

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

RIGHT TO INFORMATION ACT, 2005.

DISTRICT PLANNING OFFICE

SOUTH GARO HILLS DISTRICT::: BAGHMARA::MEGHALAYA

(PROACTIVE DISCLOSURE)

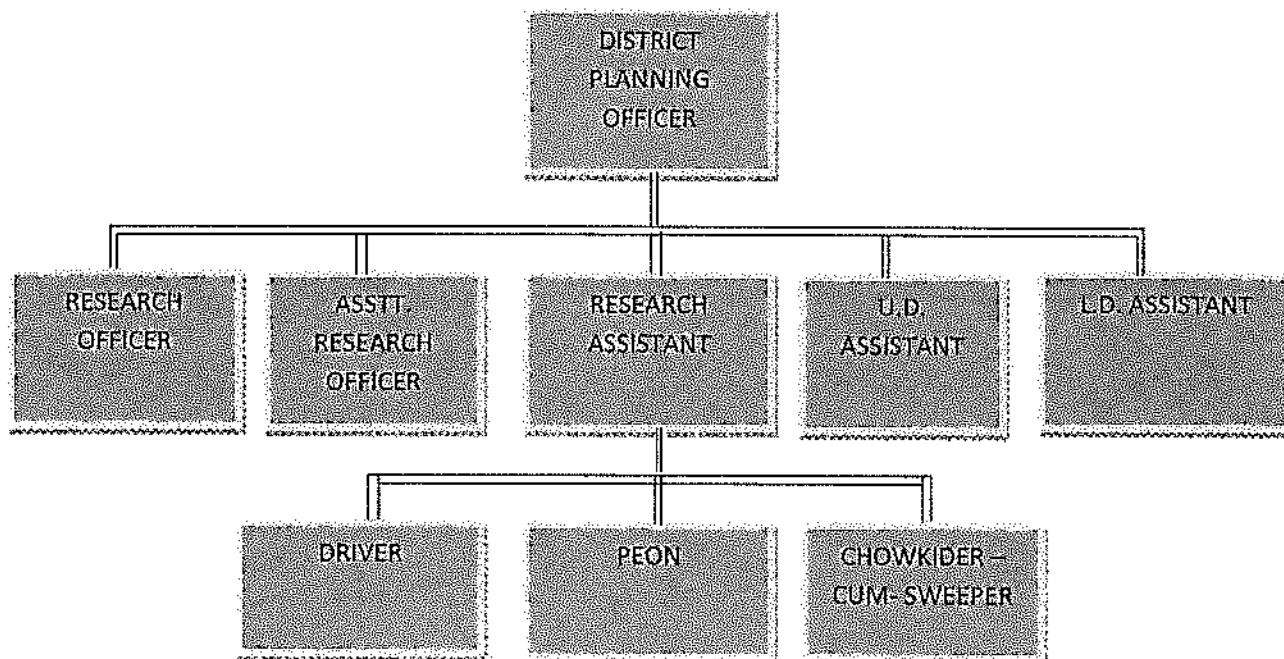
Chapter – 2 (Manual – 1)

Particulars of Organization, Functions and Duties

2.1 History/Background/Objective/purpose of the public authority

The District Planning Office, South Garo Hills district is being functioning in the office building of Deputy Commissioner with effect from the year 1993 as per Govt. Notification No.PLA.33/92/4, dated 26-10-1992. The main objective of the office is to prepare the Annual Plan/Five Year Plan & perspective plan for the district in active cooperation of the district level Officers.

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 an when ordered by DPO	DIF, VAF, DIST. ANNUAL PLAN, SCIENCE & TECHNOLOGY ETC.
3.	ASSISTANT RESEARCH OFFICER	-	SELF DDO-		-do-	-DO-
4.	RESEARCH ASSISTANT		-		-do-	-DO-
5.	UDA	-	-	-	-do-	Establishment/ Bill & Budget / Consignment of Record
6.	LDA	-	-	-	-do-	Contingency bills, Accounts, Typing, receipt issue of letters
7.	Peon	-	Nil		Nil	Office matter
8.	Driver	-	Nil		Nil	Driving
9.	Watchman	-	Nil		Nil	Guarding the office at Night

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.

Sl. No.	Activity	Level of action	Time frame
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/RA/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.	DIF	Admissible Projects/Schemes which can be taken up under DIF	DIF Guideline	No
2.	VAF	Admissible Schemes/Projects which can be taken up under VAF	VAF Guideline	No
3.	District Planning & Dev. Council	Functions of DP&DC / Procedures of Election to DP&DC	As per Notification by the Govt.	No

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.	DIF	Selected / Schemes still with 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:

Sl. No.	Name and address of the Consultative Committees/bodies	Constitution of the committee/body	Role and responsibility	Frequency of meetings
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				

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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, South Garo Hills consists of 15 Members of which MLA of the district are members, CEM of District Council and MP of Lok 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.	06.03.05

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	

Please attach copies of detailed notification /orders for their constitutions.

Manual 9

Directory of officers and employees

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

Directory

Sl. No.	Name and designation	Office Phone No.	E-mail address
1.	District Planning Officer	9615773114	planningbaghmara@gmail.com
2.	Research Officer	9436313681	-do-
3.	Asstt. Research Officer	-	-
4.	Research Assistant	9856122024	-do-
5.	UDA	9436999305	-do-
6.	LDA	8575301834	-do-
7.	Peon	8731999510	Nil
8.	Driver	9402315309	Nil
9.	Watchman	-	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)]

Sl. No.	Name and Designation	Pay scale/Monthly remuneration
1.	District Planning Officer	Rs.30700/- (Basic Pay) P.M.
2.	Research Officer	Rs.18300-35100/-
3.	Asstt. Research Officer	Rs.17000-33690
4.	Research Assistant	Rs.14100-27510/-
5.	UDA	Rs.11300-22000/-
6.	LDA	Rs.9900-19370/-
7.	Driver	Rs.7700-15020/-
8.	Peon	Rs.7100-13840/-
9.	Watchman	Rs.7100-13840/-

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

Manual 11

The budget allocated to each agency

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

Non-plan budget(2016-17)

Major head	Activities to be performed	Sanctioned budget	Budget estimate	Revised estimate	Expenditure for the last year (2015-16)
16-3451	Pay/DA/HRA/Contingency/M.V./TE/RCM etc. of staff of this office	Rs.44.92 lakhs			28.36 lakh

Plan budget (2016-17)

Name of the Plan scheme	Activities to be under taken	Date of commencement	Expected date for completion	Amount sanctioned (Lakh)	Amount Disbursed/ spent (Lakh)
VAF	For implementation of various schemes / Awareness programmes, etc. admissible as per guidelines	2016-17	Within a year	Rs.20.00 lakh	Rs.20.00 lakh
DIF	For implementation of Innovative Projects	2016-17	Within a year	Nil	Nil

Manual 12

The manner of execution of subsidy program

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

List of institutions given subsidy

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

List of individuals given subsidy

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

Details of schemes under which subsidies are granted should be given.

Manual 13

Particulars of recipients of concessions, permits or authorizations granted

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

List of beneficiaries

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

Note: Creation of database and its hosting on website should be done on priority basis for Activities like issue of permits, issue of authorizations, grant of concessions, licenses etc.

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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.	DIF	Selected Projects/Sanctioned Projects/Expenditure/ Status/ UC Submitted	Yes	Data available in office computer
3.	List of District Planning & Dev. Council Members	-	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

Sl. No.	Facility available	Nature of Information available	Working hours
1.	Information Counter	In Office	Office hours
2.	Notice board	In office	Do

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, South Garo Hills	9615773114	planningbaghmara@gmail.com	In respect of District Planning Office, South Garo Hills

List of Assistant Public Information Officers

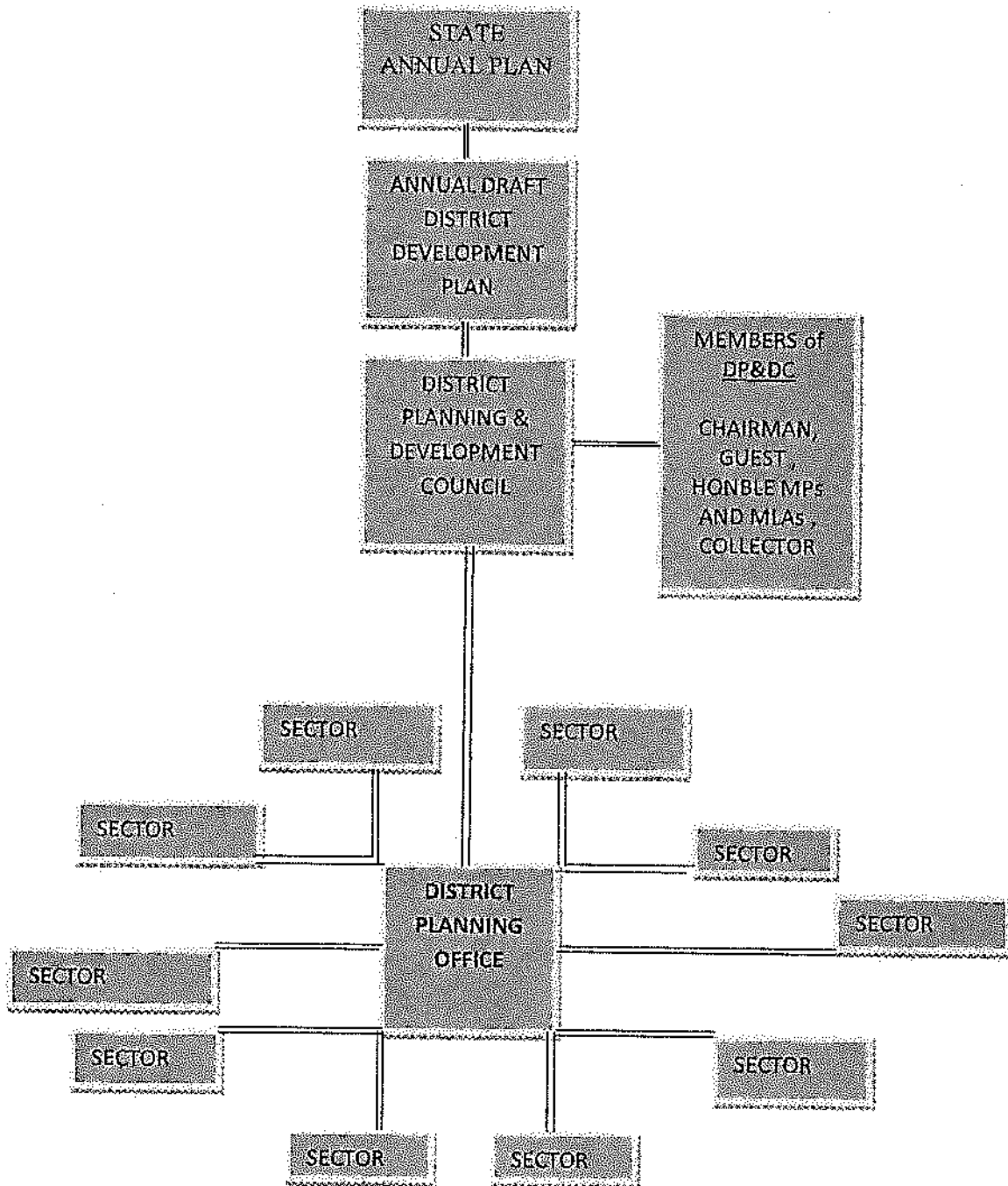
Sl. No.	Designation of the Officer designated as Assistant PIO	Postal address	Telephone No.	e-mail address
1	Research Officer	District Planning Office, Baghmara	9436313681	planningbaghmara@gmail.com

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, Baghmara.	9615773114	-	-

Procedure followed in decision-making process

DRAF ANNUAL PLAN



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

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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.