

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

**PUBLIC AUTHORITY: DIRECTORATE OF BORDER AREAS
DEVELOPMENT**

Introduction:

This compendium seeks to highlight the function and activities for Directorate of Border Areas Development 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 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 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 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 information seekers.

CHAPTER-II

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 Directorate of Border Areas Development 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 Directorate of Border Areas Development 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 Directorate such as Inter-State Border Areas Development Programme (ISBADP), Schemes under provisio to Article 275(1) of the Constitution of India, Schemes under NEC, etc. Establishment matters such as appointment, leave of Non-Gazetted Staff under the Administrative Control of the Directorate are also processed by the Directorate.

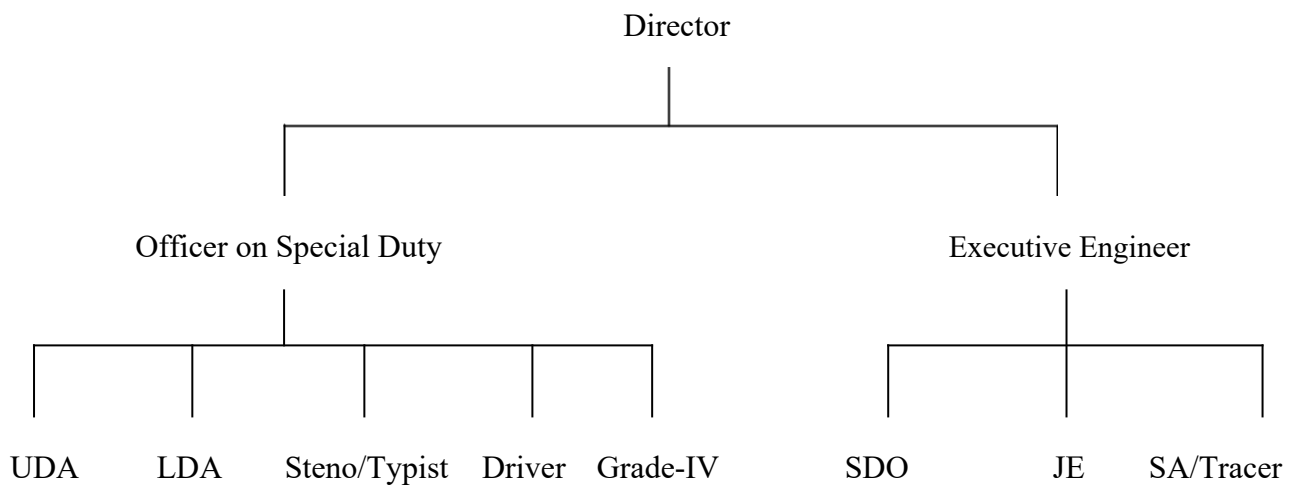
The Directorate has two wings, namely, Establishment Wing and Technical Wing. In the Establishment wing, the main functionaries are the Officer on Special Duty, Upper Division

Assistant and Lower Division Assistant. In the Technical wing, the main functionaries are the Executive Engineer, Officer on Special Duty, Junior Engineer and Sectional Assistant. Both the wings of the Directorate are headed by the Director, Border Areas Development who reserves the final decision making authority in respect of the Directorate of Border Areas Development.

The duties of the Technical 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, leave of non-Gazetted staff of Border Areas Development Department, RTI, Pay Commission and Public Grievances, medical reimbursement, among other Establishment matters.

4. Organizational Structure:



CHAPTER-II

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

Powers and Duties of Officers and Employees

The Directorate has two wings, namely, Establishment Wing and Technical Wing. In the Establishment wing, the main functionaries are the Officer on Special Duty, Upper Division Assistant and Lower Division Assistant. In the Technical wing, the main functionaries are the Executive Engineer, Officer on Special Duty, Junior Engineer and Sectional Assistant. Both the wings of the Directorate are headed by the Director, Border Areas Development who reserves the final decision making authority in respect of the Directorate of Border Areas Development.

The duties of the Technical 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 proviso 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, leave of non-Gazetted staff of Border Areas Development Department, RTI, Pay Commission and Public Grievances, medical reimbursement, among other Establishment matters.

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

Director: - The Director heads the Directorate and is responsible to oversee the implementation of the development schemes both Centrally Sponsored Scheme and State Plan Schemes as well as establishment matters.

Officer On Special Duty: - He is responsible for efficient and smooth functioning 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/information/reports.

L.D. Assistants:- Their duties are 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 in question and to furnish reply/report on or before stipulated date not later than 7 (seven) days of

its receipt.

CHAPTER-II

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

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

1. Letters are firstly diarized and receipts are handed over to the Dealing Assistant who processes them in the file and puts up to the Branch Officers and in turn to the Director for final approval. In respect of Policy matter it has to be forwarded to the Administrative Department for approval. In all matters relating to the Directorate of Border Areas Development, the final decision lies with the Director of Border Areas Development.

CHAPTER-II

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

Norms set out for the discharge of functions

The Directorate of Border Areas Development follows the norms, rules and regulations issued by the State Government in its discharge of duties.

CHAPTER-II

(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 Directorate follows the Rules and Regulations notified by the Border Areas Development Department and other Departments for subjects dealt by them as below:-
 - 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
 - 11) Rules of Executive Business
 - 12) Assam Discipline and Appeal Rules 1963 (as adapted by Meghalaya)

2. The Directorate 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.

CHAPTER-II

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

Statement of the 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-II

(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 Directorate, 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. The Technical Wing of the Directorate of Border Areas Development supervises the implementation.

CHAPTER-II

(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
7. Web Co-ordination Committee

Chapter 10 (Manual – 9)
Directory of Officers and Employee

Sl.No	Name	Designation	STD Code	Ph No.		Fax	Email	Address
				Office	Home			
1	Shri. L. Ch. Marak	Director					borderareasdevelopment@gmail.com	Directorate of Border Areas Development, Meghalaya, Shillong
2	Shri. Andreson Dkhar	Executive Engineer					borderareasdevelopment@gmail.com	-do-
3	Shri. D. Khylllep	Officer on Special Duty					borderareasdevelopment@gmail.com	-do-
4	Smti. E.Mawa	Asst. Audit Officer					borderareasdevelopment@gmail.com	-do-
5	Shri. K. Lyndem	Junior Engineer					borderareasdevelopment@gmail.com	-do-
6	Smti. M. Dkhar	UDA					borderareasdevelopment@gmail.com	-do-
7	Smti. A. Papang	UDA					borderareasdevelopment@gmail.com	-do-
8	Smti. W. Kharlyngdoh	Stenographer					borderareasdevelopment@gmail.com	-do-
9	Smti. E. Sohkhlet	LDA					borderareasdevelopment@gmail.com	-do-
10	Smti. I. Lyngdoh Buam	Typist					borderareasdevelopment@gmail.com	-do-
11	Shri. J. S. Swer	Driver					borderareasdevelopment@gmail.com	-do-
12	Shri. L. Majaw	Driver					borderareasdevelopment@gmail.com	-do-
13	Shri. M. Khongsit	Driver					borderareasdevelopment@gmail.com	-do-
14	Shri. S. Lyngdoh	Driver					borderareasdevelopment@gmail.com	-do-
15	Shri. T. H. Dkhar	Driver					borderareasdevelopment@gmail.com	-do-
16	Shri. K. Khyriemmujat	Duftry					borderareasdevelopment@gmail.com	-do-
17	Shri. V. D. Dhar	Peon					borderareasdevelopment@gmail.com	-do-
18	Shri. E. Phin	Chowkidar					borderareasdevelopment@gmail.com	-do-

Chapter- 11(Manual 10)

The Monthly Remuneration Received by Each of its Officers and Employees, Including the System of Compensation as Provided in Regulations.

The monthly Remuneration received by each of the officers and employees of the Directorate of Border Areas Development is being governed by rules and norms as per the Meghalaya Revision of pay Rules, 2018.

CHAPTER 12 (Manual 11)

THE BUDGET ALLOCATED TO EACH AGENCY (Particulars of all plans, proposed expenditures and reports on disbursement made)

Object Head Code	Object Head	Budget Allocation		Expenditure	
		General	6 th Schedule	General	6 th Schedule
DIRECTION AND ADMINISTRATION					
01. Staff for BAD					
		(Thousand)	(Thousand)	(Thousand)	(Thousand)
1	Salaries	1,58,85	5,69,51	12849.098	47925.217
2	Wages	9,84	14,26	1255.821	1381.075
11	Travel Expenses	2,00	12,00		676.785
13	Office Expenses	8,00	17,00	462.334	836.77
06	Medical Treatment	5,00	12,00	344.967	1188.348
14	RRT	2,00	14,00	28.992	341.281
27	Minor works	2,00	5,00		
02	Payment due to MeSEB/Municipal Board				
13	O.E		11,00		
14	RRT				
02. Border Areas Marketing					
01	Salary				
06	Medical Treatment				
11	T.E				
800. OTHER EXPENDITURE					
03	Land Acquisition & Construction of office buildings for the office of BADOs				
27	Minor Works	6,60			
50	Other charges				
06	Agro Custom Hiring in the Border Areas				
01	Salaries		15,00		48.462
11	01-Special Central Assistance under Border Areas Programme inclusive of State Share	150000		280	

36	Grand-in-Aid General (Non-Salary)				
11	Special Central Assistance under Border Areas Programme				
36	Grants-in-Aid General (Non-Salary)		6,05,00		
12	Village Development Programme in Areas bordering Assam				
53	Major Works	149978			
13	C.A. under Art. 275(1)				
50	Other Charges	1000			
16	Construction of Ropeways				
50	Other Charges	6655			
(05)	Border Areas Programmes under Public Works department				
27	Minor Works				
(06)	Border Areas Programme under Education				
34	Scholarships and Stipends		3,0000		13328.8

CHAPTER-II

(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 Directorate of Border Areas Development does not implement any schemes/programmes relating to subsidies.

CHAPTER-II

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

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

Nil

CHAPTER-II

(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

- 1) List of assets created under the Directorate.
- 2) Reports of projects implemented.

CHAPTER-II

(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 Directorate of Border Areas Development is at Horse Shoe Building, Lower Lachumiere, Shillong. It is open to the public. The public can meet any of the Officers or staff and seek any information. 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 Directorate 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.

CHAPTER-II

(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	Comissioner & Secretary Ph.No.2220502	Planning Officer & Ex-Officio Deputy 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 Areas Development Officer, Khliehriat	Deputy Commissioner, East Jaintia Hills, Khliehriat	Border Areas Development, Khliehriat	
Office of Border Areas Development	Deputy Commissioner, West Jaintia Hills, Jowai	Border Areas Development, Dawki	

Officer, Dawki	Ph.No.03652 2220721		
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	

CHAPTER-18 (Manual-17)

(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	5	5	0	0	
2008-09	2	2	0	0	
2009-10	4	4	0	0	
2010-11	5	5	0	0	
2011-12	4	4	0	0	
2012-13	6	6	0	0	
2013-14	5	5	0	0	
2014-15	1	1	0	0	
2015-16	0	N/A	N/A	N/A	
2016-17	2	2	0	0	
2017-18	5	5	0	0	
2018-19	4	4	0	0	
2019-20	1	1	0	0	
2020-21	3	3	0	0	
2021-22					
2022-23	9	9	0	0	
2023-24	10	10	0	0	

