ( Manual 17 )**

### **Other useful information –**

18.1 Frequently asked questions and their answers by Public –

The public most frequently enquire on matters relating to Compassionate Appointments. The Deptt. obliges the public to their satisfaction on most of the queries.

18.2

To Does not arise.

18.8