

Template for the Information Handbook under Right to Information Act

Chapter 1

Introduction

- 1.1 Please throw light on the background of this hand-book (Right to Information Act 2005):-
The handbook (Right to Information Act, 2005) is to secure information for citizens to secure access to information under the control of Public Authority in order to promote transparency and accountability in the works of every Public Authority.
- 1.2 Objective/purpose of this hand-book:- *The main objective of this Information Handbook is to incorporate and provide information to every citizen on matters concerning Arms Branch.*
- 1.3 Who are the intended users of this hand book ?:- *Every Citizen of India.*
- 1.4 Organisation of the information of this hand-book:-
- 1.5 Definitions (Please provide definitions of various terms used in the hand-book):-
- 1.6 Contact person in case some body wants to get more information on topics covered in the hand-book as well as other information also:- *Shri. B. Dhar, I.A.S., District Magistrate; Shri R. Rapphap, M.C.S., Additional District Magistrate, Kum D. Phawa, M.C.S., Extra Assistant Commissioner.*
- 1.7 Procedure and Fee Structure for getting information not available in the hand-book:- *Any person who desires to obtain information shall submit the written application direct to the PIO or APIO along with the application fee as prescribed by the Government.*

Chapter – 2(Manual 1)

Particulars of Organization, Functions and Duties

Arms Branch is listed as one of the Administrative Branch under the Deputy Commissioner's Establishment. The primary duties of the Branch are governed by the Arms Act, 1959, the Explosive Act, 1884, the Petroleum Act, 1934 and the Rules framed there under.

The Arms Branch empowers the District Magistrate to issue licenses in respect of Certain Categories of arms and ammunitions for:-

1. (a) Protection of Crops and Cattle
- (b) Self Protection
- (c) Keeping for Sale/Transfer of Weapons
- (d) Renewal of All India Arms License issued from outside the State
- (e) Permission to Licensed Holders to purchase weapons from outside the State
- (f) Realisation of License Fees/Renewal Fees

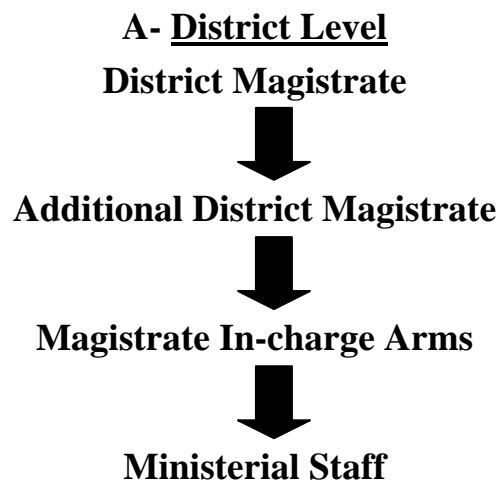
The District Magistrate is also responsible for administration under the Indian Explosive Act, 1984 and the Rules framed there under and issues.

- (a) Fireworks License
- (b) N.O.C. for obtaining Explosives License from the Explosives Department and renewal thereof
- (c) Permission to use explosives

Administration of the Petroleum Act, 1734 and the Rules framed there under also rests with the District Magistrate who is responsible for:-

- (a) Issuing and renewing S.K. Oil Licenses
- (b) Issuing N.O.C. for setting up Petroleum Retail Outlet

The Organizational Structure of the Branch is as follows:-



WORKING HOURS:-

Summer Timing	10:00 A.M. -- 5:00 P.M.
Winter Timing	10:00 A.M. -- 4:30 P.M.

Chapter 3 (Manual 2)

Powers and Duties of Officers and Employees

3.1 Please provide details of the powers and duties of officers and employees of the organization.

Designation	Deputy Commissioner, Ri-Bhoi District, Nongpoh	
Powers	Administrative	The administrative powers of the Officers and Staff of the Branch are strictly governed by the Acts and Rules specified in Manual 1.
Duties		

Chapter – 4 (Manual 3)

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions.

1. **Arms Act, 1959**
2. **Arms Rules, 1962**
3. **Explosives Act, 1884**
4. **Explosives Rule, 1983**
5. **Petroleum Act, 1934**
6. **Petroleum Rule, 1937**

Chapter 5 (Manual –4)

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 or implementation thereof.

As specified at Manual No. 1

Chapter 6 (Manual-5)

A Statement of the categories of documents that are held by it or under its control

Sl. No.	Category of the Document	Name of the Document and its Introduction in one line	
1.	Arms Act, 1959	Act of Parliament	
2.	Arms Rule, 1962	Rule of Parliament	
3.	Explosives Act, 1884	Act of Parliament	
4.	Explosives Rule, 1983	Rule of Parliament	
5.	Petroleum Act, 1934	Act of Parliament	
6.	Petroleum Rules, 1927	Rule of Parliament	

Chapter 7 (Manual 6)

A statement of boards, council, committees and other bodies constituted as its part.

NIL

Chapter 8 (Manual 7)

The names, designations and other particulars of the Public Information Officers

8.1 Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority in the following format

Name of the Public Authority:

Assistant Public Information Officers:

Sl. No	Name	Designation	S.T.D Code	Phone No.		Fax	Email	Address
				Office	Home			
1.	Kum D. Phawa, M.C.S.	Extra Assistant Commissioner	03638	232254	232254			Deputy Commissioner's Office, Nongpoh

Public Information Officers:

Sl. No	Name	Designation	S.T.D Code	Phone No.		Fax	Email	Address
				Office	Home			
1.	Shri R. Rapthap, M.C.S.	Additional District Magistrate	03638	232344	232211	232571		Deputy Commissioner's Office, Nongpoh

Department Appellate Authority :

Sl. No	Name	Designation	S.T.D Code	Phone No.		Fax	Email	Address
				Office	Home			
1.	Shri B. Dhar, I.A.S.	District Magistrate	03638	232221	232234	232502		Deputy Commissioner's Office, Nongpoh

Chapter 9 (Manual 8)

Procedure followed in Decision Making Process

The Procedure followed to take a decision for various matters – After scrutinizing all the documents furnished and on being satisfied that they are in proper order as laid down in Court Orders indicated in Manual 5, a matter is put up by the Assistants of the Branch to the next higher authority. The Controlling Officer who is the District Magistrate takes the final decision.

Chapter 10 (Manual -9)

Directory of Officers and Employee

10.1 Please provide information district wise in following format

Sl. No	Name	Designation	S.T.D Code	Phone No.		Fax	Email	Address
1.	Shri B. Dhar, I.A.S.	District Magistrate	0.3638	232221	232234	232502		Deputy Commissioner's Office, Nongpoh
2.	Shri R. Rapthap, M.C.S.	Additional District Magistrate	0.3638	232344	232211	232571		
3.	Kum D. Phawa, M.C.S.	Extra Assistant Commissioner	0.3638	232254				
4.	Smti S. Pyngrope	Lower Divisional Assistant	0.3638	232384				

Chapter - 11 (Manual 10)

The Monthly Remuneration Received By Each of its Officers and Employees, Including the System of Compensation as Provided in Regulations

11.1 Please provide information in following format.

Sl. No	Name	Designation	Monthly remuneration	Compensation/ Compensatory allowance	The procedure to determine the remuneration as given in the regulation.
1.	Shri B. Dhar, I.A.S.	District Magistrate	Rs. 28,140/-		
2.	Shri R. Rapthap, M.C.S.	Additional District Magistrate	Rs. 19,113/-		
3.	Kum D. Phawa, M.C.S.	Extra Assistant Commissioner	Rs. 13,239/-		
4.	Smti S. Pyngrope	Lower Divisional Assistant	Rs. 6,180/-		

<u>CHAPTER XII (Manual -11)</u>	:-	<i>Nil</i>
<u>CHAPTER XIII (Manual- 12)</u>	:-	<i>Nil</i>
<u>CHAPTER XIV (Manual- 13)</u>	:-	<i>Nil</i>
<u>CHAPTER XV (Manual-14)</u>	:-	<i>Nil</i>
<u>CHAPTER XVI (Manual-15)</u>	:-	<i>Nil</i>
<u>CHAPTER XVII (Manual-16)</u>	:-	<i>Nil</i>
<u>CHAPTER XVIII (Manual-17)</u>	:-	<i>Nil</i>