

Compendium on Right to Information Act, 2005.

PUBLIC AUTHORITY: DIRECTORATE OF BORDER AREAS DEVELOPMENT

CHAPTER – I

Introduction:

This compendium seeks to highlight the function and activities for Border Areas Development and to promote transparency and accountability in the working of the Directorate. The Objective of the Compendium is also to provide easy access to the Public who wish to have any information relating to the functioning of the Directorate. The information which may be required from the Public Authority will be made available on application in accordance with the rules framed in this regard under the Right to Information Act, 2005.

The Public authority has already notified the Public Information Officer as at Chapter of this compendium.

An attempt has been made to provide full coverage of the function of the Directorate of Border Areas Development. However, there is always room for improvement, and suggestions in this regard are welcome. Any interested person may kindly send their suggestion to the Public Information Officer in whatever convenient form for examination by the Directorate. It is expected that this compendium will be of use to all the informations seekers.

CHAPTER II

Section 4 (1) (b) (i) of RTIA 2005

Organization – functions and duties

Particulars of Organization, Functions and Duties.

2.1 Objective/Purpose of the Public Authority: The main objective of the Directorate of Border Areas Development is to primarily look after the implementation of the various integrated schemes and developmental activities for the upliftment of Socio Economic living condition of the people living in the Border Areas of the State, as the people of this region (Indo-Bangladesh) were deprived of the traditional markets and trades existed with the erstwhile East Pakistan causing them tremendous hardships, Economically and Socially. With the partition of the Country in 1947, the abrupt stoppage of trade has resulted in untold miseries and decline living conditions. With a view to ameliorate the suffering of the people, the Government has taken up various integrated development schemes mainly under the Border Areas Development Programme (Special Central Assistance). For implementation of the schemes, the State Government has prepared a master list of border villages which presently are 1523 Nos. falling within an area of 4890 sq. Kms, a belt running laterally from Dona-Malidor in Jaintia Hills to Mahendraganj in West Garo Hills with a width of 10 (ten) Kms from the international border with Bangladesh. The 1523 villages are spread over 12 (twelve) border blocks each under the charge of a Border Areas Development Officer. For selection and approval of the schemes (BADP), the Government has constituted two committees, viz. 1) The District Level Co-ordination Selection Committee, and ii) the State Level Screening Committee. For the DLCSC it is headed by the Deputy Commissioner as Chairman and the MLA along with the District Officer of Line Department as members. For the SLSC it is headed by the Chief Secretary as Chairman, the representative of the Home Ministry, Commissioner Secretaries of Line Departments, BSF, representatives of Home (Police) Department, Finance Department and Planning Department, as members.

The duties of the DLCSC is to examine/scrutinize and recommend to the Government the schemes/proposals submitted by the District Officers as per allocation of fund, and forward the same to the Director, who in turn after compilation, submitted to the Administrative Department for placing the proposal in the SLSC for its approval. The schemes/projects proposal may ranges from approach road, link road, suspension foot bridges/ RCC Foot bridges, foot paths, School buildings/ Hostel, Community Halls, Playground, fencing/protection/retaining wall/ market stalls to piggery / goatery/poultry farm and fishery to water supply/water tank, minor irrigation, washing platforms, betel nut soaking ponds, Public toilet, latrines, godown, bus waiting shed, bazaar shed, culvert, footsteps, RCC dam, vocational hall. After the schemes were approved, they are then submitted to the Government of India for further approval and sanction of funds. The sanctioned schemes are then implemented by the Local Committees formed by the concerned villages under the supervision of the BADO and the Technical wing of the Department.

The Directorate gives more priority to the schemes which contribute income generation for the people.

2.2 Mission/Vision of the Public Authority: To integrate the living standard/condition of the border people and to be at par with other developing/advanced regions of the state, and be self-dependent through income generating schemes along with infrastructural needs of the area / village that the Govt. may assist.

2.3 Brief History of the Public Authority: The Department of Border Areas Development was established in 1973 for the purpose of looking after the dire living condition of the people who have to face the hardships emanate from the closing of trades/markets/hats that usually exists with East Pakistan to see that steps are taken in eradicating the economical and social backwardness problems faced by them. The Directorate was then established in 1975. Prior to these years, there was no separate Department that look into the welfare of the people living in the border areas.

2.4 Duties of the Public Authority: The duties of the public authority is to promote a sense of security amongst the people living in the border areas by providing them with basic amenities like roads, bridges, buildings and income generating schemes, etc etc.

2.5 List of services being provided by the Public Authority with a brief up on them:

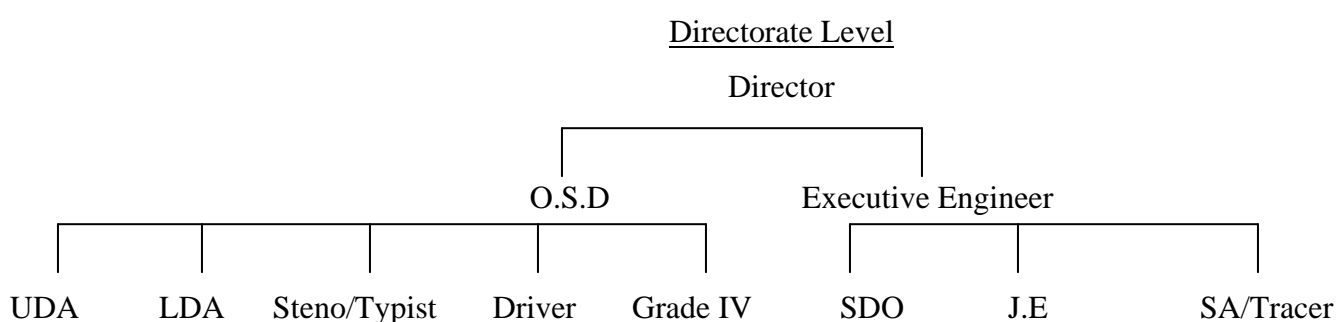
Border Areas Development Programme:- It is a special Central Assistance exclusively meant for the upliftment of the people living in the border areas bordering Bangladesh. It is 100 % funded by the Govt. of India.

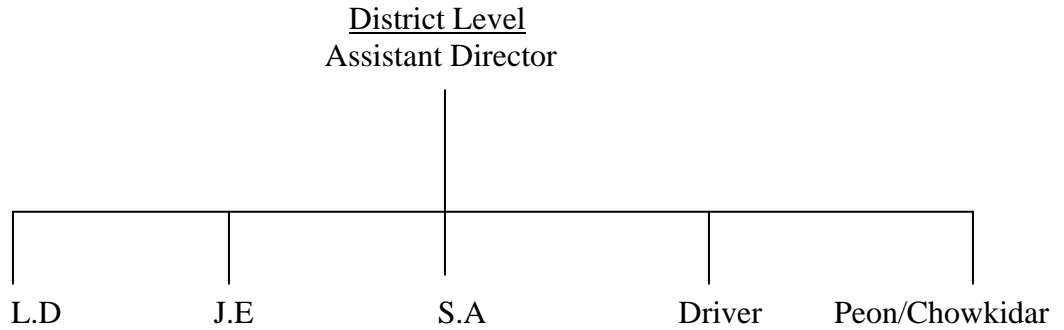
Border Scholarship:- It is a Scheme of awarding scholarship to the students, hailing from notified border villages, securing 1st Tenth position and 1st Division at pre-matric stage and to those at the post matric stage studying in higher secondary schools and colleges including professional courses.

Rural Roads Programme:- It is a road scheme taken up in the border areas of the state, where communication facilities are lacking, like link roads, approach roads and up-gradation of existing roads.

Central Assistance under Art m275 (I): It is a one time grant to the State Government Department for promoting the welfare of Schedule Tribes under Article 275 (I) of the Constitution of India .

2.6 Organizational Structure:





Chapter-III

Section 4(i) (B) (ii) of RTI- A 2005

Powers and Duties of Officers and Employees:

Director: - He/She is the head of the establishment and is responsible to oversee the implementation of the development schemes both Centrally Sponsored Scheme and State Plan Schemes.

Officer On Special Duties:- He is responsible for efficient and smooth function of the Office.

U.D. Assistants: - They are responsible for timely action on the receipts, issuance of drafts/bills/cheques efficient and expeditious disposal of correspondences/replies/informations/reports.

L.D.As:- Their duties to examine promptly all receipts received and act according to their priority . Put up case to seniors/incharge for guidance/enlightenment/ approval on the case is in question. And to furnish reply/report on or before stipulated date not latter than 7 (seven) days of its receipt.

Chapter – IV

Section 4(i) (b) (iii) of RTI –A 2005

Procedure followed in decision-making:

The Officer On Special Duty proposes action with the help of Staff (UDA&LDA) and normally submits the proposals to the Director for order/approval.

Chapter V

Section 4(I) (b) (IV) of R.T.I-A 2005

The norms act by it for the discharge of its functions:

The Directorate follows the State Government vide Office Memorandums and Office Orders.

Chapter –VI

Section 4(I) (b) (V) of R.T.I –A 2005

The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions:

- 1) Delegation of Financial Power Rules –
- 2) Meghalaya Financial Rules / Assam Finance Rules 1978-
- 3) Fundamental Rules and Subsidiary Rules-1984
- 4) Traveling Allowances Rules
- 5) Treasury Rules
- 6) Meghalaya Medical Attendance Rules
- 7) Meghalaya Civil Service General Provident Fund Rules
- 8) Meghalaya Secretariat Manual of office Procedures 1993
- 9) Meghalaya Civil Services (conduct) Rules 1990
- 10) Meghalaya Civil Service (Pension) Rules 1983-
- 11) Handbook of General Circulars
- 12) Rules of Executive Business
- 13) Assam Discipline and Appeal Rules 1963 (as adapted by Meghalaya)

Chapter – VII

Section 4(I) (b) (VI) of RTI- A 2005

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

The Directorate have files relating to Border Areas Development Programmes, Cash Book, Measuring Book, Service Book.

Chapter-VIII

Section 4(I) (b) (VII) of RTI- A 2005

The particulars of any arrangement that exist for consultation with, or representation by the member(s) of the public in relation to the formulation of its policy or implementation thereof.

Chapter IX

Section 4(I)(b)(VIII) of RTI-A 2005

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible to public:

- State Level Selection Committee
- District Level Coordination and Screening Committee
- Departmental Promotion Committee.
- Departmental Committee for Schemes.

Chapter – X
Section 4(I) (b) (IX) of RTI-A 2005
Directory of Officers and Staff

Sl. No	Name	Designation	STD Code	Phone No		Fax	Email	Address
				Office	Home			
1	Smti R.M.Kurbah	Director	0364	2227198 PABX- 2435	9863318344			Mawkhar, Shillong
2	Shri S.Mitri	Executive Engineer	0364	PABX- 2660	9436100607			Mawlai, Shillong
3	Shri D.M.Syiem	Sub-Divisional Officer	0364		9612479565			Laban, Shillong
4	Shri C.S.Dkhar	O.S.D	0364	PABX- 2654	9863048504			Lummawbah- Shillong-5
5	Smti M.Kharpuri	UDA	0364	-	9615241423			Mawlai, Nonglum, Sh-17
6	Smti L.Lyngdoh	UDA	0364	-	0863043127			Pohktieh, Nongthymmai Sh-14
7	Shri D.Dkhar	Asstt. Auditor	0364	-	9615165235			Jaiaw, Lumbatemon- Sh-2
8	Smti A.R.Lyngdoh	Steno	0364	-	9436703951			Laitumkharh, Lummawrie, Sh-3
9	Smti G.Kharmalki	LDA	0364	-	9862006088			Umpling Sh-3
10	Smti M.Dkhar	LDA	0364	-	9612900876			Mawlai,Sh-8
11	Smti J.Kyndiah	LDA	0364	-	9856042735			Mawpat-Sh-12
12	Shri L.Soanes	Typist	0364	-	9863232138			Nongthymmai, Sh-14
13	Smti G.Dkhar	Tracer	0364	-				Laitumkhrach
14	Shri K.Lyndem	J.E	0364	-	9856632067			Golf-link,Sh-1
15	Smti L.Nongsiej	S.A	0364	-	9615733815			Mawlai Nonglum, Sh-17
16	Smti P.Nongsiej	Peon	0364	-	9615324661			Mawlai, Sh-8
17	Smti E.Sohkhlet	Peon	0364	-	9774106632			Laitumkhrach, Nongkynrih
18	Smti K.Kharchandy	Cleaner	0364	-				Mawlai, Nonglum Sh-8
19	Shri E.Phin	Chowkidar	0364	-	9863135957			Pohktieh, Sh-14
20	Shri J.Mukhim	Driver	0364	-	9856042723			Lumparing Sh-4
21	Shri A.Mawrie	Driver	0364	-	9856963020			Laitkor
22	Shri D.Kharkongor	Driver	0364	-	9615018353			Laitkor
23	Shri S.Lyngdoh	Driver	0364	-	9856025284			Lapalang
24	Shri J.Swer	Driver	0364	-	9612759784			
25	Shri K.Khyrriemujat	Peon	0364	-	9856813552			Smit, Pdengshnong
26	Shri M.Roy	Duftry	0364	-	9856632067			Ishyrwat, Mawpat

Chapter XI

Section 4(i) (b) (x) of RTI- A, 2005

The monthly remuneration received by each of its officers and staff including the system of compensation as provided in Regulations:

The monthly remuneration received by each of its officers and staff are as follows: _

I.No	Name	Designation	Monthly remuneration (Rs)	Compensation	The procedure to determine the remuneration as given in the regulation
1	Smti R.M.Kurbah,M.C.S	Director	35,105/-		
2	Shri A.Kharmawphlang	Executive Engineer	39,396/-		
3	Shri C.S.Dkhar	O.S.D	37,584/-		
4	Shri S.Warbah	S.D.O	36,146/-		
5	Smti M.Kharpuri	UDA	33,971/-		
6	Smti L.Lyngdoh	UDA	28,873/-		
7	Shri D.Dkhar	Asstt. Auditor	28,090/-		
8	Smti A.R.Lyngdoh	Steno	27,467/-		
9	Smti G.Kharmalki	LDA	21,610/-		
10	Smti M.Dkhar	LDA	18,856/-		
11	Smti J.Kyndiah	LDA	25,174/-		
12	Shri L.Soanes	Typist	16,777/-		
13	Smti. G.Dkhar	Tracer	22,865/-		
14	Shri K.Lyndem	J.E	20,435/-		
15	Smti L.Nongsiej	S.A	12,605/-		
16	Smti P.Nongsiej	Peon	13,388/-		
17	Smti E.Sohkhlet	Peon	10,607/-		
18	Smti K.Kharchandy	Cleaner			
19	Shri E.Phin	Chowkidar	10,823/-		
20	Shri J.Mukhim	Driver	10,110/-		
21	Shri A.Mawrie	Driver	19,382/-		
22	Shri D.Kharkongor	Driver	13,591/-		
23	Shri S.Lyngdoh	Driver	12,821/-		
24	Shri J.Swer	Driver	10,110/-		
25	Shri K.Khyriemujat	Peon	10,175/-		
26	Shri M.Roy	Duftry	15,320/-		
27	Shri Harpagon Singh	Sweeper	Rs.400/-		
28	Smti J.Marak	Bungalow Peon	Rs. 4,000/-		

Chapter XII

Section 4(i) (b) (XI) of RTI –A, 2005

The budget allocated to each of its agency (2009-10) indicating the particulars of all plans, proposed expenditures and reports on disbursement made.

BUDGET PROVISION & EXPENDITURE OF NON-PLAN (BAD) DURING 2010-2011

Budget Provison & Expenditure					
		General		6 th Schedule	
		01. Staff Border Areas Deptt.		01. Staff Border Areas Deptt	
1	Salaries	56.47 lakhs	62.63 lakhs	119.00 lakhs	134.91 lakhs
2	Wages	0.85 lakhs	0.55 lakhs	3.05 lakhs	0.80 lakhs
11	Travel Expenses	1.25 lakhs	1.05 lakhs	5.75 lakhs	4.78 lakhs
13	Office Expenses	0.90 lakhs	0.37 lakhs	5.05 lakhs	3.58 lakhs
06	Medical Treatment	1.90 lakhs	0.21 lakhs	8.05 lakhs	0.12 lakhs
14	RRT	1.00 lakhs	Nil	0.36 lakhs	0.26 lakhs
27	Minor works	1.00 lakhs	Nil	2.22 lakhs	Nil
02	Payment due to MeSEB/Municipal Board				
13	O.E	0.40	0.15	1.85 lakhs	1.31 lakhs
14	RRT	0.25	Nil	0.20 lakhs	Nil
	02. Border Areas Marketing – NON-PLAN				
01	Salary			16.25 lakhs	14.16 lakhs
06	Medical Treatment			3.80 lakhs	Nil
	800. OTHER EXPENDITURE				
03	Land Acquisition & Construction of office buildings for the office of BADOs				
50	Other charges			6.10 lakhs	Nil

Chapter – XIII

Section 4(i) (b) (XII) of RTI-A, 2005

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:-

The Directorate of Border Areas Development does not execute any subsidy programme.

Chapter XIV

Section 4(i) (b) (XIII) of RTI-A, 2005

Particulars of recipients of concessions, permits or authorizations granted by it:-

The Directorate of Border Areas Development does not grant any concessions, permits or authorizations.

Chapter- XV

Section 4(i)(b) XIV of RTI – A- 2005

Details in respect of the information, available to or held by it, reduced in an electronic form: _

- 1) List of projects (SCA) 2009-2010

- 2) List of Assets created by the Directorate: Can be inspected/available in the Directorate on proper authorization/official request.
- 3) Reports of projects implemented (1999-2010)

Chapter – XVI

Section 4(i) (b) (XV) of RTI-A-2005

The particulars of facilities available to citizens obtaining informations, including the working hours, if maintained for public use:-

- A. The Directorate is easily accessible to the public. The public can meet any of the officers and staff and seek any information. The Public Information Officer (PIO) have been directed to provide assistance to the public seeking information. The Office is open on all working days from 10.00 A.M. in the morning till 5.00 P.M. in the evening during summer, and up to 4.30 P.M. during winter.
- B. The working days of the office are stated as follow:-
 - Monday and Friday - Field/site visits as and when require
 - Wednesday - It is a no-visitor day
 - Tuesday & Thursday - Payment days

Chapter XVII

Section 4 (i) (b) (XVI) of RTI –A- 2005

The names, designations and other particulars of the Public Information Officer:

Name of the Public Authority : Directorate of Border Areas Development

1. Public Information Officer:- Shri C.S.Dkhar

Sl.No	Name	Designation	STD Code	Phone No.		Fax	Email	Address
				Office	Home			
1	Shri C.S.Dkhar	Officer On Special Duty(Directorate)	0364	PABX-2654	96830-48504	2227198	-	Horseshoe Building, Lower Lachumiere, Shillong-793001

2. Appellate Authority : Smti R.M.Kurbah, MCS.

Sl.No	Name	Designation	STD Code	Phone No.		Fax	Email	Address
				Office	Residence			
1	Smti R.M.Kurbah, MCS	Director	0364	2227198 PABX-2435	9863318344			

(R.M.Kurbah)
Director
Border Areas Development
Meghalaya, Shillong.