

# 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):- *It provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authority, in order to promote transparency and accountability in the working of every Public authority.*
- 1.2 Objective/purpose of this hand-book:- *In brief, it highlights the functions organizational set up of Registration Branch.*
- 1.3 Who are the intended users of this hand book ?:- *All citizens*
- 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. R.Rapthap, Addl. Deputy Commissioner, PIO-232344. Km. A.L. Mawlong, EAC VC S.R., APIO-232239*
- 1.7 Procedure and Fee Structure for getting information not available in the hand-book:- *A person to desires to obtain any information under RTI Act shall make a request in writing or through electronic means in English, in which the applicant is being made shall be accompanied by a fee of Rs. 10.00 (Rupees Ten) only by way of cash against proper receipt or by demand draft or banker Cheque payable to the Accounts Officer of the public authority to the PIO specifying the particular of the information sought by him or her.*

*For providing the information the fee shall be charge by way of cash against proper receipt or by demand draft or banker Cheque payable to the Accounts Officer of the Public authority at the following rates:-*

- (a) Rupees two for each page(in A-4 or A-3 size paper) created or copied)
- (b) Actual charge or cost price of a copy in large size paper.
- (c) Actual cost or price for samples or models and
- (d) For inspection of records, no fee for the First hour, and fee of Rs. 5/-(Rupees Five) for each fifteen minutes (or fractions thereof) thereafter.

*For providing the information where access to information is to be provided in the printed or any electronic format, the fee shall be charge by way of cash against proper receipt or by demand draft or banker Cheque payable to the Accounts Officer of the Public authority at the following rates:-*

- (a) information provided in diskette or floppy Rupees fifty per diskette or floppy and
- (b) information provided in printed form at the price fixed for such Publication or rupees two per page of Photocopy for extracts from the Publication.

## Chapter – 2(Manual 1)

### Particulars of Organization, Functions and Duties

- 2.1 Objective/purpose of the public authority.
- 2.2 Mission/Vision Statement of the public authority.
- 2.3 Brief history of the public authority and context of its formation.
- 2.4 Duties of the public authority.
- 2.5 Main activities/functions of the public authority.
- 2.6 List of services being provided by the public authority with a brief write-up on them.
- 2.7 Organizational Structure Diagram at various levels namely State, directorate, region district, block etc (whichever is applicable).
- 2.8 Expectation of the public authority from the public for enhancing its effectiveness and efficiency.
- 2.9 Arrangements and methods made for seeking public/participation/contribution.
- 2.10 Mechanism available for monitoring the service delivery and public grievance resolution.
  
- 2.11 Addresses of the main office and other offices at different levels (Please categorise the addresses district wise for facilitating the understanding by the user).
- 2.12 Morning hours of the office : 10.00 AM  
Closing hours of the office : 5.00 AM

## 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	<i>Deputy Commissioner</i>	
Powers	Administrative	
	Financial	
	Others	
Duties		

## Chapter – 4 (Manual 3)

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

- 4.1 Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

Name/title of _____ The document : (1) <i>Indian Registration Act 1908</i> (2) <i>The Indian Stamp Act, 1899</i> (3) <i>Meghalaya Act-5 of 1993.The Indian Stamp(Meghalaya Amendment)Act,1993</i> (4) <i>Government Notifications.</i>	Type of the document <span style="border: 1px solid black; padding: 2px;">4 Others</span>
Guidelines/Instructions.	Choose one of the types given below Rules, Regulations, <u>Instructions</u> , Manual Records, Other)
<p><b>Brief Write-up on the Document :</b> <i>Indian Registration Act provides the procedure for registration of documents classification of documents registrable documents, documents of which registration is compulsory or optional, deeds of conveyance, sale deed, Agreement to lease power of attorney other classes of documents. It define the powers and duties of Sub Registrar, District Registrar etc. The whole ambit of Registration is guided by Indian Registration 1908. The Indian Stamp Act and Meghalaya Act-5 of 1993. The Indian Stamp (Meghalaya Amendment) Act-1993 indicates the fees and stamp duty to be charged.</i></p>	
From where one can get a copy of rules, regulations, instructions, manual and records.	Address :  Telephone No : <b>232344</b> Fax: <b>232221</b> Email : Others:
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	

## 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.

#### Formulation of Policy

5.1 Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.

5.2

Sl. No.	Subject/Topic	Is it mandatory to ensure public participation(Yes/No)	Arrangements for seeking public participation
	<i>Does not arise in the District level, as formulation of policy is done at the state level</i>		

This will help a citizen understand on what basis public participation in formulation and implementation of policy matters is decided upon

#### Implementation of Policy

5.3 Whether there is any provision to seek consultation/participation of public or its representatives for implementation of policies? If there is, please provide details of provisions in the following format.

Sl. No	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation.
	<i>Does not arise in the District level, as formulation of policy is done at the state level</i>		

## Chapter 6 (Manual-5)

### A statement of the categories of documents that are held by it or under its control.

- 6.1 Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing others)

Sl. No	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/under control of.
	<i>The same class of documents as specified in manual-3</i>	=	=	=

## Chapter 7 (Manual 6)

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

- 7.1 Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format:- **NIL**
- Name and address of the Affiliated Body.
  - Type of Affiliated Body (Board, Council, Committees, Other Bodies)
  - Brief Introduction of the Affiliated Body (Establishment Year, Objective/Main Activities) .
  - Role of the Affiliated Body (Advisory/Managing/Executive/Others)
  - Structure and Member Composition.
  - Head of the Body.
  - Address of main office and its Branches
  - Frequency of Meetings.
  - Can public participate in the meetings ?
  - Are minutes of the meetings prepared?
  - Are minutes of the meetings available to the public? If yes please provide information about the procedure to obtain them.

## 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: Deputy Commissioner's Office  
 Assistant Public Information Officers :

Sl. No	Name	Designation	S.T.D Code	Phone No.		Fax	Email	Address
				Office	Home			
1.	<i>Km.A.L.Mawlong, MCS</i>	<i>Sub-Registrar</i>	<i>03638</i>	<i>232239</i>	<i>232239</i>	<i>--</i>		<i>D.C.s office, Nongpoh.</i>

**Public Information Officers :**

Sl. No	Name	Designation	S.T.D Code	Phone No.		Fax	Email	Address
				Office	Home			
1.	<i>Shri R. Rapphap</i>	<i>District Registrar</i>	<i>03638</i>	<i>232344</i>	<i>232221</i>			<i>D.C.s office, Nongpoh.</i>

**Department Appellate Authority :**

Sl. No	Name	Designation	S.T.D Code	Phone No.		Fax	Email	Address
				Office	Home			
1.	<i>Shri.B.Dhar, IAS</i>	<i>Deputy Commissioner.</i>	<i>03638</i>	<i>232221</i>	<i>232234</i>	<i>232502</i>		<i>D.C.s office, Nongpoh.</i>

**Chapter 9 (Manual 8)****Procedure followed in Decision Making Process**

- 9.1 What is the procedure followed to take a decision for various matters ? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/regulations etc can be made)-  
Matter routed from Dealing Assistant → Sub Registrar → District Registrar → Deputy Commissioner
- 9.2 What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves? Indian Registration Act 1908, Sub Registrar → District Registrar → Deputy Commissioner → Inspector General of Registration.
- 9.3 What are the arrangements to communicate the decision to the public ?- Correspondence
- 9.4. Who are the officers at various levels whose opinions are sought for the process of decision making ? Sub Registrar → District Registrar → Deputy Commissioner
- 9.5. Who is the final authority that wets the decision?- Deputy Commissioner at the District level.
- 9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Sl. No	
Subject on which the decision is to be taken	<i>Registration of Documents</i>
Guideline/Direction, if any	<i>Indian Registration Act, 1908</i>
Process of Execution	<i>As per Indian Registration Act, 1908</i>
Designation of the officers involved in decision making	<i>SR, DR, DC</i>
Contact information of above mentioned officers	<i>As mentioned in Chapter 8 (Manual-7)</i>
If not satisfied by the decision, where and how to appeal	<i>If not satisfied by the decision of SR, they can appeal to the DR on a plain paper affixing Rs 2/- CF stamp</i>

## 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

## 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	<i>Shri.B.Dhar, IAS</i>	<i>DC</i>	<i>28,140/-</i>		
2	<i>Shri.R.Rapthap,MCS</i>	<i>ADC</i>	<i>19,113/-</i>		
3	<i>Km.A.L.Mawlong,MCS</i>	<i>EAC</i>	<i>13,043/-</i>		
4	<i>Smt.A.Sweetly</i>	<i>LDA</i>	<i>7,297/-</i>		
5	<i>Smti.A.Lamin,</i>	<i>COPYIST</i>	<i>5,648/-</i>		
6	<i>Shri.P.Syngkli</i>	<i>PEON</i>	<i>6,289/-</i>		

**Chapter – 12 (Manual 11)**  
**The Budget Allocated to each Agency**  
**(Particulars of all plans, proposed expenditures and**  
**reports on disbursement made)**

**For public Authorities responsible for developmental, construction, technical works.**

12.1 Please provide information about the details of the budget for different activities under different schemes in the given format.

**Year 2004-2005 :**

SL. No	Name of the scheme/Head	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed	Amount Sanctioned	Amount released/disbursed (no. of installments)	Actual expenditure for the last year	Responsible officer for the quality and the complete execution of the work.
<i>Does not implement any developmental, construction, technical works</i>									

For other Public Authorities

Sr. No	Head	Proposed Budget	Sanctioned Budget	Amount released/disbursed (no. of installments)
<i>Does not arise</i>				

**Chapter – 13**  
**The Manner of Execution of Subsidy Programmes**

13.1 Please provide the information as per the following format :

- Name of Programme/scheme
- Duration of the programme/scheme
- Objective of the programme
- Physical and financial targets of the programme(for the last year)
- Eligibility of Beneficiary
- Pre-requisites for the benefit
- Procedure to avail the benefits of the programme
- Criteria for deciding eligibility
- Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)
- Procedure for the distribution of the subsidy.
- Where to apply or whom to contact in the office for applying
- Application Fee (where applicable)
- Other Fees (where applicable )

*Does not arise*

- Application Fee (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)
- List of attachments (certificates/documents)
- Format of Attachments
- Where to contact in case of process related complaints
- Details of the available fund (At various levels like District Level, Block Level etc)
- List of beneficiaries in the format given below

*Does not arise*

Serial No/Code	Beneficiary Name	Amount of Subsidy	Parent/Guardians	Criteria of selection	Address			
					District	City	Town/Village	House No

## Chapter – 14 (Manual – 13) Particulars of Recipients of Concessions, permits or authorization granted by it

14.1 Please provide the information as per the following format :

- Name of Programme
- Type(Concession/Permits/Authorization)
- Objective
- Targets set (For the last year)
- Eligibility
- Criteria for the eligibility
- Pre-requisites
- Procedure to avail the benefits
- Time limit for the concession/Permits/Authorizations
- Application Fee (where applicable)
- Application format (where applicable)
- List of attachments (certificates/documents)
- Format of Attachments
- List of beneficiaries in the format given below

Serial No/Code	Beneficiary Name	Amount of Subsidy	Parent/Guardians	Criteria of selection	Address			
					District	City	Town/Village	House No

Also provide the following information for Concession

- Detail of the benefit given
- Distribution of benefits.

## **Chapter 15 (Manual – 14)** **Norms set by it for the discharge of its functions**

- 15.1 Please provide the details of the Norms/Standards set by the department for execution of various activities/programmes

## **Chapter 16 (Manual – 15)** **Information available in an electronic form**

- 16.1 Please provide the details of the information related to the various schemes which are available in the electronic format.

## **Chapter 17 (Manual – 16)** **Particulars of the facilities available to citizens for obtaining information.**

- 17.1 Means, methods or facilitation available to the public which are adopted by the department for dissemination of information. Like.

- Office Library
- Drama and Shows
- Through News paper
- Exhibition
- Notice Board.
- Inspection of Records in the Office
- System of issuing of copies of documents
- Printed Manual Available
- Website of the Public Authority
- Others means of advertising.
- Right of the Citizen in case of denial of information and procedure to appeal

## **Chapter 18 (Manual – 16)**

### **Other Useful Information.**

**18.1** Frequently Asked Questions and their Answers by Public

**18.2** Related to seeking Information.

- Application form (a copy of filled application form for reference)
- Fee
- How to write a precise information request. Few Tips.

**18.3 With relation to training imparted to public by Public Authority**

- Name of training programme with brief description.
- Time period for Training Programme/Scheme
- Objective of training
- Physical and Financial Targets (Last Year)
- Eligibility for training
- Pre-requisite for training (if any)
- Financial and other form of help (if any)
- Description of help (Mention the amount of Financial help, if any )
- Procedure of giving helps
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures/documents
- Format of enclosures/documents
- Procedure of application
- Selection Procedure
- Time table of training programme (In case available)
- Process to inform the trainee about the training schedule
- Arrangement made by the Public Authority for creating public awareness about the training programmes.
- List of Beneficiary of the training programme at various levels like district level, block level, etc.

**18.4 With relation to training imparted to public by Public Authority**

- Name of training programme with brief description.
- Time period for Training Programme/Scheme
- Objective of training
- Physical and Financial Targets (Last Year)
- Eligibility for training
- Pre-requisite for training (if any)
- Financial and other form of help (if any)
- Description of help (Mention the amount of Financial help, if any )
- Procedure of giving helps
- Contact Information for applying

- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures/documents
- Format of enclosures/documents
- Procedure of application
- Selection Procedure
- Time table of training programme (In case available)
- Process to inform the trainee about the training schedule
- Arrangement made by the Public Authority for creating public awareness about the training programmes.
- List of Beneficiary of the training programme at various levels like district level, block level, etc.
- Validity period of certificate (if applicable)
- Process of renewal (if any)

**18.5 With relation to registration process**

- Objective
- Eligibility for registration
- Pre-requisite (if any)
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures/documents
- Format of enclosures/documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application.
- Validity period of registration (if applicable)
- Process of renewal (if any)

**18.6 With relation to collection of tax by Public Authority (Municipal Corporation, Trade Tax, Entertainment Tax etc)**

**Name and description of tax**

- Purpose of tax collection.
- Procedure and criteria for determination of tax rates
- List of major defaulters
- Pre-requisite (if any)
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures/documents
- Format of enclosures/documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application.
- Brief description of terms used in the bills.
- Contact information in case of problems regarding Bills or service
- Tariff and Other Charges

**18.7 With relation to issuing new connection electricity/water supply, temporary and permanent disconnection etc** (This will be applicable to local bodies like Municipal Corporation/Municipalities/UPCL)

- Eligibility for connection
- Pre-requisite (if any)
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures/documents
- Format of enclosures/documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application.
- Brief description of terms used in the bills.
- Contact information in case of problems regarding Bills or service
- Tariff and Other Charges

**18.8 Details of any other public services provided by the Public Authority.**