

MANUAL OF NAZARAT BRANCH OFFICE OF THE SUB DIVISIONAL OFFICER(C) SOHRA

Introduction:

The Nazarat Branch is one of the Organisation in the administration setup of the office of the Sub Divisional Officer Civil Sub Division, Sohra, Access to information under the control of Public Authorities in order to promote transparency accountability in the works of every public authority. The Consultation of the State Information Commission and the Implementation on the matter connected thereto the Right to Information Act, 2005.

The main objectives/ purpose of the Handbook is to incorporate and provide information on the function of the office of the Sub Divisional Officer, Sohra Civil Sub Division concerning with Nazarat Branch on the matter relating to the maintenance of the Office building and Cherra Circuit House, Sohra, maintenance of the Office Vehicles, Accounts matters and payment of bills etc.,

The Handbook will be useful to the members of the general public who desire to get information about the matter concerning with the Nazarat Branch including other matter connect thereto.

The Handbook is to provide information and guarantee the genuineness of the instrument and a record from which a person who intends to enter into dealing in respect of Nazarat Branch maybe able to obtain information and to facilitates the function of such Nazarat Branch for public authority.

Manual I

The Meghalaya Delegation of Financial power Rules is enforced to provide and vest financial powers on the Sub – Divisional Officer(C) to execute and exercise the financial power on matter concerning with the sanction of contingencies bill and pay bills as laid down by the Financial Power Rules.

The Sub Divisional Officer (C), Sohra who also function as sanctioning authority on financial matter concerning his office is also responsible for examining all documents containing Accounts matters and to satisfy all requirement papers etc as envisaged under the Meghalaya Financial Power Rules.

The Sub Divisional Officer (C), Sohra who also function as the head of the Office has been vested with the power of sanctioning authority of a Controlling Officer of all financial matters and to provide a guarantee of genuineness of the record/ instruments and also record to enter in recognition by the Government for Public authority.

Manual II

Powers and duties of Officer and Employees:

Designation – 1` Sub Divisional Officer (C) Sohra Civil Sub Division and disbursing and Drawing Officer

Smti. P. Nongrum, UDA – Nazir Nazarat Branch

Shri. K. Kharakor, LDA – Nazarat Branch

Shri. B. Sawian, Peon.

Power: - The Sub Divisional Officer being the head or the Controlling Officer in the office is vested with the power of administration and financial power in the Sohra Civil Sub Division as appointed by the Government Power Administration – to oversee the functioning of the office under his control and to exercise his power as may be delegated and appointed by the government.

Financial: - The Sub Divisional Officer have vested with the power of sanctioning authority in his office to the Grade IV staffs and act as drawing an disbursing officer on matter concerning with Accounts works.

Nazir: - The Nazir has been authorized to incharge over the Nazarat Branch, maintenance of cash books and disbursing payment to various bills etc.,

LDA (Accounts Branch): - To assist the Nazir in various works concerning over the maintenance of office and Cherra Circuit House.

Peon: - The duty of the Peon is to help the Nazarat Branch.

Manual III

The Procedure is followed as per the Meghalaya Delegation of Financial Power Rules, 1981. The fund is allotted by the government and the Sub Divisional Officer (C), has vested with power of sanctioning authority of contingencies bills as per rules laid down in the delegation of Financial Power Rules of 1981.

The Sub Divisional Officer (C), Sohra is the drawing and disbursing officer for signing of all bills as laid down by the Financial Power Rules.

Manual IV

The Nazarat Branch is dealing with bills pertaining to Electricity Bills, Telephone Bills and Contingencies Bills including maintenance of office building, office vehicles and Cherra Circuit House.

Arrangement for seeking public participation:

1. Sub Divisional Officer (C) (Public Information Officer)
2. Extra Assistant Commissioner, Sohra

Manual V

Sl. No. 1: - Category of the documents:

Accounts matters concerning with Nazarat Branch.

Sl. No. 2: - Name of the documents and its introduction in one line:

Contingency register, bill register, TA register, cash book, Stock register and Log book of vehicles

Sl. No. 3: - Procedure to obtained the document: \

According to Rules, Act by the government

Sl. No. 4: - Held by/ under control of:

Under control of the Sub Divisional Officer (C), Sohra Sub Division, Sohra

Manual VI

Same as Manual V

Manual VII

Name of Public authority: -

Public Information Officer: -

Sl. No.	Name	Designation	STD Codes	Phone No		Address
1	Shri. Ankit Kumar Singh, IAS	SDO(C)	03637	Office 235236	Residence	Saitsohpen, Sohra

Assistant Public Information Officer:-

Sl. No.	Name	Designation	STD Codes	Phone No		Address
1	Shri. Nipon Hajong MCS	EAC	03637	Office 235236	Residence	Saitsohpen, Sohra

Manual VIII

Procedure followed in decision making process:

1. Subject on which the decision is to be taken:

Maintenance of the office building, Cherra Circuit House and office vehicles.

2. Guidelines/ direction, if any:

As per the direction of the Deputy Commissioner and procedures as laid down in the Secretarial Manual and Rules of Business Manual.

3. Process Execution:

As laid down in the rules.

4. Designation of the officers involved in decision making:

Sub Divisional Officer and EAC

5. Contact information of above mentioned officers:
SDO(C), Sohra Civil Sub Division, Sohra

Manual IX

Directory of Officers and employees

Sl. No	Name	Designation	STD Codes	Phone No.	Address
1	Shri. Ankit Kumar Singh, IAS	SDO(C), Sohra	03637	235236	Sohra
2	Smti. Pitoria Nongrum,	UDA as Nazir		8794014472	Sohra
3	Shri. Kmenlang Kharakor	LDA Account Branch		9774567327	Shillong
4	Shri. Barister Sawian	Peon		9612106028	Sohra