

**ANNUAL REPORT**

**2008**

**Meghalaya State Information Commission,  
Shillong, Meghalaya.**

**Published by:**

**Secretary,  
Meghalaya State Information Commission,  
Shillong, Meghalaya.**

**Printed at:**

**The Directorate of Printing & Stationery,  
Govt. of Meghalaya,  
Shillong, Meghalaya.**

## Meghalaya State Information Commission

### Annual Report - 2008

#### Contents

Chapter	1	Introduction	4
Chapter	2	Meghalaya State Information Commission	7
Chapter	3	Implementation of the Right to Information Act in Meghalaya during 2008	15
Chapter	4	Efforts made by Public Authorities to administer and implement the spirit and intention of R.T.I. Act	38
Chapter	5	Observations and recommendations of the State Information Commission	44
Annexures:			
	I.	The Meghalaya State Information Commission (Management) Regulations, 2008	50
	II.	Guide for the Information Seekers:	
		(i) English	59
		(ii) Khasi	69
		(iii) Garo	79
	III.	Government Notification No.PER.(B/S).179/2007/3 dated 12 <sup>th</sup> May, 2008, <b>“Declaration of Nodal Department for the Meghalaya State Information Commission”</b>	90
	IV.	Government Notification No. PER.21/2008/73 dated 17 <sup>th</sup> February, 2009 <b>“Constitution of High Level Committee (HLC)”</b>	92

## CHAPTER – 1

### INTRODUCTION

1.1 The Right to Information Act is entering the third anniversary of implementation after coming into force effectively on 12-10-2005. During this brief period, the people of India have been showing varying degrees of interest in different regions and in different states of the country. In Meghalaya, though the Act came into force at the same time with the rest of the country, the establishment of the State Information Commission took effect only a little later, that is, in the month of March, 2006.

An independent assessment recently conducted by the Right to Information Assessment and Analysis Group (RAAG), New Delhi, came up with the following findings in their interim report published in October, 2008 which has a bearing on the state of implementation of the Law in Meghalaya, viz.,

#### Variations across Centre, State and District PAs-

**“Overall, the central government responded much more quickly and shared much more information than state governments. The Ministry of Environment and Forests and the Railways stand out for speediest responses on a large number of applications. Nearly 3/4<sup>th</sup> of the RTI applications filed were responded to within 30 days and in over half the cases, information was furnished.**

**At the state level, Meghalaya stands out as the quickest, the most compliant, and also the politest amongst all the states surveyed, in responding to RTI applications – the largest percentage of responses with all the information requested were received from Meghalaya.**

**Overall, districts appear to be much slower, and much less efficient in responding to RTI applications than states. Meghalaya and Karnataka stand out for quickest responses at the district level.**

**PA level analysis suggests that the police department is overall the slowest to respond to RTI applications. The largest number of rejections also came from the police. Interestingly most of these come from Delhi Police Revenue Department and the Women and Child Department come a close second to the police.**

- 1.2 Section 15 of the RTI Act provides for constitution of State Information Commission in every State of the country. Apart from its general duties powers and functions as laid down under Chapter IV and V of the Law, Section 25 of Chapter VI requires the Information Commission to prepare a Report on implementation of the provisions of the Act during that year, as soon as practicable, after the end of each year and forward a copy thereof to the appropriate Govt. The Act also enjoins upon all Departments of the State Govt. to collect all relevant information from the public authorities within their jurisdiction and provide the same to the State Information Commission to prepare the Annual Report for the year.
- 1.3 The Law requires that the Annual Report should contain following information among other things, viz.,
- (i) the number of requests made to each public authority.
  - (ii) the number of decisions where applicants were not entitled to access to the documents pursuant to the requests, the provisions of this Act under which these decisions were made and the number of times such provisions were invoked.
  - (iii) the number of appeals referred to the State Information Commission for review, the nature of the appeals and complaints and the outcomes.
  - (iv) particulars of any disciplinary action taken against any officer in respect of the administration of the Act.
  - (v) The amount of charges collected by each public authority under this Act.
  - (vi) Any facts which indicate an effort by the public authorities to administer and implemented the spirit and intention of this Act.
  - (vii) Recommendation for reform, including recommendations in respect of the particular public authorities, for the development, improvement, modernization, reform or amendment to this Act or other legislation or common laws or any other matter relevant for operationalising the right to access information.

- 1.4 The Law also requires that the State Govt. may as soon as practicable at the end of each year cause a copy of the Annual Report of the State Information Commission to be laid before the State Legislature.
- 1.5 The Act also empowers the State Information Commission to make recommendation to any public authorities specifying the steps which ought, in its opinion to be taken, for exercising its function under this Act in conformity with the provisions or spirit of the Act.
- 1.6 The present Report is the third Annual Report to be prepared by the Meghalaya State Information Commission in pursuance of the above provisions of the Act. While focusing is made on the legal requirements, certain information has also been included in the Report which are considered useful to the stakeholders in general.
- 1.7 The Commission would like to take this opportunity to acknowledge the positive role played by the RTI activists in seeking information of general interest and making it public and the help rendered by them to the Commission through constructive suggestions etc. The Commission also thanks the State Govt. especially the Department of Personnel and Administrative Reforms for their support.
- 1.8 The Meghalaya State Information Commission is pleased to present to the State Govt. of Meghalaya its third Annual Report viz., the Annual Report – 2008.

## CHAPTER - 2

### **ABOUT THE COMMISSION**

#### **2.1 Constitution and Composition:**

The Meghalaya State Information Commission was constituted under Section 15(1) of the Right to Information Act, 2005 vide Govt. of Meghalaya Notification No. IPR.48/2005/Pt.II/10 dated 3-10-2005 with its headquarters at Shillong. The Notification was subsequently revised and the date of the constitution of the Commission was w.e.f. 7-10-2005 vide Notification No. IPR.48/2005/52/11.

The Meghalaya State Information Commission is a single Member-Commission. The State Chief Information Commissioner (SCIC), Shri G.P.Wahlang, IAS (Retd.) was appointed by the Govt. of Meghalaya vide Notification No. PER.42/2005/PT/48 dated 28-2-2006 and assumed charge of the office of the State Chief Information Commission on 3-3-2006.

2.2 The mandate of State Information Commission is to exercise the powers conferred on, and to perform the functions assigned to, it under the RTI Act, 2005. Section 15(4) of the Act stipulates that general superintendence, direction and management of the affairs of the State Information Commission shall vest in the State Chief Information Commissioner: and may exercise all such powers and does all such acts and things as may be exercised or done by the State Information Commission autonomously, without being subjected to the directions by any other authority under the Act.

2.3 The Act enjoins upon the State Govt. to provide the State Chief Information Commissioner with such officers and employees as may be necessary for the efficient performance of his functions under this Act and

the salaries payable to and the terms and conditions of service of the officers and other employees appointed for the purpose of this Act shall be such as may be prescribed.

The following posts have so far been created by the State Govt. namely:

Sl. No.	Designation of the posts	No. of posts sanctioned	No. of posts filled	Pay scale
1.	State Chief Information Commissioner	1	1	Rs.90,000 (fixed)
2.	Secretary	1	1	Rs.39200 - 67000
3.	Under Secretary	1	1	Rs.8750 - 13100
4.	Sr. P.S. to C.I.C.	1	1	Rs.6850 - 11600
5.	Superintendent	1	1	Rs.5900 – 10400
6.	P. A. to C.I.C.	1	-	Rs.4900 - 8300
7.	U.D.A	1	1	Rs.4900 – 8300
8.	Data Entry Operator	1	-	Rs.3975 - 6655
9.	L.D.A	1	1	Rs.3725 - 6155
10.	Driver	2	1	Rs.2900 - 4020
11.	Peons	3	2	Rs.2440 – 3680
12.	Process Server	1	1	Rs.2440 – 3680
13.	Chowkidar	1	1	Rs.2440 - 3680

#### **2.4 OFFICE ACCOMMODATION:**

The State Govt. vide office Order No. GAA.116/69/1319 dated 29-5-2007 had allotted 6(six) rooms on the first floor of the New Administrative Building at Lower Lachumiere, Shillong. The present official address of the Commission is, therefore, as follows:

**Meghalaya State Information Commission,  
Lower Lachumiere,  
Shillong – 793001,  
Meghalaya.**



## **2.5 NODAL GOVERNMENT DEPARTMENT:**

The Information and Public Relations Department, Govt. of Meghalaya which acted as Nodal Govt. Department for the Commission till recently has now been replaced by the Personnel and Administrative Reform (A) Department vide Govt. Notification No. PER(B/S) 179/2007/73 dated 12-5-2008 with effect from 1-4-2008. The Budget Head is grant No. 13-2251-Secretariat Social Services-Non-Plan and State Plan 090-Secretariat (12) Meghalaya Information Commission (Right to Information Act) General areas Non-Plan.

The receipt Head of Account of the Commission under which fees, penalty amounts etc. are to be deposited to the Govt. is as follows:

**“0070-Other Administrative Services etc. 60-Other Services, 118-Receipt under the Right to Information Act, 2005 Volume – I (02) Fees & Fines for the Penalty Amount Imposed by the Commission”**

## **2.6 MAIN FUNCTIONS AND DUTIES OF THE COMMISSION:**

- 2.6(i) The powers and functions of Information Commission are contained in Chapter V of RTI Act. Under these provisions, the Commission is to receive and enquire into complaints regarding non-appointment of PIOs, refusal by PIOs/APIOs to accept/forward an application seeking information or an appeal under the provisions of the Act, refusal of access to requested information, non-receipt of the response to request for information or access to information within specified time limit, seeking payment of fee which appears unreasonable, giving of incomplete, misleading or false information under RTI Act or in respect of any other matter relating to requesting or obtaining access to records under RTI Act.
- (ii) The Act provides that while inquiring into a complaint under section 18, the Commission shall have the same powers as are vested in a Civil Court while trying a suit under Code of Civil Procedure, 1908 in respect of summoning and enforcing attendance of persons, discovery and

- inspection of documents, receiving evidence on affidavit, requisitioning any public records, issuing summonses for examination of witnesses or documents etc. During the year under review, the Commission has disposed off 35 complaints.
- (iii) Under Section 19(3), the Commission is also the Second Appellate Authority (against the order of First Appellate Authority). Under Section 19(8) of the Act, the Commission has also been empowered to require the Public Authorities to take steps as may be necessary to secure compliance with the provisions of the Act. During the year under review, the Commission has disposed off 20 appeals.
  
  - (iv) Section 20 of the Act empowers the Commission to impose penalties on State PIOs/APIOs as also recommend disciplinary action against them. Government has directed that the penalties under the Act may be credited under the head "0070-60-118-0-03-Penalties under the Act."
  
  - (v) Under section 25 of the Act, the Commission is required to prepare its Annual Report on the implementation of the Act and the State Government is required to cause a copy of the report of the Commission to be laid before each House of the State Legislature.
  
  - (vi) Under section 15(4), the general superintendence, direction and management of the affairs of the State Information Commission shall vest in the State Chief Information Commissioner, who shall be assisted by the State Information Commissioners and may exercise all such powers and do all such acts and things which may be exercised or done by the State Information Commission autonomously without being subjected to directions by any other authority under this Act.
  
  - (vii) The Commission is governed by The Right to Information Act, 2005 and Rules made by the Government under the said Act. The Commission also

exercises some powers of Courts under The Code of Civil Procedure, 1908.

## 2.7 Annual Accounts of the Commission:

During the Financial year 2008-2009 the State Govt. made the following provisions in the budget viz.,

Sl. No.	Budget Head description	(In lakhs)	
		Budget 2008 – 2009	R.E. 2008 - 2009
	2251-Secretariat Social Services – Non-Plan and State Plan 090 – Secretariat – (12) Meghalaya Information Commission (Right to Information Act) – General Area Non-Plan.	Rs.52.12	Rs.59.50
01	Salaries, Sumptuary Allowances	Rs.28.20	Rs.28.00
02	Wages	Rs.1.92	Rs.1.50
11	Travel expenses, conveyance allowances	Rs.3.00	Rs.5.00
13	Office expenses	Rs.4.00	Rs.5.00
16	Publications	Rs.5.00	Rs.5.00
21	Materials & Supplies, Store Equipments	Rs.5.00	Rs.5.00
51	Motor vehicles	Rs.3.00	Rs.8.00
52	Machinery & Equipments	Rs.2.00	Rs.2.00

The total expenditure incurred during the year 2008-2009 was Rs.31,18,368/- lakhs only. Shortfall of expenditure is due to the fact that some of the officers and staff are drawing their salaries from the Secretariat Departments.

## 2.8 Activities under taken by the Commission during the year:

- (i) As already stated in the foregoing paragraphs, the main functions of the Commission are hearing and disposal of complaints and appeals received by it. During the year 2008, the Commission

received 59 numbers of complaints and appeals. With 1(one) complaint carried over from the previous year, there were all together 60 complaints and appeals for disposal by the Commission during the year. Out of these 60 cases, 55 were disposed of during the year and 5(five) cases only were carried over to the year 2009. A detail of receipt and disposal of complaints and appeals by the State Information Commission has been given in Chapter – 3 of this Report.

- (ii) During the year, the Commission had also attended review meetings, discussions and awareness campaigns in almost all the districts of the State. In such programmes, the C.I.C. himself briefed the district officials, PIOs/APIOs on the provisions of the RTI Act and shared experiences with a few case studies. In all such visits, the NGOs were separately briefed on the Law. Some of the programmes attended by the State Chief Information Commissioner are as follows:

<b>Date</b>	<b>Place</b>	<b>Nature of Programme attended</b>
31-1-2008	Mawlong-Nongtluh, Ri Bhoi District	Awareness Campaign
6-8-2008	Nongpoh, Ri Bhoi District	Capacity building
26-8-2008	Baghmara, South Garo Hills	-do-
27-8-2008	Tura. West Garo Hills	-do-
28-8-2008	Williamnagar, East Garo Hills	-do-

- (iii) Besides participation in the aforesaid programmes, the Chief Information Commissioner also took time off for participation in Training Programme of DAAs, PIOs/APIOs conducted by the Meghalaya Administrative Training Institute (MATI), Shillong. In all such training programmes, case studies were generally taken up by

the C.I.C. for discussion with the trainees. Such activities might have contributed to the preliminary finding by RAAG that Meghalaya is among the RTI most friendly State in the country. Some of the Training Programmes so participated during the year are as under:

<b>Date</b>	<b>Place</b>	<b>Nature of Programme attended</b>
11-1-2008	Meghalaya Administrative Training Institute (MATI), Shillong	Participated Training Programme on R.T.I. for DAAs/PIOs/APIOs
18-3-2008	-do-	-do-
29-4-2008	-do-	-do-
13-5-2008	-do-	-do-
15-5-2008	-do-	-do-
16-5-2008	-do-	-do-
30-6-2008	-do-	-do-
8-7-2008	Conference Hall Main Secretariat Building, Shillong.	Discussion on R.T.I. with the Hon'ble Chief Minister, his cabinet colleagues and other public representatives.
31-7-2008	Meghalaya Administrative Training Institute (MATI), Shillong	Participated Training Programme on R.T.I. for DAAs/PIOs/APIOs
13-8-2008	-do-	-do-
22-8-2008	-do-	-do-
4-9-2008	-do-	-do-
16-9-2008	-do-	-do-
24-10-2008	-do-	-do-
7-11-2008	-do-	-do-
14-11-2008	-do-	-do-
25-11-2008	-do-	-do-
11-12-2008	-do-	-do-

(iv) **Meghalaya State Information Commission (Superintendence, Direction and Management) Regulations – 2009:**

The State Information Commission has framed the Meghalaya State Information Commission (Superintendence, Direction and Management) Regulations – 2009 during the year which was already published in the Govt. of Meghalaya Gazette on 19-3-2009. The Meghalaya State Information Commission (Superintendence, Direction and Management) Regulations – 2009 is reproduced at appendix I to this Annual Report.

- (v) At the initiative taken by the Commission vide its recommendation at para 6.4.4 of the Annual Report, 2006, the State Govt. has duly constituted a standing committee for monitoring & review implementation of the Law etc. under the Chairmanship of the Chief Secretary. The Govt. notification is reproduced at appendix II to this report.

## CHAPTER – 3

### **3.1 Implementation of the Right to Information Act in Meghalaya during 2008:**

The Right to Information Act, 2005 enjoins upon all Departments of the State Govt., and the competent authorities to collect the relevant information from the public authorities under their control and to provide the same to the State Information Commission for preparation of the Annual Report for the year. The data contained in the tables presented in the following sections of the Report are based on the information provided by the public authorities of concerned Govt., Departments and the competent authorities in the State and also the data available with the State Information Commission. The data presented in the tables may not correctly reflect the full picture of the Right to Information activities that have taken place during the year in the State as complete information from all public authorities are not forthcoming. Certain Departments like Education Department, Health & Family Welfare Department and other major Departments of the State did not receive complete information from each public authorities/PIO under them, in time. Therefore, whatever information as available with the respective Departments/competent authorities have been submitted to the Commission for preparing the Annual Report.

The public authorities in the State have been urged upon by the Commission to provide the relevant information in time for compilation of the Report. In fact, the Commission had to remind all Departments vide letter MIC.26/2008/1 dated 13-5-2009 to furnish the relevant information, for compilation of the Annual Report – 2008. It is hoped that all the concerned Departments in the Govt., and the public authorities in the State will be able to adjust their routine works to make room for activities required to be taken up by them under the Right to Information Act so that a more complete picture is presented in future Annual Reports.

**3.2 Disposal of information requests by Public Information Officers/Public Authorities:**  
(Section 25 (3)(a))

A total number of 344 requests were received by the Public Information Officers of those public authorities who have so far furnished their reports, during the year. With 16 requests pending from the previous years i.e. the year 2007, there were a total number of 360 requests to be disposed off by the PIOs during 2008. Out of these, 335 requests were disposed off by the PIOs during the year which accounts for 93.0% of all total number of requests available for disposal. The remaining requests of 25(or 7%) were at various stages of processing at the end of Calendar year, 2008. A total number of requests rejected by the PIOs is 2 only which is negligible compared to the total number of requests disposed off. This shows that the public authorities have been providing the information in most cases. Regarding number of requests deemed to have been refused, the number appears to be on the lower side due to inaccurate reporting by the Reporting Officers, in as much as, a larger number of complaints have been received in the Commission against deemed refusals of information by the PIOs.

The requests for information so far received Department-wise/public authority-wise and their state of disposal, etc are presented in Table 3.2.1 below:

**3.2.1 Disposal of Information Requests by Public Information officers/Public Authorities:**

**Reporting Year: 2008**

Sl. No .	Name of Departments Public Authorities	No. of Requests Pending at end of Last Year	No. of Requests Received during the Year	Total No. of Requests	No. of Requests Disposed	No. of Requests Rejected	No. of Requests deemed to be Refused: 7 (2)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	<b><u>Agriculture</u></b>						
	Sectt. Deptt.,	0	2	2	2	0	0



	Dte. of Agri.	0	2	2	2	0	0
	Dte. of Hort	0	2	2	2	0	0
	C.E.Irrigation	0	4	4	1	0	0
2.	<b><u>Arts &amp; Culture</u></b>						
	Dte. of Arts & Culture	0	3	3	3	0	0
3.	<b><u>A.H.&amp; Vety.</u></b>						
	Dte. of A.H. & Vety.	0	13	13	13	0	0
4.	<b><u>Border Areas Dev.</u></b>						
	Sectt. Deptt.	0	1	1	1	0	0
5.	<b><u>C.M.Secretariat</u></b> Sectt. Deptt.	0	4	4	4	0	0
6.	<b><u>Cabinet Affairs</u></b> Sectt. Deptt.	0	0	0	0	0	0
7.	<b><u>Cooperation</u></b> Sectt. Deptt.	0	0	0	0	0	0
	Registrar of Cooperative Societies	0	0	0	0	0	0
8	<b><u>District Council Affairs</u></b>						
	Sectt. Deptt.	0	0	0	0	0	0
	JHADDC	1	16	17	10	0	0
9	<b><u>Elections</u></b>						
	Sectt. Deptt.	1	4	5	1	0	0
10	<b><u>E.R.T.S.</u></b>						
	Com. Tax	0	11	11	11	0	0
	Com. Excise	0	0	0	0	0	0
	Inspector General of Registration	0	0	0	0	0	0
	Dte. of Lottery	0	1	1	1	0	0
	Meghalaya Commission on Resource Mobilization	0	0	0	0	0	0
11	<b><u>Finance</u></b>						
	Sectt. Deptt.	0	0	0	0	0	0
	Dte. of Local Accounts	0	4	4	4	0	0
	Dte. of Small Savings	0	0	0	0	0	0
12	<b><u>Food &amp; Civil Supplies</u></b>						
	Sectt. Deptt.	0	0	0	0	0	0

	Dte. of Food & Civil Supplies	0	22	22	22	0	0
13	<b><u>Forest &amp; Env.</u></b> Sectt. Deptt.	0	11	11	11	2	0
	o/o PCCF	0	10	10	10	0	0
	o/o CCF(Social Forestry)	0	4	4	4	0	0
	o/o CCF(Research/ Training & Wildlife)	0	11	11	11	0	0
	o/o CCF(Territorial)	0	11	11	11	0	0
14	<b><u>Fisheries</u></b>						
	Dte. Fisheries	0	5	5	5	0	0
15	<b><u>G.A.D.</u></b>						
	Sectt. Deptt.	0	1	1	1	0	0
	Office Estate Officer	0	0	0	0	0	0
	Sainik Welfare	0	0	0	0	0	0
	Zila Sainik Welfare	0	0	0	0	0	0
16	<b><u>Home (Police)</u></b>						
	Sectt. Deptt.	0	5	5	5	0	0
17	<b><u>Home Guards &amp; Civil Defence</u></b>						
	Sectt. Deptt.	0	0	0	0	0	0
18	<b><u>Home(Jails)</u></b>						
	Sectt. Deptt.	0	6	6	6	0	0
19	<b><u>Home(Passport)</u></b>						
	Sectt. Deptt.	0	0	0	0	0	0
20	<b><u>Health &amp; F.W.</u></b>						
	Sectt. Deptt.	0	4	4	4	0	0
	DHS (MI)	11	20	31	20	0	0
	DHS(MCH)	0	4	4	4	0	0
	DHS(R)	0	0	0	0	0	0
21	<b><u>Housing</u></b>						
	Sectt. Deptt.	0	0	0	0	0	0
22	<b><u>Industries</u></b>						
	Sectt. Deptt.	0	0	0	0	0	0
	Dte. of Industries	0	17	17	17	0	0
23	<b><u>Information &amp; Public Relations</u></b>						
	Sectt. Deptt.	0	0	0	0	0	0

	Dte.I.P.R.	0	0	0	0	0	0
24	<b><u>Law</u></b> Sectt. Deptt.	0	0	0	0	0	0
25	<b><u>Labour</u></b>						
	Sectt. Deptt.	0	0	0	0	0	0
	Dte. of Employment & Craftsmen Training	0	5	5	5	0	0
	o/o Administrative Medical Officer	0	0	0	0	0	0
	Chief Inspector of Boilers	0	0	0	0	0	0
	Labour Commissioner	0	1	1	1	0	0
	Commandant of Civil Task Force	0	0	0	0	0	0
26	<b><u>Planning</u></b> Sectt. Deptt.	0	1	1	1	0	0
	P.I.D.	0	0	0	0	0	0
	Dte. of Economics & Statistics.	0	1	1	1	0	0
27	<b><u>Personnel</u></b> Personnel & A.R.(A) &SRC	0	7	7	7	0	0
	MATI	0	0	0	0	0	0
28	<b><u>Political</u></b> Sectt. Deptt.	0	2	2	2	0	0
29	<b><u>P.H.E.</u></b> Sectt. Deptt.						
	Pollution Control Board	0	1	1	1	0	0
30	<b><u>POWER</u></b> Sectt. Deptt.	0	7	7	7	0	0
	MeSEB	0	4	4	4	0	0
	MSERC	0	1	1	1	0	0
	MNREDA	0	1	1	1	0	0
31	<b><u>Printing &amp; Stationery</u></b>						
	Dte. of Printing & Stationery.	0	0	0	0	0	0
32	<b><u>P.W.D.</u></b> Sectt. Deptt.	0	3	3	3	0	0
	C.E.PWD(R&B )	2	54	56	56	0	0
	C.E. PWD (B)	0	6	6	6	0	0

33	<b><u>Parliamentary Affairs</u></b> Sectt. Deptt.	0	0	0	0	0	0
34	<b><u>Revenue &amp; Disaster Management</u></b>						
	Sectt. Deptt.	0	8	8	8	0	0
	Dte. Land Records & Survey	0	0	0	0	0	0
35	<b><u>S.A.D.</u></b> Sectt. Deptt.	0	0	0	0	0	0
36	<b><u>Sports &amp; Youth Affairs</u></b> Sectt. Deptt.	0	9	9	9	0	0
37	<b><u>Social Welfare</u></b> Sectt. Deptt.	0	0	0	0	0	0
	Dte. of Social Welfare	0	3	3	3	0	0
	State Social Welfare Board	0	0	0	0	0	0
	State Commission for Women	0	1	1	1	0	0
	Commissioner for Person with Disabilities	0	1	1	1	0	0
38	<b><u>Soil &amp; Water Conservation</u></b>						
	Sectt. Deptt.	0	3	3	3	0	0
	Dte. of Soil & Water	0	10	10	10	0	0
39	<b><u>Sericulture &amp; Weaving</u></b> Sectt. Deptt.						
	Dte. of Sericulture	0	0	0	0	0	0
40	<b><u>Transport</u></b> Sectt. Deptt.	0	0	0	0	0	0
	Comnr. of Transport	0	3	3	3	0	0
	RTA Shillong	1	1	2	2	0	0
	RTA Nonstoin	0	1	1	1	0	0
	RTA Williamnagar	0	2	2	2	0	0
	M.T.C.	0	0	0	0	0	0

41	<b>Tourism</b> Sectt. Deptt.	0	0	0	0	0	0
	Dte. of Tourism	0	2	2	2	0	0
	MTDC	0	2	2	2	0	0
42	<b>Urban Affairs</b> Sectt. Deptt.	0	4	4	4	0	0
43	<b>Weight &amp; Measures</b>						
	Controller of Weight & Measures	0	0	0	0	0	0
44	<b>Meghalaya Legislative Assembly</b>	0	2	2	0	0	0
45	<b>Shillong Bench Gauhati High Court</b>	0	0	0	0	0	0
<b>Total</b>		<b>16</b>	<b>344</b>	<b>360</b>	<b>335</b>	<b>2</b>	<b>0</b>

### **3.3 Information requests rejected by public authorities: (Section 25(3)(b))**

Information which have been received by the Commission indicated that there were only 2(two) rejections of information requests by the Public Authorities who have furnished the report to Commission, during the year 2008. Both the rejections come from the Forest & Environment Department.

### **3.4 Disposal of First Appeals by Designated Appellate Authorities:**

23 (twenty three) Appeals were preferred before the Designated Appellate Authorities in the form of First Appeal during the year 2008. Most of the appeals preferred relate to the public authorities of the Directorate of Health & F.W. Department, Personnel & A.R. Department and Transport Department. Most of the appeals have been disposed off by the First Appellate Authorities during the year. The number of First Appeals preferred before various public authorities/ departments are given in Table 3.4.1 below:

### 3.4.1 Disposal of First Appeals by Designated Appellate Authorities:

Sl. No	Name of Department Public Authorities	No. of First Appeals pending with Appellate Officers	No. of First Appeals preferred during the Year	Total No. of Appeals with Appellate Officers	No. of First Appeals Disposed	No. of First Appeals Rejected	No. of First Appeals pending for more than 45 Days
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	<b><u>G.A.D.</u></b>						
	Sectt. Deptt.	0	1	1	1	0	0
2	<b><u>Health &amp; F.W.</u></b>						
	Sectt. Deptt.	0	0	0	0	0	0
	DHS (MI)	0	0	0	0	0	0
	DHS(MCH)	0	4	4	4	0	0
	DHS(R)	0	0	0	0	0	0
3	<b><u>Labour</u></b>						
	Sectt. Deptt.	0	0	0	0	0	0
	Dte. of Employment & Craftsmen Training	0	0	0	0	0	0
	o/o Administrative Medical Officer	0	0	0	0	0	0
	Chief Inspector of Boilers	0	0	0	0	0	0
	Labour Commissioner	0	1	1	1	0	0
	Commandant of Civil Task Force	0	0	0	0	0	0
4	<b><u>Planning</u></b>						
	Sectt. Deptt.	0	1	1	1	0	0
	P.I.D.	0	0	0	0	0	0
	Dte. of Economics & Statistics.	0	0	0	0	0	0
5	<b><u>Personnel</u></b>						
	Personnel & A.R.(A) &SRC	0	2	2	2	0	0
	Personnel & Administrative Reforms Cell	0	0	0	0	0	0
	MATI	0	0	0	0	0	0

6	<b><u>Soil &amp; Water Conservation</u></b>						
	Dte. of Soil & Water	0	1	1	1	0	0
7	<b><u>Sericulture &amp; Weaving</u></b> Sectt. Deptt.						
	Dte. of Sericulture	0	1	1	1	0	0
8	<b><u>Transport</u></b> Sectt. Deptt.	0	0	0	0	0	0
	Comnr. of Transport	0	3	3	3	0	0
	RTA Shillong	0	2	2	2	0	0
	RTA Nonstoin	0	1	1	1	0	0
	RTA Williamnagar	0	2	2	2	0	0
	M.T.C.	0	0	0	0	0	0
9	<b><u>Urban Affairs</u></b> Sectt. Deptt.	0	4	4	4	0	0
<b>Total</b>		<b>0</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>0</b>	<b>0</b>

### 3.5 **Disposal of Complaints by the State Information Commission:** (Section 25(3)l)

During the year 2008, 36 numbers of Complaints under Section 18 were received by the State Information Commission. With 1 Complaint pending from the previous years (i.e 2007) there were altogether 37 cases of Complaints available for disposal during the year. All these Complaints except 2(two) of them had been disposed off during the year. 33% of the Complaints were rejected by the Commission. Most of the Complaints except 3(three) of them were disposed off by the Commission within the period of 90 days of the date of receipt of the Complaints in the Commission. The number of Complaints received by the Commission against the Public Information Officers etc of various Govt. Departments/public authorities is given in Table 3.5.1 below:

**Table 3.5.1****Departmental-wise receipt and Disposal of Complaints by Information Commission:**

Sl. No	Name of Department	No. of Complaints pending with Information Commission at end of Last Year	No. of Complaints preferred during the Year	Total No. of Complaints with Information Commission	No. of Complaints Disposed	No. of Complaints Rejected	No. of Complaints pending for more than 90 days.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	<b>C &amp; R D</b>	-	8	8	8	4	1
2.	<b>C.M.Sectt.</b>	-	1	1	1	1	-
3.	<b>Education</b>	-	7	7	7	2	1
4.	<b>Food &amp; Civil Supplies</b>	-	4	4	4	2	-
5.	<b>Forest &amp; Env.</b>	1	4	5	4	1	-
6.	<b>Health &amp; F.W.</b>	-	2	2	2	-	-
7.	<b>Industries</b>	-	1	1	1	-	-
8.	<b>POWER</b>	-	1	1	1	-	-
9.	<b>P.W.D.</b>	-	2	2	1	-	1
10.	<b>Revenue &amp; Disaster Management</b>	-	2	2	2	1	-
11.	<b>Tourism</b>	-	1	1	1	1	-
12.	<b>Urban Affairs</b>	-	1	1	1	-	-
13.	<b>Meghalaya Legislative Assembly</b>	-	2	2	2	-	-
	<b>Total</b>	<b>1</b>	<b>36</b>	<b>37</b>	<b>35</b>	<b>12</b>	<b>3</b>

**3.6 Reasons of Complaints to State Information Commission:**

Out of 37 Complaints available with the State Information Commission for disposal during the year, 20% falls under Section 18(1)(b) for refusal or deemed refusal by the PIOs of various Public Authorities of access to information requested. Another 45% of the Complaints falls under Section 18(1)(c) of the Right to Information Act namely failure on the part of the PIO to response to requests for information or to access to information within the period prescribed by Law. Another major reason for Complaint



falls under Section 18(1)(e) namely furnishing of incomplete or misleading or false information by the PIOs which accounts for 20% of the Complaints.

Table 3.9.1 below gives a distribution of Complaints under the Sub-Sections of Section 18 of the Right to Information Act:

**Table 3.6.1 Reasons of Complaints to the State Information Commission:**

Reasons for complaint	No. of Complaints pending with Information Commission as on end of last year	No. of Complaints preferred during the Year	Total No. of Complaints with Information Commission	No. of Complaints Disposed	No. of Complaints Rejected	No. of Complaints pending for more than 90 days
(1)	(2)	(3)	(4)	(5)	(6)	(7)
18(1) (a)		3	3	3		
18(1) (b)		7	7	6	3	1
18(1) l	1	16	16	15	5	2
18(1) (d)	-	-	-	-	-	-
18 (1) (e)		7	7	7	1	
18(1) (f)	-	4	4	4	3	-

**3.7 Disposal of Second Appeals by the State Information Commission:**  
(Section 25(3)l)

Only 23 cases of appeals have been received by the State Information Commission during the year. Thus a total of 23 Second Appeals were available for disposal by the Commission during the year. All these 23 Second Appeals have been disposed off during the year with 7 or 33% rejections. Only 3 Second Appeals were disposed off after a period exceeding 90 days.

Most of the appeals which had come up before the Commission are due to failure on the part of the PIOs and the Designated Appellate Authorities to dispose off or give decision to requests/First Appeals in time. Only about

20% of the cases of appeals came up before the Commission against the decisions of the First Appellate Authorities.

The Departmental-wise receipt and Disposal of Second Appeals by State Information Commission is given in table 3.11 below:

**Table 3.7.1**

**Departmental-wise receipt and disposal of Second Appeals by the State Information Commission:**

Sl. No	Name of Department	No. of Second Appeals pending with Information Commission at end of Last Year	No. of Second Appeals preferred during the Year	Total No. of Second Appeals with Information Commission	No. of Second Appeals Disposed	No. of Second Appeals Rejected	No. of Second Appeals pending for more than 90 days
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	<b>A.H.&amp; Vety.</b>	-	1	1	1	-	-
2.	<b>Cooperation</b>	-	2	2	2	1	-
3.	<b>District Council Affairs</b>	-	3	3	2	1	1
4.	<b>Education</b>	-	14	14	12	5	2
5.	<b>Food &amp; Civil Supplies</b>	-	1	1	1	-	-
6.	<b>Personnel &amp; A.R.</b>	-	1	1	1	-	-
7.	<b>Urban Affairs</b>	-	1	1	1	-	-
<b>Total</b>		<b>-</b>	<b>23</b>	<b>23</b>	<b>20</b>	<b>7</b>	<b>3</b>

**3.8 Hearing of Complaints/Appeals by the State Information Commission:**

The Commission afforded an opportunity of hearing to both Appellant and Respondent during enquiry/examination of the issues raised in the Complaints or Appeals. Besides, the relevant records were also called and examined at the time of hearing before deciding the cases.

The Commission while hearing and deciding the Complaints and Appeals cases is required to ensure that;

- (i) Cases are disposed off as far as practicable within the period of 90 days of the date of receipts of Complaints/Appeals in the Commission. A few cases has been prolonged beyond a period of 90 days as further Complaints are generally received from the Complainants/Appellants on account of incompleteness/inaccuracy of information provided in compliance with the Orders of the Commission.
- (ii) All cases are decided after holding an open hearing after giving ample opportunity both to the Respondent and to the Complainant, to present his/her case before the Commission. The PIOs by virtue of their personal presence during hearings get committed to furnishing information/pay penalties by specific dates. By and large the Commission has been successful in doing so.
- (iii) Efforts is made that information requested are supplied at the hearing itself to the Complainants/Appellants and a specific time limit is set for furnishing the information if it is not possible to furnish the same during the hearing. A report of compliance is generally asked from each PIOs/DAA's by a specific date and the case is formally closed only when a compliance report is received in the Commission. The proceedings of the Commission are generally conducted in an informal atmosphere and a decision is generally announced by the conclusion of the hearing and written Orders communicated to the parties immediately thereafter.

### **3.9**

#### **Disciplinary Action recommended, Penalties/Compensation awarded by the Commission during 2008:**

(Section 25(3)(d))

During the year, 2(two) cases were recommended by the Commission for Disciplinary action by the concerned Departments of the Govt. under provision 20(2) of the R.T.I. Besides there are five cases of

penalties/compensations awarded by the Commission during the year.

The details of these cases are given in Table 3.9.1 and 3.9.2 below:

**3.9.1 Disciplinary action etc. taken against any officer:**

Sl. No	Case No.	Name of the Department concerned	Name of officer recommended for disciplinary action	Result of the Departmental Proceeding
1.	MIC/Complaint/23/2008	C & R D Department, Meghalaya	Shri F.Kharmujai, APIO/BDO, Pynursla, East Khasi Hills	Penalty of censure awarded under Rule 7(1) of Assam Services (Discipline & Appeals) Rules, 1964
2.	MIC/Complaint/24/2008	Department of Forest & Environment, Meghalaya	Shri C.A.Sangma, F.R/APIO & Range Officer, Simsanggre Range, Rongreng Baija, East Garo Hills	Penalty of censure awarded under Rule 7(11) of the Assam Services (Discipline & Appeals) Rule, 1964

**3.9.2 Penalties/Compensations awarded by the State Information Commission during the year:**

Sl. No.	Case No.	Name of Complainants/ Appellants	Name of PIO/Public Authorities	Amount of Penalty/ Compensation
1.	MIC/Appeal/27/2007	C.S.Singh, Limbu Compound, Barapathar, Shillong	D.E.M.E., Govt. of Meghalaya.	Rs.2000/- (Compensation)
2.	MIC/Appeal/41/2008	M.J.West of Rngi Rynjah, Shillong	Shri A.Sun, Inspector of Schools, East Khasi Hills	Rs.7500/- (Penalty)
3.	MIC/Complaint/35/2008	Shri Khrawbok Shadap, Upper Shillong	Dr.H.Diengdoh, M.S., & PIO, Ganesh Das Hospital, Shillong	Rs.7250/- (Penalty)
4.	MIC/Complaint/23/2008	L.Khongwet & V.Buhphang of Wahlyngkhat, East Khasi Hills	Project Director, DRDA, East Khasi Hills	Rs. 2000/- (Compensation)

5.	MIC/Complaint/25/2008	Shri L.Khongjee & Shri Numbar Mawpat, Khatarshnong, Sohra	PIO, Directorate of Food & Civil Supplies, East Khasi Hills	Rs.1000/- (Compensation)
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**3.10 Amounts of charges collected by each public authorities:**  
(Section 25(3)(e))

An amount of Rs.7959.00 was collected by the PIOs/public authorities in the form of various fees during the year. Of this total amount, Rs.549.00 only was collected under Section 4(4) of the Act, being the cost of the medium or printed cost price in which form the information was provided; Rs. 3114.00 is the application fee under Section 6(1) of the Act; Rs. 4158.00 under Section 7(1) Rs.48.00 under Section 7(5) for providing the information in printed or electronic format and Rs.90.00 other charges. The rates of various fees are as prescribed by the State Govt. under the rules framed by it. Table 3.10.1 below give a summary of cost, fees and charges so far reported to have been collected by public authorities during the year.

**Table 3.10.1**

**Summary of Costs, Fees & Charges Collected by Public Authorities:**

Sl. No.	Name of Department Public Authority	Cost collected Sec 4(4)	Fee collected Sec 6(1)	Fee collected Sec 7(1)	Fee Collected Sec 7(5)	Other charges collected (specify)	Total Collection
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	<b><u>Agriculture</u></b>						
	Dte. of Agri.	0	20	0	0	0	20
	Dte. of Hort	0	90	0	0	0	90
	C.E.Irrigation	0	0	0	0	0	0
2.	<b><u>Arts &amp; Culture</u></b>						
	Dte. of Arts & Culture	23	30	0	0	0	53
3.	<b><u>A.H.&amp; Vety.</u></b>						
	Dte. of A.H. & Vety.	0	190	238	0	0	428

4.	<b><u>Border Areas Dev.</u></b>						
	Sectt. Deptt.	10	60	0	0	0	70
5.	<b><u>C.M.Secretariat</u></b>	0	40	46	0	0	86
	Sectt. Deptt.						
6.	<b><u>Cooperation</u></b>	0	0	0	0	0	0
	Sectt. Deptt.						
	Registrar of Cooperative Societies	0	0	0	0	0	0
7.	<b><u>District Council Affairs</u></b>						
	Sectt. Deptt.	0	0	0	0	0	0
	JHADC	0	160	266	0	0	426
8	<b><u>Elections</u></b>						
	Sectt. Deptt.	0	0	0	0	0	0
9	<b><u>E.R.T.S.</u></b>						
	Com. Tax	0	0	50	0	0	50
	Com. Excise	0	0	0	0	0	0
	Inspector General of Registration	0	0	10	0	0	10
	Dte. of Lottery	0	0	0	0	0	0
10	<b><u>Finance</u></b>						
	Sectt. Deptt.	0	0	0	0	0	0
	Dte. of Local Accounts	0	35	209	0	0	244
	Dte. of Small Savings	0	0	0	0	0	0
11	<b><u>Food &amp; Civil Supplies</u></b>						
	Dte. of Food & Civil Supplies	0	220	125	0	0	345
12	<b><u>Forest &amp; Env.</u></b>	0	70	6	0	0	76
	Sectt. Deptt.						
	o/o PCCF	0	100	0	0	0	100
	o/o CCF(Social Forestry)	0	40	70	0	0	110
	o/o CCF(Research)	0	110	240	0	0	350
o/o CCF(Territorial)	0	110	70	0	0	180	
13	<b><u>Fisheries</u></b>						
	Sectt. Deptt.	0	0	0	0	0	0
	Dte. Fisheries	0	50	18	0	0	68
14	<b><u>G.A.D.</u></b>						
	Sectt. Deptt.	0	10	98	0	0	108

15	<b><u>Home (Police)</u></b>						
	Sectt. Deptt.	22	40	0	0	0	62
16	<b><u>Home Guards &amp; Civil Defence</u></b>						
	Sectt. Deptt.	0	0	0	0	0	0
17	<b><u>Home(Jails)</u></b>						
	Sectt. Deptt.	0	0	0	0	0	0
18	<b><u>Home(Passport)</u></b>						
	Sectt. Deptt.	0	0	0	0	0	0
19	<b><u>Health &amp; F.W.</u></b>						
	Sectt. Deptt.	0	40	0	0	0	40
	DHS (MI)	0	120	0	0	0	120
	DHS(MCH)	0	40	0	0	0	40
	DHS(R)	0	10	0	0	0	10
20	<b><u>Industries</u></b>						
	Sectt. Deptt.	0	0	0	0	0	0
	Dte. of Industries	0	110	337	0	0	447
21	<b><u>Information &amp; Public Relations</u></b>						
	Sectt. Deptt.	0	0	0	0	0	0
	Dte.I.P.R.	0	0	0	0	0	0
22	<b><u>Law</u></b> Sectt. Deptt.	0	0	0	0	0	0
23	<b><u>Labour</u></b>						
	Sectt. Deptt.	0	0	0	0	0	0
	Dte. of Employment & Craftsmen Training	10	50	0	0	0	60
	o/o Administrative Medical Officer	0	0	0	0	0	0
	Chief Inspector of Boilers	0	0	0	0	0	0
	Labour Commissioner	0	10	0	0	0	10
	Commandant of Civil Task Force	0	0	0	0	0	0
24	<b><u>Planning</u></b> Sectt. Deptt.	0	10	0	0	0	10
	P.I.D.	0	0	0	0	0	0
	Dte. of Economics & Statistics.	0	10	2	0	0	12

25	<b><u>Personnel</u></b> Personnel & A.R.(A) &SRC	0	10	0	0	0	10
	Personnel & Administrative Reforms Cell	0	0	0	0	0	0
	MATI	0	0	0	0	0	0
26	<b><u>Political</u></b> Sectt. Deptt.	0	20	0	30	0	50
27	<b><u>P.H.E.</u></b>						
	Pollution Control Board	0	10	85	0	0	95
28	<b><u>POWER</u></b> Sectt. Deptt.	419	70	0	0	0	489
	Senior Electrical Inspector	0	0	0	0	0	0
	MeSEB	0	40	152	0	0	192
	MSERC	0	0	0	0	0	0
	MNREDA	0	10	0	0	0	10
29	<b><u>Printing &amp; Stationery</u></b>						
	Dte. of Printing & Stationery.	0	0	0	0	0	0
30	<b><u>P.W.D.</u></b> Sectt. Deptt.	0	30	0	0	0	30
	C.E.PWD(R&B )	0	540	766	0	0	1306
	C.E. PWD (B)	0	70	0	0	0	70
31	<b><u>Revenue &amp; Disaster Management</u></b>						
	Sectt. Deptt.	0	279	0	0	0	279
	Dte. Land Records & Survey	0	0	0	0	0	0
32	<b><u>S.A.D.</u></b> Sectt. Deptt.	0	0	0	0	0	0
33	<b><u>Sports &amp; Youth Affairs</u></b> Sectt. Deptt.	25	20	0	0	0	45
34	<b><u>Social Welfare</u></b> Sectt. Deptt.	0	0	0	0	0	0
	Dte. of Social Welfare	0	70	104	0	0	174
	State Social Welfare Board	0	0	0	0	0	0
	State Commission for Women	0	0	0	0	0	0



	Commissioner for Person with Disabilities	0	0	0	0	0	0
35	<b><u>Soil &amp; Water Conservation</u></b>						
	Sectt. Deptt.	0	30	336	0	0	366
	Dte. of Soil & Water	0	100	956	0	0	1056
36	<b><u>Sericulture &amp; Weaving</u></b>						
	Dte. of Sericulture	0	0	0	0	0	0
37	<b><u>Transport</u></b>	0	0	0	0	0	0
	Sectt. Deptt.						
	Comnr. of Transport	0	30	0	0	24	54
	RTA Shillong	0	20	0	0	0	20
	RTA Nonstoin	0	10	0	0	0	10
	RTA Williamnagar	0	20	0	0	0	20
	M.T.C.	0	0	0	0	0	0
38	<b><u>Tourism</u></b>	0	0	0	0	0	0
	Sectt. Deptt.						
	Dte. of Tourism	20	0	0	0	66	86
	MTDC	0	20	0	18	0	38
39	<b><u>Urban Affairs</u></b>	0	40	0	0	0	40
	Sectt. Deptt.						
40	<b><u>Weight &amp; Measures</u></b>						
	Sectt. Deptt.						
	Controller of Weight & Measures	0	0	0	0	0	0
41	<b>Meghalaya Legislative Assembly</b>	20	0	0	0	0	20
42	<b>Shillong Bench Gauhati High Court</b>	0	0	0	0	0	0
	<b>Total</b>	<b>549</b>	<b>3114</b>	<b>4158</b>	<b>48</b>	<b>90</b>	<b>7959</b>

**3.11 Non-furnishing of requisite information for the Annual Report – 2008 by Departments/Public Authorities:**

As mentioned at the beginning of this Chapter, the data presented in Tables 3.2.1, 3.4.1 and 3.10.1 may not correctly reflect the full picture of the R.T.I. activities that had taken place during the year in the State as a large number of Public Authorities had failed to furnish the relevant information for the Annual Report. Table 3.11.1 below gives the list of such public authorities/departments

viz.,

**Table 3.11.1**

**Names of Public Authorities (with Departments) who failed to furnish requisite information for the Annual Report – 2008:**

<b>Sl. No</b>	<b>Name of Department</b>	<b>Name of the Public Authorities</b>
1.	<b>Arts &amp; Culture</b>	Secretariat Department
2.	<b>A.H. &amp; Vety.</b>	Secretariat Department
3.	<b>Border Areas Dev.</b>	Directorate of Border Areas Dev.
4.	<b>C &amp; R D</b>	Secretariat Department
		Directorate of C & R D
		S.I.R.D.
5.	<b>Cooperation</b>	Meghalaya State Warehousing Cooperation.
		Meghalaya Apex Handloom Weavers & Handicrafts Cooperative Federation Ltd.
6.	<b>Communication</b>	Secretariat Department
7.	<b>District Council Affairs</b>	K.H.A.D.C.
		G.H.A.D.C.
8.	<b>E.R.T.S.</b>	Secretariat Department
		Registrar of Societies
9.	<b>Education</b>	Secretariat Department
		DHTE
		DEPT
		MBOSE
		DEME
		All Universities
		All Colleges

10	<b>Finance</b>	Directorate of Accounts & Treasuries Directorate of Institutional Finance
11	<b>Food &amp; Civil Supplies</b>	Meghalaya State Consumer Disputes Redressal Commission.
12	<b>Fisheries</b>	Secretariat Department
13	<b>G.A.D.</b>	Meghalaya House Delhi Meghalaya House Kolkatta Meghalaya House Guwahati Meghalaya House Vellore
14	<b>Home (Police)</b>	o/o DG & IG o/o ADG(CID) o/o ADG(R/PR) o/o IGP(L&O) Western Range o/o IGP(Trg.&Armed Police) o/o DIG (Eastern Range) o/o DIG, Western Range P.T.S. Shillong S.P. MPRO, Shillong S.P.(F&ES), Shillong S.P.(SCRB) S.P.(Infil) Commandant 3 <sup>rd</sup> MLP Commandant 4 <sup>th</sup> MLP S.P. EK Hills S.P. WK Hills S.P. Jaintia Hill S.P. Ri Bhoi S.P. EG Hills S.P. WG Hills S.P. SG Hills
15	<b>Home Guards &amp; Civil Defence</b>	Directorate of Home Guards & C.D.
16	<b>Home(Jails)</b>	I.G. of Prisons
17	<b>Housing</b>	Directorate of Housing Meghalaya State Housing Board
18	<b>Industries</b>	MIDC MCCL MKVIB Meghalaya Handloom & Handicrafts Dev. Cor. Ltd. Meghalaya Watches Ltd Meghalaya Bamboo Chips Ltd. Meghalaya Electronics Dev. Cor. Ltd.
19	<b>Information Technology</b>	Secretariat Department
20	<b>Geology &amp; Mining</b>	Secretariat Department Directorate of Mineral Resources
21	<b>Personnel</b>	Personnel & A.R. (B)

		Com. of Div. East, West Khasi Hills, Jaintia Hills & Ri Bhoi Dists.
		Com. of Div. Garo Hills
		MPSC
		D.C. Jowai
		D.C. Shillong
		D.C. Nongpoh
		D.C. Nongstoin
		D.C. Tura
		D.C. Williamnagar
		D.C. Jowai
22	<b>P.H.E.</b>	Secretariat Department
		Chief Engineer, PHE
23	<b>POWER</b>	Senior Electrical Inspector
24	<b>Printing &amp; Stationery</b>	Secretariat Department
		Govt. Press Tura
25	<b>P.W.D.</b>	MGCC
26	<b>Revenue &amp; Disaster Management</b>	D.C.(Rev) EKH
		D.C.(Rev) J.H.
		D.C.(Rev) WKH
		D.C.(Rev) Ri Bhoi
		D.C.(Rev) WGH
		D.C.(Rev) EGH
		D.C.(Rev) SGH
27	<b>Sports &amp; Youth Affairs</b>	Directorate of Sports & Youth Affairs
28	<b>Sericulture &amp; Weaving</b>	Secretariat Department
29	<b>Transport</b>	State Transport Authority
		RTA Jowai
		RTA Nongpoh
		RTA Tura
		RTA Baghmara
30	<b>Urban Affairs</b>	Directorate of Urban Affairs
		Meghalaya Urban Dev. Agency
		Meghalaya Urban Dev. Authority
		Shillong Municipal Board
		Tura Municipal Board
		Jowai Municipal Board
		Williamnagar Municipal Board
		Baghmara Municipal Board
		Resubelpara Municipal Board
31	<b>Weight &amp; Measures</b>	Secretariat Department

## CHAPTER – 4

### Efforts made by Public Authorities to administer and implement the spirit and intention of R.T.I. Act:

- 4.1 No information has been received in the Commission during the year 2008 which would indicate any special efforts or initiative taken by public authorities of the State in implementing the spirit and intention of the R.T.I. Act, 2005. The Commission, however, received information on R.T.I. related activities undertaken by the Meghalaya Administrative Training Institute (MATI), Shillong; a brief account of which is present below:

In 2003, the department of Personnel & Training, Government of India in partnership with UNDP, India launched a project titled “**Capacity Building for Access to Information – 2003 – 2007,**” to facilitate effective operationalization of R.T.I. Act initially in 12 States, which project was subsequently extended to another 16 States including Meghalaya. The project aimed at increasing public awareness of the new Act and enhancing the capacities of Government officials as information providers and also of citizens as information seekers and a range of stakeholders such as NGOs, Civil Society Organisations and the media, to facilitate the sharing of information.

The Meghalaya Administrative Training Institute (MATI) has been identified as State Implementing Agency (SIA). Initially 2(two) districts, viz., West Garo Hills and Jaintia Hills have been identified as District Implementing Agencies (DIAs). Subsequently, the project has been extended to Ri Bhoi District, West Khasi Hills District and East Garo Hills District also.

#### 4.2 **Training and capacity building initiative:**

The Meghalaya Administrative Training Institute (MATI) and the districts selected under the project had imparted training to about 5825 person since October, 2007 till the end of 2008. The participation included the DAAs, PIOs, APIOs and Government officials other than the DAAs, PIOs, APIOs, the NGOs, the local representatives both from the Meghalaya Legislative Assembly and the Khasi Hills Autonomous District Council; the Headmen; the College students and media representatives. A number of training programme conducted under the project is as follows:

##### **By MATI:**

Training – 26; Workshops – 7.

##### **By DIA, Jaintia Hills:**

Training – 11

##### **By DIA, West Garo Hills:**

Training – 13

#### 4.3 **Mass awareness:**

The Meghalaya Administrative Training Institute (SIA) had undertaken a number of ways to create mass awareness amongst the citizens of the State both in the form of print and electronic media which include hoardings, table calendars, stickers, handy booklets in Khasi, Garo and English, T.V. scrolls, pamphlets, street plays, skits and songs etc. The statement below indicate the media used for mass campaign by the Meghalaya Administrative Training Institute (SIA) and the districts in the State during the year:

<b>Items</b>	<b>SIA Hqr. Shillong</b>	<b>East Garo Hills</b>	<b>West Khasi Hills</b>	<b>South Garo Hills</b>	<b>Ri Bhoi</b>	<b>Jaintia Hills</b>	<b>West Garo Hills</b>
Hoardings	2	-	1	1	1	-	-
Table Calendars	1500	1000	500	50	1000	1000	500
Stickers	2000	300	300	300	300	350	350
Pamphlets	2000	200	500	500	500	1000	1000

Handy Booklets							
-English	1000	100	100	-	50	50	-
- Khasi	1000	-	1000	50	1000	1000	-
- Garo	2000	1000	-	1000	-	-	1000
Daily local Electronic Media	1(one) Month	-	-	-	-	-	-
Advertisement in the Electronic Media	1(one) month	-	-	-	-	-	-

#### 4.4 **R.T.I. on Wheels:**

Considering that in-house training alone was not enough to cater to the larger interest of the citizens of the State, the MATI (SIA) undertook the mass awareness campaign called ‘**R.T.I. on wheels.**’

The basic idea was to take the message of R.T.I. to the people rather than calling the people to classroom-workshops and seminars. The venues of the campaign are the market places and the strategy was to present the Act in simple and easily understandable way through dance, drama, skits etc.

To ensure larger participation, market days were chosen. The ‘**R.T.I. on Wheels**’ team, comprising of resource persons and cultural troop move out of the district headquarters in a specially arranged vehicle. On reaching the venue, resource persons started an informal interaction with the people asking them what do they know about R.T.I. Act. Then songs or skits or drama is presented in the local languages to capture the interest of the public, followed by short speeches presenting the Act and explaining how each member of the public can use it. Leaflets and booklets in local languages are distributed followed by songs or skits and finally the interaction session.

#### 4.5 **R.T.I. on wheels at Jaintia Hills:**

The Jaintia Hills District administration (DIA) conducted awareness campaign on R.T.I. Act in the interior areas at 16 different market places by adopting the methodology of '**R.T.I. on Wheels**'. The highlights of the campaign are as follows:

1. Two songs in the local dialect were composed and prepared, highlighting the importance of the Act urging people to come forward to exercise their right.
2. Short street plays on R.T.I. viz., (1) TIP IEI HOK, (2) KA HOK BAN TIP were performed on the spot in the market places. The skits became special attraction of the campaign and created lots of interest among the audience.
3. The Pamphlets and Calendars issued by MATI were circulated and distributed to the public.
4. The Resource Persons highlighted the important provisions of the Act and also answered to queries and doubts of the public.

#### 4.6 **R.T.I. on wheels in East Garo Hills:**

Similar to the activities presented by the district administration of Jaintia Hills, the district administration of East Garo Hills conducted R.T.I. campaign on wheels in as many as 9 market places. The response was very positive. The people wanted to know more about the Act and demanded workshops and seminars to be organized in the areas. During the interactive session, a number of questions were asked and people were very appreciative of the authorities for organizing such programme. The campaign had spread the message of R.T.I. to larger number of people hitherto not aware of the Act and their rights. The campaign has given momentum to R.T.I. awareness in the district.



#### 4.7 **R.T.I. and Implementation of the National Rural Employment Guarantee Scheme (NREGS):**

East Garo Hills is a Phase – III district under NREGS which was started from 2008 – 2009.

Forty five thousand house holds have been given job cards and in 2008-2009, 1250 lakh rupees were spent. This amount is much higher than what was spent for wage employment in the district in the last five years put together. Considering the quantum of funds, the need to ensure that there are no leakages, the need to comply with both the letter and spirit of NREGA and the need to make the stakeholders aware of their entitlements, the NREGS cell of the Deputy Commissioner's office has taken the following steps.

##### **Proactive Disclosure:**

- All the documents related to NREGS - Muster Rolls (MR), Work Orders, Estimates for works etc are made available at the Area Employment Council (AEC). The AEC is an institution similar to the Gram Panchayat. This new institution was created in Meghalaya for the implementation of NREGS as there are no Panchayat Raj Institutions in the State.
- Boards clearly indicating all the details about the work – amount of fund earmarked, number of mandays generated and the specifications of the work are put at every work site to ensure transparency.
- Information board are made in every AEC indicating the labour budget and Shelf of Projects to be taken up.

##### **Access to Records:**

- Block Development Officers (BDOs) and office bearers of AECs have been specifically told that all NREGS related documents should be in the public domain.

**Social Audits:**

- Social Audits is the most important transparency tool under NREGS. According to the guidelines, Social Audits should be a continuous process and audit forums should be conducted in all villages at least twice every year.
- For a Social Audit forum, the villagers gather at some place and all the records are presented before the stakeholders. Muster Rolls (MR) and records of payments made are read out.
- Till now audits have been conducted in 150 villages and the process is on to conduct audits in all the 900 villages of the district by middle of 2009.
- The impact of social audits was very powerful as the villagers got to know what is written in the documents for the first time. This demystification of records has led to total transparency and has started a process of empowerment of the ordinary rural folks.
- Many office bearers of the AEC's were removed after it came to light that they misutilized NREGS funds. The misutilized money was returned to the BDO's.
- At every social audit forum, a talk is delivered to the people on RTI and how it can be used to achieve greater transparency.

## CHAPTER – 5

### Observations and recommendations of the State Information Commission:

5.1 Section 25(g) of the Right to Information Act requires that the State Information Commission made necessary recommendations for reforms in the Annual Report, for the development, improvement, modernization, reforms or amendment of this Act or other Legislation or common Law or any other matter relevant for operationalising the right to access information. In pursuance of the above legal requirement, this Commission made a number of recommendations in its Annual Reports for the year 2006 and 2007. Some of the recommendations have been acted upon but a majority of them are yet to be taken up. A summary of the recommendations made in the previous two Annual Reports and the status of implementation is being summarized in the statement below:

<b>Year/ Sl. No.</b>	<b>Recommendations</b>	<b>Status of recommendations</b>
2006 (1)	Amendment on Sub-Section (1)&(2) of Section 20 of the RTI Act, by inserting a penalty clause for failure to carry out any decision of the Commission.	No action.
(2)	Laying out a procedure for realizing the amount of penalty/compensation awarded by the Commission in case a public authority/PIO refused to carry out the decision of the Commission.	The State Govt. while framing the Right to Information (Appeal & Procedures of the State Information Commission) Rule, 2007 has laid down a definite procedure for realization of penalty/compensation imposed by the Commission and

	One way of doing this is to deem such amount of penalty/compensation as a Public Demand as defined under Section 3 of the Bengal Public Demands Recovery Act, 1913.	deemed it to be a Public Demand as defined under section 3 of the Bengal Public Demands Recovery Act, 1913.
(3)	The three Autonomous District Councils of the State to make necessary Laws as provided at para 3(1)(e) of the Sixth Schedule of the Constitution of India.	No action has been taken.
(4)	The Govt. in the Administrative Reforms Department to engage a competent consultant to study the existing system of Record Management and Record Computerization and to advise necessary reforms in the system.	No action has been taken.
(5)	Publication of a directory of public authority/PIOs/APIOs and Appellate Authorities. Copy of which are to be kept with each public authority, offices of the D.C.s and S.D.O.s for ready reference by interested citizens.	This has already been done. A Directory of Public Authorities /PIOs /APIOs/DAAAs have already been published and available with the office of the Public Authorities concerned and D.C.s etc.

<p>(6)</p>	<p>Constitution of a Standing Committee on RTI to be chaired by the Chief Secretary, with the heads of all Government Departments as members to provide a forum for coordination monitoring and review on the implementation of the Law and the necessary reforms requirements.</p>	<p>The Govt. has already constituted a High Power Committee under the Chairmanship of the Chief Secretary of Meghalaya vide Notification No. PER.21/2008/73 dated 7-2-2009.</p>
<p>(7)</p>	<p>Creation of a RTI Cell in the office of the D.C.s in each district of the State to coordinate various RTI related activities in the district.</p>	<p>Govt. decided that such RTI Cell will duplicate the work of the PIOs/APIOs and therefore not necessary.</p>
<p>(8)</p>	<p>The Govt. to make obligatory for the agencies implementing MLA Schemes and MPLADS to publish the list of all such schemes (physical &amp; financial) implemented during the year, constituency-wise.</p>	<p>No action has been taken.</p>
<p>(9)</p>	<p>Training of PIOs/APIOs/DAAs and other functionaries at State Level and district headquarters every year and awareness campaign through NGOs.</p>	<p>Training and awareness campaigns have been already conducted by the Meghalaya Administrative Training Institute, Shillong under UNDP Scheme.</p>

(10)	Observance of 15 <sup>th</sup> October each year as Right to Information Day of the State.	No action has been taken.
(11)	Civil Society Organizations & NGOs be supported through Grants-in-aids to sustain their initiative in public education efforts and mass awareness generation on RTI.	No action has been taken.
2007 (12)	Specific awareness campaigns to be developed supported by adequate budget provision. Such programme should be organized/conducted at district headquarters, Sub-Divisional office and in some other central places in the rural areas of the State.	Meghalaya Administrative Training Institute has taken up awareness campaign programme under UNDP Scheme through "R.T.I. On Wheels"
(13)	Preparation of Users Guide in English and local languages for distribution in the urban and rural areas of the State.	Users Guide have already been prepared and circulated by the State Information Commission in English, Khasi & Garo languages.
(14)	Adequate budget provision should be earmarked for organizing short duration of training programme for PIOs/APIOs/DAAAs all over the State every year.	No action appears to have been taken by the Nodal Department.

(15)	Providing supports to the PIOs in the form of enhance budgetary provisions for contingencies expenses and adequate facilities to make copies of documents to enable the PIOs to adhere to the time schedule required by Law.	No action appears to have been taken.
16)	Providing token honorarium to the PIOs for the extra amount of works performed under RTI at the scale commensurate with the quantum of applications received and disposed off by them.	No action has been taken.
(17)	To include specific item in the prescribed ACR form or assessment report of all Govt. officers with reference to officers attitude towards implementation of the RTI Act.	No action appears to have been taken.
(18)	The decisions on all departmental proceedings against officers recommended by the Commission be entered into the service books/records of the officers concerned.	The Commission has no report of action taken.

(19)	To review designation of PIOs/APIOs by certain Public Authorities like Home(Police) Department, Education Department, Health & F.W. Department etc.	No report of action taken.
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**Recommendations:**

The Commission again recommended to the Govt. for implementation of the recommendations listed above which have not been implemented so far.

- 5.2 The Commission observed that the information flow from the level of the PIOs to the Public Authorities/Govt. Departments has not been smooth; as a result, many departments have failed to furnish the requisite information in time for preparation of the Annual Report in spite of reminders by the Commission.

**Recommendations:**

In order to ensure that there is a continuous flow of information from the PIOs, the Public Authorities/Departments should insist on submission of a quarterly report from all PIOs as per proforma already circulated by this Commission so as to be received by each public authorities/departments immediately after the end of each quarter.



# Annexure – I

## THE MEGHALAYA STATE INFORMATION COMMISSION (Superintendence, Direction and Management) REGULATIONS, 2009

<<<>>>

**No. MIC 64/2008/23**

**Dated Shillong, the 12<sup>th</sup> March, 2008**

For the purpose of general superintendence, direction and management of the affairs of the Meghalaya State Information Commission under the provisions of sub-section (4) of section 15 of the Right to Information Act, 2005 (Central Act 22 of 2005), the Chief Information Commissioner, Meghalaya is pleased to make the following regulations namely,

### 1. Short Title and Commencement:

- (i) These Regulations may be called the “Meghalaya State Information Commission (Superintendence, Direction and Management) Regulations, 2009.”
- (ii) They shall come into force with effect from such date as the Chief Information Commissioner may, by order specify.
- (iii) They shall not apply to appeals and complaints which have already been filed before the date of commencement of these regulations.

### 2. Definitions: - In these regulations unless the context otherwise requires,

- (a) “Act” means the Right to Information Act, 2005 (Act 22 of 2005).
- (b) “Appellant” includes a Complainant.
- (c) “Commission” means the Meghalaya State Information Commission.
- (d) “Chief Information Commissioner” means the State Chief Information Commissioner, Meghalaya appointed under the Act.

- (e) “PIO” means an Officer designated by a Public Authority under Section 5(1) of the Act and includes an
  - (i) assistant PIO so designated or notified under section 5(2) of the Act, in the event of the contravention of the provision of this Act;
  - (ii) an Officer to whom an application submitted under the Right To Information Act seeking certain information is transferred under Section 5(4) of the Act; and
  - (iii) any officer to whom the request for information from an applicant is submitted by the PIO either for approval or for orders or for disposal; and
  - (iv) the Head of the public authority in case no PIO is appointed or notified;
- (f) “First Appellate Authority” means an authority so appointed or notified by the public authority for receiving and hearing appeals filed under Section 19(1) of the Act and includes the head of the Office or the head of the public authority, if no first appellate authority, is appointed or notified.
- (g) “Decision” includes an order, direction or determination of an issue; by the Commission.
- (h) “Prescribed” means prescribed by or under the Act or under the Rules or under the Regulations.
- (i) “Records” means the aggregate of papers relating to an appeal or a complaint, including pleadings, rejoinders, comments, proceedings, documentary or oral evidence, decisions, orders and all other documents filed with or annexed to an appeal or complaint or submitted subsequently in connection with such appeal or complaint.
- (j) “Registry” means the registry of the Commission.
- (k) “Registrar” means the registrar of the Commission and includes a Deputy Registrar or an Assistant Registrar.
- (l) “Regulations” means the Meghalaya State Information Commission (Management) Regulations, 2009.
- (m) “Representative” means a person duly authorised by or on behalf of any of the parties to the proceedings and may include a Legal Practitioner.

- (n) “Respondent” includes a third party or a party impleaded by the Commission.
- (o) “Rules” mean the Rules framed by the Govt. of Meghalaya under Section 27 of the Act.
- (p) “Section” means a section of the Right To Information Act 2005.

## **CHAPTER II: Officers of the Commission and their Functions**

- 3. Appointment of Registrar:- The Commission may designate any one of its officers in the Commission to function as registrar of the Commission. It may also designate other Officers of the Commission to act as Dy. Registrar(s) or Asst. Registrar(s) to assist the Registrar in the performance of duties and responsibilities.
- 4. Powers and Functions of the Registrar:-
  - (i) The Registrar shall be the Chief Executive of the Commission on the judicial side. Any communication addressed to him will be deemed to have been addressed to the Commission and the Commission will be represented by him in all judicial matters.
  - (ii) The Registrar shall discharge his functions under the control and superintendence of the Chief Information Commissioner.
  - (iii) All records of the Commission shall be in the custody of the Registrar.
  - (iv) The Official seal of the Commission shall be kept in the custody of the Registrar, who, subject to any general or special directions of the Chief Information Commissioner, shall affix it to any order, summons or other process and certified copies under his/her authority.
  - (v) The Office of the Registrar shall receive all applications, appeals, counter statements, replies and other documents.
  - (vi) The Registrar shall decide all questions arising out of the scrutiny of the appeals and complaints and shall put up to the Commission for its order/direction before these are registered.
  - (vii) Copies of documents authenticated or certified shall be provided to the parties to the proceedings only under the authority of the Registrar.

- (viii) The Registrar shall communicate the decisions, orders or directions of the Commission to the concerned person/persons and all such communications signed or authenticated by the Registrar or under his authority shall be deemed to be communication from the Commission.
- (ix) The Registrar shall be responsible for ensuring compliance of the orders; directions or decisions passed by the Commission and shall take all necessary steps in this regard.
- (x) The Registrar shall exercise all such powers and discharge all such functions as are assigned to him by these Regulations or by the Chief Information Commissioner from time to time.
- (xi) The Registrar may with the approval of the Chief Information Commissioner delegate to a Dy. Registrar or Asst. Registrar any function required to be performed under these regulations.

### **CHAPTER III: Working Hours, Working Days, Sitting and Vacations etc.**

- 5. Subject to any order by the Chief Information Commission, the working days and working hours of the State Govt. of Meghalaya will also apply to the Meghalaya State Information Commission.

### **CHAPTER IV: Registration, Abatement or Return of Appeal**

- 6. Appeal or complaint etc. to be in writing :- Every appeal, complaint, application, statement, rejoinder, reply or any other document filed before the Commission shall be typed, printed or written neatly and legibly and in double line spacing and the language used therein shall be decent. The appeal, complaint or an application shall be presented in at least two sets.
- 7. Content of appeal or complaint:-
  - (i) An appeal or a complaint to the Commission shall contain the following information, namely:

- (ii) name, address and other particulars of the appellant or complainant, as the case may be;
  - (iii) name and address of the Public Information officer (PIO), Assistant Public Information Officer (APIO) against whom a complainant is made under Section 18 of the Act, and the name and address of the First Appellate Authority before whom the first appeal was preferred under Section 19(1) of the Act.
  - (iv) particulars of the decision or order, if any, including its number and the date it was pronounced against which the appeal is preferred;
  - (v) brief facts leading to the appeal or the complaint;
  - (vi) if the appeal or complaint is against refusal or deemed refusal of the information, the particular of the application, including number and date and name and address of the Public Information Officer to whom the application was made and name and address of the First Appellate Authority before whom the appeal was filed;
  - (vii) prayer or relief sought with grounds;
  - (viii) Verification by the appellant or the complainant, as the case may be.
8. Documents to accompany appeal or complaint: - Every appeal or complaint made to the Commission shall be accompanied by self attested copies/photos copies of the following documents namely:-
- (i) The RTI application submitted before the PIO along with documentary proof as regards payment of fee under the RTI Act;
  - (ii) The order or decision or response, if any, from the PIO to whom the application under the RTI Act was submitted.
  - (iii) The First appeal submitted before the first Appellate Authority with documentary proof of filing the First Appeal.
  - (iv) The orders or decisions or response, if any, from the First Appellate Authority against which the appeal has been preferred.
  - (v) The documents relied upon and referred to is the appeal or complaint.

- (vi) A list of dates in chronological order indicating the progress of the matter up to the date of filing the appeal or complaint to be placed at the top of all the documents filed.
9. Service of copies of Appeal/Complaint:-Before submitting an appeal or a complaint to the Commission, the appellant or the complainant shall cause a copy of the appeal or complaint, as the case may be, to be served on the PIO and/or Appellate Authority and shall submit a proof of such services to the Commission. Provided that if a complainant does not know the name, address and other particulars of the PIO or of the First Appellate Authority and if he approaches the Commission under Section 18 of the Act, he shall cause a copy of his complaint petition to be served on the concerned Public Authority or the Head of the Office and proof of such service shall be annexed along with the complaint petition.
10. Presentation and Scrutiny of Appeal or Complaint:
- (i) The Registrar shall receive any appeal or complaint petition addressed to the Commission and ensure that:
    - (a) the appeal or the complaint as the case may be, is submitted in prescribed format;
    - (b) that all its contents are duly verified by the appellant or the complainant as the case may be;
    - (c) that the appeal or the complaint is in accordance with the regulations.
    - (d) that the appeal or the complaint petition contains copies of all required documents at para 9 of the Regulation as,
  - (ii) The Registrar shall scrutinize every complaint/appeal received. If any appeal or complaint is found to be defective and the defect(s) noticed is formal in nature, the registrar may allow the appellant or the complainant to rectify the same in his presence or may allow two weeks time to specify the defect(s). If the appeal or complaint has been received by posts and found to be defective, the registrar may communicate the defect(s) to the appellant or complainant and allow him two weeks time from the date of receipt of communication from the Registrar, to rectify the defect(s).

- (iii) If the appellant or complainant fails to rectify the defects within the time allowed and for any other infirmities in the appeal or complaint found on scrutiny, the Registrar shall place the same before the Commission for a decision/order.
11. Filing of counter-statement by the Public Information Officer or the First Appellate Authority: - After receipt of a copy of the appeal or complaint, the Public Information Officer (PIO) or the First Appellate Authority or the Public Authority shall file counter-statement along with documents, if any, pertaining to the case. A copy of the counter-statement(s) so filed shall be served to the appellant or complainant by the PIO, the First Appellate Authority or the Public Authority as the case may be.
12. Amendment or withdrawal of an Appeal or a Complaint:- The Commission may in its discretion allow a prayer for any amendment or withdrawal of an appeal or a complaint during the course of its hearing if such a prayer is made by the appellant or complainant on an application made in writing. However, no such prayer may be entertained by the Commission after the matter has been finally heard and a decision or order has been pronounced by the Commission.
13. Personal presence of the Appellant or Complainant:
- (i) The appellant or complainant, as the case may be, shall be informed of the date of hearing at least seven days before that date.
  - (ii) The appellant or the complainant, as the case may be, may at his discretion be present in persons or by his duly authorized representative at the time of hearing of the appeal or complaint by the Commission or may opt not to be present.
  - (iii) Where the Commission is satisfied that circumstances exist due to which the appellant or the complainant is being prevented from attending the hearing of the Commission, the Commission may allow the appellant or the complainant, as the case may be, another opportunity of being heard

before a final decision is taken or take any other appropriate action as it may deemed fit.

- (iv) If an appellant or a complainant at his discretion decides not to be present either personally or through his duly authorized representative during the hearing of an appeal or complaint before the; Commission, the Commission may pronounce its decision or order in the matter *ex parte*.

14. Date of hearing to be notified: The Commission shall notify the parties the date and place of hearing of the appeal or complaint in such manner as the Chief Information Commissioner may by a general or special order direct.

15. Adjournment of Hearing: The appellant or the Complainant or any of the respondents may, for just and sufficient reasons, make an application, for adjournment of the hearing. The Commission may consider such applications and pass such orders as it deems fit.

16. Evidence before the Commission: In deciding an appeal or a complaint, the Commission may:

- (i) receive oral or written evidence on oath or on affidavit from concerned person or persons.
- (ii) peruse or inspect documents, public records or copies thereof;
- (iii) enquire through authorized officers further details or facts;
- (iv) examine or hear in person or receive evidence on affidavit from the PIO or APIO or First Appellate Authority or such person or persons against whom the complaint is made as the case may be; or
- (v) examine or hear or receive evidence on affidavit from a third party, or any other person or persons, whose evidence is considered necessary or relevant.

17. Issue of Summons: Summons to the parties or to the witnesses for appearance or for production of documents or records or things shall be issued by the Registrar



under the authority of the Commission, and it shall be in such form as may be prescribed by the Commission.

18. Conduct of an enquiry: The Commission may conduct an enquiry in connection with any complaint or may entrust it to the Registrar or any other officer for the purpose and such an enquiry conducted by the Registrar or such other officer shall be deemed to be the enquiry conducted by the Commission and shall have all the necessary powers as provided under section 18 (b) of the Act.
19. Award of Cost by the Commission: The Commission may award such costs or compensation to the parties as it deems fit having regard to the facts and circumstances of the case.
20. Communication of decisions and orders:
  - (i) Every decision/order of the Commission may either be pronounced in one of the sittings of the Commission, or may be placed on its website, or may be communicated to the parties duly signed by the Commission and under authentication by the Registrar or any other officer authorized by the Commission in this regard.
21. Finality of Decision:
  - (i) A decision or an order once pronounced by the Commission shall be final.
  - (ii) An appellant or a complainant or a respondent may, however, make an application to the Chief Information Commissioner for special leave to review a decision or order of the case and mention the grounds for such a request;  
The Chief Information Commissioner, on receipt of such a request, may consider and decide the matter as he thinks fit.
22. Abatement of an Appeal/complaint: The proceedings pending before the Commission shall abate on the death of the appellant or complainant.

**Annexure – II (i)**

**MEGHALAYA STATE INFORMATION COMMISSION,  
SHILLONG**

**GUIDE FOR THE INFORMATION SEEKERS  
(ENGLISH)**

**HOW TO GET INFORMATION  
FROM THE PUBLIC AUTHORITIES OF THE STATE  
GOVERNMENT UNDER  
THE RIGHT TO INFORMATION ACT, 2005**

## INDEX

Sl. No	Subject
1.	Object of the Right to Information Act
2.	What is Information?
3.	Right to Information under the Act
4.	Exemptions from Disclosure
5.	Public Information Officers
6.	Assistance Available from PIOs
7.	Suo Moto Disclosure
8.	Method of Seeking Information
9.	Fee for Seeking Information
10.	Format of Application
11.	Disposal of the Request
12.	First Appeal
13.	Second Appeal
14.	Complaints
15.	Disposal of Appeals and Complaints by the Information Commission
16.	Important Web-sites

# **THE RIGHT TO INFORMATION ACT, 2005**

## **A GUIDE FOR THE INFORMATION SEEKERS**

### **Object of the Right to Information Act**

The basic object of the Right to Information Act is to empower the citizens, promote transparency and accountability in working of the Government, contain corruption, and make our democracy work for the people in real sense. An informed citizenry will be better equipped to keep necessary vigil on the instruments of governance and make the government more accountable to the governed. The Act has created a practical regime through which the citizens of the country may have access to information under the control of public authorities functioning under the appropriate Govts., or under the competent authorities.

### **What is Information**

2. Information is any material in any form. It includes records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form. It also includes information relating to any private body which can be accessed by the public authority under any law for the time being force.

### **Right to Information under the Act**

3. A citizen has a right to seek such information from a public authority which is held by it or which is held under its control. This right includes inspection of work, documents and records; taking notes, extracts or certified copies of documents or records; taking certified samples of material held by the public authority or held under the control of the public authority.

4. The public authority under the RTI Act is not supposed to create information; or to interpret information; or to solve the problems raised by the applicants; or to furnish replies to hypothetical questions. Only such information can be had under the Act as defined in para 2 which already exists with the public authority.

5. A citizen has a right to obtain information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through print-outs provided information is already stored in a computer or in any other device from which the information may be transferred to diskettes etc.

6. The information to the applicant shall ordinarily be provided in the form in which it is sought. However, if the supply of information sought in a particular form would disproportionately divert the resources of the public authority or may cause harm to the safety or preservation of the records, supply of information in that form may be denied.

7. The Act gives the right to information only to citizens of India. It does not make provision for giving information to Corporations, Associations, Companies etc. which are legal entities/persons, but not citizens. However, if an application is made by an employee or office-bearer of any Corporation, Association, Company, NGO etc who is also a citizen of India, information shall be supplied to him/her, provided the application gives his/her full name. In such cases, it will be presumed that a citizen has sought information at the address of the Corporation etc.

### **Exemptions from Disclosure**

8. The right to seek information from a public authority is not absolute. Sections 8 and 9 of the act enumerate the categories of information which are exempt from disclosure. At the same time Schedule II of the Act contains the names of the Intelligence and Security Organizations which under section 24 of the Act are exempt from the purview of the Act. The exemption of the organizations listed under Schedule II and other notified organization under section 24 of the Act however, does not cover supply of information relating to allegations of corruption and human rights violations.

9. The applicants should except on matters of larger public interest, abstain from seeking information which is exempt under Section 8 and 9 and also from the organizations included in the second Schedule except information relating to allegations of corruption and human rights violations.

## **Public Information Officers**

10. Application for seeking information should be made to an officer of the public authority who is designated as Public Information Officer (PIO). All the public authorities have designated their Public Information Officers and have posted their particulars on their respective web-sites. If it is found difficult to identify or locate the concerned Public Information Officer of a public authority, application may be sent to the Public Information Officer without specifying the name of the PIO, at the address of the public authority.

## **Assistance Available From PIOs**

11. The Public Information Officer shall render reasonable assistance to the persons seeking information. If a person is unable to make a request in writing, he may seek the help of the PIO to write his application. Where a decision is taken to give access to a sensorily disabled person to any document, the Public Information Officer, shall provide such assistance to enable access to information, including providing such assistance to the person as may be appropriate for the inspection.

## **Suo Motu Disclosure**

12. The Act makes it obligatory for every public authority to make suo-motu disclosure in respect of the particulars of its organization, functions, duties etc. as provided in section 4 of the Act. Besides, some public authorities under the State Government have published other information and have posted them on their websites.

## **Method of Seeking Information**

13. A citizen who desires to obtain any information under the Act, should make an application addressed to the Public Information Officer of the concerned public authority in writing in English or Hindi or in the associate languages of the State. The applicant can send the application by post or through electronic means or can deliver it personally in the office of the PIO of the Public Authority. The application can also be sent through a Assistant Public Information Officer/APIO appointed by the Public Authority at sub-divisional level or other sub-district level.

## **Fee for Seeking Information**

14. The applicant should send along with the application, an application fee in cash or demand draft or an Indian Postal Order of Rs.10/- (Rupees Ten), payable to the PIO of the public authority as fee prescribed for seeking information. The payment of fee can also be made to the Assistant Public Information Officer if the application is submitted to him and a proper receipt obtained.

15. The applicant may also be required to pay further fee towards the cost of providing the information, details of which shall be intimated to the applicant by the PIO as prescribed by the Right to Information (Regulation of Fee and cost) Rules, 2005. Rates of fee as prescribed in the Rules are given below:

- (a) rupees two (Rs.2/-) for each page (in A-4 or A-3 size paper) created or copied;
- (b) actual charge or cost price of a copy in larger size paper;
- (c) actual cost of price for samples or models;
- (d) for inspection of records, no fee of the first hour; and a fee of rupees five (Rs.5/-) for each subsequent hour (or fraction thereof);
- (e) for information provided in diskette or floppy rupees fifty (Rs.50/-) per diskette or floppy; and
- (f) for information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.

16. If the applicant belongs to below poverty line (BPL) category, he is not required to pay any fee, However, he should submit a proof in support of his claim to belong to the below poverty line. The application not accompanied by the prescribed fee of Rs.10/- or proof of the applicant's belonging to below poverty line, as the case may be, should not be a valid application under the act and therefore, does not entitle the applicant to get information.

## **Format of Application**

17. There is no prescribed form of application for seeking information, The application can be made on plain paper, The application should, however, have the same and complete postal address of the applicant with contact number if available. Even in cases

where the information is sought electronically, the application should contain name and postal address of the applicant along with a contact number.

18. The information seeker is not required to give reasons for seeking information.

### **Disposal of the Request**

19. The PIO is required to provide information to the applicant within thirty days of the receipt of a valid application. If the information sought, concerns the life or liberty of a person, the information shall be provided within forty eight hours of the receipt of the requests. If the PIO is of the view that the information sought for cannot be supplied under the provisions of the act, he would reject the application. However, while rejecting the application, he shall inform the applicant the reasons for such rejection and the particulars of the appellate authority. He would also inform the applicant the period within which appeal may be preferred.

20. If an applicant is required to make payment for obtaining information, in addition to the application fee, the Public Information Officer would inform the applicant about the details of further fees along with the calculation made to arrive at the amount payable by the applicant. After receiving such a communication from the PIO, the applicant may deposit the amount by way of cash against proper receipt or by case or by Demand Draft or by Indian Postal Order in favour of the PIO of the concerned public authority. The PIO is under no obligation to make available the information if the additional fee intimated by him is not deposited by the applicant.

21. Where an additional fee is required to be paid, the period intervening between the dispatch of the intimation regarding payment of additional fee and payment of fee by the applicant shall be excluded for the purposed of computing the period of thirty days within which the PIO is required to furnish the information.

22. If the PIO fails to send decision on the request on the information within the period of thirty days or forty eight hours, as the case may be the information may be deemed to have been refused.



## **First Appeal**

23. If an applicant is not supplied information within the prescribed time of thirty days or 48 hours, as the case may be, or is not satisfied with the information furnished to him, he may prefer an appeal to the first appellate authority (DAA) who is an officer senior in rank to the PIO. Such an appeal, should be filed within a period of thirty days from the date on which the limit of 30 days of supply of information is expired or from the date on which the information or decision of the PIO is received.

24. The appellate authority of the public authority shall dispose of the appeal within a period of thirty days or in exceptional cases within 45 days of the receipt of the appeal.

## **Second Appeal**

25. If the appellate authority fails to pass an order on the appeal within the prescribed period or if the appellant is not satisfied with the order of the first appellate authority, he may prefer a second appeal with the State Information Commission within ninety days from the date on which the decision was made by the first appellate authority or was actually received by the appellant. The appeal made to the State Information Commission should contain the following information:-

- (i) Name and address of the appellant;
- (ii) Name and address of the Public Information Officer against the decision on whom the appeal is preferred;
- (iii) Particulars of the order including number, if any, against which the appeal is preferred;
- (iv) Brief facts leading to the appeal;
- (v) If the appeal is preferred against deemed refusal, particulars of the application, including number and date and name and address of the Public Information Officers to whom the application was made;
- (vi) Prayer or relief sought;
- (vii) Grounds for prayer or relief;
- (viii) Any other information, which the Commission may deem necessary for deciding the appeal.

26. The appeal made to the State Information Commission should be accompanied by the following documents;

- (i) Self-attested copied of the orders or documents against which appeal is made;
- (ii) Copied of the documents relied upon by the appellant and referred to in the appeal;
- (iii) An index of the documents referred to in the appeal.

### **Complaints**

27. If any person is unable to submit a request to a Public Information Officer either by reason that such an officer has not been appointed by the concerned public authority; or the PIO/APIO has refused to accept his or her application or appeal for forwarding the same to the Public Information Officer or the appellate authority, as the case may be; or he has been refused access to any information requested by him under the RTI Act; or he has not been given a response to a request for information within the time limit specified in the Act; or he has been required to pay an amount of fee which he considers unreasonable; or he believes that he has been given incomplete, misleading or false information, he can make a complaint to the State Information Commission. Such complaint should contain the information as enumerated under para 25(i), (iv), (v), (vi) & (viii).

### **Disposal of Appeals and Complaints by the State Information Commission**

28. The State Information Commission decides appeals and complaints and conveys its decisions to the appellant/complainant and first appellate authority/PIO. The Commission may decide an appeal/complaint after hearing the parties to the appeal/complaint or by inspection of documents produced by the appellant/complainant and PIO or such senior officer of the public authority who decided the first appeal. If the Commission chooses to hear the parties before deciding the appeal or the complaint, the Commission will inform of the date of hearing to the appellant or the complainant at least seven clear days before the date of hearing. The appellant/complainant has the discretion to be present in person or through his authorized representative at the time of hearing or may opt not be present.

## **Important Web-sites**

29. Given below are the addresses of some important web-sites which contain substantial information relevant to the right to information:

- (i) Websites of the Government of Meghalaya
- (ii) Website of the State Information Commission.

**Annexure – II (ii)**

**MEGHALAYA STATE INFORMATION COMMISSION,  
SHILLONG**

**KA JINGIARAP IA KI NONGWAD JINGTIP  
KAT KUM KA AIN R.T.I.  
(KHASI)**

**KUMNO BAN IOH JINGTIP (INFORMATION)  
NA KI OFFICE SORKAR (PUBLIC AUTHORITIES)  
KAT KUM KA AIN R.T.I. 2005**

## KA JINGKDEW

Sl. No	Subject
1.	Ka jingthmu jong ka ain R.T.I.
2.	Kaei ka Jingt看? (Information)
3.	Ka hok ban ioh jingt看 hapoh ka ain R.T.I
4.	Katto katne ki bynta hapoh ka ain bam shah ban ai jingt看 (Exemptions)
5.	Ki Public Information Officers (PIO)
6.	Ki jingiarap ba lah ban ioh na ki PIO
7.	Ki jingt看 ba dei ban pynbna hi da ki office sorkar (Suo Motu Disclosure)
8.	Ka rukom ban pan jingt看 na ki PIO
9.	Ki fee ba dei ban siew ha kaba pan jingt看
10.	Ka Application ban pan jingt看
11.	Kumno ki PIO ki leh ban ai jingt看
12.	Ka Appeal kaba Nyngkong sha ki Departmental Appellate Authority (D.A.A.)
13.	Ka Appeal kaba Ar sha ka State Information Commission
14.	Ki Complaint sha ka State Information Commission
15.	Ka rukom jingtohkit bad ai jingrai ia ki Appeal bad ki Complaint da ka State Information Commission
16.	Ki Web-site ba kham donkam

## **KA RIGHT TO INFORMATION ACT, 2005**

### **KA JINGIARAP IA KI NONGWAD JINGTIP**

#### **Ka jingthmu jong ka ain R.T.I.**

Ka jingthmu ba kongsan jong ka ain R.T.I. ka long ban pynkup bor ia ki paid nongshong shnong ka Ri India (citizens), ban pynshlur ia ka rukom treikam treijam kaba khlem da buhrieh bad kaba ai jingkhein jingdiah ha ka rukom treikam ka Sorkar, ban pynduh bor ia ka bamsap bampong bad ban pynlong ia ka synshar paidbah (democracy) kaba treikam bha ha ka Ri. Dei tang ki paid nongshong shnong kiba don ka jingtip jingsngewthuh kiba lah ban peitngor ia ki atiar ka synshar ka khadar ban pynlong ia ka Sorkar kaba ai jingkhein ha ki paidbah. Ka ain R.T.I. ka thaw ia ka lad ka lynti ba beit bad ba suk ia ki nongshong shnong ban ioh ia ka jingtip bala buh tyngkai ha ki office Sorkar bad ha ki kiwei kiwei de ki bor treikam ba ka ain ka kynthup.

#### **Kaei ka jingtip? (Information)**

2. Hapoh ka ain R.T.I., “**Ka Jingtip**” (Information) ka thew ia kiei kiei ki kynja kot ne ki tiar ba la don lypa. Ka kynthup ia ki kot ki sla, ki shithi, ki note, ki email, ki jingai-jingmut , ki jingbthah, ki jingai-jingtip sha ki Kot Khubor, ki circular, ki Order, ki log book, ki contract, ki report, ki nongmuna bad ki jingthoh jingtar bala buh ha ki kor electronics. Ka kynthup ruh ia ki jingtip kiba dei private (private body) ia kiba lah ban ioh na ki office Sorkar (public authority) kat kum ki ain ki kanun bala don lypa.

#### **Ka hok ban ioh jingtip hapoh ka ain R.T.I.**

3. U nongshong shnong u don ka hok ban pan na ki office sorkar (public authority) ia ki jingtip kiba don bad ki lane kiba ma ki ki control. Kane ka hok ka kynthup ia ka jingleit-peit leit-khmih (inspection) ia ka kam lane ia ki kot ki sla, ki shithi, kaba thoh notes, ban ioh ia ki certified copy jong ki kot ki sla ne ki shithi; ban shim nongmuna (certified sample) ia ki tiar ki tar ki mar ki mata kiba don bad ki public authority lane kiba ki bat hapoh ka bor jong ki.

4. Kat kum ka ain R.T.I. ki bor Sorkar kim dei ban da thaw hi ia ka jingtip ba ki ai; lane ban batai hi da lade ia kano kano ka jingtip lane pynshai ia ki jingeh kaba ki nongwad

jingtip ki donkam lane ban jubab ia ki jingkylli ba shu mut dur ne ba la shu pyrkhath. Dei tang ia kito ki jingtip kumba la batai ha ka paragraph - 2 bad kiba la don lypa bad ki public authority, kiba dei hok ban ioh hapoh ka ain R.T.I.

5. U nongshong shnong u don ia ka hok ban ioh ia ka jingtip (information) ha ka dur jong ki diskettes, floppies, tapes, video cassettes lane ha kano kano ka rukom bala buh tyngkai ha ki kor electronics lane ha ki jingthoh bala print ne ba shim na ka computer.

6. Ia ki jingtip dei ban ai ha u nongwad jingtip kat kum ka rukom bala pan ma u. Hynrei, lada kaba ai ia ka jingtip ha kata ka rukom bala pan ka ktah eh ia ka jinglut jingsep ka Sorkar (public authority) lane ka long ka jingma ia ka jingbuh tyngkai ia ki kot ki sla, ki PIO ki lah ban nym ai ia ka jingtip ha kata ka rukom bala pan.

7. Ka hok ban ioh jingtip hapoh ka ain R.T.I. ka dei tang ha kito kiba dei shisha ki nongshong shnong ka Ri India. Namarkata, ym lah ban ai jingtip ia ki Association, Corporation bad ia ki nongwei, ki bym dei ki nongshong shnong ka Ri India. Hynrei, lada ia ki application la ai da uno uno u nongtrei jong ka Corporation lane ka Association lane ka Company lane ka NGO etc bad uba dei ruh u nongshong shnong ka Ri India, ia ka information dei ban ai ha u lada ula ai la ka jong ka kyrteng ba pura. Ia kum kita ki case, ka ain ka shim ba u nongshong shnong u pan ia ka jingtip ha ka address jong ka Corporation, ka Association etc.

**Katto katne ki bynta bam shah ban ai jingtip (exemptions), hapoh ka ain:**

8. Ka hok ban ioh jingtip na ki bor Sorkar kam dei salonsar ia kiei kiei baroh. Ki Section kiba 8 & 9 jong ka ain ki kdew ia kita ki jait jingtip (information) ba ka ain ka khang ban ai wat lada pan ruh. Ha kajuh ka por the Schedule II jong ka Act ka don ki kyrteng jong ki department bad ki tnad treikam ka Sorkar kiba ka ain ka pyllait noh hapoh ka Section 24 jong ka. Hynrei, wat lada la pyllait noh kumta ia kine ki department ne ki tnad treikam jong ka Sorkar, kata kam kynthup ia kaba ai jingtip shaphang ka jingbamsap bad jingbanbein ia ka longbriew manbriew (violation of human rights).

9. Ki nongwad jingtip ki dei ban kiar na kaba pan ia ka jingtip kaba ka ain kala khang ban ai hapoh ka Section 8 & 9 ne 24, lait noh kum bala pyni ha ka para – 8.

### **Ki Public Information Officer (PIO)**

10. Ia ka application pan jingtip dei ban ai ha u officer jong kata ka office sorkar ia uba la ai nam kum u Public Information Officer (P.I.O). Man la ka office ba heh jong ka sorkar (public authority) kala thung la ki jong ki PIO bad la pynmih ia ka list jong ki ha ka Annual Report – 2006 jong ka State Information Commission ruh. Lada ki nongpan jingtip ki shem jingeh ban tip ia u PIO uba dei ban ai ia ka jingtip, ki lah ban phah beit ia ka application bala address ha u PIO kata ka tnad treikam khlem da ai ia ka kyrteng, ha ka address jong ka office treikam jong u.

### **Ki jingiarap ba lah ban ioh na ki PIO**

11. U PIO u dei ban ai jingiarap ia kiba shem jingeh ban pan jingtip. Lada uba leit wad jingtip u long u bym nangthoh nangtar, u PIO u dei ban kylli ia u kaei ba u kwah ban pan jingtip bad un iarap ban buh ia kata ka jingpan ha ka jingthoh kum ka application. Lada don kino kino ki nongpan jingtip kiba don jingduna ha ka bor met ne dkhoh met, u PIO u dei ban ai jingiarap ha kaba pan bad ai jingtip, kaba kynthup ia kaba peit bniah (inspection) ia ki kot ki sla.

### **Ki jingtip ba dei ban pynbna hi da ki office sorkar (Suo Motu Disclosure)**

12. Ka ain ka dawa ba man ki office sorkar (public authority) ki dei ban pynbna hi khlem da donkam ban da pan, ia ki jingtip kiba ia dei bad ka rukom treikam (functions), ki kamram (duties) etc. kumba la kdew ha ka Section 4 jong ka ain. Ki office sorkar ki dei ruh ban buh jingtip ia ki rukom treikam ki jong ki ha la ki jong ki Website.

### **Ki rukom pan jingtip na ki PIO**

13. U nongshong shnong uba kwah ban ioh jingtip hapoh ka ain R.T.I. u dei ban thoh da ka application bala ai address sha u PIO jong kata ka tnad treikam kaba bat ia ka jingtip, ha ka English ne Hindi ne ha ki official language jong ka State. U nongpan jingtip u lah



ban phah da ka Post ne da ka e-mail lyngba ka computer lane u lah ban ai hi da lade sha ka office jong u PIO. Ia ka application lah ban phah ruh lyngba u Assistant Public Information Officer (APIO) ia uba la thung da ka department (public authority) ha ki Sub-Division ne ha ki Block office.

### **Ki fee ba dei ban siew ha kaba pan jingtip**

14. U nongpan jingtip u dei ban phah ryngkat bad ka application jong u ia ka application fee kaba Rs.10/-. Ia kane lah ban siew da ka pisa (cash) ne da ka Demand Draft ne da ka Indian Postal Order ha u PIO. Lah ruh ban siew ia kane ka application fee ha u APIO, lada ia ka application la ai lyngba jong u, bad dei ban da ioh ruh ia ka Receipt bala ioh pdiang ia ka.

15. U nongwad jingtip u hap ruh ban siew shuh nalor ka application fee, ia ka dor ban ioh ia ki jingtip kum ha kaba thaw copy etc. U PIO u dei ban pyntip ia kane ka dor ha u nongpan jingtip kat kum ka rule bala thaw da ka sorkar hapoh ka Right to Information (Regulation of Fees and Cost) Rules, 2005. Ki dor bala buh ki long kumne harum:

- (g) Ar tyngka shi page (ha A-4 ne A-3 size) ban thaw ne photo copy;
- (h) Kat kum ka dor bala buh, ia ki size kiba heh;
- (i) Ka dor trai bala buh na ka bynta ki samples ne ki nongmuna (models);
- (j) Ban peit sani (inspection) ia ki kot ki sla ym donkam siew fee lada tang hapoh ka shi kynta; bad hadien kata, ha ka dor San tyngka man la ka shi kynta ne duna;
- (k) Ia ki jingtip bala ai ha ki diskette ne floppy ka dor ka long Sanphew tyngka shi copy;
- (l) Ia ki jingtip bala ai ha ka rukom ki kot bala print da ka Sorkar, ka dor ka long Ar tyngka shi page;

16. Lada u nongpan jingtip u long uba duk uba hap hapoh kyrdan Below Poverty Line (BPL) kumba la niew da ka Sorkar um donkam siew fee eiei; hynrei u dei ban pynshisha da ki sakhi ba u dei hapoh ka BPL. Ka application ka bym shym la suh lang ryngkat bad ka fee Shiphew tyngka lane ka jingpynshisha (proof) ba hap hapoh ka BPL kam long kaba biang hapoh ka ain, kumta, ym don hok ban ioh pdiang ia ka jingtip.

## **Ka Application Form ban pan jingtip**

17. Ym don kano kano ka form bala buh ban apply haba wad jingtip. U nongwad jingtip u lah ban thoh ha ka kot sada. Hynrei u nongwad jingtip u dei ban ai ia ka address ba pura bad ka Telephone Number, lada don, khnang ban lah ban pyntip sha u. Kito kiba wad jingtip lyngba ka kor computer da ka e-mail, ruh ki hap ban ai ia ka kyrteng ba pura, ka address kaba paka bad Telephone Number lada don.

18. U nongwad jingtip um donkam ban iathuh ia ka daw balei ba u kwah ia ka jingtip.

## **Kumno ki PIO ki leh ban ai jingtip**

19. U PIO u dei ban ai ia ka jingtip bala pan hapoh 30 sngi naduh ba ula iohpdiang ia ka application ryngkat bad ka application fee. Lada ka jingtip ia kaba la pan ka ia dei bad ka iap ka im ne ka jinglailuid jong u nongpan, ia ki jingtip dei ban ai hapoh 48 kynta naduh bala iohpdiang ia ka application bad ka fee. Lada u PIO u rai ba ym dei ban ai ia ka jingtip kat kum ki kyndon jong ka ain, u lah ban kyntait ia ka application. Haba kyntait kumta ia ka application, u dei ban kdew ia ki daw bala kyntait ia ka application bad un ai ruh ia ka address jong u First Appellate Authority sha u nongpan jingtip. U dei ruh ban pyntip ia u nongpan jingtip ia ka jingilan ka por ha kaba u dei ban phah ia ka Appeal jong u sha u D.A.A.

20. Lada u nongpan jingtip u donkam ban siew ia ka dor ka jingtip nalor ka application fee, u PIO u dei ban pyntip ia u ia kata ka jingsiew shuh shuh da kaba pyni ruh ia ka jingkhein jingdiah kaba ia dei bad kata ka jingsiew khnang ba u nongpan jingtip un ioh siew. Haden bala iohpdiang ia ka jingpyntip na u PIO, u nongpan jingtip u lah ban siew ia kata ka dor da ka pisa, lane da ka Demand Draft lane da ka Indian Postal Order bala thoh ha ka kyrteng (designation) jong u PIO jong kata ka Department. U PIO un ym pat ai ia ka jingtip lynda la siew lypa ia ka dor (fee) kumba la pyntip da u PIO.

21. Lada donkam ban siew shuh shuh ia kata ka dor jong ka jingai jingtip; ka por naduh bala buh ban siew haduh bala siew ia ka, kan ym kynthup shuh hapoh ka por 30 sngi ba la buh ia u PIO ban ai ia ka jingtip kat kum ka ain.

22. Lada u PIO um lah ban ai ia jingtip hapoh 30 sngi lane 48 kynta katba hap ka case, la khein ba u PIO ula kyntait ia kata ka jingpan jingtip.

### **Ka Appeal kaba Nyngkong sha ki Departmental Appellate Authority (First Appeal)**

23. Lada u PIO um lah ban ai ia ka jingtip bala pan hapoh 30 sngi ne 48 kynta kat kum ka case, lane lada u nongpan jingtip um sngewhun ia ka jingtip bala ai da u PIO, u lah ban ai ka Appeal sha u First Appellate Authority (DAA) uba long u officer uba kham halor ban ia u PIO. Ia kata ka Appeal, dei ban pynpoi hapoh ki 30 sngi hadien ba kut ka por ba dei ban ai ia ka jingtip da u PIO kat kum bala buh da ka ain.

24. U First Appellate Authority jong kano kano ka Department u dei ban rai ia ka Appeal hapoh 30 sngi naduh bala iohpdian ia ka Appeal bad ha ki case kiba kham eh kane ka por ka lah ban long haduh 45 sngi ruh tang ba dei ban da pyni ia ka daw.

### **Ka Appeal kaba Ar sha ka State Information Commission (Second Appeal)**

25. Lada u First Appellate Authority lane u D.A.A. um lah ban pass ia ka Order halor ka Appeal hapoh ka por bala buh da ka ain lane lada u nongpan jingtip um sngewhun bad ka Order jong u DAA, u nongpan jingtip u lah ban phah ia ka Second Appeal sha ka State Information Commission hapoh ka por bala buh kata 90 sngi naduh ka tarik bala ai Order ne jingtip da u DAA lane bala iohpdian ia ka rai jong u D.A.A. da u nongpan jingtip (Appellant). Ka Appeal kaba phah sha ka State Information Commission ka dei ban thoh shai ia kine ki bynta harum:

- (vii) Ka kyrteng bad ka address jong u nongpan jingtip;
- (viii) Ka kyrteng bad ka address jong u P.I.O. uba la ai ia ka rai kaba nyngkong;
- (ix) Ka kyrteng bad ka address jong u First Appellate Authority (DAA);
- (x) Kopi jong ka Order jong u DAA bad u PIO;
- (xi) Ki daw ha kiba la pynshong nongrim ia ka Appeal;
- (xii) Ki jingpan jingkyrpad na ka Commission;
- (vii) Ki nongrim halor ki jingkyrpad;

- (ix) Kino kino kiwei pat ki jingai jingtip ba lah ban ai, ban rai ia ka Appeal da ka Commission.

26. Ka Appeal sha ka State Information Commission dei ban suh lang ia ki copy jong kine ki kot ki sla (documents);

- (iv) Ki kopi jong ki Order ia kiba la Appeal bala attest da u nongappeal;
- (v) Ki kopi jong ki kot ki sla bala pynshong nongrim ha kaba thaw ia ka Appeal;
- (vi) Ka list jong ki kot ki sla bala suh lang ha ka Appeal.

### **Ki Complaint sha ka State Information Commission (Complaints)**

27. Lada uno uno u briew um lah ban pan jingtip na u PIO na ka daw ba ym shym la thung kum uta u PIO da ka Department; ne lada u PIO/APIO u kyntait ban shim ia ka application ne ka Appeal bad ban phah sha u PIO ne DAA bala thung da ka Department; lane lada la kyntait ia ka jingpan jingtip hapoh ka ain RTI; lane lada ym shym la ai ia ka jingtip bala pan hapoh ka por bala buh da ka ain; lane lada u nongpan jingtip u hap ban siew ia ka dor ba um sngewdei ban siew; lane lada u shem ba ka jingtip bala ai ka long ka bym biang lane kaba ialam bakla; u lah ban ai ia ka Complaint sha ka State Information Commission ryngkat bad ki jingdonkam kat kum bala kdew ha ka paragraph 25 (i) haduh (viii).

### **Ka jingthokit bad jingrai ia ki Appeal bad Complaint da Commission**

28. Ka State Information Commission ka rai ia ki Appeal bad ia ki Complaint bad ka pynbna ia kata ka rai ha khmat jong ki Complainant/Appellant, u DAA bad u PIO katba kum ki case. Ka Commission ka lah ban rai ia ka Appeal ne ka Complaint hadien bala ai lad ia ki parties, kata ia u PIO/DAA bad u Complainant/Appellant ban ai jingthoh ne affidavit bad da kaba khmih bniah ia ki kot ki sla ia kiba la buh ha khmat jong ka da ki Complainant ne ki PIO. Lada ka Commission ka jied ban sngap ia ka jingiasaid ki parties shwa ban ai ia ka rai ha ki Appeal ne ki Complaint, ka Commission ka pyntip ia ka tarik ha ki bad ai por la kumno kumno 7(hynniew) sngi shwa ka sngi ban bishar. U Appellant ne u Complainant u lah ban wan mih khmat hi da lade ne u lah ban ai bor iano iano ban wan mih khmat na ka bynta jong u lane u lah ruh ban jied ban ym wan hajir satia.

## **Ki Web-site ba kham donkam**

29. Kine harum ki long ki address jong ki website ba donkam kiba don ki jingtip ba kham bniah kiba ia dei bad ka Right to Information:

- (iii) Ka Website jong ka Meghalaya Government
- (iv) Ka Website jong ka Meghalaya State Information Commission.

**Annexure – II (iii)**

**MEGHALAYA A.DOKNI UIANIKO ON.GIPA DOL  
SHILLONG**

**UIANIKO AM.GIPANA DAKCHAKANI CHOLRANG**

**MAIDAKE MEGHALAYA SORKARINI NING.O  
DONGGIPA OFFICE-RANGONIKO UIANIKO MAN.NA  
ON.GIMIN NIAM, 2005-O PANGCHAKE UIANIKO AM.NA  
MAN.GEN. (RTI ACT, 2005)**

## INDEX

<b>Sl.No.</b>	<b>SUBJECT</b>
1.	Uianiko Man.na On.gimin Niamni (Right to Information Act) Miksongani
2.	Uianiara Maia?
3.	Niamo Pangchake Uianiko Man.ani
4.	Uianiko Mang.anio Watchanggipa Bakrang.
5.	Jinmana (Niamko) Uiatgipa Officerrang (PIO rang)
6.	PIO rangoniko Dakchakanirangko Man.ani.
7.	Mamung Donnuani ba Draani Gri On.na Nanggipa Uianirang.
8.	Uianiko Man.ani Cholrang.
9.	Uianiko Man.anio Tangka Gamani.
10.	Formo Gapatani Niamrang.
11.	Mol.molaniko Matchotatani.
12.	Skanggipa Mol.molani (First Appeal)
13.	Gnigipa Mol.molani (Second Appeal)
14.	Ong.gija Dakani Kosako Apoti Ka.anirang (Complaints)
15.	Mol.molani aro Jegalanirangko Matchotatani.
16.	Mongsonggipa Web-sites.

## **UIANIKO MAN.NA ON.GIMIN NIAM, 2005 (RTI ACT, 2005) UIANIKO AM.GIPARANGNA DAKCHAKANIRANG**

### **Uianiko Man.ani Miksongani**

1. Ia niamni mongsong miksonganide, India a.songgo songdonggipa manderangko (citizens) bilngangatna, gimik kam ka.anirango mai ong.enga rongtale uiatna, sorkarini kamo sawa mai kamko ka.enga uko uiatna, ong.gija dakanirangko aro tangka cha.anirangko champengna aro manderangni jakchi rikgimin sorkari maikai manderanga kakket aro tik dake kam ka.e on.na man.gen chol on.ani ong.a.  
Unigimin manderang a.songko sason ka.ani bakko ra.giparangko nambate nirok-sandigiparang ong.na man.gen, aro sorkariko songdonggipa manderangna nambate kam ka.na didiatgen.  
Ia niaman (RTI Act, 2005) sorkarini dingtang dingtang bakrangoniko a.songni manderang uie ra.na man.na gita namgipa cholko on.aha.

### **Uie Ra.ania (Information) Maia?**

2. Uiani je bostuba je bimangoba ong.a. Ua segimin recordrang, lekbarang, office file-o segiparang, e-mail-rang, chanchianirang, songbadna on.gimin lekbarang, officeo watgipa chitirang, order on.giminrang, contractrang, logbook-rang, chimmongimin mesokani bosturang (samples) ba computero chipgimin seanirang (data), iarang pilakkon uano man.chapa. Government ong.gijagipa gipin organisationrangoniko uina nanggnirang dongdode, Sorkari ba ugita bil on.ako man.gimin je dolba (public authority) private organization (biltangchi ong.atgimin dol) onika je uie ra.na nanggnikoba ua somoio niam dongdode iano man.gopa.

### **Niamo Pangchake Uie Ra.aniko Man.ani Chol**

3. India a.songgo songdonggipa sakantian (public authorities) pilak sorkarini ning.o kam ka.enggipa office-rangoniko sandina man.a. Ia niamo pangchake manderang name kam ka.enggama ka.ja uko nirokna man.a (Inspection of



work); aro segimin lekbarang aro record-rangkoba sandie nina man.a; see jote ra.na man.a, bikote ra.na man.a; kam ka.na jakkalenggipa bosturangko on.tisa ra.ongkatna man.a (sample taking); ia pilakkon sorkarini officerangoniko dakna man.gen.

4. Je officer-rang, ia RTI Act ni ning.o kam ka.enga, uamang uianiko pe.rarone on.na ba taridapna man.jawa; dorkasto galgiparangi talna sikaniko talatnaba man.ja; chanchichipe ba sing.anirangna aganchaknaba man.ja. Ua niam (Act) ni para (2) gni gita je uina nanggnirang uamang baksa dongachim, ukosan ua sonsogimin organisationoniko man.gen.
5. India a.songo songdonggipa manderang iarangoniko sandie uianiko am.na man.gen – computerni diskettes, floppies, tapes, video cassettes ba je electronic machinerangoni bikotgimin lekbarang ba uandake gipin bosturang ba uano chipgimin segimin lekbarang ba gipin uianirang.
6. Uina nanggniko dorkasto galgipa je bimango nangnika, indaken on.aniko dakgen. Indiba, jeni gimin sandiengachim, ua sorkarini tangka ba gamko bang.dugae koros ong.gen gita nikode ba dongimin recordrang ba bosturangko nosto ong.atgen ine nikode ba ripinganiko nosto ong.atgen ine nikode, uina nangngiko bi-gimin bimango on.atjanaba gnang.
7. Ia niam uina nangngiko Indiani mandrangnasan on.aia. Dal.gipa Corporationrangna, ba Associationrangna ba Companyrangna aro indakgipa gipin dolrangnade ia on.aniko dakna miksongja. Indiba ua dolrangni ning.o kam ka.gipa mande ong.ode aro ua mande Indiao songdongkamgipa ong.ode (citizen) aro ua dorkasto galo bimung aro address chu.gimikko on.ode, una uina nanggniko on.na man.gen. Indake ong.ode, uako Indiao songdongkamgipa mande (citizen) ine changen aro dal.gipa dolni addressko on.enga ine chanchigen.

### **Uianiko On.aoni Watchanggin/Champenggin Dolrang**

8. Uianiko am.na on.gimin niam pilak sorkarini ning.o donggipa office-rangko man.chapja. Niamni Section 8 aro 9 rango badia badia uianirangko sandie ra.na man.jawa uarangko see donaha. Una agreba niamni Schedule II-o Intelligence aro Security Organisationrangko niamni Section 24 o uianiko sandina man.jawa ine watchange donmanaha. Indiba, ia Schedule II aro Section 24ni watchanggiparang ong.gija tangka cha.anirangko aro manderangko ong.sie onai ka.e jakkalgipa a.selrangkode (corruption and human rights violation) man.chapja.
  
9. Uni gimin dorkasto galgiparang, ia Schedule II aro Section 8 aro 9 onikode, jinmani namgnina ba tangka cha.anirang ba mandeko onai ong.e jakkalani ong.ja skalde, uie ra.na dorkasto galaniko gelna nanga.

### **Public Information Officers (PIOs)**

10. Uina nanganiko am.gipa mande dorkastorangko, sorkarini Public Information Officer (PIO) ine dongimin officerona ra.ange on.na nanga. Pilak officerangon Public Information Officerrang donga aro uamangni bimungrangko websiterango on.aha. Ua Public Information Officerrangko uina ba sandina neng.nikode, dorkasto bimungko segiya, Public Information Officerna ine see officeni address-ona watatna ba on.na man.gen.

### **PIO rangonilo Mai Dakchakanirangko Man.a**

11. Uina nanggniko sandigipa manderangna uamangna PIOrang kraagita dakchakaniko on.gen. Je mandeba sena changjaode, ua mande PIO oniko sena gita dakchakaniko am.na man.gen. Saoba mikron jikja, ba nachil knaja, ba ku.sik aganna man.ja ba indakgipa gipin neng.nikanirang dongode, aro ua mandena uina nanggniko on.na chanchiman.ahaode, PIO ua mandena kraatgipa dakchakaniko on.na nanggen.

### **Suo Motu Disclosure**

12. Ia niamni Section 4 gita, pilak sorkarini officer-rang officeni dingtang bakrang jekai, kam, ka.gipa manderang, dakna nanggni kamrang aro uandake pilakkon, an.tanggari ge.eta man.gijaan tale mesokna nanga. Una agreba, mitam state sorkarini ning.o donggipa officerang dingtang dingtang uina nanganirangko chapa ka.aha aro websiterango mesokenga.

### **Uina Nanggniko Man.ani Cholrang**

13. Ia niamni gita uina nanganiko sandina sikkigipa mande, nanggipa officeni PIO na English/Hindi/Garo/Khasi ku.sikchi see dorkastoko on.ena nanggen. Dorkastoko dak watna ba e-mail ka.na ba jaktangchi ua officeona an.tangan ra.ange on.na man.gen. Dorkastoko Assistant Public Information Officer (APIO) jekon sorkari district ba sub-divisional levelo minge donaha, ua gitaba on.atna man.gen.

### **Uina Nangngiko Sandiani Fee**

14. Dorkasto galgipa uina nanggniko sandiani fee Rs.10/- (gong chikung) ko office-ni PIO na dorkasto baksa on.na nanga, ba APIO nasa dorkastoko on.ode, una tangkako on.e tangkani receipt koba bi.na nanga. Ia feeko, tangka nogot ba Demand Draft (DD) ba Indian Postal Order (IPO) gita on.na man.a. Ia niam gita donsogimin feerangko ka.mao see mesoka:
15. Una agreba dorkasto galgipa ua uina nanggniko tarie on.anio gipin nanggipa korosrangkoba on.na nangnaba donga. Ia nanga korosrangko RTI (Regulation of Fee and Cost) Rules, 2005 ni donsogimin niam gita, dorkasto galgipa mandena, PIO uiatgen.
  - (a) Rs.2/- (gong gni) ko (A-4 ba A-3 size lekko) Xerox ka.gimin ba tarigimin lekka kingprako on.na nanggen.
  - (b) Dal.bata lekkao tariode, koros nanga gimikkon on.na nanggen.
  - (c) Sample ba modelna koros nanga gita.
  - (d) Recordrangko sandie nina gita, skanggipa, kantaode fee nangjawa; aro uni ja.manode kantaprakna Rs.5/- (gong bonga) ba komiode uni fraction gita.

- (e) Uina nanggniko computerni diskette ba floppy chipode, ge prako Rs.50/- (gong sotbonga); aro
  - (f) Nanggipa lekbarang chapa ka.gimin ong.ode, ua leka/ki.tapko badita damna donahachim ua dam gitan on.na nanggen ba ua ki.taponiko bikotode photocopy kingprakna Rs.2/- (gong gni) ko on.na nanggen.
16. Dorkasto galgipa mande namen kangal cholgrigipa ba Below Poverty Line (BPL) doloni ong.ode, ua mande feeko gamna nangjawa. Indiba kangal cholgri chong-mot ong.a ine sakkina sorkarini lekkako, on.skana nanggen. Je dorkasto baksa dongimin fee Rs.10/- (gong chikung) ba BPL ong.a ine sakkina gita leka on.chapja uan ia RTI niam gita chanako man.jawa aro ua dorkastoko jegale galna nanggen aro je uina nanggniko sandiengachim, uko on.na man.jawa.

#### **Dorkastoni Form**

- 17. Ia uina nanggnina gita dorkastoko galna tarigimin form dongja. Dorkastoko ramram lekkao see on.na man.gen. Indiba, ia dorkastoo galgipani bimung aro address chu-gimik dongna nanga. Phone numberkoba dongode uko on.o nambata. Uina nanggniko e-mail gita sandiatoba, dorkastoo chu.gimik bimung, address aro phone number dongna nanga.
- 18. Maini gimin uina nanggniko am.enga, ukode dorkasto galgipa mande aganna nangja.

#### **Mol.molaniko/Bi.aniko On.e Matchotatani**

- 19. Tik ong.e dorkasto galode, dorkastoko man.soa, saloni sal kolatchini gisepon PIO dorkasto galgipana uina nanggniko on.na nanga. Uina nanggniara mandeni janggi jamana kenchakani giminsa ong.ode, dorkastoko man.soaoni kanta sotbri chetni gisepon uko on.na nanga.  
Je uina nanggniko am.enga uko niam gita on.na man.jawa ine PIO chanchiode, ua mol.molaniko jegalna man.gen. Indake ong.oba, dorkasto galgipana maini gimin on.na man.ja uko ma.siate see aro sao mol.moltaina/appeal-ka.taina gita man.a, uani addressko on.na nanggen.

Badita somoiona kingking ia mol.moltaigipa dorkastoko ra.chakgen, uakoba uiatna nanggen.

20. Dorkasto galgipa mande, application feena agreba uina nanggniko man.na gita tangka gamna nangode, PIO, ua mandena, hisap ka.e koros gimikko chandime, maidake indita ong.aha uko uiatna nanggen. Indake uiataniko PIOoniko man.soani ja.mano, dorkasto galgipa nanga tangkako Tangka nogotchi ba Demand Draft ba Indian Postal Order (IPO) gita PIO ni bimungno, je officeona dorkasto galachim unona ra.ange on.na nanga. PIOni uiatgimin gita nangdapgipa feeko dorkasto galgipa on.jaode uina nanggniko on.na man.jawa.
21. Fee gamdapna nangode, dorkasto galgipa mandena iako uiatna leka watata somoioni, aro ua mandeni nanggipa tangkako gamete man.soa somoiona kingking ia somoiko watchangesa sal kolatchiko channa a.bachenggen.
22. Sal kolatchi ba kanta sobrichetni gisepo, am-enggipa uina nanggniko PIO watatja ong.ode, ia uina nanggniko on.na jechakaha ine chanchina nanggen.

### **Skanggipa Mol.molani**

23. Dorkasto galgipana donsogimin somoi gita sal kolatchi ba kanta sotbrichetni gisepo uina nanggnika on.jaode ba je uina nanggniko on.ahachim, uko chu.onggnikjaode, ua mande mol.molani dorkasto first appellate authority ba skanggipa Mol.molaniko Ra.chakgipa Dol (DAA), jean dal.batgipa PIO ong.a una dorkasto galna man.gen. Indakgipa mol.molaniko, skanggipa dorkasto galani somoini sal kolatchi matchotani ja.manoni chane sal 30ni gesepo ong.na nanga ba PIO oniko uiataniko man.soani jaman sal kolatchini gisepo, dorkastoko galna man.gen.

24. Ia 'appellate authority' (DAA) ia mol.molaniko sal kolatchini gisepo ba dingtangmancha a.selrang dongode, sal sotbri bongani gisepon matchote on.na nanggen.

### **Gnigipa Mol.molani**

25. Ia appellate authority (DAA) mol.molanina somoi gita uiataniko (order) on.atjaode, ba mol.molenggipa jeko on.aha, uko ua chu.ongnikjaode, ua gnigipa mol.molaniko, State Information Commissiona ra.angna man.gen. Uiatani order ko tariani ba man.soani tarikoni sal sotsku ba uni somoini ning.o, gnigipa mol.molaniko on.na man.gen. State Information Commissiono mol.molaniko dakon ka.mao on.giminrang dongna nanggen:-
- (i) Mol.molenggipani chu.gimik bimung aro address.
  - (ii) Je PIO ni dake on.ani kosako ia mol.molaniko on.enga, uni chu.gimik bimung aro address.
  - (iii) Uiatani orderni number dongode, jeni kosakon mol.molaniko dakna nanggnikenga;
  - (iv) Appeal ka.na nangani kan.dikgipa itihias;
  - (v) Uina nanggniko on.na man.jawa ine aganchakani kosakosa mol.molaniko dakenga; ong.ode, skang galgipa mol.molani pilak uina nanganirang, chong.motan chittini nombor aro tarik baksa aro je PIO rangna dorkastoko on.ahachim uamangni bimungrang aro addressrangko on.chapna nanggen;
  - (vi) Maia mol.molaniko dakenga;
  - (vii) Maiarango pangchake mol.molaniko dakenga;
  - (viii) Maiba gipin uidapanirang dongode, jerangkon Commission mol.molaniko aganchakna tarimitingo uarango pangchake aganchakna aro rae on.na man.gen, uarangkoba on.dapna nangnaba gnan;
26. State Information Commission mol.molaniko seon, ia ka.mao on.sogimin lekbarangko on.chapna nanggen:

- (i) Je uiatani ba orderni kosako mol.molaniko dakenga, uarangni copyrangko an.tang jakchi soi ka.giminrang;
- (ii) Je lekkarango pangchake mol.molaniko dakenga aro jeko ua mol.molanio janapaha;
- (iii) Mol.molanio janapgimin pilak lekkarangko sulsul janape segimin;

### **Complaints – Apoti Ka.anirang**

27. Saoba ia a.selrangni gimin, jekai, office PIOko appoint ka.kujani gimin ba PIO/APIO dorkastoko Appellate Authorityona on.atna jechakahani gimin; ba ua mandena RTI Act-gita am.gipa uina nanggnirangko on.jahani gimin ba Act-o dongimin somoi gita on.jaha; ba nangana bate fee.rangko dabiaha; ba chu.gimik ong.gija ba tik ong.gijagipa uiataniko on.aha ine chanchiode, ua State Information Commission complaint sena man.gen. Indakgipa complaintrang para 25(i), (iv), (v), (vi), aro (viii) o segimin gita pilak lekkarang dongna nanga.

### **Mol.molanirang aro Complaintrangko State Information Commission ni Kam Ka.e Matchotatani**

28. State Information Commissionsa mol.molanirang aro complaintrangko chanchie complaint/appeal ka.gipana aro skanggipa PIONa uiataniko daka. Ia Commission, mol.molgipa dol/dolrangni ba complaint ka.gipa dolni kattarangko knachenga ba on.gimin lekkarangko name niani ja.mano ba PIO ba sorkarini dal.batgipa officer jean skanggipa mol.molaniko ra.chakaha, uamangni kattarang aro lekkarangko name nie aro sandichengesa raeko on.a. Mol.molgipa aro complaint ka.gipa dolrangni kattarangko knachenggen ine Commission chanchiode, ua knaani salna salsni skang, uamangna tom.ani koborko uiatgen. Mol.molgipa ba complaint-ka,gipa Commissionni mikkangona an.tangan re.bana man.a ba sakgipinko watatna man.a ba re.bagijaba dakna man.a.

## **Mongsonggipa Web-site-rang**

29. Ka.mao on.gimin web-site-rango ia RTI Act ba Uina Nanggniko Am.ani  
Niamrangni gimin bang.a namgipa uidapanirangko man.gen:
- (i) Meghalaya Sorkarini Website-rang
  - (ii) State Information Commissionni website.



**Annexure – III**

**GOVERNMENT OF MEGHALAYA  
ORDERS BY THE GOVERNOR**

...  
**NOTIFICATION**

**Dated Shillong, the 12<sup>th</sup> May, 2008**

**No.PER.(B/S).179/2007/3:** - The Governor of Meghalaya is pleased to declare the Personnel & A.R (A) Department as the Nodal Department for Administration and Implementation of the Right to Information Act in the State with effect from 1<sup>st</sup> April, 2008.

Sd/- R.V.Suchiang, IAS  
Commissioner & Secretary to the Govt. of  
Meghalaya, Personnel & A.R.(A) Department.

**Memo. No. PER.(B/S).179/2007/3-A**

...  
**Dated Shillong, the 12<sup>th</sup> May, 2008**

Copy to:-

1. The Commissioner & Secretary to the Governor of Meghalaya, Shillong.
2. The Private Secretary to the Chief Minister, Meghalaya, Shillong.
3. The Private Secretary to the Deputy Chief Minister, Meghalaya.
4. The Private Secretary to the Ministers/Ministers of State, Meghalaya.
5. The Private Secretary to the State Chief Information Commissioner, Meghalaya.
6. The Private Secretary to the Chief Secretary to the Govt. of Meghalaya, Shillong.
7. The Chief Secretary to the Govt. of Assam, Dispur, Guwahati – 781 006.
8. The Principal Secretary/Commissioner & Secretary, \_\_\_\_\_  
Department.
9. The Chief Electoral Officer, Meghalaya, Shillong.
10. The Commissioner of Division for East, West Khasi Hills, Jaintia Hills and Ri  
Bhoi Districts, Shillong.
11. The Commissioner of Division for East, West & South Garo Hills District, Tura.
12. The Principal Resident Commissioner, Meghalaya House, 9-Aurangzeb Road,  
New Delhi – 110011.
13. The Secretary, Meghalaya Legislative Assembly, Shillong.
14. The Advocate General, Meghalaya, Guwahati.
15. The Chairman, Meghalaya Public Service Commission, Shillong.
16. The Accountant General (A&E), Meghalaya, Shillong – 793001
17. The Under Secretary to the Govt. of India, Ministry of Personnel, P.G. &  
Pensions, Department of Personnel & Training, North Block, New Delhi –  
110001.
18. The Research Officer, Govt. of India, Ministry of Personnel, P.G. & Pensions,  
Department of Personnel & Training, (Career Management Division) North  
Block, New Delhi – 110001.
19. The Director of Printing and Stationery, Meghalaya, Shillong for publication of  
the Notification in the Meghalaya Gazette.

20. All Deputy Commissioners/All Sub-Divisional Officers (Civil)/Treasury Officers.
21. The Trade Adviser and Director of Movement, Govt. of Meghalaya, Meghalaya  
120-Shanti Pally, Eastern Bypass, Kolkatta – 700042.
22. State Informatics Officer, NIC/Senior System Analyst, Shillong.
23. Secretariat Administration Department (Accounts/Nazarat) Personnel & A.R.(B)  
Department/Personnel & A.R.(B) Department (A.R.Cell/Law 9A) & (B)  
Department/Meghalaya Information Commission.
24. Guard File.

By order etc,

(D.Syiem, MCS)  
Officer on Special Duty,  
Personnel & A.R.(A) Department.

**Annexure – IV**

**GOVERNMENT OF MEGHALAYA  
ORDERS BY THE GOVERNOR**

...  
**NOTIFICATION**

**Dated Shillong, the 17<sup>th</sup> February, 2009**

**No.PER.21/2008/73**: - The Right to Information Act, 2005 provides for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities in order to promote transparency and accountability in the working of every Public Authority.

In order to monitor the progress and resolve issues, if any, arising out of the implementation of the RTI Act, 2005, Govt. have decided to constitute a High Level Committee (HLC) with the following composition:-

- |  |            |
|--|------------|
| 1. Addl. Chief Secretary to the Govt. of Meghalaya           | - Chairman |
| 2. Chief Information Commissioner or his nominee             | - Member   |
| 3. Principal Secretary, Revenue & Disaster Management Deptt. | - Member   |
| 4. Principal Secretary, P.W.D.                               | - Member   |
| 5. Principal Secretary, Forest & Environment Department      | - Member   |
| 6. Principal Secretary, Finance Department                   | - Member   |
| 7. Principal Secretary, Health & F.W. Department             | - Member   |
| 8. Principal Secretary, Industries Department                | - Member   |
| 9. Principal Secretary, P.H.E. Department                    | - Member   |
| 10. Principal Secretary, Elections Department                | - Member   |
| 11. Principal Secretary, C & R. D. Department                | - Member   |
| 12. Director General of Police or his nominee                | - Member   |
| 13. Commissioner & Secretary, General Administration Deptt.  | - Member   |
| 14. Commissioner & Secretary, Personnel & A.R. Department    | - Member   |
| 15. Secretary, State Information Commission, Meghalaya       | - Member   |
| 16. Secretary, Law Department                                | - Member   |
| 17. OSD/Deputy Director, MATI                                | - Member   |

The Meghalaya State Information Commission shall provide the data on the pendency and any issue arising in connection with the implementation of the RTI Act, 2005.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF MEGHALAYA)

Sd/-

Commissioner & Secretary to the Govt. of  
Meghalaya, Personnel & A.R.(A) Department.

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**Memo. No. PER.21/2008/73-A**

**Dated Shillong, the 17<sup>th</sup> February, 2008**

Copy to:-

1. The Private Secretary to the Chief Minister, Meghalaya, Shillong.
2. The Private Secretary to the Chief Secretary to the Govt. of Meghalaya, Shillong.
3. The Addl. Chief Secretary to the Govt. of Meghalaya.
4. The Principal Secretary \_\_\_\_\_ Department.
5. The Director General of Police, Meghalaya.
6. The Commissioner & Secretary, GAD/Personnel & A.R Department.
7. The Secretary, State Information Commission, Shillong.
8. The Secretary, Law Department.
9. The OSD/Deputy Director, MATI.
10. The Director of Printing and Stationery, Meghalaya, Shillong for publication of the Notification in the Meghalaya Gazette.
11. All Administrative Departments/All Deputy Commissioners.

By order etc,

Officer on Special Duty,  
Personnel & A.R.(A) Department.