CHAPTER 2
PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

2.1. Objective/purpose of the public authority.
Its objectives/purpose are as follows:
i) to provide particulars of the Department, its functions and duties.
ii) to spell out the powers and duties of officers and employees of the Department.
iii) to provide details of information available in the Department to citizens as and when asked for.

2.2. Mission/vision statement of the public authority.
Access to right to information within the ambience of the Act will make the Department to be more responsible in disseminating such information as desired by citizens and that the information should be authentic, reliable and correct.

2.3. Brief history of the public authority and context of its formation.
Meghalaya became a full fledged State in 21st January of 1972 which was carved out from the State of Assam. The Social Welfare as an organized body was established in 1974.

2.4. Duties of the public authority.
The following are the duties of Department of Social Welfare:
1. To provide some basic preventive curative and rehabilitative services for proper integration of welfare and development services pertaining to welfare of women, adolescent, children, physically handicapped, aged persons, juvenile delinquents, drug addicts.
2. To expand the preventive and development services by giving paramount importance in social welfare planning.
3. To provide basic health care services such as immunization, child care, maternity and nutrition for women and children through IDDS projects.

2.5. Main activities/functions of the public authority.

2.6. List of services being provided by the public authority.
2.7. Organizational structure diagram at various levels namely, state, directorate, region, district, block etc (whichever is applicable) 
At the Administrative level, that is, the Department of Social Welfare, Government of Meghalaya as per the following shown from top to bottom.
1. Commissioner & Secretary.
2. Deputy Secretary.
3. Under Secretary.
5. Superintendent of Social Welfare Department.
6. Assistant Superintendent.
7. U.D.Assistant.
8. L.D.Assistant.

2.8. Expectation of the public authority from the public for enhancing its effectiveness and efficiency.
The general public may play a more constructive and positive role in improving the present functions and duties. Moreover, the public may suggest right approach and any initial appreciation would be an effective step rather than disturbing the present arrangement.

2.9. Arrangements and methods made for seeking public participation/contribution.
Public participation/contribution may be made in the form of letters of suggestion addressed directly to the Public Authority, press clippings and write ups, seminars and workshops, radio talk, video conferencing and any other means of communication.

2.10. Mechanism available for motoring the service delivery and public grievance resolution.
The various organization set up right from the top to the grass root levels are expected to cater to service delivery and public grievance resolution.

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).
At the administrative level:
Commissioner & Secretary to the Government of Meghalaya, 
Social Welfare Department.
Room No 230, Main Secretariat, 
Shillong.

2.12. Morning hours of the office: 10.00AM
Closing hours of the office: i) 4.30 PM From 1st November to 15th February.
ii) 5.00 PM from 16th February to 31st October.