

Compendium on Right to Information Act, 2005
[Section 4(1)(b)]

PUBLIC AUTHORITY: BORDER AREAS DEVELOPMENT DEPARTMENT

Introduction:

This compendium seeks to highlight the function and activities for Border Areas Development Department and to promote transparency and accountability in the working of the Department. 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 Department. 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 and the same has also been made available in the portal.

An attempt has been made to provide full coverage of the function of the Border Areas Development Department. 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 Department. It is expected that this compendium will be of use to all the information seekers.

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Particulars of Organization, Functions and Duties

(Section 4(1)(b)(i) of RTI Act, 2005)

1. **Objective/Purpose of the Public Authority:** Since time immemorial, the people of the State have had a flourished trade with the people of the erstwhile East Pakistan, now Bangladesh, which helped them keep up their economic condition and livelihood. But since the partition of the country in 1947, the trade between our people and the people of Bangladesh was abruptly closed. This has adversely affected the economy of the people who had poor communication with the hinterland of the country. This has deprived them of any alternative markets for their produces within the country. With a view to ameliorate the problems faced by the people living in those areas bordering Bangladesh, the Government has created the Border Areas Development Department in 1973 and its Directorate in 1975.

Keeping in view the hardships and difficulties of the people living in border areas, the Border Areas Development Department is implementing Centrally Sponsored Schemes, various State Schemes, supplementing the schemes already implemented by other Departments thereby generating employment besides easing the problems.

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 Government may assist.
3. **Duties and Functions of the Public Authority:** The main function of the Border Areas Development Department is to implement the Centrally Sponsored Scheme, namely, Border Areas Development Programme (BADP). Apart from this, various State Schemes are also funded and/or implemented by the Department such as Inter-State Border Areas Development Programme (ISBADP), Border Areas Scholarship, Schemes under provisio to Article 275(1) of the Constitution of India, Schemes under NEC, etc. Establishment matters such as appointment, transfer, posting, leave of all Gazetted Officers and Non-Gazetted Staff under the Administrative Control of this Department are also processed by the Department.

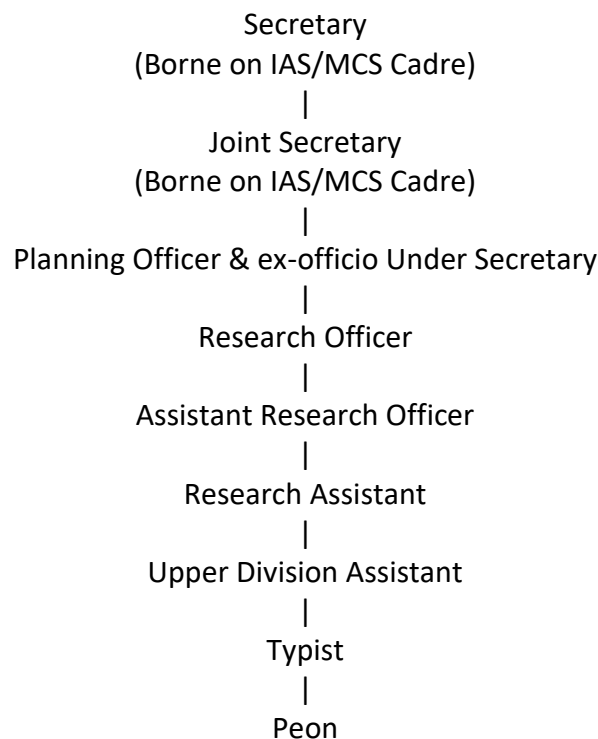
At the Administrative Department level, the main functionaries are Additional Chief Secretary/Principal Secretary/Commissioner & Secretary/Secretary/Joint Secretary/Planning Officer & ex-officio Under Secretary, Research Officer and Assistant Research Officer and Research Assistant.

The Secretariat Level consists of two wings – Research Wing and Establishment Wing.

The duties of the Research Staff is to process matters relating to the preparation of plans of Centrally Sponsored Schemes and various State Schemes implemented by the Department. These include Border Areas Development Programme, Inter-State Border Areas Development Programme, Schemes under provisio to Article 275(1) of the Constitution of India, NEC, etc.

The duties of the Establishment Staff is to process matters relating to Governor's Address and Finance Minister's Budget Speech, appointment, posting, transfer and leave of all Gazetted and non-Gazetted staff of Border Areas Development Department, RTI, Pay Commission and Public Grievances, among other Establishment matters.

4. **Organizational Structure:**



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(Section 4(1)(b)(ii) of RTI Act, 2005)

Powers and Duties of Officers and Employees

1. At the Administrative Department level, the main functionaries are Additional Chief Secretary/Principal Secretary/Commissioner & Secretary/Secretary/Joint Secretary/Planning Officer & ex-officio Under Secretary, Research Officer, Assistant Research Officer and Research Assistant.

The Secretariat Level consists of two wings – Research Wing and Establishment Wing.

The duties of the Research Staff is to process matters relating to the preparation of plans of Centrally Sponsored Schemes and various State Schemes implemented by the Department. These include Border Areas Development Programme, Inter-State Border Areas Development Programme, Schemes under provisio to Article 275(1) of the Constitution of India, NEC, etc.

The duties of the Establishment Staff is to process matters relating to Governor's Address and Finance Minister's Budget Speech, appointment, posting, transfer and leave of all Gazetted and non-Gazetted staff of Border Areas Development Department, RTI, Pay Commission and Public Grievances, among other Establishment matters.

The detailed breakdown of duties of each Officer/staff is as follows:-

Planning Officer & ex-officio Under Secretary

1. Preparation of Plan in respect of Border Areas Development Programme
2. Review of Annual Plan of Implementing Departments
3. Assessment of Implementation of Border Areas Development Programme
4. Supervision of day-to-day office works
5. Initiation of recording of Annual Confidential Report of the office staff (UDA, LDA, Typist and Peon)
6. Scrutiny of Budget Estimates of Implementing Departments.
7. Scrutiny of schemes under Special Central Assistance
8. Review of Expenditure of Special Central Assistance and Progress Report under Border Areas Development Programme.

Assistant Research Officer

1. Matters relating to diversion and re-appropriation of fund under the Border Areas Development Programme
2. Scrutiny and compilation of Plans prepared by Implementing Departments
3. Matters relating to State Planning Board
4. Matters relating to Meeting of Secretaries and Heads of Department
5. Scrutiny, compilation and submission of monthly, quarterly, Annual Progress Reports of the schemes under Border Areas Development Programme furnished by the Implementing Departments
6. Matters relating to representations from border areas people etc.
7. Matters relating to NEC

Upper Division Assistant

1. Matters relating to Governor's Address and Finance Minister's Budget Speech
2. Appointment, Posting, Transfer and Leave of all Gazetted and Non-Gazetted staff of Border Areas Development Department
3. Circulars from Chief Secretary, Personnel Department, etc.
4. Matters relating to RTI
5. Matters relating to Pay Commission, Law Department, Public Grievances
6. All other establishment matters

Lower Division Assistant

1. Diarising works, etc.

Typist

1. Typing works

Peon

1. Delivery of letters/files, photocopying

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(Section 4(1)(b)(iii) of RTI Act, 2005)

Procedure followed in the decision making process, including channels of supervision and accountability

1. The Department follows the Rules of Executive Business and Manual of Secretariat Procedure for decision making. The Under Secretary proposes action to be taken in respect various issues with the help of staff (Assistant Research Officer/Upper Division Assistant/Lower Division Assistant). The file then moves up the hierarchy to the Joint Secretary and finally to the Secretary for necessary orders/approval.
2. Files to other Departments are endorsed only after taking approval of the Secretary who reserves the final decision making authority on such matters.

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(Section 4(1)(b)(iv) of RTI Act, 2005)

Norms set out for the discharge of functions

The Border Areas Development Department follows the norms, rules and regulations set out in the Meghalaya Secretariat Manual of Office Procedures in its discharge of duties.

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(Section 4(1)(b)(v) of RTI Act, 2005)

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

1. The Border Areas Development Department follows the norms, rules and regulations prescribed in the Meghalaya Secretariat Manual of Office Procedures in the discharge of functions.

2. The Department follows the Rules and Regulations notified by other Departments for subjects dealt by them as below:-
 - a. Delegation of Financial Power Rules
 - b. Meghalaya Financial Rules / Assam Finance Rules 1978
 - c. Fundamental Rules and Subsidiary Rules-1984
 - d. Traveling Allowances Rules
 - e. Treasury Rules
 - f. Meghalaya Medical Attendance Rules
 - g. Meghalaya Civil Service General Provident Fund Rules
 - h. Meghalaya Secretariat Manual of office Procedures 1993
 - i. Meghalaya Civil Services (conduct) Rules 1990
 - j. Meghalaya Civil Service (Pension) Rules 1983 11)Handbook of General Circulars
 - k. Rules of Executive Business
 - l. Assam Discipline and Appeal Rules 1963 (as adapted by Meghalaya)

3. The Department also follows scheme-specific guidelines prescribed by the Competent Authority such as BADP Guidelines, ISBADP Guidelines, etc. in the formulation of plans for various schemes such as BADP, ISBADP.

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(Section 4(1)(b)(vi) of RTI Act, 2005)

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

1. Inter-State Border Areas Development Programme (ISBADP) Guidelines
2. Border Areas Scholarship Guidelines

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(Section 4(1)(b)(vii) of RTI Act, 2005)

The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

1. The Department, in line with the Border Areas Development Programme (BADP) Guidelines consults the Border Guarding Forces in the selection of schemes under BADP.
2. The local democratic representatives are consulted in the selection of schemes under BADP and ISBADP.
3. Most of the schemes/projects under BADP, ISBADP, Article 275(1) are implemented with a participative approach by involving the Village Development Committees in its implementation.

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(Section 4(1)(b)(viii) of RTI Act, 2005)

Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or 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 for public

The Border Areas Development Department has set up the following Committees and the minutes of the Committees are circulated to all members of the Committees:-

1. State Level Screening Committee (SLSC) for the screening of schemes under Border Areas Development Programme (BADP) at the State Level.
2. State Level Screening Committee (SLSC) for the screening of schemes under Inter-State Border Areas Development Programme (ISBADP) at the State Level.
3. District Level Coordination & Selection Committee (DLCSC) for the selection of schemes under Border Areas Development Programme (BADP) at the District Level.
4. District Level Coordination & Selection Committee (DLCSC) for the selection of schemes under Inter-State Border Areas Development Programme (ISBADP) at the District Level.
5. Departmental Promotion Committee
6. Departmental Committee for Schemes.

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(Section 4(1)(b)(ix) of RTI Act, 2005)

Directory of Officers and Employees

Sl. No.	Name	Designation	Telephone	e-mail id	Address
1.	Smti. V. R. Syiem	Secretary	Mobile No. 9436110091	varianarica.syiem@gov.in	Room No. 220, Additional Meghalaya Secretariat Building
2.	Smti. M. S. N. Marak	Joint Secretary	Mobile No. 9774094829	son ty.marak@gov.in	Room No. 320 (A), Additional Meghalaya Secretariat Building
3.	Shri. S. Jyrwa	Planning Officer & ex- officio Under Secretary	Mobile No. 9863082406	spetar.jyrwa@gov.in	Room No. 309, Additional Meghalaya Secretariat Building
4.	Smti. P. L. Nongpiur	Assistant Research Officer			
5.	Shri. P. Nongkhlaw	Upper Division Assistant			
6.	Shri. P. Das	Lower Division Assistant			
7.	Shri. D. Rani	Peon			

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(Section 4(1)(b)(x) of RTI Act, 2005)

Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

Sl. No.	Name	Designation	Monthly Remuneration
1.	Smti. V. R. Syiem	Secretary	Salaries are managed by Treasury Offices
2.	Smti. M. S. N. Marak	Joint Secretary	Salaries are managed by Treasury Offices
3.	Shri. S. Jyrwa	Planning Officer & ex-officio Under Secretary	Salaries are managed by Treasury Offices
4.	Smti. P. L. Nongpiur	Assistant Research Officer	Salaries are managed by Treasury Offices
5.	Shri. P. Nongkhlaw	Upper Division Assistant	Salaries are managed by Treasury Offices
6.	Shri. P. Das	Lower Division Assistant	Salaries are managed by Treasury Offices
7.	Shri. D. Rani	Peon	Salaries are managed by Treasury Offices

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(Section 4(1)(b)(xi) of RTI Act, 2005)

Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made

Object Head Code	Object Head	Budget Allocation		Expenditure	
		General	6 th Schedule	General	6 th Schedule
001. DIRECTION AND ADMINISTRATION					
01. Staff for BAD					
1	Salaries	2,05,00,000	5,79,76,000	15982977	50198079
2	Wages	2,00,0000	5,00,000	440140	499400
11	Travel Expenses	2,00,000	5,20,000	200000	526000
13	Office Expenses	4,00,000	6,20,000	400000	626000
06	Medical Treatment	3,00,000	6,20,000	255266	597942
14	RRT	1,00,000	1,10,000		110000
27	Minor works	1,00,000	2,80,000		
02	Payment due to MeSEB/Municipal Board				
13	O.E	(R.A) 1,00,000	2,72,000 + (R.A 1,00,000)	65509	352967
14	R.R.T		1,60,000	-	1,60,000
02. Border Areas Marketing					
01	Salary		(R.A) 7,00,000		700000
06	Medical Treatment				
11	T.E				
800. OTHER EXPENDITURE					
03	Land Acquisition & Construction of office buildings for the office of BADOs				
27	Minor Works				
50	Other charges				

06	Agro Custom Hiring in the Border Areas				
01	Salaries		22,00,000		900000
11	01-Special Central Assistance under Border Areas Programme inclusive of State Share				
36	Grand-in-Aid General (Non-Salary)		4,00,00,000		3,26,01,000
11	Special Central Assistance under Border Areas Programme				
36	Grants-in-Aid General (Non-Salary)		36,20,10,000		29,34,15,000
12	Village Development Programme in Areas bordering Assam				
53	Major Works	1,00,00,000		1,00,00,000	
13	C.A. under Art. 275 (1)				
50	Other Charges		(R.A) 1,00,00,000		10000000
16	Construction of Ropeways				
50	Other Charges				
(05)	Border Areas Programmes under Public Works Department				
27	Minor Works				
(06)	Border Areas Programme under Education				
34	Scholarships and Stipends	1,77,00,000		7619400	

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(Section 4(1)(b)(xii) of RTI Act, 2005)

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

Nil, as the Border Areas Development Department does not implement any schemes/programmes relating to subsidies.

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(Section 4(1)(b)(xiii) of RTI Act, 2005)

Particulars of recipients of concessions, permits or authorisations granted by it

Nil

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(Section 4(1)(b)(xiv) of RTI Act, 2005)

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

Nil

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(Section 4(1)(b)(xv) of RTI Act, 2005)

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use

1. The Border Areas Development Department is at Room No. 309, Additional Meghalaya Secretariat Building and is accessible to the public. The public can meet any of the Officers or staff and seek any information. Visitor's Pass is issued after obtaining proper authorization from Officers. All the Officers have been directed to provide assistance to the public seeking information.
2. Presently, there is no Library or Reading Room.
3. The Secretariat is open on all working days from 10:00 A.M. to 5:00 P.M. during summer and till 4:30 P.M. during winter.

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(Section 4(1)(b)(xvi) of RTI Act, 2005)

Names, designations and other particulars of the Public Information Officers

Name of Public Authority in the Department 1	Designated Appellate Authority (DAA) under the Public Authority 2	Public Information Officer (PIO) under each Public Authority 3	Assistant Public Information Officer (APIO) under each Public Authority 4
Administrative Department of Border Areas Development Ph.No.PABX-2512	Secretary Ph.No.2223949	Planning Officer & Ex-Officio Under Secretary Ph. No. PABX-2263	Research Officer/Assistant Research Officer, Ph.No.PABX-2509 Asst. Research Officer, PABX-2512
Directorate of Border Areas Development	Director, Border Areas Development Ph.No.2227198 PABX-2435	Officer on Special Duty, Directorate, Border Areas Development Ph.No.PABX-265	
Office of Asst. Director, Border Areas Development, Shillong	Deputy Commissioner, East Khasi Hills, Shillong Ph.No.0364 2224003	Assistant Director, Border Areas Development, Shillong Ph.No.2225646	
Office of Border Areas Development Officer, Sohra	Deputy Commissioner, East Khasi Hills, Shillong Ph.No.0364 2224003	Border Areas Development, Sohra	
Office of Border Areas Development Officer, Pynursla	Deputy Commissioner, East Khasi Hills, Shillong Ph.No.0364 2224003	Border Areas Development, Pynursla	
Office of Border Areas Development Officer, Mawsynram	Deputy Commissioner, East Khasi Hills, Shillong Ph.No.0364 2224003	Border Areas Development, Mawsynram	
Office of Border Areas Development Officer, Hqr. Nongstoin	Deputy Commissioner, West Khasi Hills, Nongstoin Ph.No.03654 280221	Border Areas Development, Head Quarter Nongstoin	
Office of Border Areas Development Officer, Ranikor	Deputy Commissioner, South West Khasi Hills, Mawkyrwat	Border Areas Development, Ranikor	
Office of Border Areas Development Officer Mawkyrwat	Deputy Commissioner, South West Khasi Hills, Mawkyrwat	Border Areas Development, Mawkyrwat	
Office of Asst. Director, Border Areas Development, Jowai	Deputy Commissioner, West Jaintia Hills, Jowai Ph.No.03652 2220721	Assistant Director, Border Areas Development, Jowai	
Office of Border	Deputy Commissioner,		

Areas Development Officer, Khliehriat	East Jaintia Hills, Khliehriat	Border Areas Development, Khliehriat	
Office of Border Areas Development Officer, Dawki	Deputy Commissioner, West Jaintia Hills, Jowai Ph.No.03652 2220721	Border Areas Development, Dawki	
Office of Asst. Director, Border Areas Development, Tura	Deputy Commissioner, West Garo Hills, Tura, Ph.No.03651-223835	Assistant Director, Border Areas Development, Tura Ph.No.03651 1233301	
Office of Border Areas Development Officer, Dalu	Deputy Commissioner, West Garo Hills, Tura, Ph.No.03651-223835	Border Areas Development, Dalu	
Office of Border Areas Development Officer, Ampati	Deputy Commissioner, South West Garo Hills, Ampati	Border Areas Development, Ampati	
Office of Border Areas Development Officer, Kalaichar	Deputy Commissioner, South West Garo Hills, Ampati	Border Areas Development, Kalaichar	
Office of Border Areas Development Officer, Hqr. Baghmara	Deputy Commissioner, South Garo Hills, Baghmara Ph.No.03639 222225	BADO, Head Quarter Baghmara Ph.No. 03639 222105	
Office of Border Areas Development Officer, Gasuapara	Deputy Commissioner, South Garo Hills, Baghmara Ph.No.03639 222225	Border Areas Development, Gasuapara	
Office of Border Areas Development Officer, Resubelpara	Deputy Commissioner, North Garo Hills, Resubelpara	Border Areas Development, Resubelpara	

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(Section 4(1)(b)(xvii) of RTI Act, 2005)

Other information

RTI Application Details in respect of Border Areas Development Department:

Financial Year	No. of Applications Received	No. of Applications Disposed	No. of Application Pending	No. of Applications Rejected	Remarks
2005-06	0	N/A	N/A	N/A	-
2006-07	0	N/A	N/A	N/A	-
2007-08	0	N/A	N/A	N/A	-
2008-09	0	N/A	N/A	N/A	-
2009-10	1	1	0	0	-
2010-11	0	N/A	N/A	N/A	-
2011-12	0	N/A	N/A	N/A	-
2012-13	0	N/A	N/A	N/A	-
2013-14	0	N/A	N/A	N/A	-
2014-15	1	1	0	0	-
2015-16	0	N/A	N/A	N/A	-
2016-17	1	1	0	0	-
2017-18	0	N/A	N/A	N/A	-
2018-19	3	3	0	0	-
2019-20	6	5	1	0	Applicant did not deposit the fee and did not collect the information
2020-21	1	0	1	0	Applicant did not deposit the fee and did not collect the information