

CHAPTER 17 (Manual 16)

Particulars of the facilities available to citizens for obtaining information

Means, methods or facilitation available to the public for dissemination of information.

- **Office Library**

A Departmental Library exists at the MeSEB headquarter at the Integrated Office Complex at Lumjingshai, Short Round Road, Polo, Shillong together with its Conference Hall. This Library may be made available to the public on such time and hours, that the Conference hall is not utilized for different meetings. A special request, well ahead of time would be necessary.

However, no books can be lend or to be taken outside the Library as the Board is keeping only one copy of each book.

- **Drama and Shows**

In the past, there were instances that group discussions on many aspects of the Board by the Engineers were televised live by Doordarshan. There were also interviews of the Chairman, Member Technical, Member Hydro, Chief Engineers and other Engineers on the Doordarshan Kendra, Shillong.

On National Energy Conservation Day, there are live discussions on the television on how to conserve energy. Through these shows, the public can be educated about the need to use energy efficient appliance and also the effect on the nation if energy is wasted.

More such shows can be organized for the benefit of the public.

- **Through Newspaper**

Shutdown notice, Advertisement on recruitment, NIT for Supplies and other Contract works are the regular features in the National English Paper, Local English Dailies and also in the Local Newspapers of Khasi, Jaintia and Garo Hills.

- **Exhibition**

Meghalaya State Electricity Board participated in all exhibitions organized by the Government during the week preceding the Meghalaya day celebration.

- **Notice Board**

All offices of the Board throughout the State have Notice Board in their office for the benefit of the public. Shutdown Notices and other important information are displayed there.

- **Inspection of Records in the Office**

The public are generally shown records of concern to them, but there was no system as such for the public to be allowed to inspect all records in the office.

In the light of the Right To Information Act 2005, the Board is contemplating arrangement for allowing public to inspect all records permissible in accordance to the provision of RTI Act 2005

- **System of issuing of copies of documents**

Most copies of documents relevant to the particular public are being given to the public but an elaborate system of issuing copies of documents permissible under the RTI Act 2005 is yet to be made.

- **Printed Manual available**

Office Manuals, Operation & Maintenance of machineries Manuals and other manual used by different offices of the Board are available with the respective offices. The list of such may be seen at Chapter 3 Manual 4 of this MeSEB, Information Handbook Manual

The other sample copies of printed material available with the Board may be seen at Chapter 18 Manual 17B of this Information Manual.

- **Website of the Public Authority**

The address of Board's Website is www.meseb@shillong.meg.nic.in It will be updated regularly for proactive disclosure as per the requirement in the RTI Act 2005

- **Other means of advertising**

MeSEB is having many of officers and staffs who are directly in contact with the public on a day to day basis and therefore many important information required by the public get transmitted very fast through word of mouth. Public can always send their suggestion and grievance through the Board's Meter readers who are like the ambassador of the organization at field level.

There is a Public Information Officer (PIO) and the Assistant Public Information Officer (APIO) almost at every civil sub-divisional headquarters for the public to interact.