

Template for the Information Handbook under Right to Information Act

Chapter – 1

Introduction

1.1. The background of this handbook (Right to Information Act 2005).

The Constitution of India has constituted India as a Sovereign Democratic Republic State. India being a democratic country has an obligation to make available to its citizens all information in a transparent manner which are vital to its functioning. Further in order to contain corruption and to hold Government and their instrumentalities accountable to the governed, it has become necessary on the part of the State to maintain transparency and to reveal necessary information to the public. As such for the convenience of the public it is imperative that a set of information be compiled and put in the form of a handbook.

1.2. Objective/purpose of this handbook.

As specified in the Right to Information Act, 2005, in order to secure access to information under the control of public authority, to promote transparency and accountability in the working of every public authority, a set of information which are readily available is compiled in the form of the handbook. Further, since the revelation of information in actual practice is likely to conflict with other public interests including efficient operations of the Government, it is necessary to harmonize these conflicting interests by preparing the set of information which are readily available in this handbook.

1.3. Who are the intended users of this handbook?

This handbook is intended to be used by all the citizens who desire to have any information about the working of the Directorate of Higher and Technical Education Meghalaya, Shillong by way of inspection of work, documents, records, taking notes, extracts, certified copies of documents or records, taking certified samples of materials, obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device.

1.4. Organization of the information in this handbook.

The information in this handbook is divided into 18 chapters as follows:

Chapter 1- Introduction

Chapter 2- Particulars of Organization, Functions and Duties

Chapter 3- Powers and Duties of Officers and Employees

Chapter 4- Rules, Regulations, Instructions, Manual and Records for Discharging Different Functions

Chapter 5- Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of policy or implementation thereof.

Chapter 6- A statement of the categories of documents that are held by us or under our control

Chapter 7- A statement of boards, councils, committees and other constituted bodies

Chapter 8- The names, designations and other particulars of the Public Information Officers

Chapter 9- Procedure followed in Decision Making Process.

Chapter 10- Directory of Officers and Employees.

Chapter 11- The Monthly Remuneration Received by each officer and employee, including the System of Compensation as Provided in Regulations

Chapter 12- The Budget Allocated to each Agency (Particulars of all plans, proposed expenditures and reports on disbursement made)

Chapter 13 - The Manner of Execution of Subsidy Programmes.

Chapter 14 – Particulars of Recipients of Concessions, permits or authorization granted.

Chapter 15 - Norms set for the discharge of function.

Chapter 16 – Information available in an electronic form.

Chapter 17- Particulars of the facilities available to citizens for obtaining information

Chapter 18- Other Useful Information.

1.5. Definitions (Please provide definitions of various terms used in the hand-book).

- APRs - Actual Paying Receipts.
- ST – Scheduled Tribe
- SC – Scheduled Caste
- ACR – Annual Confidential Report

1.6. Contact person in case somebody wants to get more information on topics covered in the handbook as well as other information also:

Shri W.L.Warjri, Addl. Director of Shillong Polytechnic & Shillong Engg. College, Meghalaya Mobile No - .

Shri B.K.Nongrang Lecturer in Management of Shillong Polytechnic Shillong, Meghalaya - Mobile No - .

1.7. Procedure and Fee Structure for getting information not available in the handbook.

For any information which is not available in the handbook any interested person may make an application in a plain paper to be addressed by name to the Public Information officer concerned and the Public Information Officer concerned shall dispose the same in a manner as prescribed under section 7 of the Act.

Chapter – 2 (Manual 1)

Particulars of Organization, Functions and Duties

2.1. Objective/purpose of the public authority.

Reveal necessary information to the public.****

2.2. Mission / Vision Statement of the public authority.

To secure access information under the control of public authority, to promote transparency and accountability in the working of every public authority.

2.3. Brief history of the public authority and context of its formation.

In order to secure access to information under the control of public authority, to promote transparency and accountability in the working of every public authority, a set of information which are readily available is compiled in the form of the handbook.

2.4. Duties of the public authority.

All the citizens who desire to have any information about the working of the Shillong Polytechnic, Shillong should contact Shri. Batskhem Nongrang or Urmila-----*****to be filled by principal*****

2.5. Main activities/functions of the public authorities.

The main activities of the public authorities are:
Inspection of work, documents, records, taking notes, extracts, certified copies of documents or records, taking certified samples of materials, obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device.

2.6. List of services being provided by the public authority with a brief write-up on them.

Admission:- The Institute provides Admission in Five Branches of Engineering namely-----The Admission Process commences on the day of declaration of the SSLC Examination by the MBOSE and generally two weeks time is allowed for interested Candidates to submit their Application.

The Merit List is based on Average of marks scored in Mathematics and Science, However, if there is a tie, mark scored in English is taken into consideration. **The Candidates while filling up the Forms have to clearly mention the Branches selected in order of preferences and no change of preferences is allowed later on.** The new Academic Session normally commences on the 1st week of July every year.

Examinaton under MSCTE .:- The Institute follows a Semester pattern of Examination and -----(MSCTE) conducts the Examination.The Principals/Head of the Polytechnics of the State are ex-officio members of the Council.TResults are declared by the Council and Marksheets, Certificates are awarded by the Council after completion of a Semester.

Examination Cell--

Scholarship,- Smti.-Marak
Stipend.—Smti.Marak

TCPO:- The Institute has a Training cum Placement Officer and services provided by this Cell are as follows (Sir Eddieson)
Hostel Administration (Sir Khraw)

Extra-curricular activities:- (Sir Nang and Sir Lyngwa)

2.7. Organizational Structure Diagram of the Directorate of Higher & Technical Education, Meghalaya, Shillong. (Figure-1)----(Sir Marlon)

_____ **diagramhere** _____

2.8. Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

In order to increase the effectiveness and efficiency of the Shillong Polytechnic in the services delivery System it is expected that the public may offer the valuable suggestion in writing.

2.9. Arrangements and methods made for seeking public participation/contribution.

For award of Scholarship and Stipend and allotment of seats in Technical UG/PG courses etc, Shillong Polytechnic cause an advertisement in the Newspaper. The same is also done in respect of filling up of vacancies in different Govt. Institutions.

2.10. Mechanism available for monitoring the service delivery and public grievance resolution.

Any grievances can be lodge in writing to the head of the Department and obtain a communication from him in due course. He can also be approached personally.(Smti.Ramsdam)

2.11. Addresses of the main office and other offices at different levels. (Please categorize the addresses district wise for facilitating the understanding by the user).

Shillong Polytechnic Shillong Mawlai Kynton Massar 793022.

Meghalaya, East Khasi Hills District.

2.12. **Morning hours of the office:** **10.00 A.M**

Closing hours of the office: **5.00 P.M., 4:30 P.M (w.e.f. 15thNov. to 14th Feb)**

Chapter - 3 (Manual 2) ***Powers and Duties of Officers and Employees***

Designation	Additional Director, Shillong Polytechnic & Shillong Government College of Engineering.	
Powers	Administrative	1. Budget Proposal, Pension, RTI etc 2. Retention of Temporary post 3. Leave
	Financial	1. Proposal of fund for Salary, Wager, Rent Rate, OE etc 2. Purchase of stationaries & Workshop materials as per sanction for the Directorate 3. Medical Reimbursement etc
	Others	1. Admission 2. Scholarship, Stipend etc 3. Examination
Duties	1. To see that the discipline & punctuality in Office is maintained 2. Allot duties to Grade-IV etc 3.	

The different Officers under the Director are - Two Joint Director of Higher & Technical Education, Three Deputy Directors of Higher & Technical Education, Astd. Research Officer, State NSS Officer assist the Director on various subject matters as per allocation of subjects shown below. Besides he is assisted by the Finance and Account Officers and Audit Officer on all financial matters.

1. Shri W.L. Warjri - **1. All Matters related to Technical Education.**
Adl.Director

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

Formulation of Policy

5.1. Whether there is any provision to seek consultation /participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.

There is no provision to seek consultation or participation of public in the formulation of policies. The suggestions made on the Floor of the Assembly are always incorporated in the formulation of policies and schemes.

Implementation of Policy

5.2 Whether there is any provision to seek consultation / participation of public or its representatives for implementation of policies? If there is, please provide details of provisions in the following format.

Does not arise in view of position at 5.1. above.

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	Held by / under control of
1.	ACR of Officers & Staff	Matters relating to Annual Confidential Report	Directorate Level	Addl. Director

Chapter 7 (Manual - 6)

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

There is no Board Council, Committees and other bodies directly under Shillong Polytechnic. The Governing bodies of the colleges are constituted by the individual college themselves and send to the DHTE for approval.

Chapter 8 (Manual – 7)

The names, designations and other particulars of the Public Information Officers.

Name of the Public Authority

Public Information Officers:

Sl. No.	Name	Designation	S.T.D. Code	Ph. No.		Fax	Email	Address
				Office	Home			
1	B.K.Nongrang.	Lecturer in Management/ PIO.	0364	222549	8787582652	-fill her e-	principals hp@gmail.com	Office of the Shillong Polytechnic Shillong Mawlai Kynton Massar -793022

Assistant Public Information Officers:

Sl. No.	Name	Designation	S.T.D. Code	Phone.No.		Fax	Email	Address
				Office	Home			
1	R.S.Jyrwa	Assistant System Engineer/ Assistant PIO.	0364	222549	700529537		Ray_j 9121 @yah oo.co m	Office of the Shillong Polytechnic Shillong Mawlai Kynton Massar -793022

Department Appellate Authority:

Sl. No.	Name	Designation	S.T.D. Code	Ph. No.		Fax	Email	Address
				Office	Home			
1	Shri W.L.Warjri	Addl. Director of Shillong Polytechnic & Shillong Government College of Engineering.	0364	222549	8794911239	-- fill her e--	principals hp@gmail.com	Office of the Shillong Polytechnic Shillong Mawlai Kynton Massar -793022

Chapter 9 (Manual – 8)

Procedure followed in Decision Making Process

The Head Assistant proposes action with the help of Staff (UDA and LDA) posted in his section and normally submits the file to Addl. Director who in turns submits the file to the Director for Orders.

Chapter - 10 (Manual - 9)

Directory of Officers and Employees

Sl. No.	Name	Designation	STD Code	Phone No.		Fax	Email	Address
				Off.	Res			
1.	Shri W.L. Warjri	Additional Director, Polytechnic & Shillong Engineering College	0364	222549	879491 1239	-	Principalshp@gmail.com	Mawlai Kynton Massar 793022
2.	Shri M.B.Pyngrope	HoD in Electronics Engineering Dept.						
3.	Shri M.Lyngdoh	HoD in Civil Engineering Dept.						
4.	Shri F.Jahrin	HoD in Electrical Engineering Dept.						
5.	Shri T.Lyngdoh	S.G. Lecturer in Science & Humanities Dept.						
6.	Shri. S.Suting	HoD Incharge of Computer Sc. Engineering Dept.						
7.	Smti. M. Sun	Stenographer						
8.	Shri R.Ripnar	Head Accountant						
9.	Shri F.Syngkli	Accountant						
10.	Smti U.Sinha	UDA						
11.	Shri. D. Pyngrope	Sr. Storekeeper						
12.	Shri. M. Syiemiong	Cashier						
13.	Smti. P. Thabah	Pharmacist						
14.	Smti. W. Shangpliang	Librarian						
15.	Smti D.Marak	LDA						
16.	Shri W.Lyndem	LDA						
17.	Shri. W.K. Majaw	Driver						
18.	Shri. M. Syiem	Driver						
19.	Sjri. L.L. Sawkmie	Duftry						
20.	Smti. B. Kaur	Sweeper						
21.	Smti. S. Pde	Mesalchi						
22.	Shri. K. Nongrum	Chowkidar						
23.	Smti. B. Marbaniang	Mali						
24.	Smti. K. Warjri	Helper						
25.	Smti. K. Pyngrope	Peon						
26.	Shri. Barishanlang Lyngdoh	Chowkidar						
27.	Shri. B. Suiam	Cook						
28.	Shri. D. Chettri	Peon						
29.	Shri. C. Kharumnuiid	Chowkidar						
30.	Shri. H. Tongper	Peon						
31.	Shri. A. Syiemiong	Cook						
32.	Shri. Mac. Donald Syiem	Chowkidar						
33.	Smti. R. Khongiong	Sweeper						
34.	Smti. R. Rapsang	Peon						
35.	Shri. P. Khonglah	Peon						
36.	Shri. B. Pakyntein	Helper						
37.								
38.								
39.								
40.								

Chapter - 11 (Manual 10)

The monthly Basic Salary received by each of its Officers and Employees, including the System of Compensation as Provided in Regulations

Sl. No	Name of the Incumbent & Designation	Remuneration
1	2	3
1.	Shri W.L.Warjri, Addl.Director(T), O/o Shillong Polytechnic Shillong.	Pay band ----
2.	Shri	

Chapter - 12 (Manual 11)
The Budget Allocated to each Agency
(Particulars of all plans, proposed expenditures and reports
on
Disbursement made)

Sl. No.	Head	Sanctioned Budget	Amount released/ disbursed (no. of installment)
1	2	4	5
1	___ fill here ___	___ fill here_	___ fill here_
2			
3			

Schemes Sanctioned under the Directorate of Higher & Technical Education (DHTE) during 2021-22			
Sl. No	File No.	Name of the Scheme	Amount
1	2	3	4
	___ fill here_	___ fill here_	__ fill here_

Chapter – 13

The Manner of Execution of Subsidy Programmes

This chapter is not applicable.

Chapter – 14 (Manual – 13)

Particulars of Recipients of Concessions, permits or authorization granted by it

This chapter is not applicable.

Chapter 15 (Manual – 14)

Norms set by the Shillong Polytechnic for discharge of its functions

Shillong Polytechnic has certain norms for discharging different functions. In respect of the proposal for sanction or grant to different-----)*****

Chapter 16 (Manual – 15)

Information available in an electronic form

It is available in the Website - <http://shillongpolytechnic.com>

Chapter 17 (Manual – 16)

Particulars of the facilities available to citizens for obtaining information

***It is available in the Handbook of DHTE.

Chapter 18 (Manual – 17)

Other Useful Information

18.1 Frequently Asked Questions and their Answers by Public

18.2 Related to seeking Information

An Applicant who wishes to obtain any Information about ShillongPolytechnic shall make a request to the ----- in writing or through electronic means, either in English or in Official Language of the area,specifying the particulars of the information sought for. Request for seeking information are not required to be given.

18.3 With relation to Training imparted to public by Public Authority

This chapter is not applicable.

18.4 With relation to training imparted to public by Public Authority

This chapter is not applicable.

18.5 With relation to registration process

This chapter is not applicable.

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

This chapter is not applicable.

18.7 With relation to Issuing new connection electricity, water supply, temporary and permanent disconnection etc. (This will be applicable to local bodies like Municipal Corporation/ Municipalities/ UPCL).

This chapter is not applicable.