

GENERAL ADMINISTRATION (B) DEPARTMENT
ORGANISATIONAL STRUCTURE

General Administration Department (B) was created in 28.10.85 with a specific responsibility to regulate the facilities and entitlement of the members of the Council of Ministry, the Officers of the State Government, and Visiting Dignitaries, to look after the welfare of the Ex-Service personnel, etc., and administration of the Cinematography Act. The detailed function/assigned subject and responsibilities are follows:-

I. FUNCTIONS AND RESPONSIBILITIES : -

1. Accommodation :
 - a) In respect of Ministers – Regulation and allotment of residential Govt. Bungalows, furnishing & maintenance thereof, sanction of house-rent, etc., in respect of those staying in their own or private rented house.
 - b) In respect of Senior Govt. Officers, etc., – Regulation and allotment of Govt. (GAD) Pool residential quarters and necessary maintenance thereof.
2. Other entitlement: Regulation and allotment of telephone including Cellular Phone facilities to the Ministers, Senior Officers, other Class I Officers, and Govt. Offices at Govt. expense etc.
3. Govt. Protocol Services : Regulation of the State Guest Rules, State Warrant/Central Warrant of Precedence, and providing protocol activities including transport and accommodation to visiting dignitaries.
4. Welfare of Ex-Army, Navy, and Air Force personnel, and of their dependents.
5. Matters relating with operation of Census, naming/renaming of villages, roads etc., land matters related with National Anthem, National Flag and National Emblem.
6. Administration of Cinematography Acts.
7. All establishment matters relating to Estate Office, Director Sainik Welfare and Zila Sainik Board.

STATE PROTOCOL CELL :

The State Protocol Officer is responsible for all Protocol matters and services in respect of the State Guest/Dignitaries and also other VIPs/Guests within the purview of GAD. Protocol services includes arrangement of accommodations, transport and other allied Protocol activities.

ii. FUNCTIONS OF SUBORDINATE AUTHORITIES

1) DIRECTORATE OF SAINIK WELFARE

The Directorate of Sainik Welfare Meghalaya, is looking after the welfare of resident Ex-Servicemen (belonging to the Army, Navy, Air Force), their Pensionary benefits, Medical facilities and other financial assistance from the Central and State Government, and also the welfare of their widows and dependants viz., employment, vocational training, self employment, etc. The Director Sainik Welfare is assisted by the District Zila Sainik Welfare Boards/Office, Shillong, and the Zila Sainik Welfare Committee/Welfare Organiser at Tura. The Welfare Officer is working under the administrative control of Deputy Commissioner, Tura and under the guidance of the Director Sainik Welfare, Meghalaya.

The Central Government contributes 50% of the establishment cost of the Directorate of Sainik Welfare and the other 50% is contributed by the State Government.

2) ESTATE OFFICE

The Estate Office, under the immediate control of the Estate Officer, is primarily responsible for repair and maintenance of the Govt. bungalows, the Govt. Pool residential quarters, and also of the State Guest House.

iii. ACTIVITIES AND ACHIEVEMENTS :

Information relating to the achievements of the Govt. in the General Administration Department (N) is given as below :-

1. Govt. in General Administration Department (B), on 5th April, 2011 upgraded the EPABX System in Meghalaya Secretariat from the old AVAYA PCM-TDM PBX (DEFINITY G3Si) to Server Based IP – Telephony System (58800 Media Server) at a total cost of **29,34,050/-**. The 58800 Media Server which is the latest and most robust server can support upto 12000 trunks and the system shall suffice the scalability in the next 10 years.
2. With regards to the upliftment and financial constraints of the World War II Veteran Widows, the Govt. has approved for an enhancement of pension from 600/- to 1,500/- p.m. with effect from 1st April 2011.
3. Census Operation 2011 – The Census Operation 2011 and National Population Register in the State of Meghalaya started with effect from January 2010 to June, 2011. The Census was being conducted under the technical guidance of the Director of Census Operation, Meghalaya. As in the previous Census the 2011 census was conducted in Two Phases – House Listing and Housing Census and Population Enumeration. As targeted, the Census Operation 2011 was successfully conducted in the State of Meghalaya.

CONTACT DETAILS

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|--------------------------------------------------------|---|----------------------------------------------------------------|
| 1. Shri P.W.Ingty,IAS
Principal Secretary, G.A.D. | - | No.2225669 (O)
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No.2225737 (R)
M.94361-05253 |
| 2. Shri H.M.Shangpliang,MCS
Joint Secretary, G.A.D. | - | No.2227199 (O)
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| 3. Smti E.Pakyntein
Under Secretary, G.A.D.(B) | - | PABX- 2584. |
| 4. Shri J.Pyngrope
Superintendent,G.A.D.(B) | - | PABX-2554 |

PROTOCOL CELL

- | | | |
|-----------------------------------------------------|---|-----------------|
| 1. Smti C.Kharkongor,MCS
State Protocol Officer. | - | M.No.9862587624 |
| 2. Shri J.Pyngrope
Protocol Officer. | - | M.No.9436105136 |
| 3. Shri N.Hajong,MCS
Protocol Officer. | - | M.No.9436730762 |

SUBORDINATE OFFICES.

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|-------------------------------------------------|---|---------------------------------------------------------------------------------------------------------------------------------------|---|------------------------------------------------------------|
| 1.Estate Office | - | Shri B.M.Syiem
Estate Officer
Barik, Shillong. | - | M.No.9436102314
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| 2.Directorate of
Welfare | - | Brig. William J.B.Sturgeon
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Director Sainik
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| 3.Zila Sainik Welfare
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