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GOVERNMENT OF MEGHALAYA
OFFICE OF THE DIRECTOR GENERAL OF PRISONS
HORSE SHOE BUILDING::LOWER LACHUMIERE
MEGHALAYA ::SHILLONG.

No.PRI.01/2018/Pt.I/29

Dated: Shillong, the 25th July, 2018.

From : The Asstt. Inspector General of Prisons,
Cum
Public Information Officer,
O/o the Director General of Prisons,
Meghalaya, Shillong.

To

The Under Secretary to the Govt. of Meghalaya,
Prisons Department.

Sub : Updated of the RTI Act, 2005.

Ref : PDS.25/2018/8 dtd. 11.7.2018.

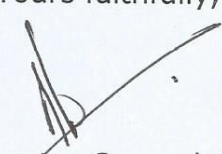
Madam,

As directed, and with reference to the subject indicated above, I have the honour to forward herewith the uptodate of the Right to Information Act, 2005 of the Prisons Department for favour of information and onward transmission to the National Informatics Centre for updation as required.

Enclo: As above & CD.

Yours faithfully,

o/c


Asstt. Inspector General of Prisons,
Cum Public Information Officer
O/o the Director General of Prisons,
Meghalaya, Shillong.

Manual published under section 4 (i) (b) of the Right to Information Act, 2005

PUBLIC AUTHORITY: Home (Jails) Department.

CHAPTER I

Introduction:

This manual seeks to highlight the function and activities of the Home (Jails) Department and to promote transparency and accountability in the working of the Department. The Objective of the Template is also to provide easy access to the Public who wish to have any information relating to the functioning of the Department. Additional information which may be required the Public Authority will be made available on application in accordance with the rules framed in this regard under the Right to Information Act 2005.

The Public authority has already notified the Public Information Officer / Assistant Public Information Officer as at Chapter XVII of this manual.

An attempt has been made to provide full coverage of the functioning of the Department. However, there is always room for improvement and suggestions in this regard are welcome. Any interested person may kindly send their suggestion to the Assistant Public Information Officer/ Public Information officer whatever convenient for examination by the Department. It is expected that this manual will be of use to all the information Seekers

CHAPTER II

Section 4(1)(b)(i) of RTIA 2005

Organization – functions & duties

- Particulars of Organization, Functions and Duties.

Objective/purpose of the public authority: The main objective of the Home (Jails)/Prisons Department is to reformation and rehabilitation and ensure proper care, welfare and correctional measures for the under trial prisoners/convicts who have been lodged in the 5 (five) District Jails of the State, so that they become Law abiding citizen after their release from the Prison and during incarceration.

Mission/vision of the public Authority: The aim of the Department is to see that all the Prisoners who have been lodged in the District Jails of the State are properly taken care and correctional activities to became good citizens of the State in future when they released from the Jails.

Brief history of the public authority: Home (Jails) Department was established right from the conception of the State of Meghalaya in 1972.

Mission/ Vision Statement. The Home(Jails) Department aims for expansion and modernization in order to cater to the needs of the present Socio-Economic and Security Scenario in the Country. Till date there are 5 (five) District Jails in Meghalaya. They are Shillong, Jowai and Tura, Williamnagar and Nongpoh.

Ongoing construction of another 1 (one) District Jails at Nongstoin of West Khasi Hills District is under process and proposal for construction of 2 (two) District Jail, Khliehriat and Ampati respectively is under consideration.

Duties of the Public Authority: The Duties of the public Authority (Deptt) is to formulate Policies and Programmes and in this connection co-ordinate, supervise and monitor their implementation towards realization of the stated objectives.

CHAPTER III

Section 4(1)(b)(ii) of RTIA 2005

Powers and Duties of Officers and Employees

Commissioner & Secretary: He is the Head of the Administrative Department and important Policy decisions are framed for the approval of the Minister in charge of the Department including monitoring and supervision thereof.

Joint Secretary:- He assist the Commissioner & Secretary I/c Prisons Department in the discharge of his functions.

Financial Adviser:- He gives Financial advice to the Department on all matters relating to financial matters such as sanction of schemes, entitlement of the Staff, issues relating to interpretation of the Financial Rules.

Deputy/Under Secretary:- The Deputy/Under Secretary is in charge of one of more branches . He is responsible for efficient functioning of the branch under him. The Under Secretary exercises his/her control with regard to the disposal of business and maintenance of discipline. An Under Secretary disposes cases under the delegated areas at his own level, but he takes the order of deputy secretary or higher officer on important cases.

Superintendent: He is overall in-charge of a section and is responsible for training, helping and advising the staff, discipline in sections, timely action on receipts, issuance of draft, efficient and expeditious disposal of work, etc. Superintendent disposes the work of section with the help of Assistant Superintendent and staff posted in the Department (Assistant, UDA and LDA) posted in section.

Dealing Assistant:

1. To examine promptly all receipts made over to him and deal with the receipts accordingly to their priority, check the enclosures and if any is found short or missing, take action for obtaining the missing papers; to forward receipts or extracts from receipts to other concerned branches, to make entries in column 2 of the log book of the Assistants.
2. To put up a case after examination to the Superintendent on the date required and where no date is mentioned, not later than seven (7) days of its receipt.

CHAPTER IV

Section 4(1)(b)(iii) of RTIA 2005

Procedure followed in decision-making:

The Home (Jails) Department follows the procedure indicated in the Rules of Executive Business and the Manual of Secretariat Procedure (MOSP) for decision-making. The Superintendent proposes action with the help of staff (Assistant Superintendent, UDA and LDA) posted in his section in accordance with the departmental instructions prescribing the level of final disposal and channel of submission for each category of cases. The Superintendent normally submits the file to Under Secretary who in turn submits the file to Deputy Secretary. He then submits the file to the higher authorities for orders.

CHAPTER V

Section 4(1)(b)(iv) of RTIA 2005

The norms set by it for the discharge of its functions:

The Home (Jails) Department follows the norms set in the Meghalaya Secretariat Manual of Office Procedure, the rules of Executive Business and also the various rules and regulations as mentioned in the relevant Chapter VI and the provisions therein.

Chapter – VI

Section 4(1)(b)(v) of RTIA 2005

The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

In Establishment matters, the following Rules relating to the Service Rules and Financial Rules prescribed by the Government are applicable:-

1. Delegation of Financial Power Rules.
2. Meghalaya Financial Rules.
3. Fundamental Rules and Subsidiary Rules
4. Travelling Allowances Rules.
5. Treasury Rules.
6. Meghalaya Medical Attendance Rules.
7. General Provident Fund Rules.
8. Meghalaya Sectt. Manual of Office Procedures, 1990
9. Meghalaya Civil Services (conduct) Rules 1990.
10. Meghalaya Civil Service (Pension) Rules
11. Handbook of General Circulars.
12. Rules of Executive Business
13. Assam Discipline and Appeal Rules 1963 (As adapted by Meghalaya)
14. Assam Jail Manual as adapted by Meghalaya.

BRIEF WRITE UP ON THIS DOCUMENT.

(a) The Assam Jail Manual adapted by the State of Meghalaya provides for security, care, and correctional measures for the Under Trial Prisoners/convicts who have been lodged in the District Jails of the State. The power and functions of the DG/IG of the Prisons, AIG of Prisons the Superintendent of the District Jails are laid down in the Jail Manual.

(b) Other documents relate to financial and human resource management.

Chapter VII

Section 4(1)(b)(vi) of RTIA 2005

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

The Department also has the following reports or documents under its control :-

1. Files relating to Department.
2. ACR Dossiers of Officers and Staff of the Department.

CHAPTER VIII

Section 4(1)(b)(vii) of RTIA 2005

The 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.

The Board of visitors for each district jail provides valuable inputs to the Department.

The UTP Review Committee also appointed in every District to review the cases of UTPs, with the help of MSLSA.

Chapter IX

Section 4(1)(b)(viii) of RTIA 2005

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

The Department does not have any Board or Council. However there are a number of Committees which have been set up for smooth functioning of the Department as given below:

1. Departmental Committee for recommendation/ sanctioning of Plan Schemes.
2. Departmental Promotion Committee for recommendation of promotion to Higher
1. Posts in the Department according to the Service Rules.
2. Departmental Purchase Boards for the Purchase of Material required by the
3. Department.
4. Tender Advisory Committee.
5. Board of visitors in the District Jails.
6. UTP Review Committee in each District.

Chapter X

Section 4(1)(b)(ix) of RTIA 2005

Directory of Officer and Employee

Sl. No.	Name	Designation	STD Code	Phone No.	Address
1	2	3	4	5	6
1.	Shri. T.Dkhar,	Commissioner & Secretary -		2223045/ 2279(O) 2537853 (R)	Main Sectt. Bldg. Room No. 319.
2.		Joint Secretary	0364 (R)	2222468 (O) 2229092	Addl Sectt Room No. 112 Shillong-1
3.	Smt. O. Mairom	Deputy Secretary	0364	2224201 PABX 2308	Main Secretariat, Room No. 110
4.	Smti. B. Synrem	Superintendent		2332	Home (Jail) Deptt Room No. 110.
5.	Smti. R.J. Saiborn	Asstt. Superintendent		-do-	-do-
6.	Shri. K. shadap	U.D.A.		-do-	-do-
7.	Smti. M. Kharlukhi	U.D.A.		-do-	-do-
8.	Smti. R. Thangkhiew	U.D.A.		-do-	-do-
9.	Smti. Dimsri S. Momin	L.D.A.		-do-	-do-
10.	Smti. P. Rapsang	Typist		-do-	-do-
11.	Smti. B. Kharnadu	Peon		-do-	-do-

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CHAPTER XII

Section 4(1)(b)(xi) of RTIA 2005

*The budget allocated to each of its agency (2018-2019), indicating the particulars of all plans, proposed expenditures and reports on disbursements made**

Sl. No.	Head of Account	Budget Sanction during 2018-19
	2056-JAILS - Non Plan	
1	<u>001-Direction and Administration</u> (01)Superintendent General	285,45,000
2	101 Jails (6th Schedule)	
	101-Jails-(01) District Jail, Shillong	462,14,000
	101-Jails-(02) District Jail, Tura	277,47,000
	101-Jails-(05) District Jail, Williamnagar	321,66,000
	101-Jails-(05) District Jail, Jowai	292,01,000
	(08) Strengthening of jail security (Armed Branch)	125,00,000
	(09) Strengthening of jail Services (Admn)	10,90,000
	101-Jails-(11) District Jail, Nongpoh	225,00,000
3	102 - Jails manufacture	27,23,000
	800-Other Expdr.(03) strengthening and improvement of Medical Care	10,14,000
		2037,00,000

CHAPTER XIII

Section 4(1)(b)(xii) of RTIA 2005

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

The Home (Jails) Department does not implement any scheme or programme where subsidy is involved.

CHAPTER XIV

Section 4(1)(b)(xiii) of RTIA 2005

Particulars of recipients of concessions, permits or authorizations granted by it. No concessions, permits etc are granted by the Department.

Public Information Officers:

Sl. No.	Name	Designation	STD Code	Phone No.	Address
1.	Smt. O. Mairom	Under Secretary	0365	2224201 PABX 2308	Main Secretariat Room 110

Department Appellate Authority

Sl. No.	Name	Designation	STD Code	Phone No.	Email	Address
1.	Shri. T.D. Dkhar	Commissioner & Secretary to the Govt. of Meghalaya, Home (Jails)	0364	2226424 (o)- PABX - 2588	Ttdkhar2007@rediffmail.com.	Myntdu Building.

CHAPTER XVI

Section 4(1)(b)(xv) of RTIA 2005

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

The Department is easily accessible to the public. The public can meet any of the Officers and staff and seek any information. All the employees have been directed to provide assistance to the public seeking information. Presently there is no Library or Reading Room. The Office is open to visitors on obtaining of entry passes on all working days from 10 AM in the Morning till 2 PM in the evening .

CHAPTER XVII.

Section 4(1)(b)(xvi) of RTIA 2005

The names, designations and other particulars of the Public Information Officers Name of the Public Authority : Home (Prisons) Department. Public Information Officers:

Sl.No.	Name	Designation	Phone No.
1	2	3	4
At Secretary Level			
1.	Smt. O. Mairom	Under Secretary	PABX – 2308
2.	R.K.M. Sangma	Asst. I.G. of Prisons	2503741 (C)
3.	Shri. D. Warkhyllew	Superintendent District Jail, Shillong	222453 (C) 96154-44185
4.	Smt. F. Wahlang	Superintendent District Jail, Jowai	03652-223324 89742-62065
5.	Shri. A. Rahman, MPS	Superintendent District Jail, Tura.	03651- 223256 84150-28158
6.	Shri. E. Marap, MPS	Superintendent District Jail, Williamnagar.	03658 – 22- 0271 89741-58543
7.	Shri. B. Talang, MPS	Superintendent District Jail, Nongpoh.	85751-36833

CHAPTER XVIII**Section 4(1)(b)(xvii) of RTIA 2005****Other useful Information:**

Anyone who is interested in seeking information from the Public Authority can submit an application plain paper along with fees as may be prescribed by the Rules made in this regard, to the Assistant Public Information Office notified in each Sub Division. In case of any problem encountered an appeal could be filed with the Appellate Authority. The second appeal lies to the State Commission. The Public Information Officer and the Assistant public Information Officer have already been trained regarding the implementation of the Right to Information Act 2005.