



सत्यमेव जयते

GOVERNMENT OF MEGHALAYA

DIRECTORATE OF EMPLOYMENT

&

CRAFTSMEN TRAINING

SHILLONG

MANUAL

UNDER RIGHT TO INFORMATION ACT, 2005

INDEX TO MANUAL

PARTICULARS		PAGE
1. Chapter -1 Introduction	Introduction	1
2. Chapter – 2 (Manual -1)	Particulars of Organization functions and duties	2 to 8
3. Chapter -3 (Manual -2)	Powers and duties of Officers and Employees	9 to 12
4. Chapter -4 (Manual -3)	Rules, Regulation, Instructions, Manual and Records, for Discharging Functions	13 to 15
5. Chapter -5 (Manual -4)	Particulars any arrangement that exists for consultation with or representation to the formulation of its policy or implementation thereof.	16
6. Chapter -6 (Manual -5)	A Statement of the categories of documents that are held by it or under its control	17
7. Chapter -7 (Manual -6)	A Statement of boards, council, committees and other bodies constituted as its part.	18 to 20
8. Chapter -8 (Manual -7)	The names, designations and other particulars of the Public Information Officers	21 to 22
9. Chapter -9 (Manual -8)	Procedure followed in Decision Making Process	23
10. Chapter -10 (Manual -9)	Directory of Officers and Employee	24
11. Chapter -11 (Manual -10)	The Monthly Remuneration Received by each of its Officers and Employees, Including the System of Compensation as Provided in Regulations.	25
12. Chapter -12 (Manual -11)	The Budget Allocated to each Agency (Particulars of all plans, proposed expenditures and reports on disbursements made)	26
13. Chapter -13 (Manual -14)	Norms set by it for the discharge of its functions	27
14. Chapter -14 (Manual -16)	Particulars of the facilities available to citizens for obtaining information	27
15. Appendix	Statement showing of Govt. ITIs / Private ITI's in Meghalaya	28 to 30

Note:- First Edition Manual as on 14.09.2005 (Date of Publication). Errors, during preparation of Manual, might have crept in. We apologize for the same, if any.

CHAPTER -1

INTRODUCTION

The Right to Information Act, 2005 No. 22 of 2005 dated 15th June 2005

An Act to provide Information for Citizens to secure access to Information under the control of Public Authorities in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and the State Information Commission and for the matters connected therewith or incidental thereto.

This hand book provides brief Information on the duties, functions and activities in respect of the Directorate of Employment & Craftsmen Training under Labour Department, Meghalaya, Shillong for general Information of the citizens users. Although it has been prepared in a very simple and humble manner and approach yet it is expected to provide the need to the one who may require such Information.

This Directorate welcomes one and all for further information and we stand committed to render help to the best of our ability.

For more information on topics covered in the hand-book as well as other information, the following officers may be contacted:-

1. Shri B. Hajong, MCS, Director of Employment & Craftsmen Training.
2. Shri A.Nath, Joint Director of Employment & Craftsmen Training
3. Smti J. Lyngwa, Deputy Director of Employment

CHAPTER -2 (MANUAL-1)

Particulars of Organization, Functions and Duties

OBJECTIVE

The Directorate of Employment & Craftsmen Training which falls under the administrative control of Labour Department, Government of Meghalaya comprises of two wings, namely “The Employment Wing” and “The Training Wing”

THE EMPLOYMENT WING:

The Employment Exchange was transferred to the State of Meghalaya with the creation of the State in 1972, with the Directorate of Employment & Craftsmen Training responsible to oversee and co-ordinate the functions of these Employment Exchanges in fulfilling the aims and objectives of the National Employment Service. The Director with the assistance of the Branch Officers ensure uniform implementation of the procedures laid down in the National Employment Service Manual. Besides, the Directorate also oversees the functioning of the Coaching -cum- Guidance Centre for SC/ST at Shillong & Tura.

THE TRAINING WING:

The primary objectives are:-

- (i) to inculcate and nurture a technical and Industrial attitude in the minds of the trainees.
- (ii) to ensure a steady- flow of skilled –workers in different trades for industry.
- (iii) to raise the quality and quantity of industrial production by the systematic training of workers; and
- (iv) to reduce un-employment among the educated youth by equipping them for suitable industrial employment.

MISSION/ VISION STATEMENT:

The Employment Wing: The vision of the public authority is to ensure that the jobless are provided free and fair services by the different branches and to guide and also to advise the job-seekers either through placement, information coverage or per-examination Trainings wherever applicable/ possible

There are many unemployed persons in the State especially educated. As far as possible this group should not be wasted away but lead them into a productive social group. The public authority therefore expects co- operation from the public Service delivery is at the District Level Employment Exchanges and Sub- Divisional Employment Exchanges.

BRIEF HISTORY

With the creation of the State of Meghalaya, in the year 1972, the Directorate of Employment & Craftsmen Training, Meghalaya, Shillong was established in the same year (1972) under the administrative control of the labour Department, Meghalaya. From 1972 to 1995 the office of the Directorate, was accommodated in the Additional Building Secretariat, Shillong. Due to non- availability of Government office accommodation, the Directorate was functioning from rented building till January 2014. The Directorate of Employment & Craftsmen Training, Meghalaya, was then shifted during the month of January 2014 to its own building located at Grove Site, Keating Road Shillong-1.

DUTIES

The Employment Wing:

The Employment Wing is responsible for coordinating the works of Employment Exchanges and Coaching-cum-Guidance Centre. The returns are received at the Headquarter, compiled and sent to the concerned authorities. Inspections of the Employment Exchanges is also carried out by the Directorate from time to time.

The Training Wing:

The primary duties of the Training Wing are in the matter of implementation, monitoring and administration of the Craftsmen Training Scheme (CTS), the Apprenticeship Training Scheme (ATS) & Skill Development programmes.

The Craftsmen Training Scheme (CTS)

The Craftsmen Training was introduced by the Government of India in the year 1950. The day-to-day administration of Industrial Training Institutes under the Craftsmen Training Scheme was transferred to the State Government/ Union Territories administrations with effect from the year 1956.

At the National level, the Directorate General of Employment and Training, Ministry of Labour, Government of India is the nodal department for formulating policies, laying down standards, Trade Testing, Certification and Monitoring Training programmes and matters connected in the Field of Vocational Training Scheme (VTS). In our State of Meghalaya, the Directorate of Employment & Craftsmen Training participates and also operates training programmes through Govt. ITIs / Private ITIs.

The National Council for Vocational Training (NCVT) advises the Government of India on formulation of policies and procedures, prescribing of standards and norms in respect of Vocational Training Scheme (VTS). In our State of Meghalaya, the corresponding State Council for Training in Vocational Trades (SCTVT) advises the Government in respect of VTS in the State.

The Apprenticeship Training Scheme:

The Govt. Industrial Training Institutes/ Private Industrial Training Institutes alone could not meet the requirements of Industries as the numbers and types of trades in which trained manpower available was limited. Hence, the Government of India decided to utilize the facilities of Industries for training purpose. Towards this end, the Apprenticeship Act 1961 was enacted in Parliament during December 1961 and was implemented with effect from 01.01.1963. The Act was subsequently amended in the year 1973 to bring the Graduate Technician and Technician (Vocational) Apprentices under its purview. It extends to the whole of India.

At the National level, the Central Apprenticeship Council (CAC) advises the Government of India on formulation of policies and procedures, prescribing of standards and norms in respect of Apprenticeship Training Scheme. The Corresponding State Apprenticeship Council (SAC) advises the Government of Meghalaya in respect of Apprenticeship Training Scheme in the State.

MAIN ACTIVITIES / FUNCTIONS:

Employment Wing:

Main activities

/Functions Employment Wing

The Activities of the Employment Wing are delivered through a network of Employment Exchanges in the State. The Employment Exchanges normally constitute the basic unit for implementing and coordinating all programmes of Employment assistance, career advice etc. The Employment Exchanges registers willing candidates for rendering employment assistance and sponsors candidates to any office/ Establishment which had requisitioned candidates based on the seniority of Registration of the applicants. As Employment Exchanges cannot place nor appoint anybody for any vacancy as the discretion lies with the employer, it however provides assistance to an applicant to secure employment.

Besides Employment Exchanges through V.G. units provide assistance to a candidate in solving problems relating to choice of career, occupational change and adjustments. Vocational Guidance section also helps a candidate with remote chances of getting employment to opt for other career like self employment or proceed for further studies in order to enhance their employability. Besides these career seminars/workshops, school talks are also arranged by the Vocational Guidance section of the Employment Exchanges from time to time to inform the students/ job seeker of the latest position of the Employment situation. Employment Market Information (EMI) section in the Employment Exchanges collect employment information both from the public and private establishments. The purpose of which is (i) to give Employment Officers more facts to enable them to decide more accurately the type of personnel who are in short supply. This will help in deciding how the Vocational Guidance are to be provided (ii) to provide information which is needed to improve and add to the Services provided/ offered by the Employment Exchanges and (iii) to provide method by which to measure continuously changes in the level of employment in an Employment Exchanges area. These data collected are also required to watch the progress of the Govt. Planning in creating more employment, for planning and other administrative purposes both at the State and National Levels. These information collected by the E.M.I. section is then sent to the DGE & T and the State Directorate. The Services of the Employment Exchanges percolates to the sub- Division through the Employment Exchanges upto the Block Level through the E I & ABs attached to in selected Blocks.

The Coaching- cum- Guidance Centre for SC/ST have also been set up presently at Shillong/ Tura with a view to cater to the needs of the SC/ST candidates in matters of career planning and advice through group and individual guidance programmes with the aim to enhance the employability of the SC/ST applicants. The Coaching-cum-Guidance for SC/ST Shillong also organizes Pre-examination Training to desirous candidates applying for Government or Banking Jobs to improve their employability.

THE TRAINING WING:

(a) Craftsmen Training Scheme:

The craftsmen Training Scheme (CTS) are being implemented through a net work of Govt. ITIs / Private ITIs in the State. The names and locations of Govt. ITIs / Private ITIs alongwith the detailed position of trades available is given in Appendix- I. The day-to-day administration of Govt. Industrial Training Institutes is being looked after by the respective Principals and Vice Principals.

The day-to-day activities are:-

- (i) to formulate and prepare projects/ Schemes proposal in respect of training programmes and their implementation, monitoring and administration; and
- (ii) matters relating to establishments, finances and miscellaneous items in respect of the Directorate and Govt. ITIs.

The routine functions are:-

- (i) To carry out the policy of the National Council with regard to the issue of National Trade Certificates in Engineering and Non-engineering trades as may be brought within the scope by the Central or State Government;

(ii) to implement the decision and carry out the policy laid down by the National Council in respect of syllabi equipment, scale of accommodation, duration of Courses and method of training.

(iii) to arrange for adhoc or periodical inspection of the Training Institutes/ Centres in the State and ensure that the standards prescribed by the National Council are being followed.

(iv) to ensure that the staff is employed according to the qualifications prescribed by the National Council and relax qualifications in special circumstances to be recorded, for trades where such staff is not easily available.

(v) to ensure that the examination are conducted according to the standards and the manner prescribed by the National Council;

(vi) to counter-sign and issue the National Trade Certificates to successful candidates;

(vii) to recommend the provision of additional training facilities, wherever necessary, and render such assistances in the setting up of additional training programmes as may be necessary;

(viii) to advise the State Government regarding expenditures on different training schemes;

(ix) constitute a Local Board of Examination at each examination Centre.

(x) to fix the rate of remuneration of the Chairman, Invigilators and Examiners of the Local Board of Examination and arrange- payment thereof.

(xi)) to appoint examiners for evaluation of theoretical subjects of All India Trade Test.

(xii)) to declare the final results

(xiii) to constitute the Local Selection Committees attached to Industrial Training Institutes for the purpose of Selection of trainees for admission into Industrial Training Institutes.

(xiv)) to issue advertisement notice for admission into ITIs and conduct the entrance test;

(xv) to constitute a standing Committee for the purpose of Affiliation/ de- affiliation of trades/ units of Govt. ITIs / Govt. ITIs

(xvi)) to conduct the State Level skill competition for trainees of ITIs; and

(xvii)) to perform such other functions as may be entrusted to it by the State Government

(b) Apprenticeship Training Scheme:

In exercise of the powers conferred under Sub- Section (2) of Section 26 and sub-section (1) of Section 27 of the Apprenticeship Act 1961 the Government of Meghalaya in Labour Department has appointed the following officers as indicated against each in addition to their duties vide Notification No. LBG. 49/03/72 dated 24.04.2005.

- | | |
|---|------------------------------------|
| (i) Director of Employment & Craftsmen Training | - State Apprenticeship Adviser |
| (ii) Joint Director of Training | - Joint Apprenticeship Adviser |
| (iii) Deputy Director of Training | - Deputy Apprenticeship Adviser |
| (iv) Inspector of Training (Head quarter) Principal ITI Shillong/ Principal ITI Tura | - Assistant Apprenticeship Adviser |
| (v) Assistant Director of Employment (Head Quarter) Employment Officer, District Employment Exchange, Tura / Assistant Employment Officer, District Employment Exchange, Tura/ Employment Officer, District Employment Exchange, Jowai/Employment Officer. District Employment Exchange, Williamnagar/ Assistant Employment Officer, District Employment Exchange, Nongpoh/ Assistant Employment Officer, District Employment Exchange, Nongstoin/Assistant Employment Officer District Employment Exchange, Baghmara | -Assistant Apprenticeship Advisers |

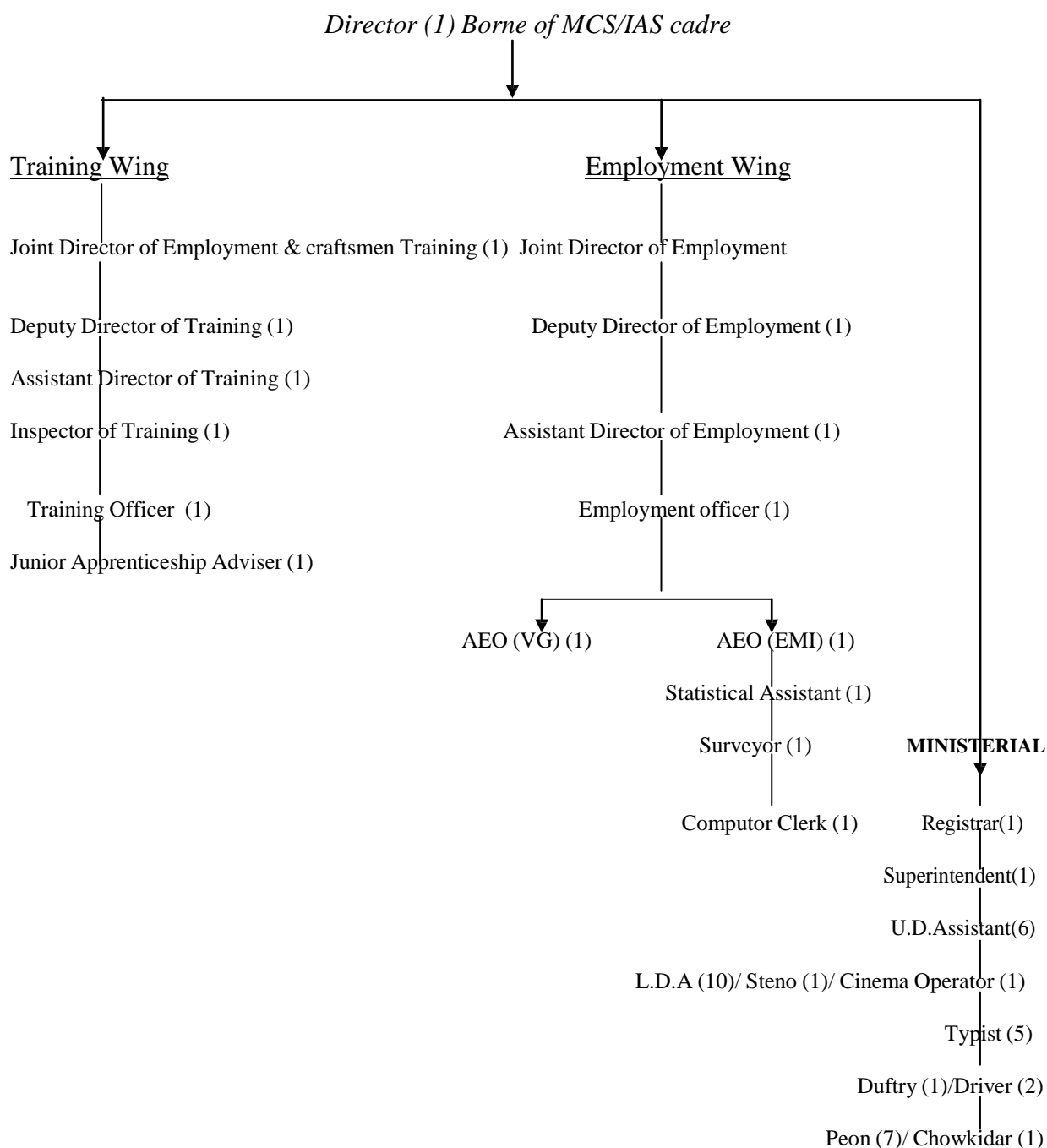
The main functions are:-

- (i) Identification of Industries
- (ii) Collection of manpower data
- (iii) Analysis of data collected
- (iv) Fixation of Quota of Apprentices
- (v) Registration of Apprenticeship contract
- (vi) Notation of Apprenticeship contract and
- (vii) Termination of Apprenticeship contract

Sl. No.	Name of the Office/ Head/ Main Office	Addresses
1	Directorate of Employment & Craftsmen Training	Grove site Building, Keating Road, Shillong -793001
<i>District Offices</i>		
1	Divisional Employment Exchange, Shillong	Grove site Building, Keating Road, Shillong -793001
2	District Employment Exchange	Nongstoin , West Khasi Hills District-793119
3	District Employment Exchange	Jowai, Jaintia Hills District-
4	District Employment Exchange	Williamnagar, East Garo Hills District
5	District Employment Exchange	Nongpoh Ri- Bhoi District-793102
6	District Employment Exchange	Tura, West Garo Hills District-794001
7	District Employment Exchange	Baghmara, South Garo Hills- 794102
8	District Employment Exchange	Nongstoin, West Khasi Hills
9	District Employment Exchange	Mawkyrwat, South West Khasi Hills
10	District Employment Exchange	Ampati, South West Garo Hills
11	District Employment Exchange	Resubelpara, North Garo Hills
12	District Employment Exchange	Khliehriat Jaintia Hills-793209
13	Industrial Training Institute	Rynjah, Shillong-793006
14	Industrial Training Institute for Women	Rynjah, Shillong-793006
15	Industrial Training Institute	Nongstoin , West Khasi Hills
16	Industrial Training Institute	Jowai, Jaintia Hills District-793150
17	Industrial Training Institute	Nongpoh Ri- Bhoi District-793102

18	Industrial Training Institute	Tura, West Garo Hills District-794001
19	Industrial Training Institute	Williamnagar, East Garo Hills District
20	Industrial Training Institute	Baghmara, South Garo Hills- 794102
21	Industrial Training Institute	Sohra East Khasi Hills -793108
22	Industrial Training Institute	Resubelpara, North Garo Hills
23	Sub-Divisional Employment Exchange	Mairang West Khasi Hills-793120
24	Sub-Divisional Employment Exchange	Sohra East Khasi Hills -793108
25	Coaching-cum-Guidance Centre for SC/ST, Shillong	Grove site Building, Keating Road, Shillong -793001

**ORGANISATIONAL STRUCTURE DIAGRAM OF DIRECTORATE OF
EMPLOYMENT & CRAFTSMEN TRAINING**



CHAPTER 3 (MANUAL 2)**POWER AND DUTIES OF OFFICERS AND EMPLOYEES OF THE DIRECTORATE
OF EMPLOYMENT & CRAFTSMEN TRAINING, MEGHALAYA, SHILLONG
The Director is the Head of the Department****(Directorate)**

Whereas the Directorate of Employment & Craftsmen Training comprises of two wings, namely “The Employment Wing” and “The Training Wing” and with a view to ensure accountability, efficiency and quick disposal of works/cases in the interest of public service and in order to streamline the day to day functions of the staff for the smooth functioning of the office. It is expedient to allocate functions/ duties to the officers as prescribed below with effect from the date of issue of the office Memorandum.

A-EMPLOYMENT

1. Joint Director of Employment - To assist Director in matter of monitoring the implementation of all activities of the Employment Wing viz., Procedure Employment Market Information (EMI). Vocational Guidance (VG) Self Employment Physically Handicapped, Coaching-cum-Guidance Centre for Scheduled Castes and Scheduled Tribes, Inspection, Establishment works. Plan Scheme. Any other works to be allotted by Director of Employment & Craftsmen Training
2. Deputy Director of Employment - To assist the Joint Director (Employment) in the matter of monitoring the implementation of all activities of the Employment Wing viz., Ex- Procedures, Employment Market Information (EMI). Vocational Guidance (VG), Self Employment Physically Handicapped Coaching-cum-Guidance Centre for Scheduled Castes and Scheduled Tribes, Inspection, Establishment works and Plan Scheme. Any other works which may be assigned by Joint Director (Employment) with approval of Director of Employment & Craftsmen Training

3. Assistant Director of Employment - To assist Deputy Director of Employment in matter of monitoring and implementation of the activities of the Employment Market Information, Vocational Guidance, Physically Handicapped, Self-employment Coaching-cum-Guidance Centre for Scheduled Castes and Scheduled Tribes, and Establishment works, Direct monitoring of the Employment Market Information, Correctness of Collection, Compilation, Improvement, Scrutiny of Reports and dispatch any other works to be allotted by the Deputy Director of Employment with approval of Joint Director of Employment.
4. Employment Officer - To assist Assistant Director of Employment in matter of monitoring and implementation of the activities of Vocational Guidance, Employment Market Information (EMI), Physically Handicapped, Self-employment, Coaching-cum-Guidance Centre for Scheduled Castes and Scheduled Tribes. All Direct monitoring of all Vocational Guidance activities correctness of Returns, Compilation, Scrutiny of Report, shall be solely responsible for the correctness, review of Vocational Guidance (VG) Reports received from subordinate offices and suggest improvement in the activities of Physically Handicapped, Self-Employment activities, Schooling Programmes also. Any other works to be allotted by the Assistant Director.
5. Assistant Employment Officer
(Employment Market Information) - To assist the Assistant Director of Employment in all works relating to Employment Market Information. Any other works to be allotted by the Assistant Director of Employment. Deputy Director of Employment, Joint Director of Employment
6. Assistant Employment Officer (Vocational Guidance) - To assist the Employment officer (VG), to scrutinize all available advertisement in respect of jobs, career Guide, Training facilities which may be available and may be of use to the Employment Exchange and Coaching-cum-Guidance. Any other works to be allotted by the Assistant Director of Employment & Joint Director of Employment.

NOTE:- *In the event of any post/ posts falling vacant, the functions/ duties shall be looked after by the next immediate Senior officer.*

However, in the case of Assistant Employment Officer, the work shall be looked after by the next senior officer.

-11-

B-Training

Designation	Duties
Joint Director of Employment & Craftsmen Training	<ul style="list-style-type: none"> - To assist the Director in the matter of implementation , monitoring and administration of Vocational Training Scheme (VTS), Apprenticeship Training Scheme (ATS) and any other functions and duties officially assigned by the Director.
Deputy Director of Training	<ul style="list-style-type: none"> - To assist the Joint Director (Training) in the matter of implementation, monitoring and administration of Vocational Training Scheme (VTS), Apprenticeship Training Scheme (ATS) and other functions and duties officially assigned by Joint Director (Training) with the approval of the Director.
Assistant Director of Training	<ul style="list-style-type: none"> - To assist the Deputy Director (Training) in the matter of implementation. monitoring and administration of Vocational Training Scheme (VTS) Apprenticeship Training Scheme (ATS) and any other functions and duties assigned by Deputy Director (Training)
Inspector of Training	<ul style="list-style-type: none"> - To assist the Deputy Director (Training) Assistant Director of Training in the matter of implementation. Monitoring and administration of Vocational Training Scheme (VTS) Apprenticeship Training Scheme (ATS) and any other functions and duties assigned by Deputy Director (Training).
Training Officer	<ul style="list-style-type: none"> - To assist the Deputy Director (Training) in the matter of implementation. monitoring and administration of Vocational Training Scheme (VTS) Apprenticeship Training Scheme (ATS) and any other functions and duties assigned by Deputy Director (Training).

In the event of any post/ posts falling vacant, the function and duties shall be looked after the next immediate senior most officer.

-12-

FINANCIAL

Director	Controlling officer
Drawing & Disbursing Officer	All financial matters of the Directorate and Subordinates officers under the Administrative control of the Directorate.

Ministerial Staff:

1. Registrar	Supervisor level and Registrar is the Head of the Ministerial Section. Will route the files to concerned Branch officer and manage duties of the staff.
2. Superintendent	
3. U.D.Assistant } 4. L.D.Assistant }	Dealing Assistants as per allocation of duties assigned to them from time to time.
5. Junior Apprenticeship Adviser	Dealing on Apprenticeship training
6. Surveyor	Street Survey or Peripatetic Survey
7. Statistical Assistant	Dealing on Employment Statistics
8. Computer Clerk	Tabulation of Statistical data

OTHER

1. Typist	Typing works
2. Driver	Driving Departmental vehicles
3. Duftry	Bank duty etc.
4. Peon	Peon duties
5. Chowkidar	Maintenance/ Safeguard of Office Building

CHAPTER 4 (MANUAL 3)

Rules, Regulations, Instructions, Manual and Records for discharging functions General:

The main functions and duties in the administration of Accounts and Establishment at the Directorate and Subordinate offices were governed by the State Rules and Regulations as adapted by the Government of Meghalaya, including amendments, Office Memorandum, instructions issued by the State Government from time to time. The rules containing Book Rules in some cases and Book Rules and Forms in some other cases, these are:-

- | | |
|--|--|
| 1. Meghalaya FRs and SRs | - Dealing with Pay, Services and duties of the State Government employees. |
| 2. Meghalaya D.F.R Rules | - Dealing with Financial powers and Power for sanction of expenditure. |
| 3. Meghalaya Civil Service (Pension Rules) | - Dealing with regulations of claims to Pension or Family pension. |
| 4. Meghalaya T.A. Rules | - Dealing with regulation of claims of TA/DA to Government employees. |
| 5. Meghalaya Financial Rules | - Dealing with Payment of Money and withdrawal of funds from the Public Accounts. |
| 6. G.P. Fund Rules | - The rules and procedures are relating to maintenance of G.P. Fund money of the Government employees. |
| 7. Meghalaya Civil Services (Commutation of Pension) | - Dealing with retires Government employees who applies for commutation of a portion of his pension under the rules. |

These Book Rules and Forms were printed at the Directorate of Printing and Stationery (Press Wing) Meghalaya, Shillong.

And

Published on the Gazetted of Meghalaya Extra-ordinary

EMPLOYMENT WING:

NATIONAL EMPLOYMENT SERVICE MANUAL

(BOOK FORM)

It is the primary authority of the National Employment Service-

The procedure for:

- (1) Vacancies and Submissions.
- (2) Vocational Guidance activities
- (3) Placement of Handicapped
- (4) Collection of Statistics on un-employment
- (5) Working of the Coaching-cum-Guidance Centre for Scheduled Castes/ Scheduled Tribes are all laid down in the Manual
- (6) Employment Exchange compulsory Notification of vacancies Act 1959 with rules 1960

Compendium of Employment Exchanges Manual is a compilation of Employment Exchange minutes- (Book Form).

In addition to the instructions of incidental service Manual. Instructions of incidental nature are contained in the compendium.

The Books are printed by the General Manager, Government of India Press Minto Road, New Delhi-110002.

TRAINING WING:

1. Training Manual for Industrial Training Institutes and Centres -

This Book is vital for those involved with the Craftsmen Training Scheme conducted at the Industrial Training Institutes and Centres.

It is a valuable compilation on:-

- the objectives and functions of the National and State Council for Vocational Training.
- the policies, procedure and guidelines for the administration of Industrial Training Institutes and Industrial Training Centres.
- The Scales of Staff admissible, their required qualification and duties.
- The prescribed standards and norms regarding land and building, furniture, hand tools, equipment and libraries.
- The admission requirements and duration of all engineering and non-engineering trades.

Published by:-

*Tata Mc grand- Hill Publishing Company Ltd.
4/12 Asaf Al Road, New Delhi-110002*

2. **Apprenticeships Training Manual**- A Comprehensive Manual incorporation all the Salient features of the Act, as well as all the Orders issued from time to time so that the purpose of this Act fulfils its objectives. However, the Manual is not a legal document but is made to serve only the users for implementation of Act.

*Published by:-
Central Staff Training and Research Institute
(CSTARI),
Government of India, Ministry of Labour,
Directorate General of Employment & Training,
EN-Block, Sector V. Salt Lake City Kolkatta-700091*

3. **Skill Development Initiative (SDI Scheme)** (based on Modular Employment Skills) Implementation Manual, October 2010.

The Manual provides information about the features of the scheme, list of Modular Employable Skills (MES) courses etc.

*Published by :- Directorate General of Employment &
Training (DGET), Ministry of Labour & Employment,
Shram Shakti Bhawan, Rafi Marg, New Delhi- 116011*

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

Sl. No.	Subject/ Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation
1	State Council for Training in Vocational Trades (SCTVT)	Yes	Members nominated by State Government
2	State Apprenticeship Council (SAC)	Yes	Members nominated by State Government

IMPLEMENTATION OF POLICY

Sl. No.	Subject/ Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation
1	Local Advisory Committees attached in each Industrial Training Institute	Yes	Members nominated by State Government

CHAPTER 6 (MANUAL-5)

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

Sl. 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
I	Land document	1. Land for ITI at Tura	By L.A. Proceeding	By Respective officers
		2. Land for ITI at Umpling, Shillong	By L.A. Proceeding	-do-
		3. Land for ITI Jowai at Khliehtyrshi	By gift of Dorbar Shnong Khliehtyrshi	-do-
		4. Land for Employment Exchange at Williamnagar	Government Land	-do-
		5. Land for Employment Exchange at Tura	Government Land	-do-
		6. Land for Employment Exchange at Groveside	Lease Land through D.C. Shillong	-do-
		7. Land for Employment Exchange at Ampati	Government Land	-do-
		8. Land for Employment Exchange at Mairang	Government Land	-do-
		9. Land for Employment Exchange at Nongstoin	Government land	-do-
		10. Land for ITI at Baghmara	By L.A. Proceeding through D.C.	-do-
		11. Land for ITI at Sohra	Government land	-do-
II	Service Record	1. Service Book of Directorate Staff	Maintain by the Directorate for each Employees personnel	Directorate of Employment & Craftsmen Training
III	Financial Record	1. Cash Book 2. Acquaintance Roll 3. Contingency Register 4. Bill Register 5. Transit Register 6. Budget	Through office and D.D.O and controlling Officer	Directorate of Employment & Craftsmen Training

CHAPTER 7 (MANUAL -6)

A. Statement of boards, councils, committees and other bodies constitutes as its part

The Employment Wing

CHAPTER -7

Special Committee are attached to all Employment Exchange in the District, Term is for 3 (Three) years. The function and responsibilities of the Committee is to look into complains of corruption, favoritism, Malpractices etc. in the Employment Exchanges.

Composition:

Deputy Commissioner - Chairman

Youth leaders and other prominent social workers, educationists as members. The Head of the District office is the member- Secretary.

- The Training Wing:

i) The State Council for Training in Vocational Trades (SCTVT):

The Council is constituted by the Government of Meghalaya in Labour Department whose term is for a period of three years from the date of issue of notification in the official Gazetted of Meghalaya. The Headquarter of the Council shall be at Shillong.

Composition of the Councils:-

- | | | |
|-----|--|--------------------|
| 1. | Minister of Labour, Meghalaya | = Chairman |
| 2. | Director General of Employment & Training, Ministry of Labour, Government of India, New Delhi or his nominee | = Member |
| 3. | Commissioner & Secretary /Principal Secretary/ Secretary, Finance Department, Govt. of Meghalaya | = Member |
| 4. | Commissioner & Secretary / Principal Secretary/ Secretary, Labour Department, Govt. of Meghalaya. | = Member |
| 5. | Commissioner & Secretary / Principal Secretary/ Secretary, Planning Department, Govt. of Meghalaya. | = Member |
| 6. | Commissioner & Secretary / Principal Secretary, Education Department, Govt. of Meghalaya. | = Member |
| 7. | Commissioner & Secretary / Principal Secretary, Industries Department, Govt. of Meghalaya. | = Member |
| 8. | Secretary, Public Works Department, Govt. of Meghalaya. | = Member |
| 9. | Director, NEIGHRIMS or representative. | = Member |
| 10. | Secretary General, Confederation of Industries, Govt. of Meghalaya. | = Member |
| 11. | Representation of Workers organization. | = Member |
| 12. | Representation of Employees Organisation. | = Member |
| 13. | Director of Employment & Craftsmen Training, Meghalaya | = Member Secretary |

The Council can Co-opt, if necessary any person or persons to advice it, in connection with its work.

The functions of the Council are as being laid down in the Training Manual for Industrial Training Institutes and Centres.

ii) The State Apprenticeship Council (SAC):

The Council is constituted by the Government of Meghalaya in Labour Department whose term is for a period of three years with effect from the date of issue of Notification in the official Gazetted of Meghalaya. The Headquarter of the Council shall be at Shillong.

Composition of the Councils:-

- | | | |
|----|---|--------------------|
| 1. | Minister of Labour, Meghalaya | = Chairman |
| 2. | Minister of State for Labour, Meghalaya | = Vice Chairman |
| 3. | Representative of the Central and of the States Government | = Member |
| 1. | The Director General of Employment & Training/ Joint Secretary to the Govt. of India, New Delhi | = Member |
| 2. | The Secretary, North Eastern Council, Shillong or his nominee. | = Member |
| 3. | The Commissioner & Secretary, Labour Department, Shillong | = Member |
| 4. | The Commissioner & Secretary / Planning Department, Shillong. | = Member |
| 5. | The Commissioner & Secretary, Personnel Department, Shillong | = Member |
| 6. | The Commissioner & Secretary, Industries Department, Shillong | = Member |
| 7. | The Director of Employment & Craftsmen Training, Shillong | = Member Secretary |
| | Representative of Employees in Establishments in the public and private sectors | |
| 1. | The Chief Personnel officer, Meghalaya State Electricity Board, Shillong | = Member |
| 2. | The Chief Personnel officer, NEEPCO, Shillong | = Member |
| 3. | The Work Manager, Mawmluh Cherra Cement Ltd. Cherrapunjee | = Member |
| 4. | The Managing Director, MIDC, Shillong | = Member |
| 5. | The Secretary General, confederation of Industries of Meghalaya, Shillong | = Member |
| 6. | The President, Meghalaya Small scale industries Association, Shillong | = Member |

Persons having special knowledge and Experience of matters relating to Industry, Labour and Technical Education:-

1. The Labour Commissioner, Shillong = Member
2. The Director of Industries, Shillong = Member
3. The Director of Higher & Technical Education, Shillong = Member
4. The Director, Don Bosco Technical School (TTC) Shillong = Member
5. The Secretary, Meghalaya State Council of Technical Education, Shillong = Member

The other terms and condition of the State Apprenticeship Council as being laid down in the Apprenticeship Training Manual.

**Name of Department:- DIRECTORATE OF EMPLOYMENT & CRAFTSMEN TRAINING,
LABOUR DEPARTMENT, MEGHALAYA, SHILLONG.**

Name of Public Authority in the Department	Designated Appellate Authority (DAA) under the Public Authority	Public Information Officer (PIO) under each Public Authority	Assistant Public Information Officer (APIO) under each PIO
Directorate of Employment & Craftsmen Training, Labour Department	Shri B. Hajong, MCS, Director Employment & Craftsmen Training, Shillong Telephone No. 0364-2223592	-	-
		Shri A. Nath, Joint Director of Employment & Craftsmen Training, Directorate of Employment & Craftsmen Training	
		Smti J. Lyngwa, Deputy Director of Employment, Directorate of Employment & Craftsmen	
		<u>District Level: East Khasi Hills</u> Smti M.K. Phanbuh, Assistant Director of Employment, Divisional Employment Exchange, Shillong	
		Smti M. Kharphanbuh, i/c Employment Officer, Coaching-cum-Guidance Centre for SC/ST Shillong	
		Vacant, Principal, Govt. Industrial Training Institute, Shillong	
		Vacant Vice Principal, Govt. Industrial Training Institute, (W) Shillong	
		<u>West Khasi Hills</u> Smti B. Syiemlieh Assistant Employment Officer, District Employment Exchange, Nongstoin	
		Smti B. Syiemlieh, i/c Vice Principal, Govt. Industrial Training Institute, Nongstoin	
		<u>South West Khasi Hills</u> Shri N. Thangkhiew, District Employment Exchange, Mawkyrwat	
		<u>Jaintia Hills</u> Shri Hubert W. Diengdoh, i/c Employment Officer, District Employment Exchange,	
		Shri L. Sunar, Vice Principal, Govt. Industrial Training Institute, Jowai Khliehtyrshi	
		<u>East Jaintia Hills</u> Smti J.M. Nongkynrih, Assistant Employment Officer, District Employment Exchange, Khliehriat	
		<u>Ri-Bhoi District</u> Shri B. Pariat, Employment Officer, District Employment Exchange, Nongpoh	
Shri L. Hajong, In-charge Vice Principal, Govt. Industrial Training Institute, Nongpoh			

		East Garo Hills Smti D.R. Marak, Employment Officer, District Employment Exchange, Williamnagar	
		Shri D.R. Marak, In-charge Vice Principal, Govt. Industrial Training Institute, Williamnagar	
		West Garo Hills Smti V.M.P. Marak, Employment Officer, District Employment Exchange, Tura	
		Shri D. Kharshiing, Principal, Govt. Industrial Training Institute, Tura	
		South Garo Hills Shri T.N.K. Marak, Assistant Employment Officer, District Employment Exchange, Baghmara	
		Shri C.S. Sangma Vice Principal Govt. Industrial Training Institute, Baghmara	
		North Garo Hills Shri J.R. Marak, Assistant Employment Officer, District Employment Exchange, Resubelpara	
		Shri B. Ch. Marak, Vice Principal, Govt. Industrial Training Institute, Resubelpara,	
		South West Garo Hills Smti I.A. Sangma, Assistant Employment Officer, District Employment Exchange, Ampati	
			Sub- Divisional (Civil) Level Smti O. Rynjah, Assistant Employment Officer, Sub-Divisional Employment Exchange, Sohra
			Smti B. Lyngdoh Mawnai, Assistant Employment Officer, Sub-Divisional Employment Exchange, Mairang
			Shri B. Sawkmie, Vice Principal, Govt. Industrial Training Institute, Sohra

CHAPTER 8 (Manual -7)

PUBLIC INFORMATION OFFICERS

(A) Directorate Level:

Sl. No.	Name	Designation	STD code	Phone No. Office/ Mobile
1	Shri A. Nath, Deputy	Joint Director of Employment & Craftsmen Training , Directorate of Employment & Craftsmen Training	0364	2501501 94361-10880
2	Smti J. Lyngwa	Deputy Director of Employment, Directorate of Employment & Craftsmen Training, Shillong		8794732523
	East Khasi Hills			
1	Smti M.K.Phanbuh	Assistant Director of Employment, Divisional Employment Exchange, Shillong	0364	2226748 9402134218
2	Smti M. Kharphanbuh	i/c Employment Officer, Coaching-cum-Guidance Centre for SC/ST Shillong		94021-34218
3	Vacant,	Principal, Govt. Industrial Training Institute, Shillong	0364	2535803 9862565500
4	Vacant,	Vice Principal, Govt. Industrial Training Institute, (W) Shillong	0364	2535803 9862565500
5	Shri. B. Sawkmie,	Vice Principal, Govt. Industrial Training Institute, Sohra.		8794714967
1	West Khasi Hills Smti B. Syiemlieh	Assistant Employment Officer, District Employment Exchange, Nongstoin	03654	280232 9402198015
2	Smti B. Syiemlieh	i/c Vice Principal, Govt. Industrial Training Institute, Nongstoin		9402198015
	South West Khasi Hills			
1	Shri N. Thangkhiew	District Employment Exchange, Mawkyrwat		94361-10775
	Jaintia Hills			
1	Shri Hubert W. Diengdoh	i/c Employment Officer, District Employment Exchange, Jowai	03652	2220716
2	Shri L. Sunar	Vice Principal, Govt. Industrial Training Institute, Jowai Khliehtyrshi		94363-32935
1	East Jaintia Hills Smti J.M. Nongkynrih	Assistant Employment Officer, District Employment Officer, District Employment Exchange, Khliehriat	03655	293500
1	Ri-Bhoi District Shri B.Pariat	Employment Officer, District Employment Exchange, Nongpoh		94361-01492
2	Shri L. Hajong	In-charge Vice Principal, Govt. Industrial Training Institute, Nongpoh		8794729553
1	East Garo Hills Smti D.R.Marak	Employment Officer, District Employment Exchange, Williamnagar	03658	220238
2	Shri D.R. Marak	In-charge Vice Principal, Govt. Industrial Training Institute, Williamnagar	03651	220349 (o) 9615991287

	<u>West Garo Hills</u>			
1	Smti V.M.P.Marak	Employment Officer, District Employment Exchange, Tura	03651	232006 98560-59471
2	Shri D. Kharshiing	Principal, Govt. Industrial Training Institute, Tura	03651	2548035 8974202965
	<u>South Garo Hills</u>			
1	Shri T.N.K. Marak	Assistant Employment Officer, District Employment Exchange, Baghmara		94363-22531
2	Shri C.S. Sangma	Vice Principal, Govt. Industrial Training Institute, Baghmara		8014184536 8729963918
	<u>North Garo Hills</u>			
1	Shri J.R. Marak,	Assistant Employment Officer, District Employment Exchange, Resubelpara		94361-77754
2.	Shri. B. Ch. Marak	Vice Principal, Govt. Industrial Training Institute, Resubelpara.		9436112835
	<u>South West Garo Hills</u>			
1	Smti I.A. Sangma,	Assistant Employment Officer, District Employment Exchange, Ampati		80142-42412
	<u>Sub- Division Level</u>			
1	Smti O. Rynjah	Assistant Employment Officer, Sub-Divisional Employment Exchange, Sohra		96121-69804
2	Smti B. Lyngdoh Mawnai,	Assistant Employment Officer, Sub-Divisional Employment Exchange, Mairang		98565-88308
	<u>First Appellate Authority at Directorate</u>			
1	Shri B. Hajong,. MCS	Director of Employment & Craftsmen Training	0364	2223592 94361-13592

CHAPTER -9 (MANUAL -8)

Procedure followed in Decision Making Process

The Head of office through the Dak file make every correspondence for diaries to concerned Dealing Assistants. The dealing Assistant (i.e. L.D. Assistant & U.D. Assistants) in turn would put up the letter, study and examine the matter/ case in question, and process through relevant file and then route through the Superintendent/ Registrar/ the Branch officers (i.e. Assistant Employment officers/ Employment Officers/ Inspector of Training /Assistant Director of Employment/ Deputy Director of Employment/ Deputy Director of Training/ Joint Director of Employment/ Joint Director of Employment & Craftsmen Training) for further consideration and proper thorough examination of the matter/case before endorsing the same to the Director of Employment & Craftsmen Training for final decision.

In matters of financial or matters having financial implication, like service cases, Audit cases/ objections/ Reports, etc. and any other complicated matter and vexed problems, the views and advice of the Finance & Account officer attached to the Directorate is sought who will advise the Director of Employment & Craftsmen Training on decision to be taken.

In matters, or decision which require public attention/ notice e.g (i) Notice for admission of trainees in Industrial Training Institutes and Job Seekers in Coaching-cum-Guidance Centre (ii) Floating of Notice Inviting Tenders (NIT)/ Quotation, etc (iii) or any other Advertisement to be made, such matters are published through the Notice Board and also processed through the Directorate of formation & Public Relation for causing wide publicity through the Local/ National news papers and also through All India Radio announcement and Electronic media.

The matter in which decision is to be made differ from office to office depending upon the subject matter and circumstances, the case in question ranging from service cases, implementation of programmes, compilation and Evaluation of Data/ information etc., the same may be taken up with nodal department.

CHAPTER 10 (MANUAL -9)
Directory of Office & Employees
101. Please provide Information District wise in the following Form.

Sl. No	Name	Designation	STD Code	Phone No		Fax	Email
				Office	Mobile		
1.	Shri. B. Hajong, M.C.S.,	Director	0364	2223592	94361-13592 96151-14990	2228451	dectmeg@gmail.com bhupeshhajong@gmail.com
2.	Shri. A. Nath,	JDECT.	0364	2501501	94361-10880		
3.	Smti J. Lyngwa	DDE.	0364	2501525	87947-32523		
4.	Shri. P. Thangkhiew,	ADE			87947-32523		
5.	Shri S.J. Shabong	ADT			98620-53698		
6.	Shri. A. R. Jyrwa,	AEO			94361-01062		
7.	Smti D.A. Shylla,	AEO			87873-06353		
8.	Shri. H.R.Massar,	Inspector of Training			70056-02654		
9.	Vacant,	Superintendent			-		
10.	Smti. I. Kharsati,	UDA.			9615736754		
11.	Smti. S. Kharphuli,	UDA.			96150-19189		
12.	Vacant,	UDA.			-		
13.	Smti. C. Sawkmie,	UDA.			97743-62130		
14.	Shri. F. Pathaw,	UDA.			98566-23521		
15.	Smti. T. Kharmalki,	UDA.			73080-78231		
16.	Smti A. Chyne,	Stenographer			96121-61708		
17.	Shri. P. Kharumni	LDA			98632-44301		
18.	Shri. D. L. Nongbri,	LDA.			85753-34976		
19.	Shri. B. B. Marak,	LDA.			98630-37516		
20.	Shri. J. Kharkongor,	LDA.			85750-26716		
21.	Shri. M. C. Momin,	LDA.			94363-34275		
22.	Vacant	Computer Clerk			-		
23.	Smti. T. K. Sangma,	LDA.			81198-40143		
24.	Shri. B. M. Kharpuri,	LDA.			85751-83197		
25.	Shri. J. J. Nongsiej,	LDA.			98561-31466		
26.	Smti. D.G. Kharmawphlang,	LDA.			84160-70416		
27.	Shri. W. Jana,	JAA			82570-67323		
28.	Vacant,	S/A.			-		
29.	Shri D.S.Syiemlieh,	Surveyor.			88374-25721		
30.	Smti. M. Saiborne,	Typist.			98634-96445		
31.	Smti. Monica Shanpru,	Typist.			96155-71131		
32.	Smti. Dakerlin Kharshiing,	Typist.			85753-40767		
33.	Shri. Jazer R. Marak,	Typist.			96150-45759		
34.	Vacant,	Cinema Operator			-		
35.	Shri. M. Dkhar,	Duftry.			98560-42975		
36.	Shri. S. Rymbai,	Peon.			98631-92105		
37.	Shri. J. G. Momin,	Peon.			98626-40089		
38.	Smti. L. M. Kharmawlong,	Peon.			96151-35041		
39.	Smti. M. Kharkongor,	Peon.			84158-58812		
40.	Shri. D. S. Malngiang,	Peon.			97748-53122		
41.	Smti Daihun Warbah	Peon.			97749-44873		
42.	Shri Jinji M. Sangma	Peon.			90771-45087		
43.	Shri. S. Kharkongor,	Driver.			96150-40563		
44.	Shri. K. Kharkongor,	Driver.			98622-55881		
45.	Smti. R. B. Sanglyne,	LDA			85754-16920		
46.	Shri. L. Rumjang,	Procurement Officer			94367-06178		
47.	Smti. N. Nongneng.	Account Officer			97744-34520		
48.	Shri. B. Dkhar,	Guard.			96159-71450		

CHAPTER 11 (MANUAL-10)

Sl. No. 10. The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulation

Sl. No.	Name	Designation	Monthly Remuneration	Compensation/ Compensatory Allowance
1.	Shri. B. Hajong, M.C.S.,	Director.	76813	<p style="text-align: center;">No Compensation except compensatory allowance @Rs 300/- for all grades of Govt. Employees as recommended by the 4th Pay Commission and accepted by State Govt.</p>
2.	Shri. A. Nath,	JDECT.	57815	
3.	Smti J. Lyngwa	DDE.	52634	
4.	Shri. P. Thangkhiew,	ADE	49266	
5.	Shri S.J. Shabong	ADT	61048	
6.	Shri. A. R. Jyrwa,	AEO.	59190	
7.	Smti D.A. Shylla,	AEO	54823	
8.	Shri. H.R. Massar,	Training Officer	44215	
9.	Smti. I. Kharsati,	UDA.	31393	
10.	Smti. S. Kharphuli,	UDA.	27351	
11.	Smti. C. Sawkmie,	UDA.	33278	
12.	Shri. F. Pathaw,	UDA.	30021	
13.	Smti. T. Kharmalki,	UDA.	26199	
14.	Smti A. Chyne,	Stenographer	28229	
15.	Shri. P. Kharumni	LDA	22031	
16.	Shri. D. L. Nongbri,	LDA.	30499	
17.	Shri. B. B. Marak,	LDA.	26031	
18.	Shri. J. Kharkongor,	LDA.	27870	
19.	Shri. M. C. Momin,	LDA.	22652	
20.	Smti. T. K. Sangma,	LDA.	22830	
21.	Shri. B. M. Kharपुरi,	LDA.	22830	
22.	Shri. J. J. Nongsiej,	LDA.	23930	
23.	Smti. D.G. Kharmawphlang,	LDA.	21897	
24.	Shri. W. Jana,	JAA	24393	
25.	Shri D.S. Syiemlieh	Surveyor.	32067	
26.	Smti. M. Saiborne,	Typist.	20576	
27.	Smti. Monica Shanpru,	Typist.	20495	
28.	Smti. Dakerlin Kharshiing,	Typist.	19495	
29.	Shri. Jazer R. Marak,	Typist.	21595	
30.	Shri. M. Dkhar,	Duftry.	18485	
31.	Shri. S. Rymbai,	Peon.	22294	
32.	Shri. J. G. Momin,	Peon.	23683	
33.	Smti. L. M. Kharmawlong,	Peon.	19740	
34.	Smti. M. Kharkongor,	Peon.	15568	
35.	Shri. D. S. Malngiang,	Peon.	15820	
36.	Smti Daihun Warbah	Peon.	22284	
37.	Shri Jinji M. Sangma	Peon.	22284	
38.	Shri. S. Kharkongor,	Driver.	21303	
39.	Shri. K. Kharkongor,	Driver.	19898	
40.	Smti. R. B. Sanglyne,	L.D.A	19178	
41.	Shri. L. Rumjang,	Procurement Officer	40000	
42.	Smti. N. Nongneng.	Account Officer	35000	
43.				

CHAPTER 12 (MANUAL-11)

The Budget allocated to each Agency (particulars of all Plans, proposed expenditures and Reports on Disbursement made)

Sl. No	Name of the Scheme/ Head	Activity	Starting date of the activity	Planned and date of the activity	Amount proposed (in lakhs)	Amount sanction need (in lakhs)	Amount release/ disbursed (No. of installment) (in lakhs)	Actual expenditure for the last year (in Rs.)	Responsible Officer the quality and the complete execution of the work
1	Strengthening of Headquarter Establishment Directorate	To strengthen the Direction and Administration of the Headquarter Establishment on Employment Services	1992-1993	Continuing	28.33	28.33	28.33	17,10,480	Director
2	Resource Manpower Monitoring Cell	To monitor the Employment situation of the State and position of SC/ST in Central offices	1991-1992	Continuing	10.39	10.39	10.39	7,14,818	Director
3	Employment Market Information Unit, Williamnagar	Compilation of Employment Statistic and also collection and analysis of data concerning Employment situation in different industries	1992-1993	-do-	7.00	7.00	7.00	3,08,448	Employment Officer
4	Strengthening of Divisional Employment Exchange, Shillong	To strengthen all Technician matter relating to Employment Services	1991-1992	-do-	18.55	18.55	18.55	16,47,751	Assistant Director of Employment
5	Vocational Guidance Unit in District Employment Exchange, Williamnagar/ Tura	Individual Guidance for Registration	1992-1993	-do-	17.78	17.78	17.78	6,12,425	Employment Officer
6	Incentives to SC/ ST in CGC, Shillong	Award incentive to Scheduled Castes/ Scheduled Tribes candidate attended the Training	1991-1992	-do-	0.6	0.6	0.6	-	Employment Officer
7	Employment Information and Assistance Bureaux Amlarem/ Pynursla/ Dadengiri	Prevent migration of people from Rural to Urban Area	1992-1993	-do-	9.1	9.1	9.1	9,56,119	UDA & Assistant In-charge
8	Sub-Divisional Employment Exchange, Nongpoh/ Mairang/ Ampati/ Baghmara	Providing Employment Assistance to people of the District	1991-1993	-do-	46.31	46.31	46.31	38,43,918	EO (Nongpoh), AEO (Mairang, Ampati, Baghmara)
9	Construction of Employment Exchanges Building	Construction	-	-do-	10.76	10.76	10.76	-	Director
<i>CRAFTSMEN TRAINING (ITIs) APPRENTICESHIP TRAINING)</i>									
1	Setting up of Industrial Training Institute, Nongstoin/ Nongpoh/ Williamnagar/ Baghmara	Imparting Vocational Training in different Trade	1996-1997	-do-	130.18	130.18	130.18	1,19,14,665	Vice Principal
2	Advance Course in Trade of Dress Making	Imparting Training	1995-1996	-do-	6.62	6.62	6.62	5,49,421	Vice Principal ITI (W)
3	Introduction of New Trade in Industrial Training Institute	Imparting Training	1992-1993	-do-	26.89	26.89	26.89	24,37,658	Principal ITI Shillong/ Tura Vice Principal ITI (W) Shillong
4	Incentives to Industrial Training Institute Trainees	Award incentive to the Toppers in the respective Trade	1995-1996	-do-	-	-	-	-	Director
5	Acquisition of Land/ Construction of Industrial Training Institute Building	Civil Work	-	-do-	-	-	-	-	Director
6	Strengthening of Vocational Training Wing in Directorate	To strengthen Vocational Training in Directorate	1995-1996	-do-	4.4	4.4	4.4	3,26,137	Director
	TOTAL:-				316.91	316.91	316.91	2,50,21,840	

N.B:- “ The amount proposed and amount sanction need as indicated in the columns above were based on the amount from Budget Book 2010-2011 duly approved and passed by

CHAPTER -14 (MANUAL-16)

Particulars of the facilities available to citizens for obtaining information

Information are available through Newspaper, issuing of letters, inspection of Records in the Office, AIR announcement, Advertisements are made/ processed through the Directorate of information and Public Relation.

*(B.Hajong, MCS.,)
Director,
Employment & Craftsmen Training,
Meghalaya, Shillong

*(A. Nath,)
Joint Director of Employment &
Craftsmen Training, Directorate of Employment
& Craftsmen Training, Meghalaya, Shillong

*(J. Lyngwa)
Deputy Director of Employment,
Directorate of Employment & Craftsmen Training,
Meghalaya, Shillong

*Superintendent
Directorate of Employment & Craftsmen Training,
Meghalaya, Shillong

Appendix

STATEMENT SHOWING POSITION OF Govt. ITIs / Private ITIs IN MEGHALAYA AS ON DECEMBER 2016

<i>Sl. No.</i>	<i>Location of ITI</i>	<i>Name of Trades</i>	<i>Seating capacity</i>
1	2	3	4
1	Industrial Training Institute Rynjah Shillong	(1) Stenography (2 units)	26
		(2) Welder (2 units)	21
		(3) Fitter (2 units)	21
		(4) Motor vehicle (2 units)	21
		(5) Electrician(2 units)	21
		(6) Draughtsman (Civil) (1 units)	26
		(7) Wireman (2 units)	21
		(8) Radio & T.V (1 unit)	0
		(9) Surveyor (1 unit)	26
		(10)Plumber (1 unit)	26
		(11) IT & ESM	26
		(12) Preservation of Fruits and Vegetables	26
		(13) Carpentry	26
		(14) Civil Draughtsman	26
	TOTAL:-		313
2	Industrial Training Institute Tura	(1) Stenography (2 units)	26
		(2) Welder (2 units)	21
		(3) Fitter (2 units)	21
		(4) Motor vehicle (2 units)	21
		(5) Electrician(2 units)	21
		(6) Carpentry (1 unit)	26
		(7) Plumber (1 unit)	26
		(8) Radio & T.V (1 unit)	0
		(9) Typing (1 unit)	10
		(10) IT & ESM	26
		(11) Draughtsman Mech.	26
		(12) Draughtsman Civil	26
		(13) Surveyor	26
	TOTAL:-		276
	Industrial Training Institute (W) Shillong	(1) Dress Making (1 unit)	21
		(2) Hair & Skin Care (1 unit)	26
		(3) Advance Course in Dress Making	16
	TOTAL:-		63
4	Industrial Training Institute Khliehtyrshi, Jowai	(1) Stenography (1 unit)	26
		(2) Electrician(1 unit)	26
		(3) Motor vehicle (1 unit)	26
		(4) Welder (1 unit)	21
	TOTAL:-		99

5	Industrial Training Institute Nongstoin	(1) Carpentry (1 unit)	26
		(2) Wireman (1 unit)	21
	TOTAL:-		47
6	Industrial Training Institute Williamnagar	(1) Wireman (1 unit)	21
		(2) Stenography	26
	TOTAL:-		47
7	Industrial Training Institute Baghmara	(1) Wireman (1 unit)	21
	TOTAL:-		21
8	Industrial Training Institute Nongpoh	(1) Wireman (1 unit)	21
		(2) Welder (1 unit)	21
		(3) Plumber (1 unit)	26
	TOTAL:-		68
9	Industrial Training Institute Sohra	(1) Wireman (1 unit)	21
		(2) Plumber (1 unit)	26
	TOTAL:-		47
10	Industrial Training Institute Resubelpara	(1) Wireman (1 unit)	21
		(2) Plumber (1 unit)	26
	TOTAL:-		47
11	Don Bosco Technical School, Industrial Training Centre Shillong	(1) Electrician (1 unit)	21
		(2) Motor vehicle (1 unit)	21
		(3) Wireman (1 unit)	21
		(4) Machinist (1 unit)	20
		(7) Carpentry (1 unit)	26
		(8) Welder (1 unit)	21
		(12) Radio & T.V. (1 unit)	0
	TOTAL:-		156

PART VII

THE GAZETTE OF MEGHALAYA (Extraordinary) JULY 4 2005

- (c) by any other law made by State Legislature;
(d) by notification issued or order made by the appropriate Government.

and includes any-

- (i) body owned, controlled or substantially financed;
(ii) non-Government organization substantially financed,
directly or indirectly by funds provided by the appropriate Government;
- (i) "record" included-
- (a) any documents, manuscript and file;
(b) any microfilm, microfiche and facsimile copy of a document;
(c) any reproduction of image or images embodied in such microfilm
(whether enlarged or not); and
(d) any other material produced by a computer or any other device;

(j) “right to information” means the right to information accessible under this Act which is held by or under the control of any public authority and includes the right to-

(i) inspection of work, documents, records;

(ii) taking notes, extracts or certified copies of documents or records;

(iii) taking certified samples of material;

(iv) 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;

(k) “*State Information Commission*” means the State Information Commission constituted under sub-section (1) of section 15;

(l) “*State Chief Information Commissioner*” and “State Information Commissioner” means the State Chief Information Commissioner and the State Information Commissioner appointed under sub-section (3) of section 15;

(m) “*State Public Information Officer*” means the State Public Information Officer designated under sub-section (1) and includes a State Assistant Public Information Officer designated as such under sub-section (2) of section 5;

(n) “*third party*” means a person other than the citizen making a request for information and includes a public authority.

CHAPTER II

RIGHT TO INFORMATION AND OBLIGATIONS OF PUBLIC AUTHORITIES

3. Subject to the provisions of this Act, all citizens shall have the right to information. *Right to information*

4. (1) Every public authority shall-

(a) maintain all its records duly catalogued and indexed in a manner and the form which facilities the right to information under this Act and ensure that all records that are appropriate to be computerised are, within a reasonable time and subject to availability of resources, computerised and connected through a network all over the country on different systems so that access to such records is facilitated;

Obligations of public authorities

(b) publish within one hundred and twenty days from the enactment of this Act-

(i) the particulars of its organization, functions and duties;

(ii) the powers and duties of its officers and employees;

(iii) the procedure followed in the decision making process, including channels of supervision and accountability;

(iv) the norms set by it for the discharge of its functions.