

THE R.T.I. ACT, 2005
MANUAL OF ESTABLISHMENT BRANCH
OFFICE OF THE SUB-DIVISIONAL OFFICER (CIVIL) SOHRA

INTRODUCTION

MANUAL – 1

Function and Duties

The main function of the Establishment Branch in the office of the Sub Divisional Officer (C) Sohra Civil Sub Division, Sohra are as follows:

The branch is responsible for implementing the following rules and regulations:

1. Meghalaya F.R & S.R 1984.
2. Meghalaya Civil Pension Rules 1983.
3. Government Office Memorandum NO. PER(AR)154/78/147, dt.11.12.1984 and NO.PER(AR)154/78/157, dt. 30.11.1985 for employment on compassionate ground to the next of kin of the Government Servant while in service was abolish by Government vide office memorandum No.F (PR) – 42/2009/108, dt. 17.09.2009 (Discipline and Appeal) Rules 1964 as adapted by the Government of Meghalaya.
4. List of Branches include in the amalgamated Establishment.
 - (a) Establishment Branch.
 - (b) Account Branch
 - (c) Excise Branch.
 - (d) Revenue Branch.
 - (e) Registration Branch.

The Sub Divisional Officer (C) is the Head of the Sub Division.

The Sub Divisional Officer (C) is the controlling officer of all the branches of the Sub Division.

The Working hours of the offices of the Sub Divisional Officer (C), Sohra.

- | | | | | |
|-------------------|---|----------|---|----------|
| 1. Summer Timing | - | 10:00 AM | - | 5:00 PM |
| 2. Winter Timings | - | 10:00 AM | - | 4:30 PM. |

MANUAL – 2

Powers and Duties of Officers and Employees:

Designation: The Sub Divisional Officer (C), Sohra is appointed by the Government. He is empowered to delegate subject as per the restriction and condition prescribed by Rules and his power to any persons appointed by Government to assist him in the day to day work.

Administrative: To oversee the functioning of the office as a whole under his control including the duties and responsibilities of Subordinate officers, Staff for public authority and to exercise the power as may be delegated to him by Act/Rules.

Extra Assistant Commissioner: is appointed by the Government.To assist the Sub Divisional Officer (C) regarding matter related to the Office Administration and any other works delegated.

Staff: Consisting of Head Assistant (1 no.) –UDA (3 nos.), LDA cum Typist (2 nos.), Peons (3nos) and Process Servers (3nos.). They mostly perform the official works under the supervision of the Sub Divisional Officer/Extra Assistant Commissioner, Sohra in the matter pertaining to the Establishment works and the office as a whole.

MANUAL – 3

Nil.

MANUAL – 4

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|---|--|
| 1. It is mandatory to ensure Public Participation – | Yes. |
| 2. Arrangement for seeking Public Participation – | Sub Divisional Officer - (PIO)
Extra Assistant Commissioner- (APIO) |

MANUAL – 5

Sl.No. 1 – Category of document- Official records containing Files and Services Records of Staff. Sl. No.2 – Name of the document and its introduction in one Line –

Appointment, transfer and postings Service Books/Service Roll, Personal File of staff etc.

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Nil.

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Name of Public Authority.

1. Sub Divisional Officer (C), Sohra Civil Sub Division, Sohra – Public information Officers.
2. Assistant Public Information Officer – Extra Assistant Commissioners.

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Subject on which the decision is to be taken :

Designation of the Officer

Involved in decision making - Sub Divisional Officer (C), Sohra.
Extra Assistant Commissioner, Sohra.

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Sl. No.	Name & Designation	Contact No.	Home Adress
1.	Shri. Ankit Kumar Singh, IAS SDO (C), Sohra	9725136544	Sohra.
2.	Shri. N. Hajong, MC., EAC, Sohra	9436730762	Sohra.
3.	Shri. G. Warjri, MCS, EAC, Sohra.	9436335306	Saitsohpen, Sohra.
4.	Smti. Jacinta M. Umdor, MCS, EAC, Sohra.	9863100010	Sohra.
5.	Smt. D. Diengdoh, H/A Estt. Branch.	9436317036	Saitsohpen, Sohra.
6.	Smti. S.K. Hujon, UDA	9436310986	Saitsohpen, Sohra.
7.	Shri. A. Byrnia, UDA.	8014422974	Pdengshnong, Sohra.
8.	Shri. Q.M. Chyne, UDA	8794190132	Saitsohpen, Sohra.
9.	Shri. J. D. Sohtun, LDA.	8794854391	Sohra.
10.	Vacant Post (1 no.), LDA.		
11.	Shri. S. Diengdoh, H/P.S.	8575028256	Saitsohpen, Sohra.
12.	Shri. B. Phanbuh, P.S.		Khliehshnong, Sohra.
13.	Shri. Disitor Diengdoh, Peon.		Saitsohpen, Sohra.
14.	Smti. R. Nongbri, Peon.		Pdengshnong, Sohra.
15.	Smti. P. Kharmaw, Peon.		Maraikaphon, Sohra.
16.	Smti. D. Riahtam, Peon.		Saitsohpen, Sohra.
17.	Smti. P. Lyngdoh, Cleaner.		Saitsohpen, Sohra.
18.	Shri. N. Riahtam, Mali.		Nongsawlia, Sohra.
19.	Shri. B. Suting, Sweeper.		Sohra..
20.	Smti. G. Lyngdoh, Chowkidar.		Mawphlang, E.K. Hills.
21.	Shri. R. F. Diengdoh, Driver.		Saitsohpen, Sohra.
22.	Shri. W. Khongrymmai, Driver.		Pdengshnong.

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Sl. No.	Name & Designation	Monthly Renumeration Gross in rupees.	Compensation Allowances.	Procedure to Determine the Renumeration As Given In the Regulation.
1.	Shri. Ankit Kumar Singh, IAS SDO (C), Sohra			Pay bills.
2.	Shri. N. Hajong, MC,. EAC, Sohra			Pay bills.
3.	Shri. G. Warjri, MCS, EAC, Sohra.			Pay bills.
4.	Smti. Jacinta M. Umdor, MCS, EAC, Sohra.			Pay bills.
5.	Smt. D. Diengdoh, H/A Estt. Branch.			Pay bills.
6.	Smti. S.K. Hujon, UDA			Pay bills.
7.	Shri. A. Byrnia, UDA.			Pay bills.
8.	Shri. Q.M. Chyne, UDA			Pay bills.
9.	Shri. J. D. Sohtun, LDA.			Pay bills.
10.	Vacant Post (1 no.), LDA.			Pay bills.
11.	Shri. S. Diengdoh, H/P.S.			Pay bills.
12.	Shri. B. Phanbuh, P.S.			Pay bills.
13.	Shri. Disitor Diengdoh, Peon.			Pay bills.
14.	Smti. R. Nongbri, Peon.			Pay bills.
15.	Smti. P. Kharmaw, Peon.			Pay bills.
16.	Smti. D. Riahtam, Peon.			Pay bills.
17.	Smti. P. Lyngdoh, Cleaner.			Pay bills.
18.	Shri. N. Riahtam, Mali.			Pay bills.
19.	Shri. B. Suting, Sweeper.			Pay bills.
20.	Smti. G. Lyngdoh, Chowkidar.			Pay bills.
21.	Shri. R. F. Diengdoh, Driver.			Pay bills.
22.	Shri. W. Khongrymmai, Driver.			Pay bills.

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Fund allotment for payment of salaries of officers/staff under different Heads of Account.

Establishment:

'2053 – District Administration.
094 – other Estt. (01) Sub-Division
Establishment Sixth Scheduled
(Part-II) Areas Non-Plan Voted.

Process Server:

'2053 – District Administration.
084 – Other Estt. – (02)
Process Serving Establishment
Sixth Scheduled (Part-II)
Areas Non-Plan Voted'.

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The Establishment Branch implements no development scheme.

MANUAL – 13

Nil

MANUAL - 14.

May refer to the website of the Sub Divisional Officer (C), Sohra Civil Sub Division, Sohra.

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There are no library facilities, no reading room in the Establishment Branch.

MANUAL – 16.

Names, designation and other particulars of Public Information Officer/Asst. Public Information Officer.

Sl. No.	Name	Designation.	STD Code.	Telephone No.	Fax	E-Mail	Address.
1.	Shri. Ankit Kumar Singh, IAS Sub-Divisional Officer (C), Sohra.	P.I.O					SDO Office.

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Guideline and amendment of the Acts are being issued from time to time.