


GOVERNMENT OF MEGHALAYA
OFFICE OF THE DEPUTY COMMISSIONER
RI BHOI DISTRICT :: NONGPOH.

NO.DCRB(E)10/90/121, Dated Nongpoh, the 3rd November, 2011 :- In partial modification of earlier orders, with a view to streamline the functioning of the office and for the smooth and speedy disposal of official business, re-allocation of works among the Officers is hereby made as under:-

Sl. No.	Branches	Branch Officer	Supervisory Officer
1.	ESTABLISHMENT BRANCH:	Smti.M.Lakiang, EAC	Km.A.L. Mawlong, ADC
	A Establishment Maters & Office attendance		
	B G.A.D Complex		
	C Quarter-Road, Water Supply, Electricity & Telephone		
	D Circuit House -Maintenance, permission for accommodation with prior approval of D.C		
2.	GENERAL BRANCH:	Smti.J.U.Kharpuri, EAC	Smti.I.Mawlong, ADC
	1 Issue of ST/SC/PRC/Domicile Certificate		
	2 Arms branch including issue of NOC for Petrol Pump & Explosives	Shri.R.Kharbihkhiew, EAC	
	3 Permission for Fete ,Puja, concerts Meeting & P.A. System etc.		
	4 Celèbration of I/D, R/D, M/D & RB/ Day		
5 Registration of Societies.	Km.A.L.Mawlong, ADC		
3.	NAZARATH BRANCH and Cleanliness of the office	Smti.J.U.Kharpuri, EAC	Smti. I.Mawlong, ADC
4.	REVENUE BRANCH:	Shri.L.G.M.Kharmih, EAC	Deputy Commissioner
	(I) Land Acquisition for 4-laning, Complaints, etc. DRM /Relief/Bakijai		
	(II) Other Land Acquisition Cases, Airport, Railways and Border Issues.	Shri.R.Kharbihkhiew, EAC	Deputy Commissioner
5.	ELECTION BRANCH:	Shri.J.Shylla, EAC	Smti.I.Mawlong, A.D.C.
6.	JUDICIAL BRANCH: Matters-including Police Papers & Bail matters, Lok Adalat Reports & Returns.	-	
7.	DEVELOPMENT BRANCH	Shri.J.Shylla, EAC	Smti.I.Mawlong, A.D.C.
8.	ALL DSC MATTERS	Shri.L.G.M.Kharmih, EAC	Deputy Commissioner
9.	REGISTRATION BRANCH	Shri.R.Kharbihkhiew, EAC	Km.A.L.Mawlong, ADC
10.	FOOD & CIVIL SUPPLIES	Shri.A.S.Phawa, DDS	Smti.I.Mawlong, A.D.C.
11.	EXCISE BRANCH	Shri.W.B.Syiem, SE	Km.A.L. Mawlong, ADC
12.	HOUSING BRANCH	Shri.M.Thabah	Km.A.L. Mawlong, ADC
13.	TRANSPORT	Shri. A.Rynjah, DTO	Smti.I.Mawlong, A.D.C./DPO
14.	PLANNING BRANCH	R.O./ A.R.O.	
15.	N.I.C. ✓	Shri.D.Kar.	Deputy Commissioner
16.	W.R.A.U	Shri.J.Shylla, EAC	Deputy Commissioner
17.	SSA/MDM	Smti.I.Mawlong, A.D.C	
	NRHM		
18.	DISTRICT PROTOCOL	Smti.J.U.Kharpuri, EAC	
19.	SPECIAL JUDICIAL OFFICER FOR TRANSPORT	-	


1. In addition Smti. I.Mawlong, ADC shall function as DDO of Election Branch/Nazarath Branch.
2. All files are to be routed by the Branch Officer through the Supervisory Officers, except on their absence or due to urgency, the files may be put up directly to the Undersigned.
3. The Dealing Assistant and the Branch Officer will be solely responsible in case of any delay in disposing of files.
4. All routine matters should be disposed of at the level of Branch Officer/Supervisory Officer.
5. All permissions and correspondences should invariably be approved by the Undersigned.
6. ACRs of all staff should be recorded regularly by the Branch Officer.
7. Any works not assigned or allotted should be dealt with by the Head Assistant.


Deputy Commissioner,
Ri Bhoi District, Nongpoh.
Dated Nongpoh, the 3rd November, 2011.

MEMO.NO.DCRB(E)10/90/121-A,

Copy to:-

1. All ADC's, Ri Bhoi District, Nongpoh.
2. All EAC's Ri Bhoi District, Nongpoh.
3. The Deputy Director of Supply, Ri Bhoi District, Nongpoh.
4. The Superintendent of Excise Ri Bhoi District, Nongpoh.
5. The Inspector of Housing, Ri Bhoi District, Nongpoh.
6. Shri. A.Rynjah, DTO, Ri Bhoi District Nongpoh.
7. The Treasury Officer Ri Bhoi District, Nongpoh.
8. The Research Officer, Ri Bhoi District, Nongpoh.
9. The Head Assistant of Deputy Commissioner's Office, Ri Bhoi District, Nongpoh.
10. The Nazir of Deputy Commissioner's Office, Ri Bhoi District, Nongpoh.
11. All UDAs of Branch concerned.
12. Office copy.


Deputy Commissioner,
Ri Bhoi District, Nongpoh.
