

## 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 : Rs. 4/- per copy 1<sup>st</sup> copy, Rs. 3/- for second copy and Rs. 2/- for subsequent copies
- 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 within 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 (male only) 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
- ❖ News letter
- ❖ Website of the department
- ❖ Advertisement made by the Director of Soil & Water Conservation in the local news papers of P.A. System as the case may be.

- List of the Beneficiaries of the training course at various levels like District level, Block level, etc.
- List of Trainees of the 32<sup>nd</sup> Batch Field Assistant Training Course 2004-2005 Session.
  2. Shri Rom Phawa, Jaintia Hills Autonomous District Council
  3. Shri Richie L.Dkhar, Jaintia Hills Autonomous District Council
  4. Shri Wanlang Rymbai, Jaintia Hills Autonomous District Council
  5. Shri Syrwetland Lyngdoh, Khasi Hills Autonomous District Council
  6. Shri Swami Dkhar, Khasi Hills Autonomous District Council
  7. Shri Costerwell Nohwill, Khasi Hills Autonomous District Council
  8. Shri Rapborland Nongsiej, Khasi Hills Autonomous District Council
  9. Shri Pynskhemkumar R.Nongkhlaw, Khasi Hills Autonomous District Council
  10. Shri Emoch A.Sangma, Soil & Water Conservation Department, Meghalaya, Baghmara
  11. Shri Sengrak S.Marak, Soil & Water Conservation Department, Meghalaya, Baghmara
  12. Shri Manish Majong, Soil & Water Conservation Department, Meghalaya, Ri-Bhoi
  13. Shri Shimti Mallai, Soil & Water Conservation Department, Meghalaya, Ri-Bhoi
  14. Shri Hebit Jyrwa, Soil & Water Conservation Department, Meghalaya, Nongstoin.
- List of trainees of the 31<sup>st</sup> Batch Field Assistant Training Course 2003-2004 Session.
  1. Shri Terence Nongkynrih, Khasi Hills Autonomous District Council
  2. Shri Manas Pratim Borgohain, Soil Conservation Department, Assam.
  3. Shri Rakesh Ch.Deva Sharma, Soil Conservation Department, Assam.

4. Shri Emlang P.Phadong, Jaintia Hills Autonomous District Council
5. Shri Bikho, Soil & Water Conservation Department, Nagaland.
6. Shri Shehuto Curha, Soil & Water Conservation Department, Nagaland.
7. Shri Beryl Dkhar, Jaintia Hills Autonomous District Council
8. Shri Danie Richmond L.Nonglait, Soil & Water Conservation Department, Meghalaya
9. Shri Eibiangmi Lyngdoh, Jaintia Hills Autonomous District Council
10. Shri Donbum Susngi, Jaintia Hills Autonomous District Council
11. Shri Lumlang Pohplet, Jaintia Hills Autonomous District Council
12. Shri Niwas Suchiang, Jaintia Hills Autonomous District Council
13. Shri Wandonboklang Nongbri, Khasi Hills Autonomous District Council
14. Shri Joge Ram Taro, Hindustan Paper Corporation, Assam
15. Shri Alpheus N.Marak, Jaintia Hills Autonomous District Council
16. Shri Elbert Nongrum, Khasi Hills Autonomous District Council
17. Shri Christafield M.Momin, Garo Hills Autonomous District Council

- 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 for inspection of documents / taking samples : Public Information Officers (State/District/Level)
  - Channels for fixing levels at which a decision shall be taken on a request : Public Information Officers (State/District / Level).
  - Channels for preparing a document for supply to the requester, etc, as envisaged in the Act . Public Information Officers (State/District/Level)