

CHAPTER – 18 (MANUAL 17)

18. Other useful information.

18.1 Frequently asked questions and their answers by public. Don't know/not sure/ no Information/Answer if any, but very little and not confident.

18.2 Related to seeking informations.

- Application form (a copy of filled application for reference). Contact your nearest Soil & Water Conservation Range / Beat Office in your area or Divisional Soil & Water Conservation office in your District who are the Assistant Public Information Officer and District Public Information Officer respectively

Fee: (1) Rs. 10/- per application.

(2) Rs. 2/- for each page of information furnish.

(3) Rs. 50/- per diskette.

- How to write a precise information request. Few tips.

The Soil & Water Conservation Office in your district are there to serve you, so that you can serve the department better, in their capacity as Assistant Public Information Officer and District Public Information Officer respectively.

- Right of the Citizen in case of denial of information and procedure to appeal.

In case of denial of information with in the time specified, from the expiry of such period or from the receipt of such decision prefer an appeal to such officer who is senior in rank to the State Public Information Officer / Appellate Authority.

18.3 } With relation to training imparted to public by public authority.
18.4 }

- Name of training programme with brief description.

“Field Assistant Training Course”.

This training course deals with conservation and management of natural resources, particularly, Soil, Water and forests. The subjects include Soil Science, Agronomy, Soil & Water Conservation Engineering, Forest Engineering, Accounts and Procedures, Forest Law, Silviculture, Surveying and levelling, Measurement. Apart from classroom lectures, there are practicals, project assignment and other assignments and study tour, etc. Physical Training class is compulsory. The applicant should be physically and mentally healthy and sound. Discipline and conduct are the very vital aspects during the training. The Conservation Training Institute, located at Byrnihat, has the prescribed Rules & Regulations for the trainees.

To impart sound knowledge and skill in the conservation and management aspects of natural resources with special reference to Soil, Water and Forest and to equip them so that they

can propagate the conservation ethos amongst the Grass-roots people (land-users, state holders etc) at their rural places of posting.

- Physical and Financial Targets (Last year).

The total intake capacity is about 30 Nos. in all. There is no financial targets as such.

- Eligibility for training.

Class X passed, likely to be enhanced to call-xii (science) passed.

- Pre-requisite for training.

Physically & mentally sound, subject to production of Medical Certificate from the competent authority.

- Financial and other form of help.

Monthly stipend at the prescribed rate of the Government.

- Procedures of giving helps.

Not applicable.

- Contact information for applying.

District Selection Committees of all the Districts.

- Application Form.

As may be mentioned in the advertisement of the District Selection Committee.

- List of enclosures.

As may be prescribed in the Advertisement of the District Selection Committee.

- Format of enclosures/documents

As per the advertisement of the District Selection Committee.

- Procedure of application.

Through the District Selection Committee.

- Selection Procedure.

Written test, physical test, interview.

- Arrangement made by the Public authority for creating public awareness about the training programme.

- ❖ Annual Report

- ❖ Citizens' charter

- ❖ Website of the department

- ❖ Advertisement made by the Director of Soil & Water Conservation in the local news

papers .

Result of the 38th Batch Field Assistant Training Course 2010 – 2011, Conservation Training Institute, Byrnihat.

<i>Sl. No.</i>	<i>Name of Trainee candidates securing Honours (in order of Merit) (Honours)</i>	<i>Department / State from where Deputed.</i>
1.	Shri Telesphor Marwein	Soil & Water Conservation Department, Meghalaya
2.	Shri Draisingh Nongrum	Soil & Water Conservation Department, Meghalaya
3.	Shri Biswajit R. Marak	Soil & Water Conservation Department, Meghalaya
4.	Shri Sylvester Massar	Soil & Water Conservation Department, Meghalaya
5.	Shri Sandy Nelson Byrsat	Soil & Water Conservation Department, Meghalaya
	Candidates securing Simple Pass (in order of Merit) (Pass)	
1.	Shri Elias Kharbyngar	Soil & Water Conservation Department, Meghalaya
2.	Shri Sunil Hajong	Soil & Water Conservation Department, Meghalaya
3.	Shri San Antenio Thangkhiew	Soil & Water Conservation Department, Meghalaya
4.	Shri Damchi Passah	Soil & Water Conservation Department, Meghalaya
5.	Shri Maykoster Marbaniang	Soil & Water Conservation Department, Meghalaya
6.	Shri Shembhabok Khongsni	Khasi Hills Autonomous District Council.
7.	Shri Kiljingmut Syiemlieh	Khasi Hills Autonomous District Council.
8.	Shri Emerson Malngiang	Soil & Water Conservation Department, Meghalaya
9.	Shri Japheth G. Kharkongor	Soil & Water Conservation Department, Meghalaya
10.	Smti Sweetmary Shylla	Soil & Water Conservation Department, Meghalaya
11.	Shri Arki Challam Shri Balentine Kharmawphlang	Soil & Water Conservation Department, Meghalaya Soil & Water Conservation Department, Meghalaya
12.	Shri Alfred Horen Kharsohnoh	Soil & Water Conservation Department, Meghalaya
13.	Shri Ferlendo Rani	Soil & Water Conservation Department, Meghalaya
14.	Shri Arson Kurkalang	Soil & Water Conservation Department, Meghalaya
15.	Shri Sinebril R. Marak	Garo Hills Autonomous District Council.
16.	Shri Franklin Jana	Soil & Water Conservation Department, Meghalaya
17.	Shri Moris Massar	Soil & Water Conservation Department, Meghalaya

18.	Shri Crepalsingh A. Sangma	Soil & Water Conservation Department, Meghalaya
19.	Shri Bimol Shylla	Soil & Water Conservation Department, Meghalaya
20.	Shri Gringtone A. Sangma	Garo Hills Autonomous District Council.
21.	Shri Kerwanmi Shullai	Soil & Water Conservation Department, Meghalaya

Name of the trainees who have undergone the 23rd Batch 5 ½ Months Middle Level Technician Training Course at Conservation Training Institute, Byrnihat commencing from June 15th – 30th November, 2010.

<i>Sl. No.</i>	<i>Name of the trainee</i>	<i>Sponsoring Department/Government</i>
1.	Shri S.K. Palit, S&WC Ranger (overseer)	Directorate of Soil & Water Conservation Shillong.
2.	Shri F. Lamin, S&WC Ranger	Shillong Soil & Water Conservation (T) Division.
3.	Shri Osperwell Syiem, S&WCD (Sr)	-do-
4.	Shri P. Laloo, S&WCD (Sr)	Jowai Soil & Water Conservation (T) Division
5.	Shri Dominic Klein, S&WCD (Sr)	-do-
6.	Shri Arkiru Sutnga, S&WCD (Sr)	-do-
7.	Shri Francis G. Momin, S&WCD (Sr)	Simsanggre Soil & Water Conservation Division.
8.	Shri Worth Bornson Lyngdoh, S&WCD (Sr)	Nongstoin Soil & Water Conservation Division.
9.	Shri Thinang M. Sangma, S&WCD (Sr)	Tura Soil & Water Conservation (T) Division.
10.	Shri Moronsing Sangma, S&WCD (Sr)	Tura Soil & Water Conservation (CC) Division.
11.	Shri Grendithson Momin, S&WCD (Sr)	-do-
12.	Shri Makilson Marak, S&WCD (Sr)	-do-
13.	Shri Beroy Sangma, S&WCD (Sr)	-do-
14.	Shri Nicholas Marak, S&WCD (Sr)	-do-
15.	Shri Ambrose Gatphoh	P.F.C for Watershed Management, Shillong.
16.	Shri N.S. Wanniang, S&WCD (Sr)	-do-
17.	Shri Slatsingh Lyngdoh, S&WCD (Sr)	Baghmara Soil & Water Conservation (CC) Division.

- Validity period of certificates

Indefinite

- Process of renewal

Does not arise.

18.5, 18.6, 18.7 : Not applicable to the Department.

INTERNAL PROCEDURES

The Department has designated the Public Information Officers, Assistant Public Information Officers at various levels namely, Directorate (State Level), Divisional Soil & Water Conservation Offices (District-level) and Soil & Water Conservation Range/Beat Offices, within their designated area of operation and jurisdiction, within the Community & Rural Development Block.

The rationale behind designating the Public Information Officers and Assistant Public Information Officers at the various platforms as cited above, is to facilitate the channels for,

- Collecting the informations,
- Furnishing the informations,
- Creating the facilities for inspection of document/taking samples.
- Fixing levels at which a decision shall be taken on a request.
- Preparing a document for supply to the requestor, etc, as envisaged in the Act.

- Channel for collecting information : Assistant Public Information Officers (State/District/Range and Beat Offices Levels).

- Channels for furnishing information : Public Information Officers (State/District Level)

- Channel for creating the facilities : Public Information Officers for inspection of documents / taking samples. (State/District/Level)

- Channels for fixing levels at which : Public Information Officers a decision shall be taken on a request : (State/District / Level).

- Channels for preparing a document : Public Information Officers for supply to the requester, etc, as envisaged in the Act . (State/District/Level)