

Chapter – I

- 1.1 This handbook is prepared in context of the operation of the Right to Information Act 2005 to provide access to information held by the office of the District Horticulture Officer, Ri Bhoi District, Nongpoh in the State of Meghalaya, in keeping with the basic principles of maintaining good governance, transparency, indiscrimination, participation and accountability in governance.
- 1.2 The objective of this handbook is to provide information about the organizational setup, functions and duties, the rules, regulations, instructions and record for discharge of these duties as well as the process of decision making and procedure for execution of development programs of the office of the District Horticulture Officer, Ri Bhoi District, Nongpoh. The handbook also indicates the facilities that can be availed of under various developmental schemes that are to be implemented at the field level as well as the annual proposal allocations under each.
- 1.3 Every citizen of India will be the users of this handbook and more information will be available with the office of the District Horticulture Officer, Ri Bhoi District, Nongpoh.
- 1.4 Information in this handbook is organized into discrete chapters / manuals dealing with various topics relevant to the district. These chapters are further divided into subheads which detail the activities under various chapters as well as annexures as and where relevant.
- 1.5 Definitions and abbreviations :-
 - a) **DHO** = District Horticulture Officer
 - b) **AH** = Assistant Horticulturist
 - c) **HEO** = Horticulture Extension Officer
 - d) **H.I.** = Horticulture Inspector
 - e) **AI** = Agriculture Inspector
 - f) **AMI** = Agriculture Marketing Inspector
 - g) **AHI** = Assistant Horticulture Inspector
 - h) **HFA** = Horticulture Field Assistant
 - i) **HD** = Horticulture Demonstrator
 - j) **SR** = Subsidiary Rules
 - k) **FR** = Fundamental Rules
 - l) **TMH** = Technology Mission in Horticulture
 - m) **U.D.A** = Upper Division Assistant
 - n) **L.D.A.** = Lower Division Assistant
 - o) **F.D** = Fruit Demonstrator
 - p) **CE** = Casual Employee
 - q) **ITK** = Indigenous Technical Knowledge
 - r) **GPF** = General Provident Fund
 - s) **MSFAC** = Meghalaya Small Farmers Agri-Business Consortium.
 - t) **DFP** = Delegation of Financial Powers
 - u) **MM – II** = Mini Mission – II
 - v) **NER** = North Eastern Region
 - w) **NWDPRA** = National Watershed Development Program for Rainfed Areas.
 - x) **NEC** = North Eastern Council.

1.6 Contact persons :- a) Public Information Officer (District Horticulture Officer) b)
Assistant Public Information Officer (Assistant Horticulturist)

1.7 The procedure and fee structure for getting information which is not available in this handbook can be obtained from the Directorate of Horticulture, Shillong.