



GOVERNMENT OF MEGHALAYA

THE INFORMATION HANDBOOK

**OFFICE OF THE DIVISIONAL FOREST OFFICER,
WORKING PLAN DIVISION,
MEGHALAYA, SHILLONG.**

(UNDER THE RIGHT TO INFORMATION ACT, 2005)

**FOREST AND ENVIRONMENT DEPARTMENT, RESEARCH AND
TRAINING CIRCLE, MEGHALAYA, SHILLONG.**

CHAPTER – I

Introduction

- 1.1 This handbook (Right to Information Act, 2005) on Working Plan Division, Meghalaya, Shillong will provide information on its composition, location and organizational pattern; power and duties of all its officers, executive and ministerial staff for discharging functions and activities of the Division. Apart from these, it will also reflect on the monthly remuneration received by each officer and staff, details of budget allocation on the development activities being undertaken by the Division. The details of norms set for execution of schemes and the information on various schemes will also be highlighted.
- 1.2 The objective of the handbook is to throw light on the public about the workings or function of the office of the Divisional Forest Officer, Working Plan Division, Meghalaya, Shillong.
- 1.3 The general public.
- 1.4 Department of Forest and Environment, Government of Meghalaya.
- 1.5 The definition of *Working Plan* (theoretically) – An important document that prescribes the working of forests (RFs, PFs etc.) and formulated on the principle of sustainable forest management with innovative silvicultural practices.
- 1.6 Divisional Forest Officer, Working Plan Division, Lower Lachumere, Meghalaya, Shillong.

CHAPTER – 2 (Manual -1)

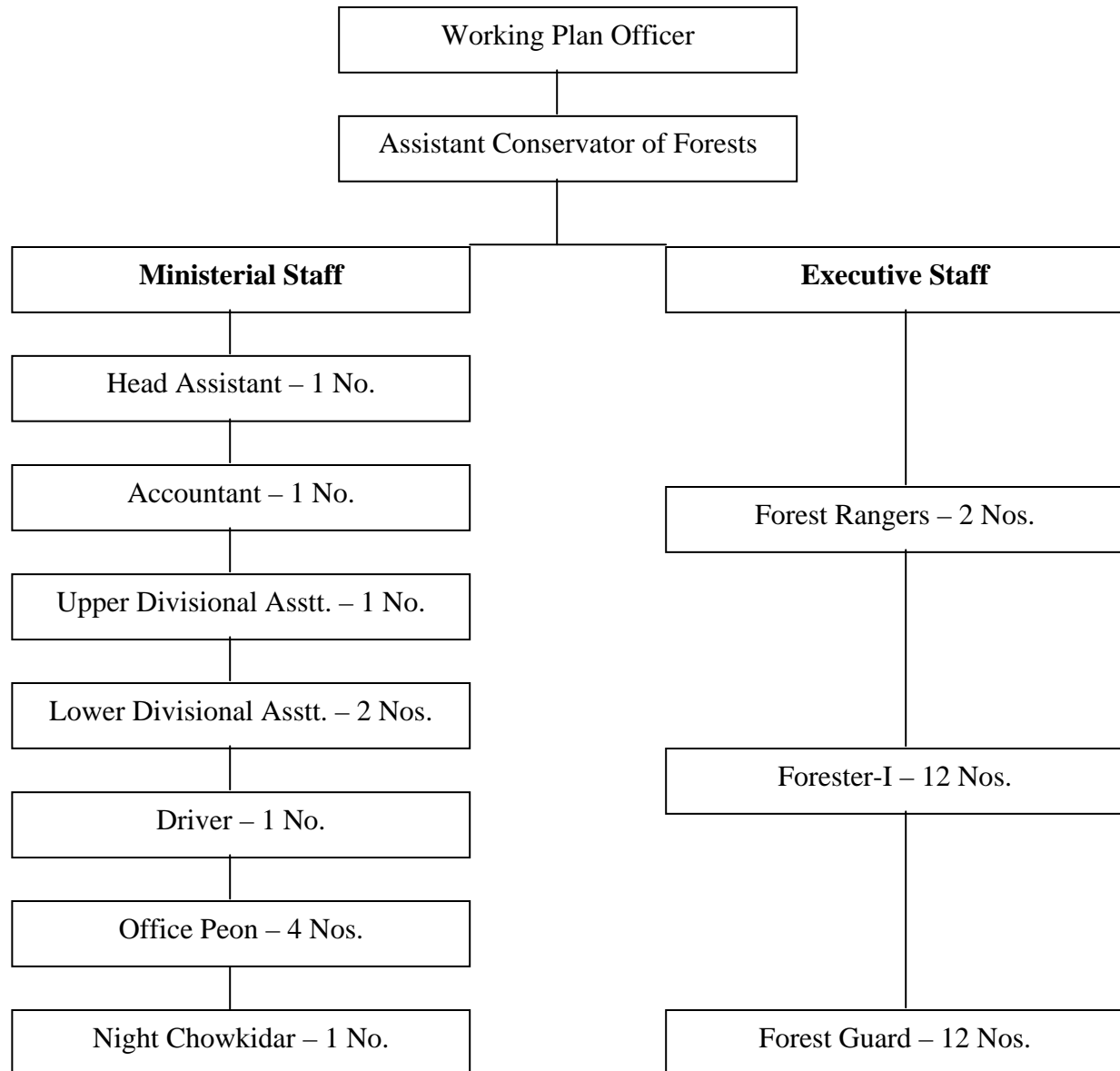
Particulars of Organization, Functions and Duties

- 2.1 The main objective of which the Working Plan Division is created is to formulate management Plans (Working Plans) for government control forests, viz. the Reserves and Protected forests and to see that the management of such forests by such Forest Divisions having direct control and protection shall be as per the prescription of the Working Plan. Besides, it may also engage in survey and demarcation of any area as well as carry put other works that the Government entrusted from time to time..
- 2.2 To see that the forests are scientifically managed on the principle of sustainable management so as to reach the goal of good environment that include conservation and wise use of such potential in a sustainable manner.
- 2.3 The present Working Plan Division was created right from the erstwhile Assam Forest Department with the purpose or objective as elucidated at 2.1 above.
- 2.4 As elucidated at 2.1 and 2.2 above.
- 2.5. Working Plan Division with its Headquarter at Shillong is responsible for overseeing the proper implementation of the Working Plans prescriptions of Reserved Forests, Protected Forests in the whole state of Meghalaya.

2.6. As elucidated at 2.1 and 2.2 above.

2.7

ORGANISATIONAL STRUCTURE



2.8 Being an office that formulate the Working Plans, it expects that the Territorial Divisions will follow such prescriptions for sustainable management of forests and expect that the public will cooperate to see that these forests are not encroached or subject to any illegalities.

2.9 Through meetings, seminars, etc. or as may be required from time to time.

2.10 Submission of diaries by all executive staff and through regular inspection of works.

2.11. Divisional Office :- Divisional Forest Officer,
Working Plan Division,
Meghalaya,
Shillong.

Range Office :- Range Forest Officer,
Working Plan Division,
Meghalaya, Shillong.

2.11 Morning Hours of the Office : 10 A.M.
Closing Hours of the Office : 5.00 P.M. (Summer)
4.30 P.M. (Winter)

CHAPTER – 3 (Manual – 2)
Powers and Duties of Officers and Employees

Designation	Divisional Forest Officer, Working Plan Division, Meghalaya, Shillong.	
<i>Powers</i>	<i>Administrative</i>	1. Appointment to the lowest grade of forest executives. 2. Officiating appointment to vacancies in the lowest grade of clerks within the limit of budget allotments and if the vacancies are leave vacancies. 3. Appointment to other subordinate offices under the purview and selection of the District Selection Committee. 4. Promotion of Forest Guard to the lowest grade of Forester. 5. Officiating promotion in the class of Foresters where vacancies not exceeding six months. 6. Suspension of any member of the subordinate forest service or clerical establishment. 7. Reduction and dismissal of all subordinate services below the rank of Forester-I. 8. Acceptance of the resignation of any member of the subordinate service below the rank of Deputy Ranger or clerical establishment. 9. Transfer of any officer of the subordinate establishment. 10. Stoppage of increment of any member of the subordinate service/clerical establishment of the lowest grade.
	Financial	Powers delegated as per the Delegation of Financial Power Rules in respect of the Forest Department.

Duties		1. To oversee the day to- day working of the Divisional Office 2. Attend to all correspondences. 3. Give direction to all Executive and Ministerial staffs. 4. Attend to different meetings within the jurisdiction of the Division or when assigned by the Government and Higher authorities.. 5. Preparation of Budget Estimates and Schemes. 6. Submission of monthly accounts, etc. 7. Any other matter that is in the interest of the Department.
Designation	Assistant Conservator of Forests	
Powers	Administrative	None
	Financial	None
	Others	None
Duties		To assist the DFO in the office, inspection of field works whenever necessary as and when directed by the DFO.

Designation	Range Forest Officer	
Power	Administrative	To oversee the workings of the Range, assigning duties to subordinates and making necessary correspondences with the Divisional Office
	Financial	1. Disbursement of salaries of staff . 2. Power to defray expenses up to Rs. 500/- 3. Carry out all departmental works and defray expenses in such works as per Forest Advance granted by the Divisional Forest Officer.
	Others	None
Duties	1. To live at their appointed headquarters except when absent on duty, and not to leave their Range without first obtaining the consent of their superior Officer. 2. To know the forest law and all rules in force, to carry them out, and whenever necessary, to explain them to the people and their subordinates. 3. To know their works as allotted from time to time. 4. To know the exact duties of all their subordinates and see that they carry out satisfactorily. To see that any negligence of duty and disobedience of orders are brought to the notice of the Divisional Forest Officer. 5. To inspect thoroughly the works of the subordinates and submit reports of such inspection. 6. To supervise and inspect, as often as possible, all works in progress that may be carry out from time to time. . 7. To set an example to their subordinates by generally showing zeal in the carrying out of various minor operations for the improvement of the forests and to teach them the best mode of performing such operations. 8. To take advantage of opportunities of working with the Divisional Forest Officer, so as to endeavor & understand and qualify themselves to undertake important assignment and when accompanying such officers on tour, to ask advice and instruction regarding any points of difficulty, so that the superior officer may explain practically on the ground how his orders should be carried out. 9. To report to the Divisional Officer any breach of the Working Plan prescription. 10. To submit to the Divisional Forest Officer a complete list of all Government properties in their Range. 11. To submit fortnightly diaries and monthly traveling allowance bills punctually, and sent in their monthly accounts so as to reach the Divisional Forest Officer before the	

	<p>prescribed date.</p> <p>12. To keep up to date all the registers and books prescribed and any other records that the Divisional Forest Officer may direct, neatly and in proper manner.</p> <p>13. Whenever practicable, to disburse money direct to the person to whom it is due and not through a third person, to take receipts in due form, and to disburse the pay of subordinates as regularly and as early in the month as possible.</p> <p>14. In the case of contractors, to disburse money only for works properly done and which has been thoroughly inspected personally. In the case of work done by daily laborers under the supervision of Foresters and Forest Guards, to inspect the work as thoroughly as possible before paying for it.</p> <p>15. To carry out as promptly as possible orders received from the Divisional Forest officer and in case of inability to execute such orders, should report the circumstances thereof at once.</p> <p>16. To reply to written orders of the Divisional Forest Officer with the least possible delay, and to keep him informed about his movements in the Range and that of his staff too, so as to obviate delay in communicating with him or them.</p> <p>17. To note and report all interesting occurrence of forestry importance in the Range such as flowering of bamboos, damage to forest trees by insects, encroachment, felling in the RFs, PFs which is outside the Working Plan prescription etc.</p>
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CHAPTER – 4 (Manual – 3)

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions.

(NOT APPLICABLE)

CHAPTER – 5 (Manual – 4)

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.

(NOT APPLICABLE)

CHAPTER – 6 (Manual – 5)

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

Sl. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Hold by/under control of
1.	Establishment	<ol style="list-style-type: none">1. Accounts2. Audit Inspection/objection3. Inter Division Transfer4. Non-Plan Budget5. Plan Budget6. Cheques & Authority7. General Provident Fund8. Personal Files9. Departmental Telephone10. Uniforms for Executive staffs11. Uniforms for Grade IV staffs12. Professional Tax13. All India Group Insurance Scheme14. General direction/instruction on budget15. Action Calendar16. Quarterly Progress Report17. Other Schemes/Projects/Programs18. Finance Commission19. General Establishment20. Government & Departmental Circulars21. Transfer & posting of Gazetted Officer22. Handing and taking overcharge of Gazetted Officer23. Transfer and posting of executive staff24. Transfer and posting of ministerial staff25. Pension cases26. Retention of posts27. Training of Gazetted Officer28. Training of Executive staff29. Training of Ministerial staff30. Vehicle correspondence/requisition31. MI-01-024432. ML-01-116833. ML-01-1658	Conventional procedure.	Divisional Forest Officer, Working Plan Division, Meghalaya, Shillong.

	<p>34. ML-01-1978</p> <p>35. Employment exchange</p> <p>36. Service stamps</p> <p>37. District Selection Committee</p> <p>38. Appointment to different posts</p> <p>39. Revision of Pay, 1987</p> <p>40. Revision of Pay, 1996</p> <p>41. Revision of Pay</p> <p>42. Children Education Advance</p> <p>43. Festival Advance</p> <p>44. Motor Car/Scooter Advance</p> <p>45. Computer Advance</p> <p>46. Allotment of works/duties</p> <p>47. Quarterly distribution of staff</p> <p>48. Gradation list of staff</p> <p>49. Leave Travel Concession</p> <p>50. Elections.</p> <p>51. Assembly & Lok Sabha</p> <p>52. Deanness Allowance</p> <p>53. House Rent Allowance</p> <p>54. Medical Allowance</p> <p>55. Winter Allowance</p> <p>56. Hills Allowance</p> <p>57. Equipment Allowance</p> <p>58. Special Duty Allowance</p> <p>59. Central Government Dearness Allowance</p> <p>60. Medical Treatment</p> <p>61. Confidential</p> <p>62. Annual Confidential Report</p> <p>63. Library, Books & Maps</p> <p>64. Miscellaneous</p> <p>65. Forest Statistics, etc.</p> <p>66. Census of Meghalaya Govt. employees</p> <p>67. Departmental building file</p> <p>68. Government loans, interest, etc.</p> <p>69. Wages/Labour rate/RCW</p> <p>70. Arms and ammunitions</p> <p>71. Declaration of assets and liabilities</p> <p>72. Forest Conference/Workshops/Seminars</p> <p>73. Proceeding case against Shri. S.Tarafdar FR.</p> <p>74. Electricity, etc.</p> <p>75. Security Deposit of forest subordinates</p>	
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| | <p>76. Indian Forester, other magazines, etc.</p> <p>77. Purchase Board</p> <p>78. Typewriters, Cyclostyle machine</p> <p>79. Wildlife matters</p> <p>80. Stationeries and forms, etc.</p> <p>81. Purchase/Receipt of stores, etc.</p> <p>82. Indent/issue of stores</p> <p>83. Supply of Lump coal</p> <p>84. Pertaining to advertisement, etc.</p> <p>85. General correspondence on diary</p> <p>86. Casual Leave</p> <p>87. Attendance/Punctuality, etc.</p> <p>88. Quotation and tenders</p> <p>89. On matters of identity cards</p> <p>90. Sports & Games meet</p> <p>91. Departmental quarters, allotment, etc.</p> <p>92. Accomodation in IB/Rest house</p> <p>93. General Working Plan</p> <p>94. Working Plan Code</p> <p>95. Working Plan of Garo Hills</p> <p>96. Working Plan of Khasi Hills</p> <p>97. Working Plan of Jaintia Hills</p> <p>98. Control Forms of Garo Hills</p> <p>99. Control Forms of Khasi Hills</p> <p>100. Control Forms of Jaintia Hills</p> <p>101.</p> <p>102. On matters of bamboo</p> <p>103. Protection of catchments areas, Rules, 1994.</p> <p>104. Social Forestry Plantations</p> <p>105. Remote Sensing</p> <p>106. Geological Information System</p> <p>107. Pertaining on matter of satellite</p> <p>108. Working Scheme</p> <p>109. Village Reserve Forest</p> <p>110. Monitoring & Inspection</p> <p>111. Green Cover Forests</p> <p>112. Survey of catchment of Rongai River</p> <p>113. Scheduled rates of royalty</p> | |
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	<p>114. House Building Advance of staff</p> <p>115. House Building Advance of Gazetted Officer</p> <p>116. Completion Report of Works under W.P.Division</p> <p>117. Fire Protection Rules</p> <p>118. Draft Forest Policy</p> <p>119. Vanamahotsava</p> <p>120. Examiner to conduct exams of trainees</p> <p>121. Indian Forest Data Bank</p> <p>122. List of seed farms.</p> <p>123. Data of Garo Hills Reserve Forests</p> <p>124. Data of Khasi Hills Reserve Forests</p> <p>125. Data of Jaintia Hills Reserve Forests</p> <p>126. Annual Progress Report</p> <p>127. Acquisition & Survey of land at Nongkusba</p> <p>128. Eco-Development</p> <p>129. Sale Tax/Value Added Tax(VAT)</p> <p>130. Five Year Plan under the NEC</p> <p>131. Editorial Board Meeting</p> <p>132. Compartment History of Garo Hills RF</p> <p>133. Compartment History of Khasi Hills RF</p> <p>134. Compartment History of Jaintia Hills RF</p> <p>135. Draft resolution of the Joint Forest Management Program of Meghalaya</p> <p>136. General Information of Forests in Meghalaya</p> <p>137. Matters on illegal activities in RF/PF</p> <p>138. Draft felling rules for non-forest areas</p> <p>139. Monitoring Territorial Division</p> <p>140. State Level Committee</p> <p>141. Information and Technology</p>	
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	<p>142. Centrally Sponsored Scheme</p> <p>143. State Development Report</p> <p>144. Meghalaya Non Gazetted Field Staff Association</p> <p>145. Forest Conservation Act/Rules</p> <p>146. Right to Information Act, 2005</p> <p>147. Wetland Conservation Programme</p> <p>148. Diary of Officers</p> <p>149. Diary of staffs</p> <p>150. The Meghalaya Forest-based Industries Rules, 1998</p> <p>151. The Assam Forest Manual</p> <p>152. House Rent and Income Tax of Officers</p> <p>153. W.P.(Civil) 202/95 – Supreme Court Order</p> <p>154. Working Plan Scheme under District Councils</p> <p>155. Estimates pertaining to Govt. quarters</p> <p>156. National estimate of notional area through TOF (Trees outside Forest) inventory</p> <p>157. Bank Loan</p> <p>158. Cash Handling</p> <p>159. Minutes of meeting held by Officers</p> <p>160. Monitoring and evaluation of development works.</p> <p>161. KHADC Monitoring Committee</p> <p>162. JHADC Monitoring Committee</p> <p>163. GHADC Monitoring Committee</p> <p>164. Scheduled Caste and Scheduled Tribe</p> <p>165. Nurseries</p> <p>166. Integrated Forest Protection Scheme(IFPS)</p>	
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CHAPTER – 7 (Manual – 6)

A statement of Boards, Councils, Committees and other bodies constituted as its part

(NOT APPLICABLE)

CHAPTER – 8 (Manual – 7)

The names, designation and other particulars of the Public Information Officers

(NOT APPLICABLE)

Public Information Officer :

Sl. No.	Name	Designation	S.T.D. Code	Phone No.		Fax	Email	Address
				Office	Home			
1	Shri. P.H.S,Bonney, I.F.S	DFO, Working Plan Divn.	0364	PABX -2349	-			Lower Lachumere, East Khasi Hills, Shillong.

Department Appellate Authority :

Sl. No.	Name	Designation	S.T.D. Code	Phone No.		Fax	Email	Address
				Office	Home			
1	Shri. S.Kumar, I.F.S	CCF, (R&T)	0364	2227332	2226460			Sylvan House, Lower Lachumere, East Khasi Hills, Shillong.

CHAPTER-9(Manual-8)

Procedure followed in decision making process.

CHAPTER – 10 (Manual – 9)
Directory of Officer and Employees

Sl. No.	Name	Designation	S.T.D. Code	Phone No.		Fax	E-mail	Address
				Office	Home			
1	Sri P.H.S.Bonney,IFS	Working Plan Officer	0364	PABX 2349				Working Plan Division, Meghalaya, Shillong.
2	Post Vacant	A.C.F						
3.	Post Vacant	Head Asstt.						
4	Smti I.L.Nonglait	Accountant						
5	Shri M.F.Kharsyntiew	UDA						
6	Shri F.Iongren	LDA						
7	Shri K.R.Wanlah	LDA						
8	Shri C.Upadhya	Office Peon						
9	Shri M.Synrem	Office Peon						
10	Shri B.S.Danu	O/ Chowkidar						
11	Smti P.Rymbai	Office Peon						
12	Shri M.Syngkli	Office Peon						
13	Shri D.N.War	Range Officer						
14	Shri P.Kharkongor	Surveyor						
15	Shri R.Kharkongor	Draughtsman						
16	Shri D.M.Sangma	Forester-I						
17	Shri M.R.Dkhar	Forester-I						
18	Shri K.S.Dkhar	Forester-I						
19	Shri G.ChakiShri	Forester-I						
20	H.S.Lyngdoh	Forester-I						
21	Shri C.Bonney	Forester-I						
22	Shri P.Sun	Forester-I						
23	Shri B.M.Kharsyntiew	Forester-I						
24	Shri T.S.Ranee	Forester-I						
25	Shri. W.B.Suchiang	Forester-I						
26	Shri G.Nongrum	Forest Guard						
27	Shri R.Kharbuli	Forest Guard						
28	Shri S.Sohtun	Forest Guard						
29	Shri O.G.Momin	Forest Guard						
30	Shri B.Makdoh.	Forest Guard						
31	Shri J.S.Saiborn	Forest Guard						
32	Shri Y.Synjoin	Forest Guard						
33	Shri A.R.Lyngdoh	Forest Guard						
34	Shri B.Khongwir.	Forest Guard						
35	Shri H.Kharkongor	Forest Guard						
36	Shri A.Kharbuli	Forest Guard						
37	Shri C.Blah	Forest Guard						

CHAPTER – 11 (Manual – 10)

The monthly remuneration received by each of its Officers and employees, including the system of compensation as provided in Regulations.

Sl. No.	Name	Designation	Monthly Remuneration (as on 30.5.2007) (Rs)	Compensation/Compensatory Allowance	The procedure to determine the remuneration as given in the regulation
1	Sri P.H.S.Bonney,IFS	DFO.	15,500/-		
2	Post Vacant.	ACF	-		
3	Post Vacant	HA	-		
4	Smti I.L.Nonglait	Accountant	5,740/-		
5	Shri M.F.Kharsyntiew	UDA	4,475/-		
6	Shri F.Iongren	LDA	4,470/-		
7	Shri K.R.Wanlah	LDA	4,280/-		
8	Shri C.Upadhya	Office Peon	4,070/-		
9	Shri M.Synrem	Office Peon	4,005/-		
10	Shri B.S.Danu	N/ Chowkidar	3,615/-		
11	Smti P.Rymbai	Office Peon	3,095/-		
12	Shri M.Syngkli	Office Peon	2,930/-		
13	Shri D.N. War	Range Officer	7,820/-		
14	Shri P.Kharkongor	Surveyor	5,125/-		
15	Shri R.Kharkongor	Draughtsman	4,905/-		
16	Shri D.M.Sangma	Forester-I	4,945/-		
17	Shri M.R.Dkhar	Forester-I	4,430/-		
18	Shri K.S.Dkhar	Forester-I	4,280/-		
19	Shri G.Chaki	Forester-I	4,250/-		
20	Shri H.S.Lyngdoh	Forester-I	4,375/-		
21	Shri C.Bonney	Forester-I	4,375/-		
22	Shri P.Sun	Forester-I	3,520/-		
23	Shri B.M.Kharsyntiew	Forester-I	3,680/-		
24	Shri T.S.Ranee	Forester-I	3,760/-		
25	Shri. W.B.Suchiang	Forester-I	3,680/-		
26	Shri G.Nongrum	Forest Guard	3,370/-		
27	Shri R.Kharbuli	Forest Guard	3,190/-		
28	Shri S.Sohtun	Forest Guard	3,310/-		
29	Shri O.G.Momin	Forest Guard	3,310/-		
30	Shri B.Makdoh.	Forest Guard	3,310/-		
31	Shri J.S.Saiborn	Forest Guard	3,310/-		
32	Shri Y.Synjoin	Forest Guard	3,310/-		
33	Shri A.R.Lyngdoh	Forest Guard	3,310/-		
34	Shri B.Khongwir.	Forest Guard	3,190/-		
35	Shri H.Kharkongor	Forest Guard	3,190/-		
36	Shri A.Kharbuli	Forest Guard	3,070/-		
37	Shri C.Blah	Forest Guard	3,010/-		

CHAPTER – 12 (Manual – 11)

The Budget allocated to each Agency

(Particulars of all Plans, proposed expenditures and reports on disbursement made)

For Public Authorities responsible for developmental construction, technical works.

(Rs. in lakhs)

Sl. No.	Name of the Scheme /Head	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed 2006-07	Amount sanctioned 2006-07	Amount released /disbursed upto 31.03.2007	Actual expenditure for the last year 2005-06	Responsible Officer for the quality and the complete execution \ of the work.
1	2	3	4	5	6	7	8	9	10
1	2406-005(03)1 Gen. Plan.	Salary of UDA	1. 4. 2006	31 .3 .07	1.80	1.80	1.31	1.37	DFO
2	2406-005(03)11 Gen. Plan.	Travelling expenses	1.4.06	31.3.07	1.00	1.00	1.00	1.30	DFO& RO
3.	2406-005(03)13 Gen. Plan.	Office expences.	1.4.2006	31.3.2007	.50	.50	.50	.70	DFO & RO
4.	2406-005(03)27 Gen. Plan.	Minor Works for maintenance of buildings etc.	1.4.2006	31.3.2007	.70	.70	.70	2.50	RO
5.	2406-01(001)27 Gen. Plan	Minor Works for maintenance of buildings etc.	1.4.2006	31.3.2007	.25	.25	.25	-	RO

CHAPTER – 13 (Manual – 12)

The manner of execution of Subsidy Programmes

(NOT APPLICABLE)

CHAPTER – 14 (Manual – 13)

Particulars of Recipients of Concessions, Permits or Authorization granted by it.

(NOT APPLICABLE)

CHAPTER – 15 (Manual – 14)

Norms set by it for the discharge of its functions

(Applicable ?)

CHAPTER – 16 (Manual – 15)

Information available in an electronic form

CHAPTER – 17 (Manual – 16)

Particulars of the facilities available to citizens for obtaining information

- Office Library :- Books related to forestry matters available for reference
- Through Newspapers :- Any advertisement shall be issued through Newspapers as may be required.
- Exhibition :- To participate in exhibitions as and when necessary.
- Notice Board :- All public notices shall be displayed on the Office Notice Board.
- Inspection of records in the Office :- Audit personnel O/o The Accountant General (Audit), Meghalaya, Shillong.
- System of issuing copies of documents :- On written request, as per the provisions of the Right to Information Act, 2005.

CHAPTER – 18 (Manual – 17)

Other useful information

With relation to collection of tax by Public Authority (Municipal Corporation, Trade Tax, Entertainment Tax, etc.)

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| Name and description of Tax | :- | Value Added Tax and Income Tax |
| Purpose of Tax collection | :- | Being Revenue to the Government as imposed by the concerned Departments. |
| Procedure and criteria for determination of Tax Rates | :- | As per relevant Rules. |