

**DETAILS OF MEGHALAYA STATE INFORMATION COMMISSION
PUBLISHED UNDER SECTION 4 OF THE RIGHT TO INFORMATION ACT,
2005.**

MEGHALAYA STATE INFORMATION COMMISSION, SHILLONG.

Section 4(1) (b) (i)

Name of the Office:

Meghalaya State Information Commission

Address:

Administrative Building,
Lower Lachumiere,
Shillong – 793001.

FUNCTIONS:

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 Information Commission mandate 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.

The Act enjoins upon the State Govt. to provide the Commission with such officers and employees as may be necessary for the efficient performance of its 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 posts so far created by the State Govt. are as follows:

Sl.No.	Designation of the posts	No. of posts sanctioned	No. of posts filled
1. State	Chief Information Commissioner	1 1	
2 Secretary		1	1
3 Under	er Secretary	1	1
4	Sr. P.S. to C.I.C.	1	1
5	Jr. P.S. to C.I.C.	1	-
6 Superintendent		1	1
7 U.D.A		1	1
8 Computer	Assistant/Data Entry Operator	1 1	
9 L.D.A.		1	1
10	Driver	2	2
11 Peons		4	2
12 Chowkidar		1	1

NODAL DEPARTMENT:

The Personnel & A.R.(A) Department is the Nodal Department for the State Information Commission. The budget for the State Commission is published in the budget book by the Govt. of Meghalaya under the Administration of the Secretariat General & Economic Service under grant 13. The Budget Head is “2251-Secretariat social Services –Non-Plan & State Plan 090 -Secretariat (12) Meghalaya Information Commission (Right to Information Act) General Area Non-Plan”.

REPORTING TO WHICH AUTHORITY:

The budget for the State Information Commission is published in the budget book pertaining to Administration of the Secretariat General & Economic Service. While the State Information Commission do not have full financial powers yet in the day to day functioning enjoys full autonomy. In exercise of its powers, the Commission prepares the Annual Report and forward the same to the State Govt. as required under Section 25(1) of the RTI Act, 2005.

JURISDICTION:

All Public Authorities within the State Govt. of Meghalaya as defined under the law functioning all over the State and their offices outside the State are legally obliged to implement the provisions of the Act and are therefore under the legal jurisdiction of the State Information Commission.

MISSION:

Ensure the citizens their rights to information from Public Authorities in accordance with the provisions of the Act.

VISION:

Transparent functioning of Public Authorities, accountability in their working, and containing corruption.

OBJECTIVES:

The objectives of the Meghalaya State Information Commission is to fulfill the statutory mandate under the Right to Information Act, 2005.

DUTIES:

The State Information functions as quasi-judicial body, to hear and adjudicate the complaints and appeals from citizens and to monitor and ensure implementation of the Act at various levels, in accordance with the provision of the Right to Information Act, 2005 read with Meghalaya Right to Information Rules framed by State Govt.

Section 4(1)(b)(ii)

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES OF THE MEGHALAYA STATE INFORMATION COMMISSION

Sl. No.	Designation	Powers and Duties
1.	State Chief Information Commissioner (SCIC), Meghalaya	General superintendence, direction and management of affairs of the Meghalaya State Information Commission, adjudication of complaints and second appeals from citizens and monitoring to ensure proper implementation of the Act at various levels.
2.	Secretary	Administrative matters of the State Information Commission and overall charge of the office of the Commission.
3.	Under Secretary	Receipt and registration of appeals/complaints and communication of Commission's Orders and jobs assigned by the State Chief Information Commissioner from time to time.
4.	Sr. P.S. to S.C.I.C.	Secretarial assistance and any other works assigned by the State Chief Information Commissioner.
5.	Jr. P.S. to S.C.I.C.	- do -
6.	Superintendent	General superintendence and discipline of office work, to provide assistance to the Secretary
7.	UDA/LDA	To provide secretarial assistance to the Superintendent
8.	Grade IV including Drivers	To perform duties as assigned to them by the Secretary in routine course.

Section 4(1)(b)(iii)

PROCEDURE FOLLOWED IN THE APPEALS AND COMPLAINTS UNDER RTI ACT, 2005

The Meghalaya State Information Commission receives complaints under the provision of Section 18 of the RTI Act, 2005. On receipt of the complaints from the citizens, complaints petitions are placed before the State Chief Information Commissioner who, on scrutiny of the case may order an enquiry or may dismiss the complaint as deemed fit. The State Chief Information Commissioner generally required the attendance of the Public Information Officer/Public Authority against whom a complaint has been received and after hearing the PIOs/Public Authorities, arrived at a decision as per of the provision

of the law. The Com plainant/Appellant may choose to appear or not on the date of hearing as provided under Rule 7(2) of the Meghalaya Right to Information (Appeals & Procedure) Rules, 2007.

The State Information Commission also receives appeals against Orders of the First Appellate Authority under Section 19 of the RTI Act, 2005. On receive of the appeals from the concerned citizens; the matter is placed before the State Chief Information Commissioner who disposes the appeals as per the Meghalaya Right to Information (Appeals & Procedure) Rules, 2007. The Appellant may or may not appear on the date of hearing in terms of Rules 7(2) of the Appeals Procedure Rules. The Appellant is however, informed each and every date fixed for hearing the case. If, however, the Commission finds merit in the arguments put forth by the PIO/ Designated Appellate Authority in denying the information, the Appellant is generally given the opportunity to present his case in person or through an agent duly authorized by him/her and after completion of such hearing the Commission gives its final decision.

The following indicates stages in decision making process:

Sl. No.	Details of activity in the Commission	Decision making process	Authority responsible for that activity
1.	Complaints under Section 18	<p>Stage 1: Complaints placed before the State Chief Information Commissioner.</p> <p>Stage 2: The State Chief Information Commissioner Orders for enquiry or may dismiss the case.</p> <p>Stage 3: The State Chief Information Commissioner, fixed date for hearing the State P I</p>	<p>Stage 1: Registrar/Under Secretary place the complaint before the State Chief Information Commissioner for Orders.</p> <p>Stage 2 & 3: The Under Secretary/Registrar acts as per direction of the State Chief Information Commissioner.</p> <p>Stage 4 & 5: Under</p>

		<p>O/State APIO, after a minimum of a period of 10 clear days from the date of Orders for hearing by the Commission.</p> <p>Stage 4: Further, enquiry or hearing as per of the Orders of the State Chief Information Commissioner.</p> <p>Stage 5: Final decision and communication.</p>	<p>Secretary/Registrar communicates the final decision of the State Chief Information Commissioner.</p>
2. A	<p>ppeals under Section 19</p>	<p>Stage 1: Complaints placed before the State Chief Information Commissioner.</p> <p>Stage 2: The State Chief Information Commissioner Orders for hearing or may dismiss the case.</p> <p>Stage 3: The State Chief Information Commissioner, fixed date for hearing the State P I O/State APIO, after a minimum of a period of 10 clear days from the date of Orders for hearing by the Commission.</p> <p>Stage 4: Further, enquiry</p>	<p>Stage 1: Registrar/Under Secretary place the complaint before the State Chief Information Commissioner for Orders.</p> <p>Stage 2 & 3: The Under Secretary/Registrar acts as per direction of the State Chief Information Commissioner.</p> <p>Stage 4 & 5: Under Secretary/Registrar communicates the final decision of the State Chief Information Commissioner.</p>

		<p>or hearing as per of the Orders of the State Chief Information Commissioner.</p> <p>Stage 5: Final decision and communication.</p>	
3. Annual	Report	<p>Stage 1: The State Information Commission directly calls for reports and other relevant information from the Public Authorities.</p> <p>Stage 2: On receive of the information called for, the Commission compiles its report for the period ending 31st December each year</p> <p>Stage 3: The State Information Commission forwarded its report to the IPR Department (Nodal Deptt.) of the Govt.</p> <p>Stage 4: The Nodal Deptt., then places the report before the Meghalaya Legislative Assembly as required under Section 25 (3) of the RTI Act.</p>	<p>Stage 1, 2 & 3: The administrative Wing of the State Information Commission</p>
4. Procuring	Goods and Services	<p>As per State financial rules and the Delegation of Financial Power Rules</p>	<p>The Secretary to the State Information Commission with the approval of the</p>

		(DFPR) of the Govt. of Meghalaya.	State Chief Information Commissioner.
5. Ge	neral Administration of the State Commission	The matters are placed by the Secretary before the State Information Commissioner for necessary direction/approval.	The Secretary/Under Secretary State Information Commission.

Rules & Regulations:

The following Rules made by the Govt. of Meghalaya are implemented by the State Information Commission:

1. The Right to Information (Appeals & Procedures of the State Information Commission) Rules – 2007.
2. The Right to Information (Regulations and fee cost Rules – 2006) as amended.
3. Template for Information Hand Book, Govt. of Meghalaya.
4. State Organization exempted from the purview of this RTI Act.

Section 4(1)(b)(iv)

NORMS SET FOR DISCHARGE OF THE FUNCTIONS ETC.

1. The Meghalaya State Information Commission have decided to ensure that all complaints/appeals presented before it by the citizens be disposed of within a period of 60 days.
2. The Commission envisages creation of district cells of the Commission to facilitate monitoring of implementation of the law and affording opportunities to complainants/appellants to submit their appeals to the Commission through the district cells.

Section 4 (1)(b)(v)

THE LIST OF RULES/REGULATIONS/INSTRUCTIONS/MANUALS/RECORDS HELD BY MEGHALAYA INFORMATION COMMISSION FOR DISCHARGING ITS FUNCTIONS:

1. The Right to Information Act, 2005
2. The Meghalaya Right to Information (Regulations of fees cost) Rules, 2006 as amended.
3. The Meghalaya Right to Information (Appeals and Procedures of the State Information Commission, 2007)
4. Template for the Information Hand Book, Govt. of Meghalaya under Right to Information Act.
5. The Right to Information Act, 2005 (Users' Guide)
6. The Civil Procedure Code, 1908.
7. The Meghalaya State Financial Rules.
8. The Meghalaya Delegation of Financial Powers Rules.
9. The Constitution of India.
10. Meghalaya State Information Commission, Annual Report, 2006.
11. State Organization exempted from the purview of the RTI Act.
12. Files on different subject listed below:

Sl. No.	Subject Types	of Document file/muster/register/voucher etc.	Particulars of Heading/type in the document	Periodicity of preservation
(i)	Second Appeals	Files	Section 19(3) of RTI Act, 2005	Not yet decided
(ii)	Complaints	Files	Section 18 of the RTI Act	- do -
(iii)	Accounts	Register/files	Relating to the accounts of the Commission	- do -
(iv)	General Administration	Files	Relating to General Administration of the	- do -

			Commission	
(v)	Annual Report	Books/files/statements	Relating to Annual Report of the Commission	- do -
(vi)	Annual Report of other Commissions	Books	Reports received from other Commissions	- do -

Section 4(1)(b)(vi)

Categories of documents that are held under the control of the Meghalaya State Information Commission:

1. Legal documents/records in connection with complaint cases and second appeals received in the Commission from the Complainants/Appellants.
2. Other files /records as listed under Section 4(1)(b)(v) .

Section 4(1)(b)(vii)

Particulars of any arrangement for consultation with or representation by members of the public in relation for formulation of policy or implementation thereof :

The primary function of the State Information Commission is to hear appeals and enquire the complaints and all hearings are opened to the general public, Groups and individuals approaching the Commission for discussion are given all opportunities to put forth the views/points either through personal contact or at any meetings/training/workshops etc.

For the purpose of implementation of the Right to Information Act, names, designation and other particulars of, PIOs, APIOs, are given below:

Sl.No.	Name of Public Authority	Name & Designation etc. of the Designated Appellate Authority	Name & Designation of the PIO
1. Me	Meghalaya State Information Commission.	Shri S.F.Khongwir, IAS (Retd), Secretary, Meghalaya State Information Commission, Phone – 2500179 (Office) 2220251 (Res) Address: Lower Lachumiere, Shillong – 793001, Meghalaya.	Shri J.S,Cajee, Under Secretary, Meghalaya State Information Commission, Phone – 2500179 (Office) Address: Lower Lachumiere, Shillong – 793001, Meghalaya.

Section 4(1)(b)(viii)

Statement of Board , Co uncil etc. under the Meghalaya State Information

Commission:

No Board or Co uncil or Com mittees ha ve be en set u p to a dvice Meg halaya State Information Commission at present.

Section 4(1)(b)(ix)

Directory of each officers and employees

Sl. No.	Name & Designation	Telephone No.	e-mail address
1.	Shri C.D.Kynjing, IAS (Retd.) State Chief Information Commissioner	2500160 (office) 2591797 (residence)	cdkynjing@nic.in
2. Sh	ri S.F.Khongwir, IAS (Retd) Secretary, Meghalaya State Information Commission	2500179 (office)	
3. Shri	J.S.Cajee, Under Secretary, Meghalaya State Information Commission	2678 (PABX)	
4. Sm	ti. E.Gidon, Superintendent, Meghalaya State Information Commission	2679 (PABX)	

Section 4(1)(b)(x)

DETAILS OF REMUNERATION OF OFFICERS AND EMPLOYEES

As per provisions under Section 16(5) of the RTI Act, 2005, the salaries and allowances payable to and other terms and conditions of service of –

- (a) The State Chief Information Commissioner shall be the same as that of an Election Commissioner,
- (b) The State Information Commissioners shall be the same as that of the Chief Secretary to the State Govt.,

Provided that if the State Chief Information Commissioner or the State Information Commissioner, at the time of his appointment is, in receipt of a pension, other than a disability or wound pension, in respect of any previous service under the Govt. of India or under the Govt. of a State, his salary in respect of the service as the State Chief

02	Wages	2,80,000/-	2,82,380/-
06	Medical Treatment	5,20,000/-	4,01,770/-
11	Domestic Travel Expenses	3,65,000/-	12,996/-
13	Office Expenses	5,65,000/-	2,76,993/-
16 Pub	lications	4,75,000/-	Nil
21	Supplies & Materials	3,20,000/-	1,37,825/-
28	Professional Services	4,20,000/-	2,00,000/-
50	Other Charges	80,000/-	Nil
51	Motor Vehicles	1,85,000/-	1,04,720/-
52	Machinery & Equipment	70,000/-	Nil
Total		91,80,000/-	58,75,501/-

* **Expenditure**, under di fferent sub-heads can be se en in Annual Report published every year.

Section 4(1)(b)(xii)

(a) Manner of execution of subsidy programmes

(b) Details of beneficiaries of subsidy programmes

The Meghalaya State Information Commission does not implement any subsidy programmes and hence no beneficiaries are involved.

Section 4 (1) (b) (xiii)

Particulars of recipients of concessions permits or authorization granted in the State Commission.

No recipients of c oncessions permit or authorization is granted by the State Information Commission.

Section 4(1) (b) (xiv)

Details of i nformation available in electronic f orm in Me ghalaya Information Commission.

Meghalaya State Information Commission Website is **megsic.gov.in**.

Section 4(1)(b)(xv)

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room. If maintained for public use:

Officers of the State Information Commission are available on Phones and personally from 10 O'clock to 5:00 PM except on holidays and Sundays.

Section 4(1)(b)(xvi)

Names and designation and particulars of the Information Officers

Sl.No.	Name of Public Authority	Name & Designation etc. of the Designated Appellate Authority	Name & Designation of the PIO
1.	Meghalaya State Information Commission.	Shri S.F.Khongwir, IAS (Retd), Secretary, Meghalaya State Information Commission, Phone – 2500179 (Office) Address: Lower Lachumiere, Shillong – 793001, Meghalaya.	Shri J.S.Cajee, Under Secretary, Meghalaya State Information Commission, Phone – 2500179 (Office) Address: Lower Lachumiere, Shillong – 793001, Meghalaya.