

# **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 – X 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

### **Organization – functions and duties (Section 4 (1) (b) (i) of RTI Act, 2005)**

**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.

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.

#### **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.

The Directorate of Border Areas Development is implementing the Border Areas Development Programme (BADP). For selection and approval of the schemes under BADP, the Government has constituted two committees, viz. 1) The District Level Screening Committee (DLSC), and ii) the State Level Screening Committee (SLSC). The Deputy Commissioner is notified as the Chairman of the DLSC and the MLAs along with the District Officer of Line Department are members. For the SLSC, the Chief Secretary of the Government of Meghalaya is the Chairman and the representatives of the Government of India, Ministry of Home Affairs (Border Management)/Planning Commission of India/Ministry of DoNER, Commissioner & Secretaries of Line Departments, representatives of BSF/Home (Police)/ Finance/Planning/Committee and Rural Development Departments, and District Magistrates of the five Border Districts of Meghalaya are members.

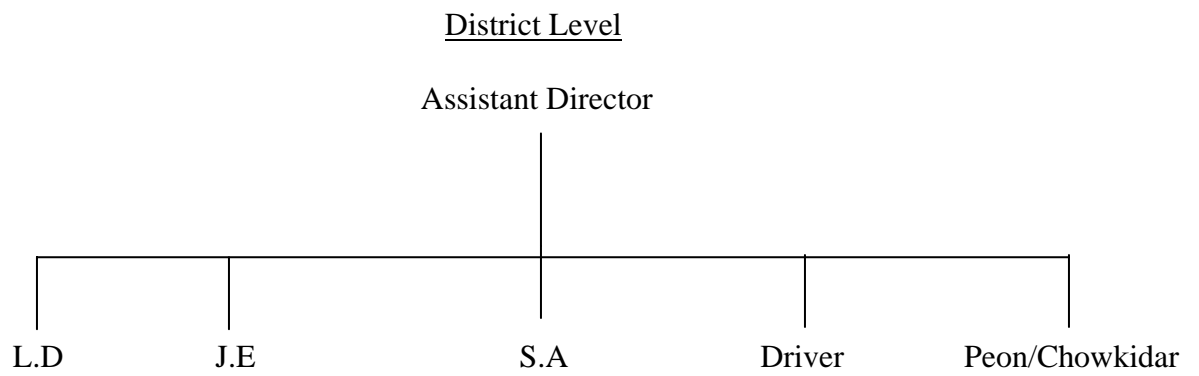
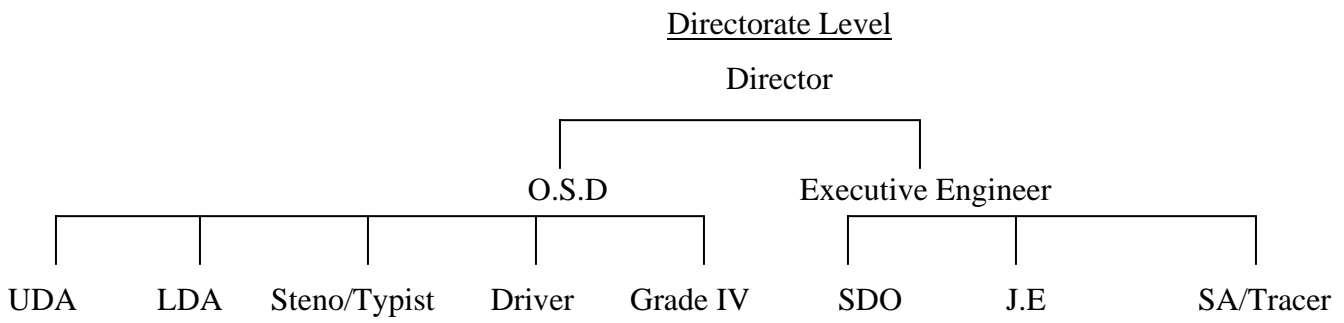
The duties of the DLSC is to examine/scrutinize and recommend to the Government the schemes/proposals submitted by the District Officers as per allocation of fund, and forward the same to the Director, who in turn after compilation, submitted to the Administrative Department for placing the proposal 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.

**Border Scholarship:-** It is a Scheme of awarding scholarship to the students, hailing from notified border villages, securing 1<sup>st</sup> Tenth position and 1<sup>st</sup> 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 (BADP), State Schemes, Service Book, Assets Register, etc.

## **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 Screening Committee
- Departmental Promotion Committee.
- Departmental Committee for Schemes.
- Web Co-ordination Committee.

## 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
				Office	Home		
1	Smti R.M.Kurbah	Director	0364	2227198 PABX- 2435	9863318344		
2	Shri S.Mitri	Executive Engineer	0364	PABX- 2660	9436100607		
3	Shri D.M.Syiem	Sub-Divisional Officer	0364		9612479565		
4	Shri D.Khyllep	O.S.D	0364	PABX- 2654	9436303719		
5	Smti J.Kyndiah	UDA	0364	-	9856042735		
6	Smti G.Kharmalki	UDA	0364	-	9862006088		
7	Shri L.Dhar	Asstt. Auditor	0364	-	9436961892		
8	Smti A.R.Lyngdoh	Steno	0364	-	9436703951		
9	Smti M.Dkhar	LDA	0364	-	9612900876		
10	Shri L.Soanes	LDA	0364	-	9774491243		
11	Smti G.Dkhar	Tracer	0364	-			
12	Shri K.Lyndem	J.E	0364	-	9856632067		
13	Smti L.Nongsiej	S.A	0364	-	9615733815		
14	Smti P.Nongsiej	Peon	0364	-	9615324661		
15	Smti E.Sohkhlet	LDA	0364	-	9774106632		
16	Smti K.Kharchandy	Cleaner	0364	-	9774106632		
17	Shri E.Phin	Chowkida r	0364	-	9615382885		
18	Shri J.H.Mukhim	Driver	0364	-	9856042723		
19	Shri D.Kharkongor	Driver	0364	-	9615018353		
20	Shri S.Lyngdoh	Driver	0364	-	9856025284		
21	Shri J.S.Swer	Driver	0364	-	9612759784		
22	Shri M.Khongsit	Driver	0364	-			
23	Shri K.Khyrriemujat	Peon	0364	-	9856813552		
24	Shri M.Roy	Duftry	0364	-	9856632067		
25	Shri V.D. Dhar	Peon	0364	-	9612482562		

**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: \_**

Sl. No	Name	Designation	Compensation	The procedure to determine the remuneration as given in the regulation
1	Smti R.M.Kurbah, M.C.S	Director		
2	Shri S.Mitri	Executive Engineer		
3	Shri D.Khyllap	O.S.D		
4	Shri D.M.Syiem	S.D.O		
5	Smti J.Kyndiah	UDA		
6	Smti G.Kharmalki	UDA		
7	Smti L.Dhar	Asstt. Auditor		
8	Smti A.R.Lyngdoh	Steno		
9	Shri L Soanes	LDA		
10	Smti M.Dkhar	LDA		
11	Smti. G.Dkhar	Tracer		
12	Shri K.Lyndem	J.E		
13	Smti L.Nongsiej	S.A		
14	Smti P.Nongsiej	Peon		
15	Smti E.Sohkhlet	LDA		
16	Smti K.Kharchandy	Cleaner		
17	Shri E.Phin	Chowkidar		
18	Shri J.H.Mukhim	Driver		
19	Shri D.Kharkongor	Driver		
20	Shri S.Lyngdoh	Driver		
21	Shri J.Swer	Driver		
22	Shri M.Khongsit	Driver		
23	Shri K.Khyrriemujat	Peon		
24	Shri V.D.Dhar	Peon		
25	Shri M.Roy	Duftry		
26	Smti J.Marak	Bungalow Peon		

## Chapter XI

### 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.

#### ALLOTMENT AND EXPENDITURE OF NON-PLAN (BAD) DURING 2009-2010

		01-Staff for BAD	
		General	6 <sup>th</sup> Schedule
1	Salaries	66,73,000	129.90
2	Wages	2,00,000	4.37
11	Travel Expenses	3,50,000	13.90
13	Office Expenses	1,00,000	0.40
06	Medical Treatment	5,80,000	19.70
14	RRT	0.25	0.40
27	Minor works	1,30,000	3.08
02	Payment due to MeSEB/Municipal Board		
13	O.E	0.40	0.40
02. Border Areas Marketing –NON-PLAN			
			6 <sup>th</sup> Schedule
01	Salary		15.57
06	Medical Treatment		4.10
	T.E		0.25
800. OTHER EXPENDITURE			
			6 <sup>th</sup> Schedule
03	Land Acquisition & Construction of office buildings for the office of BADOs		
27	Minor Works		70.00
50	Other charges		1,06,30,000
06	Agro Custom Hiring in the Border Areas		
01	Salaries		7,00,000
11	Special Central Assistance under Border Areas Programme		
36	Grants-in-Aid General (Non-Salary)		23,00,00,000
12	Village Development Programme in Areas bordering Assam		
53	Major Works	60,00,000	
13	C.A. under Art. 275 (1)		
50	Other Charges	1,15,00,000	
16	Construction of Ropeways		
50	Other Charges	1,15,00,000	
(05)	Border Areas Programmes under Public Works Department		
27	Minor Works	1,43,00,000	
(06)	Border Areas Programme under Education		
34	Scholarships and Stipends	50,00,000	

## **Chapter – XII**

### **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 XIII**

### **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- XIV**

### **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 – XV**

### **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 XVI

### 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 D.Khylllep.

Sl.No	Name	Designation	STD Code	Phone No.		Fax	Email	Address
				Office	Home			
1	Shri D.Khylllep	Officer On Special Duty (Directorate)	0364	PABX-2654	9436303719	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	2227198	-	Horseshoe Building, Lower Lachumiere, Shillong-793001