

DISTRICT COUNCIL AFFAIRS DEPARTMENT

Citizen 's Charter

Vision / Mission: The District Council Affairs Department is an Administrative Department at the Secretariat which is entrusted with the responsibility of coordinating the affairs of the 3(Three) Autonomous District Councils of the state constituted under the sixth schedule to the Constitution of India . These Autonomous District Councils are constituted with a view to enact Laws for safeguarding the rights, customs and interest of the Tribal people within their jurisdiction.

Main services / transactions :

The main function of the District Council Affairs Department is coordinating the work between the District Councils and other state Government departments and also with the Government of India. This Department is also looking after the affairs of the District Councils and Endeavour to ensure that all necessary and appropriate action is taken in time whenever necessary so that these 3(three) Autonomous District Councils are able to function smoothly. The following are the important function of this Department.

1. Conduct of Election :

Election to the 3 (Three) Autonomous District Councils are conducted by District Councils Affairs Department through concerned Deputy Commissioners and sub-Divisional Officers (Civil) as Returning Officers as there is no separate Election Commission for the purpose . These Elections have been conducted regularly after the expiry of the Term of the District Councils and under the Provision of the Assam and Meghalaya Autonomous Districts (constitution of District Councils) Rules ,1951. The General election to the Khasi Hills Hills Autonomous District Council & Jaintia Hills Autonomous District Council has been conducted on the 24th

February, 2014 and the Results was declared on the 27th February, 2014 for both the District Council. The Election is by and large peaceful in both the districts barring minor skirmishes. However the Election for the Garo Hills Autonomous District Council has been extended for another six months.

After the Election, the Department by the order of the Governor summoned the District Councils for its First Session after its re-constitution and for election of CEM / Chairman etc.. of the District Councils and also for Appointment of EMs in accordance with the Provision under the Assam and Meghalaya Autonomous District (constitution of District Council) Rules, 1951 as amended.

2. Processing of Acts / Bills etc..

All the Bills / Regulations / Rules etc submitted by the 3 (Three) District Councils are examined in this department in consultation with Law department and other concerned Government departments as may be necessary. When any Bills / Regulations is passed by the District Councils, the department examines the legality or otherwise in terms of the provision of the sixth schedule to the constitution and in conformity with the Assam & Meghalaya Autonomous District (constitution of District Councils) Rules , 1951 . If the Bills / Regulations is found to be in order, the same is recommended to the Governor for his assent / approval. If the same is not within the competency of the District Council the Bills etc is returned to the Council with a Message from the Governor under the aforesaid Rules.

3. Processing of Schemes of the 3 (Three) District Councils :

District Council Affairs Department do not implement any developmental schemes directly , however , grant-in-aids under both plan and Non-plan sanctioned / released by the Central and State Government respectively are sanctioned /

released to the 3 (Three) Autonomous District Councils through this Department for the implementation of their various Developmental works and for creation of infrastructural facilities such as construction of village roads , Bridges , foot path , drinking wells , tanks , community hall , Football ground etc .

All the schemes / Proposal submitted by the 3 (Three) Autonomous District Councils both Plan and Non-plan as well as schemes under the various Finance Commission Award and NLPCR initially scrutinized by the District Councils Affairs Department and processed with Finance and Planning Department before they are sanctioned. However, the sanctioned/released of schemes under Plan depends on the approval / released of Fund by the Govt. of India.

4. Implementation of the Recommendation of the Enquiry Commission :

Under para 14 of the sixth Schedule to the Constitution of India the Governor is empowered to appoint a commission of Enquiry and report on any matter specified by him in relating to administration of the Autonomous District Councils . DCA Department is responsible for constitution of the commission of Enquiry and Implementation of the Recommendations (through its Report Implementation Cell) .

The structural set up of the Department at the Secretariat is as follows:-

Commissioner & Secretary	- 2 (Two)
Under Secretary	- 1 (One)
Superintendent	- 1 (one)
Ministerial staffs	- 11 (Eleven)

Grievances redress mechanism: As the nature of works of the Department is itself co-ordination of the affairs of the 3 (Three) Autonomous District Councils in the state hence this Department does not deal directly with the public. However the Department expects co-operation from the public and other agencies if and whenever required.

Service Standards:District Councils Affairs Department takes prompt and necessary actions on all matters relating to the 3 (Three) Autonomous District Councils so as to enable them to function smoothly in their daily activities.

Responsibility Centre/Sub-ordinates organization: There is no sub-ordinates offices / Directorates under the control of this Department.

Indicative expectations from service recipients: No provision exists for enlisting for public participation as this Department do not have any Developmental Schemes.
