

**INFORMATION HANDBOOK UNDER  
RIGHT TO INFORMATION ACT 2005.**

**FOR THE YEAR 2017-18**

**SOCIAL FORESTRY & ENVIRONMENT WING  
MEGHALAYA**



**GOVERNMENT OF MEGHALAYA  
OFFICE OF THE ADDITIONAL PRINCIPAL CHIEF CONSERVATOR OF FORESTS  
SOCIAL FORESTRY & ENVIRONMENT  
MEGHALAYA SHILLONG**

**Government of Meghalaya**  
**Office of the Additional Principal Chief Conservator of Forests,**  
**Social Forestry & Environment Meghalaya, Shillong**

**Information Handbook under**  
**Right to Information Act**

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**Chapter1**

**Introduction**

1.1. Please throw light on the background of this hand-book (Right to Information Act 2005).

This hand-book partially meets the mandate of the Right to Information Act, 2005 when the Act comes into effect on 12<sup>th</sup> October 2005. A maiden attempt is made to publish information and unveil the working of the Office of the APCCF SF & Env. Meghalaya, Shillong for the information of any citizen of India concerned with social forestry and environment. The entries in the hand-book will be updated from time to time to depict a clear and upto date picture of the organization.

1.2. Objective / purpose of this hand-book

To provide such information required to be published within 120 days from the enactment of the Right to Information Act, 2005.

1.3. Who are the intended users of this hand book?

Any citizen of India who desires to obtain information on Social Forestry and Environment Wing of the Forest and Environment Department, Government of Meghalaya.

1.4. Organization of the information in this hand-book	Page No.
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1.5. Definitions (Please provide definitions of various terms used in the Hand-book).

PCCF & HoFF means Principal Chief Conservator of Forests & Head of Forest Force  
 PCCF (T) means Principal Chief Conservator of Forests ( Territorial)  
 APCCF means Additional Principal Chief Conservator of Forests  
 CCF means Chief Conservator of Forests  
 CF means Conservator of Forests  
 DCF means Deputy Conservator of Forests  
 DFO means Divisional Forest Officer  
 ACF means Assistant Conservator of Forests  
 EPO means Environment Planning Officer  
 FR means Forest Ranger  
 RFO means Range Forest Officer  
 Fr means Forester  
 Fgd means Forest Guard  
 SF & Env means Social Forestry and Environment.  
 SF means Social Forestry.  
 FDA means Forest Development Agency.  
 JFMC means Joint Forest Development Committee.  
 NAEB means National Eco-Development Board,  
 NEAC means National Environment Awareness Campaign  
 Div means Division  
 GOI means Government of India  
 MOEF & CC means Ministry of Environment and Forests & Climate Change  
 PIO means Public Information Officer  
 APIO means Assistant Public Information Officer  
 IFS means Indian Forest Service  
 MFS means Meghalaya Forest Service

1.6. Contact person in case some body wants to get more information on topics covered in the hand-book as well as other information also.

Additional Principal Chief Conservator of Forests, Social Forestry & Environment, Meghalaya, Shillong  
 Chief Conservator of Forests, Social Forestry & Environment, Meghalaya, Shillong  
 Conservator of Forests, Social Forestry & Environment, Khasi & Jaintia Hills, Meghalaya, Shillong  
 Conservator of Forests, Social Forestry, Garo Hills, Forest Complex, Dakopgre, New Tura  
 Deputy Conservator of Forests (SF), O/O APCCF, SF & Env. Shillong  
 Divisional Forest Officer Jaintia Hills Social Forestry Division, Jowai  
 Divisional Forest Officer East Khasi Hills Social Forestry Division, Shillong  
 Divisional Forest Officer West Khasi Hills Social Forestry Division, Nongstoin  
 Divisional Forest Officer North Khasi Hills Social Forestry Division, Nongpoh  
 Divisional Forest Officer East Garo Hills Social Forestry Division, Williamnagar  
 Divisional Forest Officer West Garo Hills Social Forestry Division, Tura  
 Divisional Forest Officer South Garo Hills Social Forestry Division, Baghmara

1.7. Procedure and Fee Structure for getting information not available in the hand-book.

The applicant may contact Assistant Public Information Officer or Public Information Officer concerned and submit an application providing such details as would enable the APIO or the PIO to locate the required information and specify in what form it should be provided. The APIO or the PIO after locating the information shall intimate to the applicant, the fees required for making copies and ask him to deposit the amount in full. Thereafter within a reasonable time, the APIO/PIO shall provide the information to the applicant. The fees to be paid shall be estimated by the PIO at the prevailing rate for Photostat of documents or as per rates applicable for obtaining copies from District Courts or any reasonable criteria if there is no prevailing market or Court rate.

## **Chapter-2**

### **Particulars of Organization, Functions and Duties**

#### 2.1. Objective/purpose of the public authority.

Afforestation outside the conventional forest area for the benefit of rural and urban communities. The main objective is to

- (i) Improve the environment for protecting agriculture from adverse climatic factors,
- (ii) Increase the supply of fuel-wood for domestic use, small timber for rural housing, fodder for livestock, and minor forest produce for local industries
- (iii) Increase the natural beauty of the landscape; create recreational forests for the benefit of rural and urban population
- (iv) Provide jobs for unskilled workers and
- (v) Reclaim wastelands. Finally, its object is to raise the standard of living and quality of life of the people especially the rural population.

#### 2.2. Mission/Vision Statement of the public authority.

To carry out a need based and time bound programme of Afforestation with special emphasis on fuel wood and fodder development on all degraded and denuded lands/forests.

Afforestation of abandoned jhum lands and other areas affected by human activities.

Linear strip plantation of fast growing species on sides of public roads, rivers, streams and irrigation canals.

Afforestation on unutilized lands under State/Corporate, institutional or private ownership.

Green belts in urban/industrial areas.

Shelter belt (generally more extensive than the wind breaks) for the purpose of shelter from wind and sun covering areas larger than a single farm on a planned pattern.

Farm forestry in the form of raising rows of trees on bund or boundaries of fields and individual trees in private agricultural land as well as creation of wind breaks round a farm or orchard by raising one or two lines of trees.

Raise flowering trees and shrubs mainly to serve as recreation forests for the urban and rural population.

Elicit people's participation involving women and young people in conservation of forests, wildlife and environment.

Environmental awareness generation and celebration of vanamahotsava, environment day, wildlife week etc.

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

The post of Conservator of Forests was created in the year 1981-82 for Social Forestry Circle, the jurisdiction of which encompasses the whole State. The Govt. of Meghalaya renamed Forest Dept as the Forest & Environment Department in the year 1991 and transferred Environment Planning Cell from Urban Affairs Department on 15<sup>th</sup> March, 1991. The post of Conservator of Forests for Social forestry circle was redesignated as the Conservator of Forests Social Forestry and Environment Meghalaya. The post of Chief Conservator of Forests Social Forestry and Environment was created in the year 1993. The creation of the post of Officer on Special Duty- Conservator of Forests level for Garo Hills in the year 2002 saw functioning of 2(two) Social Forestry Circle i.e. Khasi and Jaintia Hills Social Forestry Circle and Garo Hills Social Forestry Circle . The post of Additional Principal Chief Conservator of Forests (APCCF), Social Forestry & Environment, Meghalaya, Shillong was created in the year 2013. The APCCF SF & Env is now the head of Social Forestry & Environment Wing.

#### 2.4. Duties of the public authority.

Complete control over the Social Forestry Circles, Monitoring and evaluation of Social Forestry works, complete control over Environment Cell.

#### 2.5. Main activities/functions of the public authority.

Budget preparation, allocation of funds to Divisions, Submission of schemes, Control tour programme of Chief Conservator of Forests/Conservators of Forests, Environmental awareness generation, Inspection of works, Monitoring and evaluation, Annual confidential report of Officers and Staff, Reports and returns.

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

2.7. Organizational Structure Diagram at various levels namely State, Directorate, Region, District, Block etc (whichever is applicable).

Principal Chief Conservator of Forests & HoFF, Meghalaya  
 Principal Chief Conservator of Forests (Territorial), Meghalaya  
 Additional Principal Chief Conservator of Forests, Social Forestry & Environment  
 Chief Conservator of Forests, Social Forestry & Environment, Meghalaya

Conservator of Forests  
 SF & Env. Meghalaya  
 i/c Khasi & Jaintia Hills SF  
 Divisions

Conservator of Forests  
 Social Forestry Garo Hills  
 i/c Garo Hills SF Divisions

Jaintia Hills SF Div  
 Jowai Range  
 Shangpung Range  
 Namdong Range  
 Khliehriat Range  
 Amlarem Range

East Khasi Hills SF  
 Div  
 Shillong Range  
 Myllem Range  
 Shillong Urban Beat  
 Cherrapunjee Range  
 Pynursla Range  
 Mawkynrew Range  
 Mawsynram Range

East Garo Hills SF Div  
 Williamnagar SF  
 Range  
 Rongjeng SF Range  
 Bajengdoba SF Range  
 Kharkutta SF Beat

North Khasi Hills SF  
 Div  
 Nongpoh SF Range  
 Byrnihat Range  
 Kyrdemkulai Range  
 Umsning SF Range  
 Jirang SF Beat  
 Umsiang Beat

West Khasi Hills SF  
 Div  
 Nongstoin Range  
 Mawkyrwat Range  
 Mairang Range  
 Riangdo Range  
 Nongshillong Beat  
 Urban Beat, Nongstoin.  
 Umjarain Beat

West Garo Hills SF Div  
 Tura Range  
 Dadenggre Range  
 Betasing Range  
 Holloidonga Beat

South Garo Hills SF Div Baghmara Range Masighat Range Khondok Range Cheranggre Beat
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2.8. Expectation of the public authority from the public for enhancing its Effectiveness and efficiency.

To adopt environmental ethics, to imbibe the spirit of conservation of natural resources and respect for laws of nature, Aid to Forest personnel in prevention and combating of forest fires, information on forest offence, protection of plantation and assets, sharing of revenue/usufructs, labour supply on payment, To offer suggestions for improvement of functioning of the SF Wing.

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

Forest personnel from the Range or Beat level approach community/land holder to take up afforestation works and enter into an agreement. The degraded land is handed over to the Social Forestry Division concerned to take up afforestation and maintain it for 5 years. The plantation is handed back to the owners at the end of 10 years along with a working scheme. The working scheme prescriptions regulate the management of plantation.

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

Inspection of works, file movement register, Weekly and Monthly arrear list, Progress report,

2.11. Addresses of the main office and other offices at different levels.

(Please Categorize the addresses district wise for facilitating the understanding by the user).

Office of the Additional Principal Chief Conservator of Forests, Social Forestry & Environment, Meghalaya, Sylvan House, Lower Lachumiere, Shillong – 793001, East Khasi Hills

Chief Conservator of Forests, Social Forestry & Environment, Meghalaya, Sylvan House, Lower Lachumiere, Shillong – 793001, East Khasi Hills

Conservator of Forests, Social Forestry & Environment, I/c Khasi & Jaintia Hills, Social Forestry & Environment, Sylvan House, Lower Lachumiere, Shillong – 793001, East Khasi Hills

Office of the Conservator of Forests, Social Forestry & Environment, Garo Hills Region, Forest Complex, Tura, West Garo Hills- 794002.

Office of the Divisional Forest Officer, Jaintia Hills Social Forestry Division, Jowai

Office of the Divisional Forest Officer, East Khasi Hills Social Forestry Division, Shillong.

Office of the Divisional Forest Officer, West Khasi Hills Social Forestry Division, Nongstoin

Office of the Divisional Forest Officer, North Khasi Hills Social Forestry Division, Nongpoh

Office of the Divisional Forest Officer, East Garo Hills Social Forestry Division, Williamnagar

Office of the Divisional Forest Officer, West Garo Hills Social Forestry Division, Tura

Office of the Divisional Forest Officer, South Garo Hills Social Forestry Division, Baghmara

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

Closing hours of the office: 5.00 P.M. during summer (Feb' 16<sup>th</sup> – Oct' 31<sup>st</sup>)

4.30 P.M. during winter (Nov '1<sup>st</sup> – Feb' 15<sup>th</sup>)

### Chapter 3

#### Powers and Duties of Officers and Employees

Designation	Additional Principal Chief Conservator of Forests, Social Forestry & Environment	
Power	Administrative	<ol style="list-style-type: none"> <li>1. Overall office administration as Head of the Wing.</li> <li>2. Casual Leave of Officers at the Circle level</li> <li>3. ACRs of Officers and Staff</li> </ol>
	Financial	<ol style="list-style-type: none"> <li>1. As per the Meghalaya Delegation of Financial Power Rules, 1981 as amended in 2006 and the Meghalaya Financial Rules 1981</li> <li>2. Controls tour programme of Circle CCF/Conservators.</li> </ol>
	Other.	<ol style="list-style-type: none"> <li>1. Chief Executive Officer, State Medicinal Plants Board, Meghalaya</li> <li>2. Member Secretary of the Co-ordination Committee to monitor the implementation of the Environment (Protection) Act, 1986 and the Rules and Guidelines framed there-under as amended from time to time</li> </ol>
Duties.	<ol style="list-style-type: none"> <li>1. Complete control of Social Forestry Circles and SF Divisions.</li> <li>2. Complete control of Environment Cell.</li> <li>3. General direction and supervision of all administrative and forestry works</li> <li>4. Control of establishment and expenditure.</li> <li>5. Inspection of Division records, Range/Beat</li> <li>6. Scrutiny of Diaries of gazetted Officers posted in Circle level.</li> <li>7. Monitoring and evaluation of Social Forestry works.</li> </ol>	

#### Powers and Duties of Officers and Employees

Designation	Chief Conservator of Forests, Social Forestry & Environment	
Power	Administrative	<ol style="list-style-type: none"> <li>1. Overall office administration of SF &amp; Env Cell.</li> <li>2. Casual Leave of Officers at the Circle office.</li> <li>3. ACRs of Officers and Staff</li> </ol>
	Financial	<ol style="list-style-type: none"> <li>1. As per the Meghalaya Delegation of Financial Power Rules, 1981 as amended in 2006 and the Meghalaya Financial Rules, 1981</li> <li>2. Controls tour and TA of gazetted officers of the Circle.</li> </ol>
	Other.	<ol style="list-style-type: none"> <li>1. Member Secretary of State Level Environment Impact Assessment Authority (SEIAA)</li> <li>2. Member Secretary, Meghalaya State Forest Development Agency, National Afforestation Programme</li> </ol>
Duties.	<ol style="list-style-type: none"> <li>1. General direction and supervision of all forestry works</li> <li>2. Control of establishment and expenditure.</li> <li>3. Inspection of Division records, Range/Beat</li> <li>4. Enforcement of punctuality and discipline in office.</li> </ol>	

### Powers and Duties of Officers and Employees

Designation	Conservator of Forests, Social Forestry & Environment	
Power	Administrative	1. Overall office administration of SF & Env Cell. 2. Casual Leave of Officers at the Division level and ministerial staff of his own office. 3. ACRs of Officers and Staff of the Circle office
	Financial	1. As per the Meghalaya Delegation of Financial Power Rules, 1981 as amended in 2006 and the Meghalaya Financial Rules, 1981 3. Controls tour and TA of gazetted officers of the Divisions. 4. Sanction of GPF advance and withdrawal.
	Other.	As assigned by senior Officers
Duties.	1.General direction and supervision of all forestry works 2. Control of establishment and expenditure. 3. Inspection of Division records, Range/Beat 4. Scrutiny of Diaries of gazetted Officers posted in Division 5. Enforcement of punctuality and discipline in office. 6. Control over the Circle office under the Social Forestry Wing & Env Cell and SF Divisions.	

### Powers and Duties of Officers and Employees

Designation	Deputy Conservator of Forests (SF), O/O APCCF Social Forestry & Environment	
Power	Administrative	1. Assisting in the office administration of SF & Env Cell. 2. Casual Leave of Ministerial staff at the Circle level
	Financial	1. As per the Meghalaya Delegation of Financial Power Rules, 1981 as amended in 2006 and the Meghalaya Financial Rules, 1981 2. Drawing and Disbursing officer
	Other.	Member Secretary of the State Level Expert Appraisal Committee (SEAC) and as assigned by senior officers
Duties.	1.To assist in General direction and supervision of all forestry works 2. Control of establishment and expenditure. 3. Compilation of Division records, Range/Beat 4. To assist in enforcement of punctuality and discipline in Circle office. 5. To assist in overall functioning of the Circle office in the Social Forestry & Env Cell	



### Powers and Duties of Officers and Employees

Designation	Divisional Forest Officers, Social Forestry Divisions	
Power	Administrative	<ol style="list-style-type: none"> <li>1. Disciplinary authority over Staff whose appointment is made by the DFO.</li> <li>2. Grant of leave to non-gazetted Staff.</li> <li>3. Overall office administration.</li> </ol>
	Financial	<ol style="list-style-type: none"> <li>1. As per the Meghalaya Delegation of Financial Power Rules, 1981 as amended in 2006 and the Meghalaya Financial Rules, 1981</li> <li>2. Drawing and Disbursing Officer</li> <li>3. Controls tour and TA of Divisional Staff.</li> <li>4. Sanction of GPF advance of Staff in the Division.</li> </ol>
	Other.	As assigned by senior officers
Duties.	<ol style="list-style-type: none"> <li>1. Environmental awareness generation, celebration of earth day, world environment day, vanamahotsava , etc.</li> <li>2. Supervision of field works of Range Officers and subordinate staff</li> <li>3. Raising of plantation and nursery outside reserve forest</li> <li>4. Conservation of forests and wildlife.</li> </ol>	

### Powers and Duties of Officers and Employees

Designation	Assistant Conservator of Forests, Social Forestry Divisions	
Power	Administrative	1. To assist the DFO in overall office administration.
	Financial	<ol style="list-style-type: none"> <li>1. As per the Meghalaya Delegation of Financial Power Rules, 1981 as amended in 2006 and the Meghalaya Financial Rules, 1981</li> <li>2. To assist and inspect tour diaries and TA of Field staff</li> </ol>
	Other.	As assigned by DFO and senior officers
Duties.	<ol style="list-style-type: none"> <li>1. Supervises technical operation carried out in Ranges and Beat and thus assist the Divisional Forest Officer.</li> <li>2. To represent the DFO in his/her absence at meetings, seminars etc.</li> <li>3. Conservation of forests and wildlife.</li> <li>4. To attend to any other duties as assigned by the DFO from time to time.</li> </ol>	

### Powers and Duties of Officers and Employees

Designation	Forest Ranger, Social Forestry	
Power	Administrative	1. Execution and supervision of works at the Range and Beat level
	Financial	1. As per the Meghalaya Financial Rules, 1981
	Other.	As assigned by DFO and senior officers
Duties.	<ol style="list-style-type: none"> <li>1. Supervises technical operation carried out in Ranges and Beats.</li> <li>2. To assist in matters relating to Conservation of forests and wildlife.</li> <li>3. To submit weekly diaries</li> <li>4. To attend to any other duties as assigned by the DFO from time to time.</li> </ol>	

### Powers and Duties of Officers and Employees

Designation	Forester, Social Forestry.	
Power	Administrative	<ol style="list-style-type: none"> <li>1. To supervise the plantations carried out by his subordinate.</li> <li>2. To report if there is any breach in agreement in plantation centre.</li> </ol>
	Financial	Payment to Muster Rolls as assigned by ACFs or Range Officers
	Other.	As assigned by Range Officer, ACF and DFO from time to time
Duties.	<ol style="list-style-type: none"> <li>1. To stay at their headquarter</li> <li>2. To carry out afforestation works.</li> <li>3. To know the whole of their beat thoroughly including principal village roads and other line of communication.</li> <li>4. Forest Protection and patrolling.</li> <li>5. To receive report from Forest guard and forward them to immediate superior.</li> <li>6. To submit weekly dairies.</li> </ol>	

### Powers and Duties of Officers and Employees

Designation		Superintendent
Power	Administrative	To maintain attendance sheets
	Financial	
	Other.	As assigned by officers
Duties.	<ol style="list-style-type: none"> <li>1. Cleanliness of the branch.</li> <li>2. Discipline and punctuality of staffs.</li> <li>3. Distribution list of works up date.</li> <li>4. Arrangement for disposal of works during absent of any Asst.</li> <li>5. To submit all the receipts and files at dak stage</li> <li>6. To keep watch on hold up in the movement of dak between the branch and higher officers.</li> <li>7. To mark receipt in the name of Asst. and to give direction.</li> <li>8. To scrutinize the notes and drafts of Assistant.</li> <li>9. To give priority marking on drafts and letters etc.</li> <li>10. To ensure maintenance of registers, updating of manual rules.</li> <li>11. To ensure submission of reports and return in time.</li> <li>12. To deal with Confidential or other works of the branch as may be entrusted by controlling officers.</li> </ol>	

### Powers and Duties of Officers and Employees

Designation		Dealing Assistant
Power	Administrative	
	Financial	
	Other.	As assigned by Superintendent and Officers from time to time
Duties.	<ol style="list-style-type: none"> <li>1. Prompt examination of all receipts</li> <li>2. Collection of materials for taking action on receipt.</li> <li>3. Open new file if necessary.</li> <li>4. To put up a case after examination to superintendent.</li> <li>5. To maintain a log book, file movement register and reminder dairy</li> <li>6. To keep all manuals, Acts, Rules etc., up to date with which he is concerned.</li> <li>7. To compare fair copy with the draft and make necessary correction.</li> <li>8. To check the list of periodical returns.</li> <li>9. To attend such other works as may be assigned by the</li> </ol>	

	superintendent or higher officers.
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### **Powers and Duties of Officers and Employees**

Designation	Typist	
Power	Administrative	
	Financial	
	Other.	As assigned by Superintendent and Officers from time to time
Duties.	<ol style="list-style-type: none"> <li>1. To type all matters mark to him.</li> <li>2. To maintain a log book.</li> <li>3. To report any unfinished priority work at the end of the day</li> <li>4. To observed instruction on maintenance of Computer.</li> <li>5. To compare fair copies as directed by superintendent.</li> <li>6. To do any other works as may be assigned by superintendent or higher officers.</li> </ol>	

### **Powers and Duties of Officers and Employees**

Designation	Stenographer	
Power	Administrative	
	Financial	
	Other.	As assigned by Superintendent and Officers from time to time
Duties.	<ol style="list-style-type: none"> <li>1. Planning the work in consultation with the officers.</li> <li>2. Proper public relations.</li> <li>3. Attend to telephone.</li> <li>4. Attend to correspondence and files as may be entrusted</li> <li>5. To keep reference book up to date.</li> <li>6. To maintain calendar of forth coming meeting and conferences.</li> <li>7. Keep the confident.</li> <li>8. Any other duties may be assigned from time to time</li> </ol>	

### **Powers and Duties of Officers and Employees**

Designation	Driver.	
Power	Administrative	
	Financial	
	Other.	As assigned by Officers

Duties.	<ol style="list-style-type: none"> <li>1. Punctuality.</li> <li>2. Wearing of uniform.</li> <li>3. To possess up to date driving license</li> <li>4. To possess good driving skill.</li> <li>5. To display good conduct &amp; behaviour</li> <li>6. To carry out minor maintenance and repairs of vehicle</li> <li>7. To maintain log book.</li> <li>8. To keep safe custody of vehicle.</li> </ol>
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### **Powers and Duties of Officers and Employees**

Designation	Duftry	
Power	Administrative	
	Financial	
	Other.	As assigned by Superintendent and Officers
Duties.	<ol style="list-style-type: none"> <li>1. Punctuality.</li> <li>2. Wearing of uniform.</li> <li>3. Polite and respectful.</li> <li>4. To know the location of banks and Govt. offices and residence officer</li> <li>5. To attend Treasury and bank duties.</li> </ol>	

### **Powers and Duties of Officers and Employees**

Designation	Office Peon.	
Power	Administrative	
	Financial	
	Other.	As assigned by Superintendent and Officers
Duties.	<ol style="list-style-type: none"> <li>1. Punctuality.</li> <li>2. Wearing of uniform</li> <li>3. To keep the office chamber/room neat and tidy.</li> <li>4. Should know the location of Govt. offices, banks, residence of officers.</li> <li>5. Should know working hour of Post &amp; Telegraph, Treasury office.</li> <li>6. Should know description of stationery article forms etc.</li> <li>7. Polite and respectful towards officer, staffs and general public.</li> <li>8. Avoid personnel work when send on duty</li> <li>9. Must not leave office without prior permission.</li> <li>10. To fill up water jug/glass if so required.</li> <li>11. To keep the office room clean and tidy, arrange office table chairs Almira, book shelve and other furniture</li> <li>12. To keep Stationery articles on officers and staffs table.</li> <li>13. To switch off all the light and heater, close the window.</li> <li>14. To remove all waste paper as directed.</li> <li>15 Assist in any office work as may be required by him</li> <li>16. To open the windows of the office room, unless there are instruction to the contrary.</li> </ol>	

### Powers and Duties of Officers and Employees

Designation	Environment Planning Officer	
Power	Administrative	
	Financial	
	Other.	As assigned by Officers from time to time
Duties.	<p>1. The post was originally created to promote and coordinate all environment activities in the Urban Affairs Directorate. It was transferred to the Forest &amp; Environment Department in 1991.</p> <p>2. General direction, execution and supervision of works relating to Environment wing</p>	

### Powers and Duties of Officers and Employees

Designation	Field Assistant	
Power	Administrative	
	Financial	
	Other.	As assigned by Officers from time to time
Duties.	<p>1. To assist the Environment Planning Officer in field works</p> <p>2. To attend to files on technical matters as assigned from time to time.</p>	

### Powers and Duties of Officers and Employees

Designation	Khalasi	
Power	Administrative	
	Financial	
	Other.	As assigned by Field Assistants and Officers from time to time
Duties.	<p>1. To assist the Environment Planning Officer in field works</p>	

## Chapter - 4

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

- 4.1 Please provide list of rules, regulation, instruction, manual and records held by public Authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

Name of the document	Type of document
<ol style="list-style-type: none"> <li>1.Meghalaya Fundamental Rules &amp; Subsidiary Rules, 1984</li> <li>2.Meghalaya Financial Rules, 1981</li> <li>3.Meghalaya Delegation of Financial Power Rules, 1981 as amended in 2006</li> <li>4.Meghalaya Civil Services (General Provident Fund), Rules, 1985</li> <li>5.Meghalaya Treasury Rules, 1985</li> <li>6.Meghalaya Services Conduct Rules, 1990</li> <li>7.Assam Services Discipline and Appeal Rules, 1967</li> <li>8.Meghalaya Sectt Manual of Office Procedures</li> <li>9.Meghalaya Forest Service Rules, 1985</li> <li>10. MFS Rules for Conduct of Departmental Exam 1995</li> <li>11.Meghalaya Forest Subordinate Service Rules (Draft)</li> <li>12.Meghalaya Forest Ministerial Service Rules (Draft)</li> <li>13.Meghalaya Forest Guards Training Rules, 1994 as amended in 1996,</li> <li>14.Forest Account Code,</li> <li>15.Assam Forest Manual Vol II</li> <li>16. Working Plan Code.</li> </ol>	<div style="border: 1px solid black; width: 150px; height: 20px; margin-bottom: 10px;"></div> <p>Chose one of the types given below: Rules, Regulation, Instruction, Manual, Records Other</p>
<p>Brief write-up on the documents: Document listed from Sl No.1 to 8 are common to all the Government Departments. Documents from Sl No. 9 to 15 are specifically meant for Forest Department Meghalaya dealing with accounts, working plan for plantation, training and service condition of State Forest Service Officers and Forest Subordinate Staff.</p>	
<p>From where one can get a copy of Rules, Regulation, Instruction, Manual and Records. Sale Depot of the Government Press Meghalaya, Shillong.</p>	<p>Address. Additional Principal Chief Conservator of Forests/ Chief Conservator/ Conservator of Forests, Social Forestry &amp; Environment Meghalaya, Sylvan House, Lower Lachumiere, Shillong-793001</p>
<p>Draft Rules, Forest Account Code, Assam Forest Manual and Working Plan Code are in the custody of the Forest Department only.</p>	<p><u>Telephone</u> No.: <u>2227332/2228334</u></p> <p><u>FAX:</u> <u>2228334</u></p> <p><u>Email:</u> <u>sfmeghalaya@gmail.com</u></p> <p><u>Others:</u> _____</p>
<p>Fee charge by the department for a copy of Rules, Regulation, Instruction, Manual, and Records. (if any)</p>	<p>Prevailing market rate for Photostat of documents</p>

## Chapter 5

### Particulars of any arrangement that exists for Consultation with, or representation by, the Members of the public in relation to the formulation Of its policy or implementation thereof

#### Formulation of Policy

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

No.

Sl. No	Subject / Topic	Is it mandatory to ensure public participation (Yes/ No)	Arrangements for seeking public participation

1. This will help a citizen understand on what basis public participation formulation and implementation of policy matters is decided upon.

#### Implementation of Policy

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

Sl. No	Subject / Topic	Is it mandatory to ensure public participation (Yes / No)	Arrangements for seeking public participation
1.	National Afforestation Programme	yes	Formation of Joint Forest Management Committee for a village or cluster of villages and registration in the Office of the Conservator of Forests, Social Forestry & Environment.
2.	Green India Mission	yes	Formation of Joint Forest Management Committee for a village or cluster of villages and registration in the Office of the Conservator of Forests, Social Forestry & Environment.



### Chapter 6 (Manual -5)

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

6.1. Use the format given below to give the information about the official documents.

Available at Directorate Level

Sr. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by /under Control of
1	Plantations	General Matters	Apply to the APIO/PIO in accordance with the RTI Act,2005 and Rules framed there under	APCCF/CCF/CF SF & Env, Meghalaya
2	Right to Information Act 2005	General Matters	-do-	-do-
3	F.C. Act 1980	General Matters	-do-	-do-
4	Court Case & working scheme	General Matters	-do-	-do-
5	Head Quarter schemes	Schemes	-do-	-do-
6	Mass Education and Cultural Operation	Schemes	-do-	-do-
7	Environmental Forestry	Schemes	-do-	-do-
8	Recreation Forestry	Schemes	-do-	-do-
9	Forest Nurseries	Schemes	-do-	-do-
10	2406-01-102-(04) Social Forestry VI-Schedule	Schemes	-do-	-do-
11	2406-02-800-(02) Environment & ecology G.P	Schemes	-do-	-do-
12	2406-02-800(02) Environment & Ecology VI- Schedule	Schemes	-do-	-do-
13	2406-02-112(04)Wards Lake VI-Schedule1	Schemes	-do-	-do-
14	2406-001-(02)Payment dues to MeSEB/Municipal Board	Schemes	-do-	-do-
15	Quarterly Progress Report	Progress Report	-do-	-do-
16	Annual Administration Report	Progress Report	-do-	-do-
17	Personal Files Divisions	Establishment (Divisions)	-do-	-do-
18	Service Books Divisions	Establishment (Divisions)	-do-	-do-
19	Distribution List of Staff Divisions	Establishment (Divisions)	-do-	-do-
20	Gradation List Divisions	Establishment (Divisions)	-do-	-do-
21	ACR Divisions	Establishment (Divisions)	-do-	-do-
22	Stationery article & store	Maintenance Account	-do-	-do-
23	Vehicles	Maintenance Account	-do-	-do-
24	G.P.F. 1985	Maintenance Account	-do-	-do-
25	T.A. Bills	Maintenance Account	-do-	-do-
26	Telephone	Maintenance Account	-do-	-do-
27	H.B.A	Maintenance Account	-do-	-do-
28	Motor Car other Advance	Maintenance Account	-do-	-do-
29	Quarter	Maintenance Account	-do-	-do-
30	Bills & Account Matters	Maintenance Account	-do-	-do-
31	Cherrapunjee schemes	Schemes	-do-	-do-
32	NAP	Schemes	-do-	-do-
33	NEC	Schemes	-do-	-do-
34	Cash Account	Expenditure	-do-	-do-
35	Review	Meeting	-do-	-do-
36	DPC	Meeting	-do-	-do-
37	Rajya & Lok Sabha	Questions	-do-	-do-

38	Assembly	Questions	-do-	-do-
39	Medical Bills (Advt)	Bills	-do-	-do-
40	Service Books	Establishment	-do-	-do-
41	Personal Files (Headquarter)	Establishment	-do-	-do-
42	Leave Account	Establishment	-do-	-do-
43	National Bamboo Mission	Scheme	-do-	-do-
44	Medicinal plants/Herbal gardens	Scheme	-do-	-do-
45	Green India Mission	Scheme	-do-	-do-
46	Environment Cell	Establishment	-do-	-do-
47	Parks & Garden	Scheme	-do-	-do-
48	State Level Environment Impact Assessment Authority (SEIAA)	General Matters ( Environment)	-do-	CCF SF & Env. Meghalaya Member Secretary

## Chapter 7

### A statement of boards, council, committees and other bodies constituted as its part

7.1. Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format:

- Name and address of the Affiliated Body
  - Jaintia Hills Social Forestry Division Forest Development Agency, Jowai
  - East Khasi Hills Social Forestry Division Forest Development Agency, Shillong
  - West Khasi Hills Social Forestry Division Forest Development Agency, Nongstoin
  - Ri-Bhoi Social Forestry Division Forest Development Agency, Nongpoh
  - East Garo Hills Social Forestry Division Forest Development Agency, Williamnagar
  - West Garo Hills Social Forestry Division Forest Development Agency, Tura
  - South Garo Hills Social Forestry Division Forest Development Agency, Baghmara
- Type of Affiliated Body (Board, Council, Committees, Other Bodies)
  - The above named Bodies are registered societies sponsored by the Forest & Environment Dept Govt. of Meghalaya
- Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)
  - The Body was created to institutionalize peoples participation, implement national afforestation programme and to receive direct funding from both the State and the Central Government and other donor agencies. Forest Development Agencies came into being under authority of the Govt notification No. FOR.62/2000/239 dtd 9.9.03
- Role of the Affiliated Body (Advisory / Managing / Executive / Others)
  - The Forest Development Agencies plan and execute schemes relating to conservation of forest, wildlife and environment, livelihood, natural calamities etc with the active participation of the people. The Joint Forest Management Committees registered under the FDAs are the cutting edge for the implementation of any scheme or programme undertaken by the FDA.
- Structure and Member Composition
  - Executive Body is appointed by the Government and is composed of the following members viz. Conservator of Forests Social Forestry as Chairperson, Divisional Forest Officer Social Forestry Division as Member Secretary, DFOs in charge of Territorial and Wildlife Divisions, District Level Officers of line Departments, Project Director DRDA, Rep. from Autonomous District Council, 3 to ten reps of JFMC including women representatives, co-opt rep of a clan/community/land holder if not represented through JFMC channel.
  - The General Body is appointed by the Government and it consists of the members of the Executive Body, adequate representation of women, Assistant Conservator of Forests and Forest Rangers.
- Head of the Body
  - The Chairman who is assisted by the Member Secretary.
- Address of main office and its Branches
  - Member Secretary cum CEO Jaintia Hills Social Forestry Division Forest Development Agency, Jowai-793150
  - Member Secretary cum CEO East Khasi Hills Social Forestry Division Forest Development Agency, Management Building, Lower Lachumiere, Shillong -793001
  - Member Secretary cum CEO West Khasi Hills Social Forestry Division Forest Development Agency, Nongstoin-793119
  - Member Secretary cum CEO Ri-Bhoi Social Forestry Division Forest Development Agency, Nongpoh 793102

Member Secretary cum CEO East Garo Hills  
Williamnagar 794111

Social Forestry Division Forest Development Agency,

Member Secretary cum CEO West Garo Hills Social Forestry Division Forest Development Agency, Forest Complex,  
Dakopgre, New Tura-794101

Member Secretary cum CEO South Garo Hills Social Forestry Division Forest Development Agency, Baghmara  
794102

- Frequency of Meetings  
Once in three months normally or emergency meeting may be convened at 24 hrs notice for the Executive Body. Once a year within 2 months from the end of financial year or an extra ordinary general body meeting may be convened on 7 days notice.
- Can public participate in the meetings?  
No
- Are minutes of the meetings prepared?  
Yes
- Are minutes of the meetings available to the public? If yes please provide information about the procedure to obtain them.  
Available only to members.

7.2. Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format:

Name and address of the Affiliated Body

CCF SF & Env. and Member Secretary SEIAA, Sylvan House, Lower Lachumiere, Meghalaya, Shillong 793001

- Type of Affiliated Body (Board, Council, Committees, Other Bodies)  
**State Level Environment Impact Assessment Authority (SEIAA)**
- Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)  
Establishment year of the present SEIAA – 5<sup>th</sup> August, 2015  
**Objectives** – To act as the secretariat and exercise such powers and follow such procedures as enumerated in the notification No. S.O. 1533 (E) dated 14<sup>th</sup> September 2006 as amended from time to time. The Chairman and the non-official members of the Authority shall hold office for a period of three (3) years from the date of publication of the Notification
- Role of the Affiliated Body (Advisory / Managing / Executive / Others)  
Empowered to grant Environmental Clearances to developmental projects listed in the Schedule to the EIA notification dated 14<sup>th</sup> September 2006
- Structure and Member Composition  
**Chairman** - Shri. Toki Blah IAS (Retd.)  
**Member Secretary** - CCF (SF & Env )  
**Members** – Prof. B. K. Tiwari
- Head of the Body  
Chairman.
- Address of main office and its Branches  
CCF SF & Env cum member Secretary SEIAA, Meghalaya, Sylvan House, Lower Lachumiere, Shillong 793001
- Frequency of Meetings  
As per requirement, generally, once in a month.
- Can public participate in the meetings?  
No
- Are minutes of the meetings prepared?  
Yes
- Are minutes of the meetings available to the public? If yes please provide information about the procedure to obtain them.  
No, it is circulated to the Members only at present. Very soon, all the minutes will be uploaded on to the website concerned

7.3. Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format:

- Name and address of the Affiliated Body  
DCF (SF) and Secretary SEAC, O/O APCCF (SF & Env), Sylvan House, Lower Lachumiere, Meghalaya, Shillong 793001
- Type of Affiliated Body (Board, Council, Committees, Other Bodies)  
**State Level Expert Appraisal Committee (SEAC)**
- Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)  
Establishment year of the present SEAC – 5<sup>th</sup> August, 2015  
**Objectives** – To assist the SEIAA and exercise such powers and follow such procedures as enumerated in the notification No. S.O. 1533 (E) dated 14<sup>th</sup> September 2006 as amended from time to time. Moreover, the committee shall function on the principle of collective responsibility. The Chairman and members of SEAC shall hold office for a term of (three) years from the date of publication of the notification.  
  
Role of the Affiliated Body (Advisory / Managing / Executive / Others)  
Advisory
- Structure and Member Composition  
**Chairman** - Shri. Darlando Thanmi Khathing  
**Secretary** - Deputy Conservator of Forests (SF), Office of APCCF (SF & Env.)  
**Members** – Shri. Knudsenberg Cheran Momin, Shri. Toiler H.S. Bonney IFS (Retd.), Shri. Puhran M. Sangma, Shri. Donkumar Syiem, Shri. Phngain Singh Giri Lyngdoh,
- Head of the Body  
Chairman.
- Address of main office and its Branches  
Dy. CF (SF) and Secretary SEAC, O/O APCCF Social Forestry & Env Meghalaya, Sylvan House, Lower Lachumiere, Shillong 793001
- Frequency of Meetings  
The Committee shall meet at least once in a month.
- Can public participate in the meetings?  
No
- Are minutes of the meetings prepared?  
Yes
- Are minutes of the meetings available to the public? If yes please provide information about the procedure to obtain them.  
No, it is circulated to the Members only at present. Very soon, the minutes of all the meetings will be uploaded on to the website concerned. All the Environmental Clearances issued have already been uploaded on the website of MSPCB as an interim measure.

7.4. Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format:

- Name and address of the Affiliated Body  
**Co-ordination Committee to monitor the implementation of the Environment (Protection) Act, 1986 and the Rules and Guidelines framed there under as amended from time to time**  
  
**Nodal Agency: - The Meghalaya Urban Development Authority**  
Raitong Building, Shillong 793001
- Type of Affiliated Body (Board, Council, Committees, Other Bodies)  
**Co-ordination Committee to monitor the implementation of the Environment (Protection) Act, 1986 and the Rules and Guidelines framed there under as amended from time to time**
- Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)  
**Establishment year** – 24<sup>th</sup> January, 2017  
**Objectives** –  
1. To review the progress of implementation of the Environment (Protection) Act, 1986 and the Rules made there-under and ensure compliance with the same. It shall also examine and recommend action plans.  
2. The Committee shall monitor compliance of specific directions of Courts/ Tribunals etc.. specified and relating to environmental pollution and health hazard issues.
- Role of the Affiliated Body (Advisory / Managing / Executive / Others)

## Advisory

- Structure and Member Composition

**Chairman:** Chief Secretary

**Members:** Additional Chief Secretary/Principal Secretary/Commissioner & Secretary to the Govt. of Meghalaya Health & Family Welfare Department, Mining & Geology Department, Finance Department, Forests & Environment Department, Urban Affairs Department, Commerce & Industries Department, Agriculture Department, Planning Department, Principal Secretary/ Commissioner & Secretary to the Govt. of Meghalaya, Water Resource Department, Community & Rural Development Department, Public Health Engineer Department, Secretary Law Department, Principal Chief Conservator of Forests & HoFF Meghalaya, Chairman Meghalaya State Pollution Control Board, Secretary Meghalaya Urban Development Authority (MUDA) & Director Urban Affairs, Meghalaya

**Member Secretary:** Additional Principal Chief Conservator of Forests (Social Forestry & Environment), Meghalaya

- Head of the Body  
Chairman.
- Address of main office and its Branches  
**APCCF SF & Env. Meghalaya, Sylvan House, Lower Lachumiere, Shillong 793001**
- Frequency of Meetings  
The Committee shall sit at least once in three months.
- Can public participate in the meetings?  
No
- Are minutes of the meetings prepared?  
Yes
- Are minutes of the meetings available to the public? If yes please provide information about the procedure to obtain them.  
No, it is circulated to all the Members only.

## Chapter 8

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

- 8.1. Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority in the following format

**Name of the Public Authority:** Office of the Additional Principal Chief Conservator of Forests (Social Forestry & Environment) Meghalaya, Shillong.

**Assistant Public Information Officers:**

**Public Information Officers:**

Sl. No.	Name	Designation	S.T.D. Code	Ph. No		Fax	Email	Address
				Office	Home			
1	Shri R. S. Gill, IFS	APCCF/SF & Env.	0364	2227332	9402507160	2228334	freedomtower@radiff.com	Sylvan House, Lower Lachumiere, Shillong-1
2	Shri P. S. Nongbri, IFS	CCF/SF & Env.	0364	2226403	9485104807	2228334	nongbri.pynbiang@gmail.com	-do-
3	Shri. S.A. Nongsiej, IFS	Conservator of Forests (Social Forestry & Environment), i/c Social Forestry, Khasi & Jaintia Hills	0364	2228334	9436998560	2228334	sfmeghalaya@gmail.com	-do-
4	Shri. P.R. Marak, IFS	Conservator of Forests, i/c Social Forestry, Garo Hills, Tura	03651	232088	8575568709		cfghsocialforestry@gmail.com	Forest Complex Dakopgre, New Tura - 794002
5	Shri B. Wahlang IFS	Divisional Forest Officer, East Khasi Hills Social Forestry Division Shillong	0364	2500245	9436999112	Nil	<a href="mailto:socialforestrydivisionekh@gmail.com">socialforestrydivisionekh@gmail.com</a>	Divisional Forest Officer, East Khasi Hills Social Forestry Division, Management Building, Lachumiere, Shillong 793001
6	Shri S.K. Budnah MFS	Divisional Forest Officer, West Khasi Hills Social Forestry Division Nongstoin	953654	222279	9436162854	222279	socialforestrywkh@gmail.com	Divisional Forest Officer, West Khasi Hills Social Forestry Division, Nongstoin.
7	Smt. N.	Divisional Forest Officer,	03652	223946	223947/	Nil	<a href="mailto:dfosocialforestry@gmail.com">dfosocialforestry@gmail.com</a>	Divisional Forest Officer,

	Laloo, MFS	Jaintia Hills Social Forestry Division Jowai			9436999122		<a href="mailto:yjowai123@gmail.com">yjowai123@gmail.com</a>	Jaintia Hills Social Forestry Division, Jowai
8	Shri. J. Dkhar MFS	Divisional Forest Officer, North Khasi Hills Social Forestry Division, Nongpoh.	03638	232317	232782/ 9436999101	Nil	dfosfribhoi1994@gmail.com	Divisional Forest Officer, North Khasi Hills Social Forestry Division, Nongpoh
9	Smt. R. K. Sangma, MFS	Divisional Forest Officer, East Garo Hills Social Forestry Division, Williamnagar	03658	220397	220306/ 9485104806	Nil	<a href="mailto:dfosfwgar@gmail.com">dfosfwgar@gmail.com</a>	Divisional Forest Officer, East Garo Hills Social Forestry Division, Williamnagar
10	Shri. R. K. Marak, MFS	Divisional Forest Officer, West Garo Hills Social Forestry Division Tura.	03651	232776	222380/ 9436103206	Nil	dfowghtura@gmail.com	Divisional Forest Officer, West Garo Hills Social Forestry Division, Tura.
11	Shri. T. P. Marak, MFS	Divisional Forest Officer, South Garo Hills Social Forestry Division, Baghmar.	03689	222235	222182/ 9436306076	Nil	dfobaghmara@gmail.com	Divisional Forest Officer, South Garo Hills Social Forestry Division, Baghmar
12	Smt. M.J. Sangma MFS	Deputy Conservator of Forest (Social Forestry)	0364	2505332	9436998862	2228334	dcf.sfenv@gmail.com	Sylvan House, Lower Lachumiere, Shillong- 793001

Sl. No	Name	Designation	STD Code	Ph. No		Fax	Email	Address
				Office	Home			
1	Shri N. L. Marwein, ACF.	ACF I/C Range Forest Officer Myllem Social Forestry Range	0364	2500245 /9436998 568	Nil	Nil	Nil	ACF I/C Range Forest Officer , Social Forestry Range Myllem, Upper Shillong
2	Shri N. L. Marwein, ACF.	ACF I/C Range Forest Officer Shillong Social Forestry Range	-do-	-do-	Nil	Nil	Nil	ACF I/C Range Forest Officer, Social Forestry Range Forest Colony, Polo
3	Shri. Teiborlang. Puwein, FR	Range Forest Officer Cherrapunjee Social Forestry range	Nil	94369991 69	Nil	Nil	Nil	Range Forest Officer ,Social Forestry range Cherrapunjee P.O. Cherrapunjee, East Khasi Hills
4	Shri S. Khongjee, FR	Range Forest Officer Pynursla Social Forestry Range	Nil	70850592 00	Nil	Nil	Nil	Range Forest Officer, Social Forestry Range P.O. Pynursla, East Khasi Hills
5	Smti. E. R. Kyndiah, FR	Range Forest Officer Mawkyrnrew Social Forestry Range	Nil	94369991 70	Nil	Nil	Nil	Range Forest Officer Social Forestry Range Mawkyrnrew P.O. Laitdiengsai, East Khasi Hills
6	Shri. Amethyst Slong, F.R	Range Forest Officer, Urban Beat.	0364	2500245/ 96121419 23	Nil	Nil	Nil	Urban Beat, Shillong, Management Building, Lower Lachumiere.
7	Shri. S. Syiemlieh, FR	Range Forest Officer Mawsynram Social Forestry Range	Nil	98560351 371	Nil	Nil	Nil	Range Forest Officer , Social Forestry Range Mawsynram P.O. Mawsynram, East Khasi Hills
8	Shri. B. M. Kharkongor, F.R.	Range Forest Officer Nongstoin Social Forestry Range	03654	280279/ 98629676 86	Nil	Nil	Nil	Range Forest Officer , Social Forestry Range, Nongstoin
9	Shri C. Rani, ACF	Range Forest Officer Riangdo Social Forestry Range.	Nil	82580468 80	Nil	Nil	Nil	Range Forest Officer, Social Forestry Range, Riangdo
10	Shri B. M. Kharkongor FR	Range Forest Officer Mairang Social Forestry Range	Nil	94361624 62	Nil	Nil	Nil	Range Forest Officer, Social Forestry Range Mairang, P.O. Mairang
12	Shri B. M. Kharkongor FR	Range Forest Officer , Mawkyrwat Range, Mawkyrwat.	03654	280279/ 98629676 86	Nil	Nil	Nil	Range Forest Officer , Mawkyrwat Range, Mawkyrwat.
13	Shri. N. Thongni	Nongshilong Beat	Nil	94361624				Nongshilong Beat Social Forestry,

	FR			62	Nil	Nil	Nil	Nongshillong
14	Shri. M. Wanniang, Fr- I	I/c Umjarain Social Forestry, Beat, Umjarain	Nil	9402024230	Nil	Nil	Nil	Beat Officer, Social Forestry, Umjarain Beat
15	Shri M. J. Kharbudon, FR	Range Forest Officer Khliehriat Social Forestry Range	Nil	9856043684	Nil	Nil	Nil	Range Forest Officer, Social Forestry Range, East Jaintia Hills, Khliehriat
16	Dr. G. Chyrmang ACF	Range Forest Officer Amlarem Social Forestry Range	Nil	9615722456	Nil	Nil	Nil	Range Forest Officer, Social Forestry Range Amlarem P.O. Amlarem, West Jaintia Hills
17	Shri S.P.R Shullai, FR	Range Forest Officer, Social Forestry Range, Jowai.	Nil	8132839602	Nil	Nil	Nil	Range Forest Officer, Social Forestry Range Jowai P.O. Jowai, West Jaintia Hills
18	Shri. Emdor, Passah, FR	Range Forest Officer, Social Forestry Range, Namdong	Nil	7085850253	Nil	Nil	Nil	Range Forest Officer, Social Forestry Range, West Jaintia Hills, Namdong
19	Smti. Y. Najjar, FR	Range Forest Officer, Social Forestry Range, Shanpung	Nil	9436998481	Nil	Nil	Nil	Range Forest Officer, Social Forestry Range Shangpung, West Jaintia Hills
20	Shri. S. Mawlong, FR	Range Forest Officer, Kyrdem Kulai (Nongsder) Social Forestry Range	Nil	9436998482	Nil	Nil	Nil	Range Forest Officer, Kyrdem Kulai, Social Forestry Range (Nongsder)
21	Shri. S. Mawlong, F.R.	Range Forest Officer Umsning, Social Forestry Range.	Nil	9436998482	Nil	Nil	Nil	Range Forest Officer, Umsning, Social Forestry Range.
22	Shri. S. Tarafdar, ACF	I/C Nongpoh Social Forestry Range, Nongpoh	Nil	9436998462	Nil	Nil	Nil	Range Forest Officer, Social Forestry Range, Nongpoh
23	Smt. E. I. Mawrie, FR	I/C Byrnihat SF Range, Byrnihat	Nil	9436998464	Nil	Nil	Nil	Range Forest Officer, Social Forestry Range, Byrnihat
24	Shri S. Khyriem, Fr I	Jirang SF Beat, Jirang	Nil	9856027127	Nil	Nil	Nil	Beat Officer, SF Beat, Jirang
25	Shri H. Syiem, Fr I	I/C Umsiang SF Beat, Umsiang	Nil	8794069197	Nil	Nil	Nil	Beat Officer, SF Beat, Umsiang
26	Shri. Chonseng M. Marak, F.R.	Range Forest Officer SF Bajengdoba & Beat Officer Kharkuta Beat	Nil	9862657320	Nil	Nil	Nil	Range Forest Officer, Social Forestry Range, Bajengdoba, P.O. Bajengdoba, East Garo Hills
27	Smt. Marthilina. M. Sangma, FR	Range Forest Officer, Williamnagar & Rongjeng Social Forestry Range	Nil	9856052847	Nil	Nil	Nil	Range Forest Officer, Social Forestry Range, Williamnagar & Rongjeng, P.O. Williamnagar, East Garo Hills.
28	Shri Ronald K. Sangma, Fr I	Beat Officer, SF Cherangre Beat	Nil	9401697937	Nil	Nil	Nil	Beat Officer, SF Cherangre Beat, East Garo Hills
29	Smt. Jezebeld. N. Areng, FR	Range Forest Officer Daddenggre Social forestry Range	Nil	9436998869	Nil	Nil	Nil	Range Forest Officer, Social Forestry Range, P.O. Tikirkilla, West Garo Hills.
30	Smt. C. T. D. Areng, FR	Range Forest Officer Betasing Social Forestry Range	Nil	7085853319	Nil	Nil	Nil	Range Forest Officer Social Forestry Range, Betasing P.O. Betasing, West Garo Hills.
31	Shri. B. C. Momin, FR.	SF Tura Beat	Nil	9089293891	Nil	Nil	Nil	Tura Social Forestry Beat, West Garo Hills, Tura
32	Shri. L. M. Momin, F.R.	Range Forest Officer, Baghmara Social Forestry Range	Nil	8415034809	Nil	Nil	Nil	Range Forest Officer, Social Forestry Range, P.O. Baghmara. South Garo Hills.
33	Smt. Annie Ch. Marak, FR	Range Forest Officer, SF Range, Khondok		8014182317				Range Forest Officer, SF Range, Khondok, South Garo Hills
34	Shri. Nildeth Marak, Fr-I	Forester I, i/c Masighat Social Forestry Range	Nil	9612948434	Nil	Nil	Nil	Range Forest Officer, Social Forestry Range, Masighat, P.O. Bagmara, South Garo Hills.

**Department Appellate Authority:**

Sl. No	Name	Designation	S.T.D. Code	Ph. No		Fax	Email	Address
				Office	Home			
1	Shri. R. S. Gill IFS (APCCF, Social Forestry & Environment)	Additional Principal Chief Conservator of Forests (Social Forestry & Environment)	0364	2227332	9485104804	2228334	-	Sylvan House, Lower Lachumiere, Shillong- 793001.

## Chapter 9

### Procedure followed in Decision Making Process

- 9.1 What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/ regulations etc can be made)

The Dealing Assistant puts up the file along with the papers under consideration with a background note. The Superintendent Social Forestry Branch scrutinizes the documents and sends the file either through the Dy.CF/Conservator/Chief Conservator of Forests or to the APCCF directly depending upon the importance of the subject matter.

- 9.2 What are the documented procedures / laid down procedures/ Defined Criteria/Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?

The Assistant initially examines the receipts for proper stamp affixation (if required under the Act/Rules), enclosure. Thereafter relevant materials are collected to help in taking decision. The Assistant puts up the receipt in the file concerned with a note to the Superintendent. The Superintendent scrutinizes the note for accuracy of facts before sending the file to the Controlling Officer.

- 9.3 What are the arrangements to communicate the decision to the public?

Through letter, press note/communiqué, gazette, PA system.

- 9.4 Who are the officers at various levels whose opinions are sought for the Process of decision making?

The Additional Principal Chief Conservator of Forests, Chief Conservator and the Conservator of Forests, Finance and Accounts Officer if the subject matter involves financial liability to the Government. Matters beyond the competence of the Officers named are referred to the Principal Chief Conservator of Forest & HoFF, Meghalaya.

- 9.5 Who is the final authority that vets the decision?

The Government or the Principal Chief Conservator of Forests & HoFF or the Additional Principal Chief Conservator of Forests or the Chief Conservator of Forests/Conservator of Forests or the Divisional Forest Officer in accordance with the powers conferred under the Fundamental Rules & Subsidiary Rules, Financial Rules, Assam Forest Manual Vol.II, Forest Account Code and Service Rules (IFS, SFS, Forest Subordinate, Ministerial Staff)

- 9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Sl. No.		
1.	Subject on which the decision is to be taken	Budget preparation and allocation of funds, Annual Confidential Report, Confidential matter, Tour and training of Officers and Staff.
2.	Guideline/Direction if any)	Financial Rules, O.M. issued by Finance or Personnel Dept of Central or State Govt as the case may be.
3.	Process of Execution	The Dealing Assistant concerned upon receipt of dak/letter puts up the matter along with papers under consideration and a note to the Superintendent. The Superintendent after scrutiny for facts and enclosures forwards it to the DCF/CF/CCF and APCCF, SF & Env
4.	Designation of officers involved in decision making	Additional Principal Chief Conservator of Forests, Social Forestry & Environment, Meghalaya
5.	Contact information of above mentioned officers.	Sylvan House, Lower Lachumiere, Shillong-793001
6.	If not satisfied to the decision, where and how to appeal	May appeal to the PCCF & HoFF, Meghalaya whose office is located at Sylvan House, Lower Lachumiere, Shillong-793001 or the Government in the Forest and Env Dept Meghalaya.





**Staffs under Environment Wing**

1	Vacant	EPO	0364	2505181	NIL	NIL	NIL	SEIAA Lower Lachumiere , Shillong-1
2	Vacant	UDA			NIL	NIL	NIL	--do--
3	Smti. E. Warjri	LDA			NIL	NIL	NIL	--do--
4	Shri. H.Rynjah	Office peon			NIL	NIL	NIL	--do--
5	Shri. S.Warjri	Khalasi			NIL	NIL	NIL	--do--
6	Shri. A.R.Marak	Khalasi			NIL	NIL	NIL	--do--
7	Shri. B.Soanes	F. Assistant	0364	2505181	NIL	NIL	<b>bens23946 @gmail. com</b>	--do--
8	Shri. E.Sohslee	-do-	0364	2505181	Nil	NIL	<b>ests1562 @gmail. com</b>	--do--
9	Shri. B. B. Gupta	Driver			NIL	NIL	NIL	--do--
10	Vacant	Typist			NIL	NIL	NIL	--do--
11	Smti. T. Dkhar	Steno Grade-II			NIL	NIL	NIL	--do--

**Chapter -11**  
**The Monthly Remuneration Received By Each of its**  
**Officers and Employees, Including the System of**  
**Compensation as Provided in Regulations**

11.1. Please provide information in following format 2017.

Sl. No.	Name	Designation	Monthly remuneration	Compensation / Compensatory allowance	The procedure to determine the remuneration as given in the regulation
<b>Staff under Social Forestry Branch</b>					
1	Shri. R. S. Gill, IFS	APCCF/SF & Env.	261555	NIL	Pay+DA+HRA+SDA+CCA+Spl. A
2	Shri P. S. Nongbri, IFS	CCF/SF & Env.	207150	NIL	--do--
3	Shri S. A. Nongsiej, IFS	CF/SF & Env.	210641	NIL	--do--
4	Smt. M. J.A. Sangma, MFS	DCF/ SF	82845	NIL	Pay+DA+HRA+HA+MA
5	Shri. W.Sun	Superintendent	63580	NIL	--do--
6	Shri. A. Khongphai	UDA	53836	NIL	--do--
7	Shri. H.B.Sumer	UDA	43308	NIL	--do--
8	Smti. M. Lyngdoh	UDA	40884	NIL	--do--
9	Smti. J. Kharkongor	UDA	65549	NIL	--do--
10	Shri. E. R. Lyngkhoi	Steno Grade-II	49428	NIL	--do--
11	Smti. S. Iadborne	LDA	46237	NIL	--do--
12	Smt. L. Rajee	LDA	36668		
13	Smti. Y. Passah	LDA	34696	NIL	--do--
14	Smt. D.Nongkhlaw	LDA	51284	NIL	--do--
15	Smti. R. Kurbah	Typist	37828	NIL	--do--
16	Vacant	Typist	-	-	-
17	Vacant	LDA	-	NIL	--do--
18	Vacant	LDA	-	NIL	--do--
19	Vacant	LDA	-	NIL	--do--
20	Smti. S. Lyngdoh	Cleaner	38524	NIL	--do--
21	Shri. G. A. Sangma	Duftry	40884	NIL	--do--
22	Shri. L. B. Sangma	Office Peon	30279	NIL	--do--
23	Shri. P. B. Paul	Driver	45934	NIL	--do--
24	Shri. Subash R. Marak	Driver	24824	NIL	--do--
25	Shri. A. Warbah	Office peon	26924	NIL	--do--
26	Smti. Dipti R. Marak	Office peon	21290	NIL	--do--
27	Shri. Mahesh Deka	Office Peon	23714	NIL	--do--
28	Shri. P. Passah	Office Peon	23444	NIL	--do--
29	Shri. Venny J. Kurbah	Typist (Skilled Wages)	6360	NIL	@ Wages rate approved by Labour Deptt.
30	Smt. Thena G. Momin	Typist (Wages) RCW	7050	NIL	--do--
31	Shri. B. Rai	Driver (Skilled wages)	7050	NIL	--do--
32	Shri. John Nongkynrih	Driver (Skilled wages)	7050	NIL	--do--
33	Smt. S. Kharsohnoh	Office Peon (unskilled wages)	6360	NIL	--do--
34	Shri. A. G. Momin	Sweeper (unskilled wages)	5670	NIL	--do--
35	Smti. C. Marak	Office Peon (unskilled wages)	5670	NIL	--do--
36	Smti. A. Sun	Office Peon (unskilled wages)	6360	NIL	--do--
37	Smti. Belma Mary Lyngdoh	Office Peon (unskilled wages)	5670	NIL	--do--
38	Shri. Kyrshan Iadborne	Driver (Skilled wages)	7050	NIL	--do--
39	Shri Zafeer Rynjah	Office Peon (unskilled wages)	5670	NIL	--do--
40	Smt. Shafali Dev Nath	Bungalow Peon	5670		

<b>Staff Under Environment Cell</b>					
1	Vacant	EPO	-	-	Pay+DA+HRA+HA+MA
2	Vacant	U.D.A	-	-	--do--
3	Smti. E. Warjri	LDA	58360	NIL	--do--

4	Shri. H. Rynjah	Office peon	46644	NIL	--do--
5	Shri. S. Warjri	Khalasi	40496	NIL	--do--
6	Shri. A. R. Marak	Khalasi	40496	NIL	--do--
7	Shri. B. Soanes	Environmental Planning & Protection Assistant	91910	NIL	--do--
8	Shri. E. Sohslee	-do-	91910	NIL	--do--
9	Shri. B. Gupta	Driver	44621	NIL	--do--
10	Vacant	Typist	-	-	-
11	Smti. T. Dkhar	Steno Grade-II	61028	NIL	--do--

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

**For Public Authorities responsible for developmental, construction, technical works**

12.1. Please provide information about the details of the budget for different activities under different schemes in the given format **Year 2016 – 17: -**

1	2	3	4	5	6	7	8	9	10
Sl. No.	Name of the Scheme/Head	Activity	Starting date of the activity	Planned end date of the activity	Amount Proposed	Amount Sanctioned -	Amount released/ disbursed ( no. of installments)	Actual expenditure for the year 2016-17	Responsible officer for the quality and the complete execution of the work
1	2406-01-102-(01) Forest Nurseries Scheme	Awareness campaign & World Environment day	1.4.2016	31.3.2017	51,17,666/-	51,17,666/-	51,17,666/-	50,99,666/-	DFO RFO
2.	2406 Forestry and Wildlife-01Forestry-102 Social and farm Forestry(02)-Environmental Forestry & Vanamohotsava VI Schedule (Pt II) Areas Plan	Payment of wages & Minor works	-do-	-do-	36,38,082/-	36,38,082/-	36,38,082/-	33,96,933/-	DFO RFO
3	2406 Forestry and wildlife-01-Forestry-102-Social and Farm Forestry(03) Recreation Forestry-Sixth Schedule (Pt II) Areas Plan	Payment of wages & Minor works	-do-	do-	30,80,244/-	30,80,244/-	30,80,244/-	26,13,711/-	DFO RFO
4	2406-01-102-(04) Social Forestry VI-Schedule	Pay of Staff & wages of Casual labour traveling expenses, Office Expenses & Muster Roll worker	-do-	do-	3,95,93,818 /-	3,95,93,818 /-	3,95,93,818 /-	3,52,83,649/-	DFO RFO
5	2406-01-102 (16) Afforestation & Critical Catchment Area	27 minor work	-do-	-do-	59,96,892/-	59,96,892/-	59,96,892/-	56,73,542/-	DFO RFO
6	2406--01—102 - (27) Ecological restoration of Cherrapunjee VII schedule (Pt. II) Areas plan during current years 2014 – 15	(02) Wages & 27. Minor Work	-do-	- do-	24,46,751/-	24,46,751/-	24,46,751/-	11,88,861/-	DFO SF East Khasi Hills, Shillong.
7	2406-01-102 (31) Forestry Mission IBDP	27 Minor work	-do-	-do-	56,07,380/-	56,07,380/-	56,07,380/-	50,52,066/-	DFO RFO
8	2406-02-112(04) Wards Lake VI-Schedule 1	Wages of Casual Labour Muster roll worker, Maintenance of wards Lake	- do -	- do -	7,67,280/-	7,67,280/-	7,67,280/-	7,14,000/-	DFO RFO
9	2406-02-800-(02) Environment & Ecology (HQ)	Pay of Staff & wages of Casual Labour TA & DF	- do -	- do -	14,64,220/-	14,64,220/-	14,64,220/-	11,39,813/-	CCF CF
10	2406-01-001-(08) - MeSEB/Municipal	-	- do -	- do -	17,22,348/-	17,22,348/-	17,22,348/-	14,48,000/-	DFO RFO
11	2406-01-070- (02) Building	Construction & Maintenance of Building	- do -	- do -	2,64,860/-	2,64,860/-	2,64,860/-	2,64,860/-	DFO RFO

12	4406-01-070 (08) Construction of Department Building	53 Major Work	-do-	-do-	-	-	-	-	DFO RFO
13	2406 – Forestry & Wildlife – 01- Forestry-102 Social and Farm Forestry (04) SF (HQ)	Salaries TA OE	-do-	-do-	42,00,620/-	42,00,620/-	42,00,620/-	9,15,400/-	CF SF Tura & DCF (SF), Shillong
14	2406-02-800(02) Environment & Ecology VI- Schedule (HQ)	Wages of Casual Labour & Muster Roll Worker	- do -	- do -	80,76,909/-	80,76,909/-	80,76,909/-	66,71,379/-	DFO RFO
15	2406 Forestry and wildlife-01 Forestry-003 Training (03) Mass Education and Cultural Operation for preservation of Forests (HQ)	-	-do-	-do-	4,00,000/-	4,00,000/-	4,00,000/-	1,91,807/-	DFO RFO
16	National Afforestation Programme Scheme: - Jaintia Hills SF FDA, Jowai. East Khasi Hills SF FDA, Shillong West Khasi Hills SF FDA, Nongstoin Ri Bhoi SF FDA, Nongpoh East Garo Hills SF FDA, Williamnagar West Garo Hills SF FDA, Tura South Garo Hills SF FDA, Baghmara Jaintia Hills (T) Division FDA, Jowai Khasi Hills WL.	Aided natural regeneration , artificial regeneration, bamboo plantation, cane plantation, mixed plantation of trees having MFP & medicinal values, pasture development, regeneration of perennial herbs & shrubs of medicinal values, soil moisture conservation, entry point activities, awareness raising, micro planning	<b>1.4.2016</b>	<b>31.3.17</b>	62.83 264.10 152.06 169.68 112.83 138.28 10.29 - <u>21.11</u> <b>931.18</b>	- - - - - - - - - -	- - - - - - - - - -	- - - - - - - - - -	No Sanction received

**For other Public Authorities**

Sl. No.	Head	Proposed budget	Sanctioned Budget	Amount released/disbursed(no of installment)	

**Chapter- 13**  
**The Manner of Execution of Subsidy Programmes**  
 No subsidy programme is implemented by the SF & Env Wing

13.1. Please provide the information as per the following format:

- Name of Programme/scheme
- Duration of the programme /scheme
- Objective of the programme
- Physical and financial targets of the programme (for the last year)
- Eligibility of Beneficiary
- Pre-requisites for the benefit
- Procedure to avail the benefits of the programme
- Criteria for deciding eligibility
- Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)
- Procedure for the distribution of the subsidy
- Where to apply or whom to contact in the office for applying
- Application Fee ( where applicable)
- Other Fees (where applicable)
- Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application )
- List of attachments ( certificates/ documents)]
- Format of Attachments
- Where to contact in case of process related complaints
- Details of the available fund (At various levels like District Level, Block Level etc)
- List of beneficiaries in the format given below

Serial Number /Code	Beneficiary name	Amount of subsidy	Parent/ Guardian	Criteria Of selection	Address			
					District	City	Town/ Village	House No

**Chapter -14**  
**Particulars of Recipients of Concessions, permits or authorization granted by it**

Does not arise in view of the reply to Chapter – 13

14.1. Please provide the information as per the following format:

- Name of Programme
- Type (Concession/ Permits/ Authorization)
- Objective
- Targets set (For the last year)

- Eligibility
- Criteria for the eligibility
- Pre-requisites
- Procedure to avail the benefits
- Time limit for the concession/ Permits/ Authorizations
- Application Fee ( where applicable)
- Application format (where applicable)
- List of attachments (certificates/ documents)
- Format of Attachments
- List of beneficiaries in the format given below

Serial Number /Code	Beneficiary name	Amount of subsidy	Parent/ Guardian	Criteria Of selection	Address			
					District	City	Town/ Village	House No

Also provide the following information for Concession

- Detail of the benefit given
- Distribution of benefits

## Chapter 15

### Norms set by it for the discharge of its functions

15.1 Please provide the details of the Norms/ Standards set by the department for execution of various activities/ programmes.

#### 1. UNIFIED NORMS

#### ANNEXURE - 'A'

(To be read with Annexure I & II enclosed)

#### 1. **NORMS FOR THE CREATION OF NURSERY (COST – NORM FOR ONE NURSERY BED)**

##### 1.1 **PERMANENT NURSERY.**

##### 1.1 (a) **POLYPOT NURSERY**

##### (i) **Norm in the first Year.**

Wages Rate = Rs. 189/-

Sl. No.	Items of Works.	Unified Norms		Remarks.
		Mandays	Amount	
1	2	3	4	5
1.	Preparation of Standard-Sized beds (13m x 1.3m x 0.20m) placing the Polythene bags	1.5	Rs. 283.5	NOTE. Sl. No. 1, 2, 3, 4, 5 & 6 are Preliminary Works.
2.	Cost of Polythene bags (22.5m x 15cm) in one bed 4 kg are required	7.2	Rs.1360.8	
3.	Cost of filling up of manure mixed earth in Poly bags including pounding after filling	9	Rs.1701	
4.	Cost of cow dung including transportation.	0.6	Rs. 113.4	
5.	Cost of Seeds.	1.5	Rs. 283.5	
6.	Cost of Goat Proof fencing net including cost of wooden fencing posts, erecting, fixing fitting etc., complete & including cost of staples.	1	Rs.189	
7.	Cost of Sowing including hoeing mulching etc.	1	Rs.189	
8.	Cost of pricking and transplanting of seedlings from Germination beds to poly bags.	2	Rs.378	Sl. No. 7, 8, 9, 10, 11 & 12 are

9.	Cost of construction of shades for protection of seedlings from frost during winter and direct sunlight in warm areas. a. Cost of materials. b. Labour Cost.	1 2	a. Rs. 189 b. Rs. 378	creation and maintenance in the first year.
10.	Cost of weeding (4 times weeding) @32.50 p.w	2.6	Rs. 491.4	
11.	Cost of watering.	1	Rs. 189	
12.	Miscellaneous cost e.g. fungicide, Tools & plants, making of inspection path, fertilizers, chemicals, lime, pesticides/ insecticides, growth hormones, etc.	0.2	Rs.37.8	
<b>TOTAL IN THE FIRST YEAR</b>		<b>30.6</b>	<b>Rs. 5783.4/-</b>	

(ii) **Maintenance during the second Year**

1.	Weeding – 3 times @ 32.50 p.w	1.95	Rs. 368.55/-
2.	Watering	0.5	Rs. 94.5/-
<b>TOTAL IN THE SECOND YEAR</b>		<b>2.45</b>	<b>Rs. 463.05/-</b>

1.1 (b) **NAKED ROOT NURSERY.**(i) **Norm during the first year.**

Sl. No.	Items of Works.	Unified Norms		Remarks.
		Mandays	Amount	
1	2	3	4	5
1.	Preparation of Standard-Sized beds (13m x 1.3m x 0.30m)	1.5	Rs.283.5	<b>Note</b> Same as 1.1 (a)
2.	Collection of Seeds	2	Rs.378	
3.	Fencing all round the Nursery site with Goat proof fencing net & wooden posts including erecting, fixing, fitting etc., complete.	1	Rs.189	
4.	Cost of Cow dung including transportation up to site.	0.6	Rs.113.4	
5.	Seeds treatment	0.3	Rs.56.7	
6.	Sowing of seeds including hoeing	0.1	Rs.18.9	
7.	Weeding of Nursery beds 4 weeding @32.50 p.w	2.6	Rs.491.4	
8.	Construction of shades with bamboo structure and thatch for protection from frost in winter and effect of sun in warm areas. a. Cost of Materials b. Labour Cost.	1 2	Rs.189 Rs.378	
9.	Watering of Nursery beds	1	Rs.189	
10.	Miscellaneous Cost e..g. Cost of Tools and plants, fertilizer, insecticides pesticides, growth hormones, making of inspection path etc.	0.2	Rs.37.8	
<b>TOTAL IN THE FIRST YEAR</b>		<b>12.3</b>	<b>Rs. 2324.7/-</b>	

(ii) **Maintenance during the second Year.**

1.	Weeding – (3 weeding only) @ 122.85 p.w	1.95	Rs. 368.55/-
2.	Watering of Nursery beds.	0.5	Rs. 94.50/-
<b>TOTAL IN THE SECOND YEAR</b>		<b>2.45</b>	<b>Rs. 463.05/-</b>



**NOTE.**

Arrangement for permanent water supply, sprinklers, purchase and installation of equipments, construction of quarters for the staff, wages for watch – and – ward staff, root trainers, mist chamber, green houses, cost of Diesel/Electric bill for running the pump sets etc., would be based on detailed estimate.

**1.2 TEMPORARY NURSERY.****1.2 (a) POLYPOT NURSERY****(i) Norm in the first Year.**

Sl. No.	Items of Works.	Unified Norms		Remarks.
		Mandays	Amount	
1	2	3	4	5
1.	Preparation of Standard-Sized beds	1.5	Rs. 283.5	NOTE. Sl. No. 1,2,3,4,5 & 6 are Preliminary Works.
2.	Cost of H.D. Polythene bags (22.5m x 15cm – 150 gauge)	7.2	Rs.1360.8	
3.	Cost of filling up of manure mixed earth in Poly bags including pounding after filling	9	Rs. 1701	
4.	Cost of cow dung including transportation.	0.6	Rs.113.4	
5.	Cost of Seeds.	1.4	Rs.264.6	
6.	Cost of Goat Proof fencing wire net including cost of wooden fencing posts, erecting, fixing fitting etc., complete & including cost of staples.	1	Rs.189	
7.	Cost of Sowing including hoeing mulching etc.	1	Rs.189	Sl. No. 7,8,9,10,11&12 are creation and maintenance in the first year.
8.	Cost of pricking and transplanting of seedlings from Germination beds to poly bags.	2	Rs.378	
9.	Cost of construction of shades for protection of seedlings from frost during winter and direct sunlight in warm areas. c. Cost of materials. d. Labour Cost.	1 2	Rs.189 Rs.378	

10.	Cost of weeding (3 weeding)	2.6	Rs. 491.4	
11.	Cost of watering.	1	Rs. 189	
12.	Miscellaneous cost e.g. Fungicide, Tools & plants, making of inspection path, fertilizers, chemicals, lime, pesticides/ insecticides, growth hormones, etc.	0.2	Rs.37.8	
<b>TOTAL IN THE FIRST YEAR</b>		<b>30.5</b>	<b>Rs. 5764.5/-</b>	

**(ii) Maintenance during the second Year.**

1.	Weeding – 2 weeding only are necessary @ 122.85 p.w.	1.3	Rs.245.70
2.	Watering	0.3	Rs.56.70
<b>TOTAL IN THE SECOND YEAR</b>		<b>1.6</b>	<b>Rs. 302.40</b>

**1.3 (b) NAKED ROOT NURSERY.****(i) Norm during the first year.**

Sl. No.	Items of Works.	Unified Norms		Remarks.
		Mandays	Amount	
1	2	3	4	5
1.	Preparation of Standard-Sized beds (13m x 1.3m x 0.30m)	1.5	Rs.283.5	
2.	Collection of Seeds	2	Rs.378	
3.	Fencing all round the Nursery site with Goat proof fencing net & wooden posts including erecting, fixing, fitting etc., complete.	1	Rs.189	

4	Cost of Cow dung including transportation up to site.	0.6	Rs.113.4	<b>Note</b> Same as 1.1 (a)
5	Seeds treatment	0.3	Rs.56.7	
6	Sowing of seeds including hoeing	0.1	Rs.18.9	
7	Weeding of Nursery beds.(4 weeding) @32.50 p.w	2.6	Rs. 491.4	
8.	Construction of shades with bamboo structure and thatch for protection from frost in winter and effect of sun in warm areas. c. Cost of Materials d. Labour Cost.	1 2	Rs.189 Rs.378	
9.	Watering of seedling in Nursery beds	1	Rs.189	
10.	Miscellaneous Cost e.g. Cost of Tools and plants, fertilizer, insecticides pesticides, growth hormones, making of inspection path etc.	0.2	Rs.37.8	
<b>TOTAL IN THE FIRST YEAR</b>		<b>12.3</b>	<b>Rs. 2324.7/-</b>	

(ii) **Maintenance during the second Year.**

1.	Weeding – ( 2 weeding only) @ 122.85 p.w	1.3	Rs. 245.7
2.	Watering of Nursery beds.	0.3	Rs.56.7
<b>TOTAL IN THE SECOND YEAR</b>		<b>1.6</b>	<b>Rs. 302.4/-</b>

**ABSTRACT****PERMANENT NURSERY**

Year	Poly pot nursery	Naked root nursery
1 <sup>st</sup> Year	Rs. 5783.4	Rs.2324.7
2 <sup>nd</sup> Year	Rs. 463.05	Rs. 463.05
<b>Total</b>	<b>Rs. 6246.45</b>	<b>Rs.2787.75</b>

**TEMPORARY NURSERY**

Year	Poly pot nursery	Naked root nursery
1 <sup>st</sup> Year	Rs. 5764.5	Rs. 2324.7
2 <sup>nd</sup> Year	Rs. 302.40	Rs. 302.40
<b>Total</b>	<b>Rs. 6066.90</b>	<b>Rs. 2627.10</b>

**NORM FOR AFFORESTATION OUTSIDE RESERVED FOREST & PROTECTED FORESTS**

(Rate of wages fixed by Labour Department =Rs.189/-)

Sl. No	Items of Works	Unified Norms		Remarks
		Mandays	Amount	
1	2	3	4	
1.	<b><u>Preliminary Year</u></b> Survey & Demarcation including fixing of boundary marks at strategic points.	2	378	
2.	Jungle clearance, burning, land preparation including hoeing staking pit digging. etc.	24	4536	
3.	<b><u>Fencing</u></b> a. With 3 strand barbed wire and wooden fencing posts including cost of staples, fixing, fitting etc complete. b. With peripheral earthen bunds along with live hedges and local fencing e.g. bamboos, timber etc.	64 50	12096 9450	
4.	Cost of collection of seeds (pine and other species)	5	945	
5.	Construction of Camp hut and inspection paths.	4	756	
6.	Purchase of tools and plantation	2	378	
7.	Supervisory staff to be engaged on casual basis from among the local people.	12	2263	
	<b>Total of Preliminary Year</b>	<b>113</b> <b>99</b>	<b>Rs. 21357/-</b> <b>(Barbed wire fencing)</b> <b>Rs. 18711/-</b> <b>(Peripheral bunding)</b>	

**First Year of Plantation**

Sl. No	Items of Works	Unified Norms		Remarks
		Mandays	Amount	
1	2	3	4	5
1.	<b><u>Creation of plantation.</u></b> i. Sowing of seeds including hoeing of soil and covering of seeds.  ii. Planting of nursery seedlings including carriage from nursery centers to plantation sites and proper ramming after planting.	6  16	Rs.1134  Rs.3024	
2.	Weeding 3 weeding @ Rs 2835/- p.w (1050 x 3)	45	Rs.8505	
3.	<b><u>Fire Protection during dry and windy season.</u></b> a. Wages of fire watchers from November of the creation year to April of the following year.  b. Fire line clearance internal and external fire-line including controlled burning.	10  10	Rs.1890  Rs.1890	
4.	Miscellaneous cost.			
	<b>Total of 1<sup>st</sup> Year.</b>	<b>71</b> <b>81</b>	<b>Rs. 13419</b> <b>(sowing)</b> <b>Rs. 15309</b> <b>(planting)</b>	

**Second Year Maintenance**

Sl. No.	Item of works	Mandays	Amount	Remarks
1	2	3	4	5
	<b><u>27-Minor Works</u></b>			
1.	Vacancy filling in mortality areas	4	Rs. 756/-	
2.	Weedings: 3 weedings @ 2,835/- per weeding per hectare	45 (15 x3)=45	Rs.8505/- (15 x 3)=45	
3.	<b><u>Fire protection during dry season</u></b> (a) Wages of firewatcher from November of the creation year to April of the following year  (b) Fire line clearance-Internal and external fire line including controlled burning	10  10	Rs.1,890/-  Rs.1,890/-	
	<b>Total cost in the 2<sup>nd</sup> Year</b>	69	<b>Rs.13041/-</b>	

**Third Year Maintenance**

Sl. No	Items of Works	Unified Norms		Remarks
		Mandays	Amount	
1	2	3	4	5
1.	Vacancy filling wherever necessary	4	Rs.756	
2.	Two weedings @ 2,835/- p.w	30	Rs.5670	
3.	<b>Fire Protection:</b> - a. Wages of fire watchers b. Fire line cutting and control burning	10 10	Rs.1890 Rs.1890	
4.	Miscellaneous cost e.g. repair of fencing and maintenance of inspection path etc.	4	Rs.756	
	<b>Total of 3<sup>rd</sup> Year</b>	<b>58</b>	<b>Rs.10,926/-</b>	

**Fourth Year Maintenance**

Sl. No	Items of Works	Unified Norms		Remarks
		Mandays	Amount	
1	2	3	4	5
1.	One weeding (only in non pine plantation where there is heavy growth of weeds/jungles.	15	Rs.2835	
2.	Fire Protection: - a. Wages of fire watchers b. Fire line clearance and control burning	10 10	Rs.1890 Rs.1890	
3.	Miscellaneous cost.			
	<b>Total of 4<sup>th</sup> Year.</b>	<b>35</b>	<b>Rs. 6615/-</b>	

**Fifth Year Maintenance**

Sl. No	Items of Works	Unified Norms		Remarks
		Mandays	Amount	
1	2	3	4	5
1.	One weeding (last weeding before the plants get established) only in non pine plantation.	15	Rs.2835	
2.	<b>Fire Protection:</b> - a. Wages of fire watchers b. Fire line cutting and control burning	10 10	Rs.1,890 Rs.1,890	
3.	Cost of singling out operation (silviculture clearance of decongesting of plantation for providing appropriate spacing from plant to plants.)	6	Rs.1134	
4.	Miscellaneous cost such as maintenance of inspection path and repairing of fencing	3	Rs.567	
	<b>Total of 5<sup>th</sup> Year.</b>	<b>44</b>	<b>Rs.8,316/-</b>	

## **Chapter -16**

### **Information available in an electronic form**

- 16.1 Please provide the details of the information related to the various schemes which are available in the electronic format.
- Under process

## **Chapter -17**

### **Particulars of the facilities available to citizens for obtaining information**

- 17.1. Means, methods or facilitation available to the public which are adopted by the department for dissemination of information. Like
- Office Library  
A small library of books is maintained where forestry related publications are kept for reference purpose only.
  - Drama and Shows – It is not used for dissemination of information.
  - Through News paper- Press Note/Communique is issued through the print media as per standing Government instructions.
  - Exhibition – The SF & Env Wing takes part in District, State and National level exhibition.
  - Notice Board – Notice Board is used in the Range and Division level Offices.
  - Inspection of Records in the Office -
  - System of issuing of copies of documents – As provided under the RTI Act and Rules made there under
  - Printed Manual Available - Not for sale only for Departmental use
  - Website of the Public Authority – [www.megforest.gov.in](http://www.megforest.gov.in)
  - Others means of advertising

## **Chapter -18**

### **Other Useful Information**

18.1 Frequently Asked Questions and their Answers by Public

18.2 Related to seeking Information

- Application form (a copy of filled application form for reference)
- Fee Rs.10/- alongwith application. For document Rs.2/- per page, Rs.50/- per CD
- How to write a precise information request
- Right of the Citizen in case of denial of information and procedure to appeal: As provided under RTI Act.

18.3 With relation to training imparted to public by Public Authority

The SF & Env Wing does not conduct any training for the public

- Name of training programme with brief description
- Time period for Training Programme/ Scheme
- Objective of training
- Physical and Financial Targets (Last Year)
- Eligibility for training
- Pre-requisite for training (If any)
- Financial and other form of help (If any)
- Description of help (Mention the amount of Financial help, if any)
- Procedure of giving helps
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures / documents
- Format of enclosures / documents
- Procedure of application
- Selection Procedure
- Time table of training programme (In case available)
- Process to inform the trainee about the training schedule
- Arrangement made by the Public Authority for creating public awareness about the training programmes.
- List of Beneficiary of the training programme at various levels like district level, block level etc.

## 18.4 With relation to training imparted to public by Public Authority

Does not arise in view of the reply to 18.3

- Name of training programme with brief description
- Time period for Training Programme/ Scheme
- Objective of training
- Physical and Financial Targets (Last Year)
- Eligibility for training
- Pre-requisite for training (If any)
- Financial and other form of help (If any)
- Description of help (Mention the amount of Financial help, if any)
- Procedure of giving helps
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures / documents.
- Format of enclosures / documents.
- Procedure of application.
- Selection Procedure
- Time table of training programme (In case available)
- Process to inform the trainee about the training schedule
- Arrangement made by the Public Authority for creating public awareness about the training programmes.
- List of Beneficiary of the training programme at various levels like district level, block level etc.
- Validity period of certificate (If applicable)
- Process of renewal (If any)

## 18.5 With relation to registration process

- Objective
- Eligibility for registration
- Pre-requisites (If any)
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures / documents
- Format of enclosures / documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application
- Validity period of registration (If applicable)
- Process of renewal (If any)

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

Does not collect taxes except by way of deduction of Professional Tax, VAT and Income Tax from suppliers and employees respectively.

- Name and description of tax
- Purpose of tax collection
- Procedure and criteria for determination of tax rates
- List of major defaulters

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

Not applicable in the case of SF & Env Wing of the Forest & Environment Department, Meghalaya

- Eligibility for connection
- Pre-requisites (If any)
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees / Charges (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures / documents
- Format of enclosures / documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application
- Brief description of terms used in the bills
- Tariff and Other Charges

18.8 Details of any other public services provided by the Public Authority

Distribution of seedlings at nominal rates approved by State Government to Institutions, Private tree growers and Government Departments subject to availability of surplus stocks in the nurseries maintained by SF Divisions.

Environmental awareness campaign on important days e.g. World Forestry Day, Earth Day, International Biodiversity Day, World Environment Day, Van Mahotsava, Ozone Layer Preservation Day etc.