

# **Template for the Information Handbook under Right to Information Act**

## **Chapter – 1**

### *Introduction*

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

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

#### **1.2. Objective/purpose of this handbook.**

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

#### **1.3. Who are the intended users of this handbook?**

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

#### **1.4. Organization of the information in this handbook.**

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

Chapter 1- Introduction

Chapter 2- Particulars of Organization, Functions and Duties

Chapter 3- Powers and Duties of Officers and Employees

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

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

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

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

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

Chapter 9- Procedure followed in Decision Making Process.

Chapter 10- Directory of Officers and Employees.

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

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

Chapter 13 - The Manner of Execution of Subsidy Programmes.

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

Chapter 15 - Norms set for the discharge of function.

Chapter 16 – Information available in an electronic form.

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

Chapter 18- Other Useful Information.

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

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

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

**Shri A. Ch. Marak, IAS**, Director of Higher and Technical Education, Meghalaya, Shillong- Telephone No- (0364) 2226015 (O)

**Smti A. Ali Nagi**, Joint Director of Higher & Technical Education (T), Meghalaya, Shillong- Email id- onlinertiinfodhte@gmail.com

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

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

## **Chapter – 2 (Manual 1)**

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

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

To provide and regulate education facilities in Higher Education and in the field of Technical Education for manpower development throughout the State through maintaining the facilities in the existing educational institutions and assisting in establishment of new institutions wherever there is a felt need in those areas not covered. The Govt. Institutions are under the direct control while the Non-Govt. Institutions that receives the grant-in-aid from the Govt. towards the salary of the teachers and other purposes are under its indirect control.

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

While the status of existing institutions shall have to be maintained, it is the vision of the Directorate to improve the quality of Higher Education in the state and encourage private participation in the field of education as the Govt. may not have adequate fund to meet the need of opening new Higher Educational Institutions due to fund constraint. The authority aims at achieving quality not only in academic but also in co-curricular and extra-curricular activities.

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

The Directorate of Higher & Technical Education, Meghalaya came into existence as one of the three Directorates after the trifurcation of the erstwhile Directorate of Public Instruction in 1997. The then Directorate of Public Instruction was created and inherited from the Govt. of Assam on the attainment of statehood in 1972.

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

##### **GENERAL EDUCATION:**

- Regulates setting up of Higher Educational Institutions through granting of No Objection Certificate after inspection by a team constituted for the purpose to examine the genuineness of the proposal and also having fulfilled the prescribed norms of the University concerned.
- Plays a supporting role by examining the proposal of extension of grant-in-aid to unaided institutions for approval by the Government after which it becomes a recurring maintenance grant.
- Releases recurring maintenance grant to all categories of Non-Government Grant-in-aid institutions on a quarterly basis beginning from March of each year.
- Emphasizes on youth development facilities through holding regular programmes on NCC & NSS.
- Provides incentives in the form of scholarship in various categories, stipend and book grant mainly to ST and SC students and to deserving general categories students.
- Processes and avail assistance from Govt. of India under various Centrally Sponsored Schemes.

##### **TECHNICAL EDUCATION**

- Technical Education started in the State with only one Polytechnic viz. Shillong Polytechnic established in the year 1965 which runs the following courses Civil, Electrical, Mechanical, Computer Sc & Engineering and Electronics Engineering with 60/30 intake each.
- Two more Polytechnics i.e. Tura Polytechnic and Jowai Polytechnic started functioning from the year 2003 with branches Computer Application, Medical Electronics & Food processing & Preservation for Tura Polytechnic of 30 intake capacity each and Architecture & Assistantship, Automobile Engineering and Custom Design & Garment Technology for Jowai Polytechnic of 30 intake capacity each.
- The Polytechnics are affiliated to Meghalaya State Council for Technical Education which was created in the year 1992 that looks after the various academic activities such as development of curriculum and syllabus, conduct of examination and co-curricular activities as per AICTE norms.
- Sponsors/nominates students for undergoing Engineering and Pharmacy courses outside the State both Degree and Diploma against seats allotted by Govt. of India every year.
- Provides incentives in the form of Stipend to Tribal students undergoing study in Degree/Diploma Level of Engineering Courses.
- The Directorate is in the process of establishing more technical institutions Viz. (1) Captain Williamson Sangma State Technical University, Tura, (2) Shillong Government College of Engineering, Shillong, (3) College of Architecture and Urban Planning, Tura and (4) Four more polytechnics at Williamnagar, Nongstoin, Mawbri-Nongpoh, Gasuapara.

#### **2.5. Main activities/functions of the public authorities.**

- To administer and run all Govt. Institutions in the state under its jurisdiction / control
- Release of grant-in-aid to Non-Govt. Institutions on a quarterly basis and allotment of fund to Govt. Institutions on quarterly basis.
- Timely release of scholarship and stipend to students etc.
- Filling up of vacant posts in Govt. Educational Institutions.
- Sending of proposal to Govt. for obtaining sanction on various schemes.

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

- Award of different categories of scholarship, book grant and stipend to students.
- Award of scholarship to students hailing from the notified border villages in addition to general Scholarship.
- Sponsoring of students for Technical studies outside the state against the seats reserved by Govt. of India, both Degree and Diploma.
- Conduct of Entrance Exam for R.I.M.C., Dehradun.

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

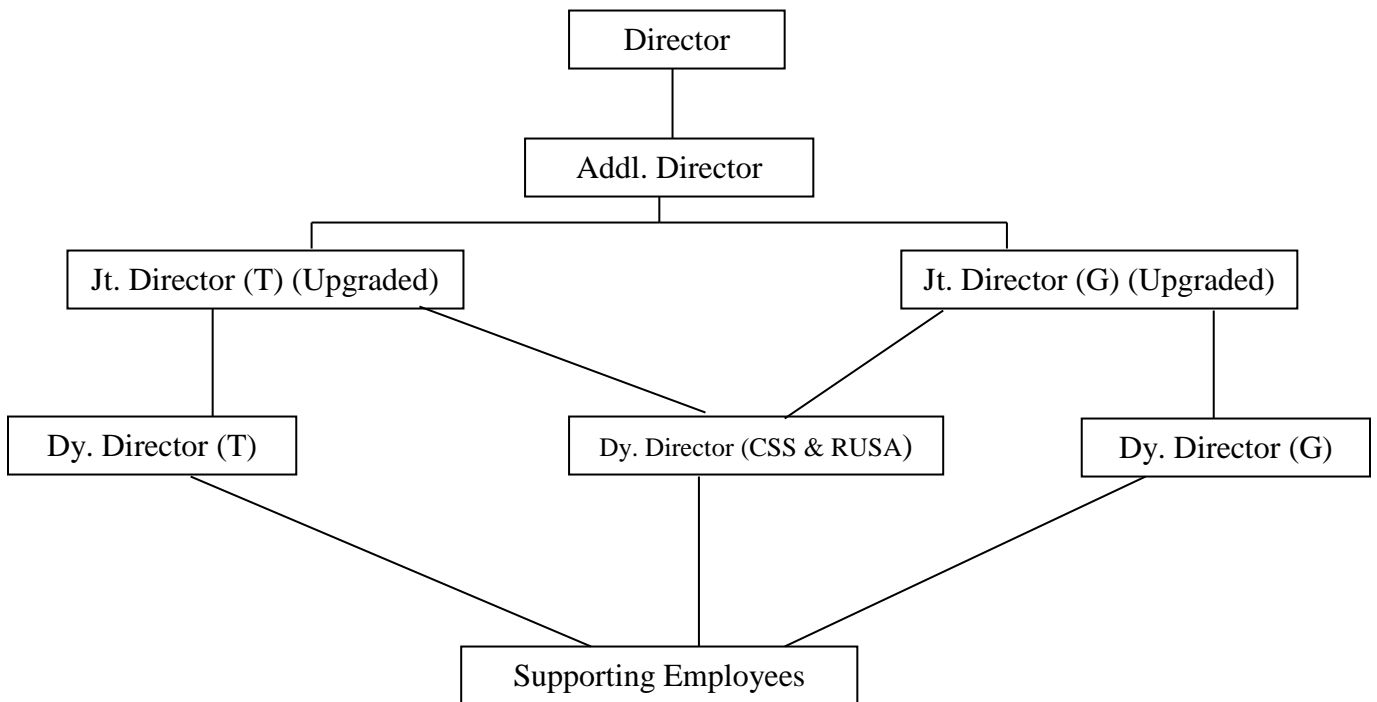


Fig . 1

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

In order to increase the effectiveness and efficiency of the Directorate of Higher & Technical Education in the service delivery system it is expected that the public may offer their valuable suggestions in writing.

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

For award of scholarship and stipend and allotment of seats in Technical UG/PG courses etc, the Directorate cause an advertisement in the news paper. The same is also done in respect of filling up of vacancies in different Govt. institutions.

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

Any grievance can be lodged in writing to the head of the Department and obtain a communication from him in due course. He can also be approached personally.

**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).**

**Head Office:** Directorate of Higher & Technical Education, Kenil Worth Road, Laitumkhrah, Shillong-793003

**2.12. Morning hours of the office:** 10:00 A.M.  
**Closing hours of the office:** 5:00 P.M., 4:30 P.M. (w.e.f. 15th Nov. to 14<sup>th</sup> Feb.)

## Chapter - 3 (Manual 2)

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

<b>Designation</b>	Director of Higher & Technical Education, Meghalaya, Shillong.	
Powers	Administrative	1. To issue appointment to all non gazetted employees 2. To sanction leave and draw departmental proceeding 3. To accord approval to the constitution of the Governing body of Non- Govt. Colleges and appointment of teachers (Sanctioned posts for Non- Govt. Colleges.)
	Financial	1. To allot fund to all Heads of Govt. Institutions and District Officers. 2. To sanction and release renewal grant-in-aid to Non-Govt. Institutions. 3. To incur office expenses within his delimited financial power.
	Others	1. To sponsor students for different courses (Degree & Diploma) outside the state to different Institutions as per GOI allotment. 2. To depute teachers of Polytechnics for attaining higher qualification.
Duties	1. To see that the discipline and punctuality in office is maintained. 2. To ensure timely allotment of fund and release of grants. 3. To send proposal to the Govt. for various schemes within the state budget and schemes sponsored by Govt. of India.	

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

- |  |   |   |
|--|---|---|
| 1. Smti A. Ali Nagi<br>Jt. Director (T)      | - | <ol style="list-style-type: none"> <li>1. All matters related to Technical Education</li> <li>2. Secretary, Meghalaya State Council for Tech. Edn.</li> <li>3. PIO</li> <li>4. Construction Projects of Institution including DONER Projects.</li> <li>5. Admission / Nomination of students outside the state for seats allotted by GOI.</li> <li>6. Nodal Officer for stipend under state Govt.</li> <li>7. Any other matters that may be allotted to her from time to time.</li> </ol> |
| 2. Jt. Director (G)                          | - | Vacant  |
| 3. Dr. B.D. Cajee,<br>Dy. Director (G)       | - | <ol style="list-style-type: none"> <li>1. All matters related to General Education</li> <li>2. APIO - I</li> <li>3. DDO</li> <li>4. All matters relating to MPURB</li> <li>5. State Nodal Officer of AISHE</li> <li>6. Any other matters that may be allotted to him from time to time.</li> </ol>  |
| 4. Shri F. B.S. Ramsiej,<br>Dy. Director (T) | - | <ol style="list-style-type: none"> <li>1. All matters related to Technical Education</li> <li>2. APIO-II</li> <li>3. Construction Projects of Institution including DONER Projects.</li> </ol>  |

- |   |   |
|---|---|
|   | <ol style="list-style-type: none"> <li>4. Admission / Nomination of students outside the state for seats allotted by GOI.</li> <li>5. Nodal Officer for SDG</li> <li>6. Any other matters that may be allotted to him from time to time.</li> </ol>   |
| 5. Dr. E. K. Mawkhiew,<br>Dy. DHTE (CSS & RUSA) | <ol style="list-style-type: none"> <li>1. All matters related to Scholarship</li> <li>2. Matters related to Establishment of the Directorate</li> <li>3. Coordinator of starting of PG courses in Govt. Colleges</li> <li>4. Conduct of RIMC, Dehradun &amp; Sainik School</li> <li>5. Web Administrator of Education Deptt.</li> <li>6. Any other matters that may be allotted to him from time to time</li> </ol> |
| 6. Shri F. Rumnong,<br>State NSS Officer        | <ol style="list-style-type: none"> <li>1. All matters related to NSS</li> <li>2. All matters related to NCC</li> <li>3. Any other matters that may be allotted to him from time to time</li> </ol>  |

**These officers of the Directorate supervises the Employees / Staffs of different branches / sections relevant to their respective work.**

### **Chapter – 4 (Manual 3)** ***Rules, Regulations, Instructions, Manual and Records, for Discharging Functions***

- a) The Deficit Grant-in-aid Colleges of Meghalaya Service Rules 1992. It governs the service condition of Deficit College Teachers of Meghalaya.
- b) The Meghalaya Aided College Employees Death-Cum-Retirement Gratuity Scheme, 1985.
- c) The Meghalaya Higher & Technical Service Rules 2012.

**Fee charged by the department for a copy of rules, regulations, instructions, manual and records (If any)**

*The fee to be charged for obtaining information under this Act is in accordance with the Central Govt. Right to Information (Regulation of Fee & Cost) Rules, 2005 and adopted by the Govt. of Meghalaya vide Notification No. IPR. 112 / 96 /Pt.IV / 275 dated 8.10.2005.*

**From where one can get a copy of rules, regulations, instructions, manual and records.**

From the Directorate/Public Information Officer.

**Address:** Kenil Worth Road, Laitumkhrah, Shillong-793003

### **Chapter – 5 (Manual 4)**

**Particulars of any arrangement that exists for consultation with or, representation by the members of the public in relation to the formulation of its policy or implementation thereof**

**Formulation of Policy**

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

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

### **Implementation of Policy**

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

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

## **Chapter 6 (Manual – 5)**

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

<b>Sl. No.</b>	<b>Category of the document</b>	<b>Name of the document and its introduction in one line</b>	<b>Procedure to obtain the document</b>	<b>Held by / under control of</b>
1	ACR of Officers & Staff	Matters relating to Annual Confidential Reports of Staffs & Officers	Directorate Level	Registrar
2	Personal File of Officers & Staff	Matters relating to Personal Records of Staffs & Officers	Directorate Level	Establishment Branch
3	Cash Book	Matters relating to Maintaining Transaction of Govt. Money	Directorate Level	Accounts Branch

## **Chapter 7 (Manual – 6)**

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

**There is no Board Council, Committees and other bodies directly under the Director of Higher & Technical Education. The Governing bodies of the colleges are constituted by the individual college themselves and send through the DHTE for approval.**

## **Chapter 8 (Manual – 7)**

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

Name of the Public Authority

### **Public Information Officers:**

Sl. No.	Name	Designation	S.T.D. Code	Ph. No.		Fax	Email	Address
				Office	Home			
1	Smti A. Ali Nagi	Joint Director of Higher & Technical Education(T)/ PIO					onlinertiinfo dhte@gmail .com	Office of the DHTE, Kenil Worth Road, Laitimkhras, Shillong- 793003

### **Assistant Public Information Officers:**

Sl. No.	Name	Designation	S.T.D. Code	Phone .No.		Fax	Email	Address
				Office	Home			
1	Dr. B.D. Cajee	Deputy Director(G)/ APIO-I						Office of the DHTE, Kenil Worth Road, Laitumkhras, Shillong
2	Shri FBS Ramsiej	Deputy Director(T)/ APIO-II					f_ramsiej@rediffmail.com	-do-

### **Department Appellate Authority:**

Sl. No.	Name	Designation	S.T.D. Code	Ph. No.		Fax	Email	Address
				Office	Home			
1	Shri A. Ch. Marak, IAS.	Director of Higher & Technical Education						Office of the DHTE, Kenil Worth Road, Laitimkhras, Shillong- 793003

## **Chapter 9 (Manual – 8)**

### **Procedure followed in Decision Making Process**

The Superintendent proposes action with the help of Staff (UDA and LDA) posted in his section and normally submits the file to the Branch Officer who in turns submits the file to the Director for orders.

Information is communicated to the public through the respective sub-ordinate Officers.

The final authority at the Directorate Level is the Director of Higher & Technical Education.



## Chapter – 10 (Manual – 9)

### Directory of Officers and Employees

Sl. No.	Name	Designation	STD Code	Phone No.		Fax	Email	Address
				Off.	Res			
1.	Shri A. Ch. Marak, IAS.	Director						
2.	Smti A. Ali Nagi	Jt. Director (T)					onlinertiinfodhte@gmail.com	
3.	Shri F.B.S. Ramsiej	Dy. Director(T)					onlinertiinfodhte@gmail.com	
4.	Dr. B.D. Cajee	Dy. Director (G)					dydhtemeghalaya@gmail.com	
5.	Dr E.K. Mawkhiew	Dy. Director (CSS&RUSA)					dydhtetechical@gmail.com	
6.	Shri F Rumnong,	State NSS Officer					snomeghalaya@gmail.com	
7.	Shri G. Kharduit	Asst. Research Officer.					gordonkharduit@gmail.com	
8.	Shri A. Kma	Registrar						
9.	Shri P. Sumer	Supdt.					petrussumer0@gmail.com	
10.	Shri J. Marbaniang	Asst. System Engg.						
11.	Shri David Sawkmie	UDA						
12.	Smti E. Pyngrope	UDA						
13.	Smti Pyiarlin Rynjah	UDA						
14.	Shri E. Kurbah, LDA	LDA						
15.	Smti G. Malngiang,	LDA						
16.	Shri D. Massar,	LDA						
17.	Smti A. Lyngdoh	LDA						
18.	Shri M. Sawian	LDA						
19.	Smti B. Kurkalang,	Typist						
20.	Shri W. Mawlong,	Typist						
21.	Smti A. Sad	Typist						
22.	Shri K. Khylllep	Driver						
23.	Shri R. O. Lamare	Driver						
24.	Shri C. Biswa	Driver						
25.	Shri B. Lyngdoh Mawphlang	Peon						
26.	Smti D. Bareh	Peon						
27.	Shri V. Kurkalang	Peon						
28.	Smti B. Khonglam	Peon						
29.	Shri T. Dkhar	Peon						
30.	Shri S. Dkhar	Peon						
31.	Shri K. Syiemlieh	Peon						
32.	Shri V, Khylllep	Duftry						
33.	Smti L. Syiemiong	Peon						
34.	Shri S. A. S. Malngiang	Peon						
35.	Shri S. Diengdoh	Peon						
36.	Smti S. Marak	Peon						
37.	Shri W. Lawai	Peon						
38.	Shri F. Kharsohtun	Cook						
39.	Shri Md. Rajudin	Mali						
40.	Smti R. Warjri	Sweeper						

## Chapter – 11 (Manual 10)

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

Sl. No.	Name of the Incumbent & Designation	Remuneration
1	2	3
1.	Smti Afroza Ali, Jt.DHTE(T), O/o DHTE, Meghalaya, Shillong	Pay Band 4
2.	Shri Firstbornstar Ramsiej, Dy.DHTE(T), O/o DHTE, Meghalaya, Shillong	Pay Band 4
3.	Shri Bruno D Cajee, Dy. DHTE(G), O/o DHTE, Meghalaya, Shillong	Level -13A
4.	Shri Edmund K Mawkhiew, Dy. DHTE(CSS&RUSA), O/o DHTE, Meghalaya, Shillong	Level -13A
5.	Shri Fardynand Rumnong, State NSS officer, O/o DHTE, Meghalaya, Shillong	Level -13A
6.	Shri Gordon Ridley Kharduit, Asstt. Research Officer, O/o DHTE, Meghalaya, Shillong	Level-12
7.	Shri A. Kma, Registrar, O/o DHTE, Meghalaya, Shillong	Level-14
8.	Shri P. Sumer, Supdt. O/o DHTE, Meghalaya, Shillong	Level-12
9.	Shri J. Marbaniang, Asstt. System Engg. O/o DHTE, Meghalaya, Shillong	Level-11
10.	Shri David Sawkmie, UDA, O/o DHTE, Meghalaya, Shillong	Level-10
11.	Smti E. Pyngrope, UDA, O/o DHTE, Meghalaya, Shillong	Level-10
12.	Smti Pyiarlin Rynjah, UDA, O/o DHTE, Meghalaya, Shillong	Level-10
13.	Shri E. Kurbah, LDA, O/o DHTE, Meghalaya, Shillong	Level-6
14.	Smti G. Malngiang, LDA, O/o DHTE, Meghalaya, Shillong	Level-6
15.	Shri D. Massar, LDA, O/o DHTE, Meghalaya, Shillong	Level-6
16.	Smti A. Lyngdoh, LDA, O/o DHTE, Meghalaya, Shillong	Level-6
17.	Shri M. Sawian, LDA, O/o DHTE, Meghalaya, Shillong	Level-6
18.	Smti B. Kurkalang, Typist, O/o DHTE, Meghalaya, Shillong	Level-4
19.	Shri W. Mawlong, Typist, O/o DHTE, Meghalaya, Shillong	Level-4
20.	Smti A. Sad, Typist, O/o DHTE, Meghalaya, Shillong	Level-4
21.	Shri K. Khyllep, Driver, O/o DHTE, Meghalaya, Shillong	Level-3
22.	Shri R. O. Lamare, Driver, O/o DHTE, Meghalaya, Shillong	Level-3
23.	Shri C. Biswa, Driver, O/o DHTE, Meghalaya, Shillong	Level-4
24.	Shri B. Lyngdoh Mawphlang, Peon, O/o DHTE, Meghalaya, Shillong	Level-1
25.	Smti D. Bareh, Peon, O/o DHTE, Meghalaya, Shillong	Level-1
26.	Shri V. Kurkalang, Peon, O/o DHTE, Meghalaya, Shillong	Level-2
27.	Shri B. Khonglam, Peon, O/o DHTE, Meghalaya, Shillong	Level-2
28.	Shri T. Dkhar, Peon, O/o DHTE, Meghalaya, Shillong	Level-1
29.	Shri S. Dkhar, Peon, O/o DHTE, Meghalaya, Shillong	Level-1
30.	Shri K. Syiemlieh, Peon, O/o DHTE, Meghalaya, Shillong	Level-1
31.	Shri V. Khyllep, Duftry, O/o DHTE, Meghalaya, Shillong	Level-1
32.	Shri L. Syiemiong, Peon, O/o DHTE, Meghalaya, Shillong	Level-1
33.	Shri S. A. S. Malngiang, Peon, O/o DHTE, Meghalaya, Shillong	Level-1
34.	Shri S. Diengdoh, Peon, O/o DHTE, Meghalaya, Shillong	Level-1
35.	Smti S. Marak, Peon, O/o DHTE, Meghalaya, Shillong	Level-1
36.	Shri W. Lawai, Peon, O/o DHTE, Meghalaya, Shillong	Level-1
37.	Shri F. Kharsohtun, Cook, O/o DHTE, Meghalaya, Shillong	Level-1
38.	Shri Md. Rajudin Ahmed, Mali, O/o DHTE, Meghalaya, Shillong	Level-1
39.	Smti R. Warjri, Sweeper, O/o DHTE, Meghalaya, Shillong	Level-2

## Chapter – 12 (Manual 11)

### The Budget Allocated to each Agency (Particulars of all plans, proposed expenditures and reports on Disbursement made)

In connection with Chapter – 12 (Manual – 11) - The Budget allocated to each Agency and the particular of all Plans, proposed expenditures and reports on disbursement made for public authorities responsible for developmental, construction, technical works etc. are as follows:

Sl. No.	Head	Sanctioned Budget	Amount released/ disbursed ( no. of installment)
1	2	4	5
1	2202 – General Education (DHTE)	35938.45 (L)	Quarterly
2	2203–Technical Education	3241.35 (L)	Quarterly
3	2204 – Sport & Youth Services (NCC / NSS)	541.71 (L)	Quarterly

<b>Schemes Sanctioned under Directorate of Higher &amp; Technical Education (DHTE) during 2021-22</b>			
Sl. No.	File No.	Name of the Scheme	Amount
1	2	3	4
1	No.EDN.199/96/483 dt. 31.08.21	Sanction of Annual Registration fees in respect of Shillong Public School Shillong	30000
2	No.EDN.78/2013/4 dt. 17.09.21	Sanction of Bill in connection with the expenditure incurred during the inauguration of Rongreng Chidelgre Model School and foundation stone for Williamnagar Govt. College, Williamnagar on 26.11.2020	74800
3	No. EDN.217/2006/409 dt. 08.10.21	Sanction for video recording of the visit of Hon'ble Minister of Ministry of Human Resource Development, Shri. Ramesh Pohkhriyal to Shillong on 14/02/2020	10000
4	No. EDN.112/2021/12 dt. 17.09.21	Sanction for General/ Insurance for Students / Group Accident Policy for employees (Jowai Polytechnic)	23388
5	No. EDN.27/2019/15 dt. 20.07.21	Sanction for Construction of CC Compound Flooring, RCC Slab drain, Breast Wall and Retaining Wall at B.Ed Govt. College, Mynthong, Jowai	2367000
6	No. EDN.86/2015/116 dt. 05.08.21	Administrative Approval for Construction of Hostel Building in Pine Mount School, Shillong	AA for 712.02(L) limiting the expenditure for 145.00(L) during 2021-22

7	No. EDN.96/2021/9 dt. 13.08.21	Sanction for Re-imbursement for HQA Registration and Assessment and Accreditation (A&A)	559310
8	No. EDN.12/2012/Pt.I/136 dt. 20.09.21	Sanction of Honorarium for the Chairman and Members of the Meghalaya Private Universities Regulatory Board (MPURB)	420000
9	No. EDN.35/2017/79 dt. 20.09.21	Sanction of Re-appropriation to meet the balance amount for extension of Examination Hall/ Computer Room/ Library Room at Government Public School, Ladthalaboh, Jowai, West Jaintia Hills District	7008000
10	No. EDN.78/2021/16 dt. 08.09.21	Sanction for Renovation of Tura Govt. College, Tura	2506000
11	No. EDN.96/2021/14 dt. 26.10.21	Sanction for Financial support of peer Teamvisit from NAAC in respect of Kiang Nangbah Govt College, Jowai	3068500
12	No. EDN.103/2021/5 dt. 13.08.21	Sanction of 5(five) Information Communication Technologies (ICT) Classroom in respect of Kiang Nangbah Govt. College, Jowai	1200000
13	No. EDN.188/2013/Pt/39 dt. 18.06.21	Sanction for Construction of New College Building for the Newly Provincialised College at Williamnagar Govt. College, East Garo Hills, Capt. Williamson Memorial Govt. College, South Garo Hills and Sohra Govt. College, Sohra	80000000
14	No. EDN.180/2021/59 dt. 05.01.22	Sanction of fund for Library in respect of Sohra Govt. College, Sohra	500000
15	No. EDN.83/2021/25 dt. 15.11.21	Sanction for purchase of New Institute Bus for Jowai Polytechnic	2318000
16	No.EDN.120/2018/66 dt. 13.12.21	Sanction for procurement of Fire Extinguishers in Shillong Polytechnic, Shillong as mandatory requirement for extension of approval by AICTE	377500
17	No.EDN.117/2019/49 dt. 20.12.21	Sanction for Identified Audited Building under Accessible Insia Campaign (AIC-I) for Shillong Polytechnic	AA for 23492500/- limiting the expenditure for 50.00(L) during 2021-22
18	No.EDN.13/2021/16 dt. 14.07.21	Sanction for Compliance of deficiencies regarding Infrastructure at Tura Polytechnic	AA for 2,62,68,300/- limiting the expenditure for 50.00(L) during 2021-22
19	No.EDN.71/2021/50 dt. 02.09.21	Sanction for General Insurance Policy as AICTE-EOA mandatory requirements for Shillong Polytechnic	54913
20	No.EDN.20/2020/55 dt. 10.09.21	Sanction for purchasing Computers for Jowai Polytechnic, Jowai	1635000

21	No. EDN.36/93/Pt/79 dt. 29.09.21	Sanction of Grant in Aid to Meghalaya State Council for Technical Education during 2021-22	3651000
22	No.EDN.128/2017/81 dt. 18.08.21	Sanction of Arrear Grant under Centrally Sponsored Scheme of Post Matric Scholarship for Scheduled Tribe Students upto the Year 2020-21 during current financial year 2021-22	292898950
23	No.EDN.143/2019/77 dt. 14.07.21	Release of Non Recurring Central Assistance to the State Govt. of Meghalaya for the component 'Setting up of New Polytechnics' under 'Schemes of Polytechnics' during the financial year 2020-21 for Williamnagar Polytechnic.	10000000

## **Chapter – 13**

### **The Manner of Execution of Subsidy Programmes**

*This chapter is not applicable to the Directorate of Higher & Technical Education.*

## **Chapter – 14 (Manual – 13)**

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

*This chapter is not applicable to the Directorate of Higher & Technical Education.*

## **Chapter 15 (Manual – 14)**

### **Norms set by the Directorate for discharge of its functions**

The Directorate has certain norms for discharging different functions. In respect of the proposal for sanction of any scheme or grant to different Institutions (Colleges, Polytechnics), the respective Institutions send the proposal direct to the Directorate. The Directorate examines the proposal and if it is according to the norms and guidelines prescribed by the Govt. , these proposal are forwarded to the Implementing Agency for inspection of sites and subsequent submission of estimate. After receiving these estimates the Directorate recommended these proposals to the Govt. for sanction. After the proposal has been sanctioned by the Govt. and the same has been communicated to this Directorate, this Directorate draw the sanctioned amount and send to the respective Implementing Agency with a direction to submit QPR, Photograph, Inspection Report, UC etc and thereafter send the Completion certificate.

In respect of the recurring grant-in-aid to colleges, the Directorate release payment directly to the respective colleges on monthly basis after proper scrutiny of the demand statement made by the college concerned.

The State Government through the centrally sponsored scheme of the Govt. of India sanctioned every year scholarship for the ST /SC students of Meghalaya pursuing higher studies in different disciplines in and outside the State. Soon after sanction of the aforesaid scholarship is accorded by the Govt. the Directorate approves and release the amount to the beneficiaries through PFMS.

The State Government every year sanctions stipend for the Tribal students of Meghalaya pursuing Degree/Diploma course in Engineering inside and outside the State. After sanction of the aforesaid Stipend is accorded by the Govt. The Directorate releases the amount to the respective Polytechnics/students.

## **Chapter 16 (Manual – 15)**

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

It is available in the Directorate Website - <http://megeeducation.gov.in>

## **Chapter 17 (Manual – 16)**

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

In connection with Chapter – 17 (Manual – 16) the Particulars of the facilities available to citizens for obtaining information is through advertisement in News Paper inviting application for undergoing Technical Courses outside the State both Degree and Diploma (against seats reserved by Govt. of India in different Institutions). The same is being displayed in the Office Notice Board for general information.

In the case of any vacant posts (sanctioned posts for Govt. Institutions) the Directorate informs MPSC for advertisement in the News Paper for conducting the examination/interview. The list of selected candidates will be sent to this office for appointment on regular basis.

The Directorate also advertises the Teaching and non teaching Posts through News Paper and conduct the interview in the office itself for temporary appointment / appointment on contract basis in different colleges/ polytechnics etc. under 3(f) and the list of selected candidates is also displayed in the Office Notice Board for general information.

## **Chapter 18 (Manual – 17)**

### **Other Useful Information**

#### **18.1 Frequently Asked Questions and their Answers by Public**

#### **18.2 Related to seeking Information**

- An applicant who wishes to obtain any information about the Directorate shall make a request to the P.I.O in writing or through electronic means, either in English or in official language of the area, specifying the particulars of the information sought for. Reasons for seeking information are not required to be given.
- The fee to be charged for obtaining information under this Act is in accordance with the Central Govt. Right to Information (Regulation of Fee & Cost) Rules, 2005 and adopted by the Govt. of Meghalaya vide Notification No. IPR. 112 / 96 /Pt.IV / 275 dated 08.10.2005.
- Right of citizen in case of denial of Information and Procedure to Appeal:
  - In case a request for providing information is rejected, the P.I.O. shall communicate to the applicant (i) reasons for such rejection (ii) the period within which an appeal against such rejection can be made (iii) the particular of the appellate authority i.e. the Director of Higher & Technical Education, Meghalaya, Shillong to whom the applicant can make an appeal against the rejection made by the P.I.O.

#### **18.3 With relation to Training imparted to public by Public Authority**

*This chapter is not applicable to this Directorate*

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

*This chapter is not applicable to this Directorate*

#### **18.5 With relation to registration process**

*This chapter is not applicable to this Directorate*

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

*This chapter is not applicable to this Directorate*

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

*This chapter is not applicable to this Directorate*