

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 practical's, 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 40th Batch Field Assistant Training Course, 2012-2013, Conservation Training Institute, Byrnihat.

Candidates securing Honours (in order of Merit)		
Position	Name of Trainee	Name of Sponsoring Department
1 st	Shri. Bynrapborlang Marwein	Soil & Water Conservation Division, Nongstoin
2 nd	Shri. Windarson Marwein	Soil & Water Conservation Division, Nongstoin
3 rd	Shri. Elneswell Nongrang	Soil & Water Conservation Shillong (CC)Division, Shillong
4 th	Shri. Satarlin Langte	Soil & Water Conservation Division, Nongstoin
Candidates securing simple pass (in order of Merit)		
5 th	Shri. Peningstar Nongrum	Soil & Water Conservation Soil Survey Division
6 th	Shri. James Peter Syiemlieh	Soil & Water Conservation Division, Nongstoin
7 th	Shri. Bennyson Rangat	Soil & Water Conservation Shillong (T)Division, Shillong
8 th	Shri. Archangelo Kharjahrin	Soil & Water Conservation Division, Nongstoin
9 th	Shri. Barisphere Dhar	Jaintia Hills Autonomous District Council, Jowai
10 th	Shri. Aibanroilang Sanglyne	Soil & Water Conservation Division, Nongstoin
11 th	Shri. Medon Kupar Warjri	Soil & Water Conservation Soil Survey Division
12 th	Shri. Darryson Thabah	Soil & Water Conservation Soil Survey Division
13 th	Shri. Melshi Salahe	Jaintia Hills Autonomous District Council, Jowai
14 th	Shri. Roger Blah	Soil & Water Conservation Soil Survey Division
15 th	Shri. Pynshai Manik Savio Swer	Soil & Water Conservation Division, Nongstoin
16 th	Shri. Ivan Phrangsngi Kyndait	Jaintia Hills Autonomous District Council, Jowai
17 th	Shri. Fabian Phawa	Jaintia Hills Autonomous District Council, Jowai
18 th	Shri. Paul Cliffords Kharjahrin	Soil & Water Conservation Division, Nongstoin
19 th	Shri. Demure T. Sangma	Garo Hills Autonomous District Council, Tura
20 th	Shri. Shemperman Risaw	Khasi Hills Autonomous District Council, Shillong
21 st	Shri. Prabhakar D. Sangma	Garo Hills Autonomous District Council, Tura
22 nd	Shri. Tangku N. Sangma	Garo Hills Autonomous District Council, Tura

Result of the 41st Batch Field Assistant Training Course, 2013-2014, Conservation Training Institute, Byrnihat.

Position	Name of Trainee (s)	Name of Sponsoring Department (s)
1	2	3
Candidates securing Honours (in order of Merit)		
1 st	Shri Hamarbamut Sad	Soil & Water Conservation Shillong (T)Division, Shillong
2 nd	Shri Stanford Pariat	Soil & Water Conservation Jowai (T)Division, Jowai
3 rd	Shri Bonifast Diengdoh	Soil & Water Conservation Shillong (T)Division, Shillong
4 th	Shri Pangrak Ch. Momin	Soil & Water Conservation Tura (T)Division, Tura
5 th	Shri Gream Ravile N. Marak	Garo Hills Autonomous District Council, Tura
6 th	Shri Sinoka War	Soil & Water Conservation Shillong (T)Division, Shillong
7 th	Shri Hardy D. Marak	Soil & Water Conservation Tura (T)Division, Tura
8 th	Shri Monoronjon G. Momin	Soil & Water Conservation Simsanggre Division, Williamnagar
	Shri Canopy D. Marak	Soil & Water Conservation Simsanggre Division, Williamnagar
Candidates securing Simple pass (in order of Merit)		
9 th	Shri Statis Sengsim S. Marak	Garo Hills Autonomous District Council, Tura
10 th	Shri Marbanki Challam	Soil & Water Conservation Jowai (T)Division, Jowai
11 th	Shri Jonok S. Sangma	Soil & Water Conservation Tura (T)Division, Tura
12 th	Shri Friellick S. Sangma	Soil & Water Conservation Tura (T)Division, Tura
13 th	Shri Chesar Challam	Soil & Water Conservation Jowai (T)Division, Jowai
14 th	Shri David Suchiang	Soil & Water Conservation Jowai (T)Division, Jowai
15 th	Shri Wombai Sumer	Soil & Water Conservation Jowai (T)Division, Jowai
16 th	Shri Tegrikgrak D. Sangma	Soil & Water Conservation Tura (T)Division, Tura
17 th	Shri Denisward B. Sangma	Soil & Water Conservation Tura (T)Division, Tura
18 th	Shri Mickey Roshban Ch. Marak	Soil & Water Conservation Tura (T)Division, Tura
19 th	Shri Garlanmi Bareh	Soil & Water Conservation Jowai (T)Division, Jowai
20 th	Shri Kerbasius Suchiang	Soil & Water Conservation Jowai (T)Division, Jowai
21 st	Shri Dasienlang Passah	Soil & Water Conservation Jowai (T)Division, Jowai
22 nd	Shri Teilang Shullai	Soil & Water Conservation Jowai (T)Division, Jowai
23 rd	Shri Uniferous Talang	Soil & Water Conservation Jowai (T)Division, Jowai
24 th	Shri Hubert B. Marak	Soil & Water Conservation Tura (T)Division, Tura
25 th	Shri Arwin Laloo	Soil & Water Conservation Jowai (T)Division, Jowai
26 th	Shri Chekam B. Marak	Soil & Water Conservation Tura (T)Division, Tura
27 th	Shri Darilangki Passah	Soil & Water Conservation Jowai (T)Division, Jowai
28 th	Shri Riknang G. Momin	Soil & Water Conservation Simsanggre Division, Williamnagar
29 th	Shri Chamberwell S. Basan	Soil & Water Conservation Shillong (T)Division, Shillong
30 th	Shri Hopinglast Rymbai	Jaintia Hills Autonomous District Council, Jowai
31 st	Shri Mangkim N. Sangma	Soil & Water Conservation Tura (T)Division, Tura
32 nd	Shri Lalthanzama Hrahse	Soil & Water Conservation Mizoram, Aizawl
33 rd	Shri Primus Dhar	Soil & Water Conservation Jowai (T)Division, Jowai
34 th	Shri Andy James Liting	Jaintia Hills Autonomous District Council, Jowai
35 th	Shri Fedu Mangam	Rural Work Department, Arunachal Pradesh
36 th	Shri Steward D. Shira	Soil & Water Conservation Simsanggre Division, Williamnagar

1	2	3
37 th	Shri Theodoros Quintos Suiam	Soil & Water Conservation Jowai (T)Division, Jowai
38 th	Shri Braining Nongrum	Soil & Water Conservation Shillong (T)Division, Shillong
39 th	Shri Isac D. Areng	Soil & Water Conservation Simsanggre Division, Williamnagar
40 th	Shri Mickey G. Momin	Soil & Water Conservation Simsanggre Division, Williamnagar
41 st	Shri Pyndaplin Tariang	Jaintia Hills Autonomous District Council, Jowai
42 nd	Shri First Pillar Bright Sungoh	Soil & Water Conservation Jowai (T)Division, Jowai
43 rd	Shri Jenny Bankira R. Sangma	Soil & Water Conservation Tura (T)Division, Tura
44 th	Shri Tarzin Hanker	Rural Work Department, Arunachal Pradesh
45 th	Shri Preneth A. Sangma	Soil & Water Conservation Tura (T)Division, Tura
46 th	Shri Sembar A. Sangma	Soil & Water Conservation Tura (T)Division, Tura
47 th	Shri Keuber B. Marak	Soil & Water Conservation Tura (T)Division, Tura
48 th	Shri Ambika Hajong	Soil & Water Conservation Tura (T)Division, Tura
49 th	Shri John Happier D. Shira	Garo Hills Autonomous District Council, Tura

Candidates who unsuccessfully completed the Course

	Name of Trainee (s)	Name of Sponsoring Department (s)
	Shri Emhisalan Pachiang	Jaintia Hills Autonomous District Council, Jowai
	Shri Jemelian A. Sangma	Garo Hills Autonomous District Council, Tura

42nd Batch Field Assistant Training Course 2014-2015 Rank

Sl. No.	Name of the trainee	Name of Sponsoring Department/ Division	Aggregate Marks obtained in percentage
1	Shri Juneshaibor Lyngdoh	South West Khasi Hills Soil & Water Conservation Division, Mawkyrwat	84.75%
2	Shri Helpiswel L. Marshilong	South West Khasi Hills Soil & Water Conservation Division, Mawkyrwat	83.15%
3	Shri Peter Phawa	Jowai (T) Soil & Water Conservation Division, Jowai	83.04%
4	Shri Edison Pohlang	Jowai (T) Soil & Water Conservation Division, Jowai	81.46%
5	Shri Arboklang Lyngdoh	South West Khasi Hills Soil & Water Conservation Division, Mawkyrwat	81.38%
6	Shri Shlurbha Lakhon	Jowai (T) Soil & Water Conservation Division, Jowai	80.87%
7	Shri John Paul Kharjahrin	South West Khasi Hills Soil & Water Conservation Division, Mawkyrwat	80.77%
8	Shri Sienlangki Myrten	Jowai (T) Soil & Water Conservation Division, Jowai	79.08%
9	Shri Teiborlang Syiemlieh	South West Khasi Hills Soil & Water Conservation Division, Mawkyrwat	78.35%
10	Shri Chiken Basar	Rural Works Department, Arunachal Pradesh	77.44%
11	Shri Phentun Langte	South West Khasi Hills Soil & Water Conservation Division, Mawkyrwat	76.90%
12	Shri Overmoon Suchiang	Jowai (T) Soil & Water Conservation Division, Jowai	76.10%
13	Shri Wandame Siangshai	Jowai (T) Soil & Water Conservation Division, Jowai	74.92%
14	Shri Minto Tasar	Rural Works Department, Arunachal Pradesh	74.69%
15	Shri Adonlang Buhroy	South West Khasi Hills Soil & Water Conservation Division, Mawkyrwat	74.10%
16	Shri Rishanlang Lynrah	South West Khasi Hills Soil & Water Conservation Division, Mawkyrwat	73.92%
17	Shri Dennis Balgira Ch. Marak	Garo Hills Autonomous District Council, Tura	73.33%
18	Shri Frankie Lyngdoh	Jaintia Hills Autonomous District Council, Jowai	72.87%
19	Shri Golden Star Suchiang	Jaintia Hills Autonomous District Council, Jowai	71.73%
20	Shri Dame Dominic Nonghuloo	Jowai (T) Soil & Water Conservation Division, Jowai	71.62%
21	Shri Phondar Nonglang	South West Khasi Hills Soil & Water Conservation Division, Mawkyrwat	71.54%
22	Shri Shibait Lyngdoh	Jowai (T) Soil & Water Conservation Division, Jowai	71.46%

Name of trainees that have been released on the 30th November 2013(A/N) on completion of the 26th Batch 5 ½ Months Middle Level Technician Training Programme at Conservation Training Institute, Byrnihat.

Sl. No.	Name of Participants	Department/Division
1	Shri Charlestone Lyngdoh, S&WCD (Sr)	Soil & Water Conservation, Ri-Bhoi Division, Nongpoh
2	Shri Marius Marak, S&WCD (Sr)	Soil & Water Conservation, Tura Cash Crop Division
3	Shri Ballendro Marak, S&WCD (Sr)	-Do-
4	Shri Elipson Marak, S&WCD (Sr)	-Do-
5	Shri Valentine Sangma, S&WCD (Sr)	-Do-
6	Shri Enias Ranee, S&WCD (Sr)	Project Formulation Cell for Watershed Management, Shillong
7	Shri Lightingstone Laloo, S&WCD (Sr)	-Do-
8	Shri Carmel Suchiang, S&WCD (Sr)	-Do-
9	Shri Joy Overcome Tongper, S&WCD (Sr)	Soil & Water Conservation, Jowai C.C. Division
10	Shri Debatosh Marak, S&WCD (Sr)	Soil & Water Conservation, Tura (T) Division
11	Shri Subash Ch. Marak, S&WCD (Sr)	-Do-

Name of trainees that have been released on the 28th November 2014(A/N) on completion of the 27th Batch 5 ½ Months Middle Level Technician Training Programme at Conservation Training Institute, Byrnhihat.

Sl. No.	Name of Participants	Department/Division
1	Shri Rangstarwell Wankher, Soil & Water Conservation Demonstrator (Sr)	Soil and Water Conservation (T) Division, Shillong
2	Shri Bicaland Rynjah, Soil & Water Conservation Demonstrator (Sr)	-Do-
3	Shri Sunday July Kharlor, Soil & Water Conservation Demonstrator (Sr)	-Do-
4	Shri Kobendro Marak, Soil & Water Conservation Demonstrator (Sr)	Project Formulation Cell for Watershed Management, Shillong
5	Shri Pinen B. Marak, Soil & Water Conservation Demonstrator (Sr)	-Do-
6	Shri Michael D. Sangma, Soil & Water Conservation Demonstrator (Sr)	-Do-
7	Shri John Calbert Laloo, Soil & Water Conservation Demonstrator (Sr)	Soil and Water Conservation (T) Division, Jowai
8	Shri W. Besparwell Thongni, Soil & Water Conservation Demonstrator (Sr)	Soil and Water Conservation Division, Nongstoin
9	Shri Embok Manner, Soil & Water Conservation Demonstrator (Sr)	Directorate Soil & Water Conservation Deptt, Shillong
10	Shri Stephen N. Sangma, Soil & Water Conservation Demonstrator (Sr)	Soil and Water Conservation Division, Baghmara
11	Shri K. Jonathan, Sr. Demonstrator of Soil & Water Conservation	Soil and Water Conservation Deptt, Mizoram
12	Shri Maxwell K. Sangma, Soil & Water Conservation Demonstrator (Sr)	Soil and Water Conservation (C.C.) Division, Tura
13	Shri Bomken Kadu, Field Assistant	Rural Work Department, Arunachal Pradesh
14	Shri Marto Tasar, Field Assistant	-Do-
15	Shri Dilseng D. Shira, Deputy Range Officer	Garo Hills Autonomous District Council, Tura
16	Shri Moonlight P. Marak, Forest Ranger	-Do-

**Result of the 28th Batch Middle Level Technician Training Programme Course, 2015,
Conservation Training Institute, Byrnihat.**

Sl. No.	Name of Trainees	Name of Sponsoring Department
1	2	3
1	Shri Probath Ch. Sangma	Soil & Water Conservation Department, Meghalaya, Baghmara.
2	Shri Bave G. Nlomin	Tura (CC), Soil & Water Conservation Division.
3	Shri Athen Bilking Kharkongor	Project Formulation Cell
4	Shri Syrmasing Kharsati	Project Formulation Cell
5	Shri Projosingh Ch. Momin	Ampati, Soil & Water Conservation Division.
6	Shri Tony Far John Rymbai	Nongstoin, Soil & Water Conservation Division.
7	Shri Robline N. Areng	Ampati, Soil & Water Conservation Division.
8	Shri Cleverson Sangma	Resubelpara, Soil & Water Conservation Division.
9	Shri Promithson Ch. Marak	Shillong (CC), Soil & Water Conservation Division.
10	Shri Shaimon K. Sangma	North Garo Hills, Soil & Water Conservation Division, Resubelpara.

**Result of the 29th Batch Middle Level Technician Training Programme Course, 2016,
Conservation Training Institute, Byrnihat.**

Sl. No.	Name of Trainees	Name of Sponsoring Department
1	Smti Princhie N. Marak	Garo Hills Autonomous District Council, Tura
2	Smti Doney Salchi R. Marak	Garo Hills Autonomous District Council, Tura
3	Shri J. H. Laldingliana	District Soil & Water Conservation Officer, Serchhip District, Mizoram.
4	Shri Brilliant Hill Momin	Simsanggre, Soil & Water Conservation Division, Willimnagar.
5	Shri James Gabil Momin	Garo Hills Autonomous District Council, Tura
6	Shri P. C. Lalremsiama	District Soil & Water Conservation Officer, Mamit District, Mizoram.
7	Shri Kennedy Shylla	Jowai (T), Soil & Water Conservation Division.
8	Shri P. T. Vanvosiamia	District Soil & Water Conservation Officer, Lawngtlai District, Mizoram.
9	Shri Prelude K. Sangma	Ampati, Soil & Water Conservation Division.
10	Shri K. Lalchungnunga	District Soil & Water Conservation Officer, Aizawl District
11	Shri C. Rinsangpuin	District Soil & Water Conservation Officer, Aizawl District
12	Shri Tolis Swer	East Jaintia Hills, Soil & Water Conservation Division, Khliehriat.
13	Shri Tvnschain Rvniah	Shillong (T) Soil & Water Conservation Division.
14	Shri P. Lalbiakkima	District Soil & Water Conservation Officer, Lawngtlai District, Mizoram.
15	Shri Nangkiew Lyngdoh	Jaintia Hills Autonomous District Council, Jowai.
16	Shri Harbansing Pariong	Nongstoin, Soil & Water Conservation Division.
17	Shri Mallickson N. Marak	Shillong (CC) Soil & Water Conservation Division.
18	Shri Elbish N. Sangma	Baghmara, Soil & Water Conservation Division.
19	Shri Limberth D. Sangma	Tura (CC) Soil & Water Conservation Division.
20	Shri Dawanpoi Passah	Jaintia Hills Autonomous District Council, Jowai.

- 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 information,
- Furnishing the information,
- 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 (State/District/Level) for inspection of documents / taking samples.
- Channels for fixing levels at which : Public Information Officers (State/District / Level). a decision shall be taken on a request :
- Channels for preparing a document : Public Information Officers