

**GOVERNMENT OF MEGHALAYA**  
**OFFICE OF THE EXECUTIVE ENGINEER,PWD,(R),MECHANICAL**  
**DIVISION ;;;;;SHILLONG.**

**THE UPDATE,PREPARED MANUAL OF RTI,2006.**

**1. THE PARTICULARS OF ITS ORGANISATION,FUNCTIONS AND DUTIES.**

ORGANISATION: - P.W.D.(MECHANICAL BRANCH DIVISION,SHILLONG BARICK.

FUNCTION : - REPAIR & MAINTENANCE OF ROAD ROLLERS, OTHER MACHINERY & VEHICLES.

DUTIES : - Attending duties in case of Breakdown of Government Machineries at site and take up repair if

Required for the smooth functioning of the work.

**(SRI.B.W.KHONGIONG)**  
**EXECUTIVE ENGINEER, P.W.D, (R)**  
**MECHANICAL DIVISION, SHILLONG.**

2.

**THE POWER AND DUTIES OF THE OFFICERS AND EMPLOYEE**

DESIGNATION	EXECUTIVE ENGINEER,P.W.D,(R)MECHANICAL DIVISION SHILLONG	
Powers	Administrative	1. Control over Officers & Staff of the Division & Sub-Division. 2. Transfer, posting of Gr. III/IV staff within the Division. 3. Sanction of Increment Leave etc, of Gr.II, III & IV staff.
	Financial	1. Powers as defined in Meghalaya Financial Rule, 1981 & Meghalaya Delegation of Financial Power Rules 1981.
	Others	
Duties	1. As Drawing & Disbursement Officer, payment of Salaries of Officers & Staff. 2. Execution & Supervision of repair work of Govt.Machineries & Vehicles. 3. Preparation of estimate of repair works of machineries & Vehicles. 4. Officering technical suggestion as a member of State Condemnation Committee.	

3. **THE POWER AND DUTIES OF ITS OFFICERS AND EMPLOYEES.**

1. DESIGNATION	<u>SUB-DIVISIONAL OFFICER,PWD (R) MECHANICAL SUB DIVISION SHILLONG.</u>	
POWER	Administrative	1. Control over section Officer and Staff of the Sub Division.
	Financial	1. Power as defined in Meghalaya Financial Rule 1981, Meghalaya Delegation of Financial power Rule 1982.
Duties	1. Inspection of Supervision of repair work and maintenance of Machinery & Vehicles.	

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2. Designation	<u>ASSTT.ENGINEER/S.O, MECHANICAL DIVISION SHILLONG.</u>	
Duties	Engage in Technical Branch.	

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3. Designation	<u>ASSTT.ENGINEER/S.O., MECHANICAL SUB DIVISION, SHILLONG.</u>	
Duties	Incharge of Section.	

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4. Designation	<u>HEAD ASSTT.DIVISION.</u>	
Duties	Supervision of all office works in the Division office.	

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5. Designation	<u>HEAD ASSTT. SUB DIVISION</u>	
Duties	Supervision of the Establishment in the Sub Division.	

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6. Designation	<u>ACCOUNTS OFFICER</u>	
Duties	1. Compilation of Accounts from the data Supplied by the Divisional Officer. 2. To Assist Divisional Officers in all Financial Matters Relating to the Division.	

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7. Designation	<u>S.D.A, (DIVISION).</u>	
Duties	Assisting D.A.O, in Accounting Works.	

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8. Designation	<u>J.D.A.(DIVISION)</u>	
Duties	Assisting D.A.O. in Accounting Works.	

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9. Designation U.D.A./L.D.A.  
Duties Officiating the Establishment Works.  
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2.  
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4.

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10. Designation S.A./T.S.A.  
Duties Assisting Asstt. Engineer/Sectional Officers.

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11. Designation Duftry.  
Duties Bank Duty relating depositing cheque etc.

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12. Designation Peon.  
Duties Dak and Attending Officers & Office staffs.

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13. Designation Chowkidar  
Duties Look after the Office.

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14. Designation Driver.  
Duties Drive and operate vehicles and machineries of P.W.D.

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15. Designation Handyman  
Duties Assist driver, or operator.

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**THE RULES,REGULATIONS,INSTRUCTIONS,MANUALS AND RECORDS,HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS.**

4. The following rule Books followed by P.W.D, Mechanical in discharging the day today function.

1. The Meghalaya - F.R. & S.R., 1984.
2. The Meghalaya - Financial Rule
3. The Meghalaya - Pension Rule
4. The Meghalaya - Delegation of Financial Powers Rules.
5. The Meghalaya - Treasury Rules
6. The Meghalaya - Civil Services (G.P. F) Rules.
7. Annex.P.W.D. Manual (as adopted in Meghalaya).

**A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL.**

5. The Documents/file held under P.W.D, Mechanical Division, and Shillong consisting of:

<u>List of Files</u>	<u>No. of Files</u>
1. Miscellaneous	- 10 (Ten) Nos.
2. Account File	- 45 (Forty five) Nos.
3. Machineries file	- 11(Eleven) Nos.
4. Central Machinery file	- 7 (Seven) Nos.
5. Inspection file	- 13 (Thirteen) Nos.

**DIRECTORY OF OFFICERS AND EMPLOYEES**  
**OFFICE OF THE EXECUTIVE ENGINEER,P.W.D,(R) MECHANICAL DIVISION**  
**SHILLONG**

6.

SL.NO	NAMES	DESIGNATION	PH.NO.OFF/RESI	ADRESS
1.	SRI. BORDING WELL KHONGIONG	E.E. (MECH)	0364-2224105	LAPALANG, EAST KHASI HILLS
2.	SRI.IOHLANG PASSAH	S.D.O. (MECH)		MAWPREM, SHILLONG.
3.	SRI.MRIDUL SENGUPTA	A.O.		P.O. KALYANI, NADIA WEST BENGAL
4.	SRI.MARKISON LAMAR	A.E. (MECH)		CLIFF COLONY SHILLONG.
5.	SRI.LA-I-KUPAR PDAH	A.E. (MECH)		NONGTHYMMAI, SHILLONG.
6.	SRI.ROBERT STAR LANONG.	J.E. (MECH)		MAWLAI MAWDATBAKI MALI-I, SHILLONG.
7	SRI.GALLANSTAR SYIEMIONG	J.E. (MECH)		LOWER MAWPREM.
8.	SRI.EMDORBERT PASSAH	J.E. (MECH)		JIAIW LAITDOM, SHILLONG.
9.	SRI.RISLANDER RUMNONG	J.E. (MECH)		LABAN, SHILLONG.
10.	SRI.BARIMOORE LAMIN	J.E. (MECH)		NEW KENCH'S TRACE BISHNUPUR LABAN, SHILLONG.
11.	SRI.DAVIS STAR SHANPRU.	J.E. (MECH)		JIAIW LANGSNING, SHILLONG.
12.	SRI.ALBERT NONGRUM	J.E. (MECH)		MAWLAI MAWDATBAKI, SHILLONG.
13.	SRI.ELTOWELL KHARSATI	J.E. (MECH)		MAWBER VILL.P.O. MAWRYNGKNENG, EAST KHASI HILLS, MEGHALAYA.
14.	SRI.WEVELSON KHARMUJAI	H.A.		MAWLAI, SHILLONG.
15.	SMT.PRATIMA DHAR	U.D.A.		LAITUMKHRAH LASSIMAI LANE, SHILLONG.
16.	SRI.JUSKIN LYNGDOH	U.D.A.		MALKI, SHILLONG.
17.	SMT HUNCY MARY MARBANIANG	U.D.A.		LABAN, SHILLONG.
18.	SMT ROSIE MARY RYNJAH	L.D.A.		LOWER LUMPARING P.O.LABAN, SHILLONG.
19.	SMT.PHEMIRDA MARBANIANG	L.D.A.		LABAN, SHILLONG.
20.	SMT.SANDELYNE SYNREM	L.D.A.		MAWLAI, SHILLONG.
21.	SMT TIEWLIRIAN KURBAH	L.D.A.		MAWLAI, SHILLONG.
22.	SMT ANNARIS SAWIAN	L.D.A.		CHERRAPUNJEE, MEGHALAYA.
23.	SMT SUNITY MARY KHARPHULI	L.D.A.		MAWNGAP-MARBISU.
24.	SRI.Y.P.PRADHAN	DUFTRY		P.W.D. COMPOUND BARRICK, SHILLONG.

25.	SRI.DEVILAL SHARMA	CHOW.	DHULABARI, PETROL PUMP-WARD NO.6 MACHUN, EAST NEPAL P.O. DHULABARI.
26.	SRI.SHANBOR MAWNIUH	PEON	UPPER LUMPARING, P.O. LABAN, SHILLONG.
27.	SRI. ALAM K. MUJAI	PEON	NONGTHYMMAI, SHILLONG.
28.	SRI.HARENDRA NATH BARMAN	T.S.A.	BELSOR KAMRUP DISTRICT, ASSAM.
29.	SRI. P. BIKASH DEY	T.S.A	VIVELANDA ROAD, PO SILCHAR-4.
30.	SRI. WILSON MAJAW	A.D.M.	UMLYNKA UPPER SHILLONG.
31.	SRI. SHERBAHA DUR TAMANG	A.D.M.	MALKI, SHILLONG.
32.	SRI.RESTLYNE PYNGROPE	WELDER	MALKI, SHILLONG.
33	SRI.BESTER DKHAR	A.D.M.	MAWLAI MAWTAWAR, SHILLONG.
34.	SRI.MICHEAL LYNGDOH	A.D.M.	JIAIW LAITDOM, SHILLONG.
35.	SRI. DANNY H. SAWIAN	ELECT.	ST.JOSEPH ROAD, JIAIW SHILLONG.
36.	SRI. MAHENDRA GAYARI	DRIVER	VILL.KUCKIAJHIAN, BARPETA ASSAM.
37.	SRI.PARESH DIENGDOH	OPERATOR	MAWLAI PHUDMAWRI, P.O.MAWLAI, SHILLONG
38.	SRI.ROY ROGES SUTING	S.A.	MAWLAI NONGLUM SHILLONG.
39.	SRI FIRSTBORN GAYANG	S.A.	LAMIN VILLAGE B.R.O. VIA DAWKI, JAINTIA HILLS.
40.	SRI. DEBENDRA RAI	CHOW.	VILL.KALADARIA, P.O. PATHIAPUR PATNA BIHAR.
41.	SRI. SANDESH RAVA	CHOW.	PANAM, WEST GARO HILLS.
42.	SRI.TUL PRASAD UPADHYA	CHOW.	BUGLUOMG NEPAL.
43.	SRI.RECEIVE JOY RAVA	CHOW.	VILL.PANAM, WEST GARO HILLS.
44.	SRI.AIBOR K. MUDAI	A.D.M.	MALKI, SHILLONG.
45	.SRI.DAIUS SUN	A.D.M.	MAWLAI UMTHLONG, SHILLONG.
46.	SMT.SUSANA KHARMUJAI	PEON	MALKI, SHILLONG.
47.	SMT. MINA LYNGDOH	S.D.A.	LABAN, SHILLONG.
48.	SMT.BELINDA LYNGDOH	J.D.A.	LAITUMKHRAH, SHILLONG.
49.	SMT.DAMAYAPHIKA SHADAP	J.D.A.	NONGTHYMMAI, SHILLONG.

(SRI.B.W.KHONGIONG)  
EXECUTIVE ENGINEER,P.W.D,(R)  
MECHANICAL DIVISION,SHILLON

**THE MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES**  
**INCLUDING THE SYSTEMS OF COMPENSATION PROVIDED IN ITS REGULATIONS.**

7.

SL.NO	NAME OF OFFICERS	DESIGNATION	MONTHLY REMUNERATION + 50 % DEARNESS PAY. (RS)	COMPENSATION COMPULSATORY ALLOWANCES		M.A. (RS)	H.A. (RS)	THE PROCEDURE DETERMINE THE REMUNERATION AS GIVEN IN THE REGULATION.
				D.A. (RS)	H.A. (RS)			
1.	SRI B.W.KHONGIONG	E.E.(M)	10125/- 5063/-	3189/-	975/-	350/-	130/-	
2.	SRI.I.PASSAH	SDO	8900/-	6319/-	900/-	350/-	130/-	
3.	SRI.M.SEN.GUPTA	A.O.	10555/- 5278/-	3325/-	975/-	350/-	130/-	
4.	SRI.M.K.LAMAR PDAH	A.E.	8420/- 4210/-	2652/-	900/-	350/-	130/-	
5.	SRI.L.K.M.PDAH	A.E.	6800/- 3400/-	2142/-	750/-	350/-	130/-	
6.	SRI.R.LANONG.	J.E.	8000/- 4000/-	2520/-	900/-	350/-	130/-	
7.	SRI.D.SHANPRU	J.E.	6200/- 3100/-	1953/-	750/-	350/-	130/-	
8.	SRI.B.M.LAMIN	J.E.	6520/- 3260/-	2054/-	750/-	350/-	130/-	
9.	SRI.E.B.PASSAH.	J.E.	7475/- 3738/-	2355/-		350/-	130/-	
10.	SRI.A.NONGRUM	J.E.	6050/- 3025/-	1906/-	750/-	350/-	130/-	
11.	SRI.E.KHARSATI	J.E.	6050/- 3025/-	1906/-	750/-	350/-	130/-	
12.	SRI.G.SYIEMIONG	J.E.	7457/- 3738/-	2355/-	750/-	350/-	130/-	
13.	SRI.R.RUMNONG.	J.E.	7475/- 3738/-	2355/-	750/-	350/-	130/-	
14.	SRI.W.S.KHARMUJAI.	H.A.	6680/- 3340/-	2104/-	750/-	350/-	130/-	
15.	SMT.P.DHAR	U.D.A.	6055/- 3028/-	1907/-	750/-	350/-	130/-	
16.	SMT.H.M.MARBANIANG	L.D.	5575/- 2788/-	1756/-	750/-	350/-	130/-	
17.	SMT.R.M.RYNJAH.	L.D.A.	5325/- 2663/-	1677/-	750/-	350/-	130/-	

18.	SMT.P.MARBANIANG.	L.D.A.	5135/- 2568/-	1618/-	750/-	350/-	130/-
19.	SMT.S.SYNREM	L.D.A.	4565/- 2283/-	1438/-	750/-	350/-	130/-
20.	SRI Y.P.PRADHAN	DUFTRY	4300/- 2125/-	1355/-	600/-	350/-	130/-
21.	SRI.D.SHARMA	CHOW.	4005/- 2003/-	1262/-	600/-	350/-	130/-
22.	SRI S.MAWNIUH	PEON	2880/- 1440/-	907/-	600/-	350/-	130/-
23.	SMT M.LYNGDOH	S.D.A.	9000/- 4500/-	2835/-	900/-	350/-	130/-
24.	SMT.D.P.SHADAP	J.D.A	7650/- 3825/-	2410/-	750/-	350/-	130/-
25	SMT.B.LYNGDOH	J.D.A.	7000/- 3500/-	2205/-	750/-	350/-	130/-
26.	SRI.H.N.BRAMAN	T.S.A.	6085/- 3043/-	1917/-		350/-	130/-
27.	SMT.A.SAWIAN	L.D.A.	3840/- 1920/-	1210/-	600/-	350/-	130/-
28.	SMT. T. KURBAH	L.D.A.	4000/- 2000/-	1260/-	600/-	350/-	130/-
29.	SMT.S.M.KHARPHULI	L.D.A	3100/- 1550/-	977/-	600/-	350/-	130/-
30.	SRI A. K. MUJAI	PEON	3095/- 1548/-	975/-	600/-	350/-	130/-
31.	SRI. J. LYNGDO	S.A.	5695/- 2848/-	1794/-	750/-	350/-	130/-
32.	SRI.R.RAVA	CHOW	2560/- 1280/-	806/-	600/-	350/-	130/-
33.	SRI W.MAJAW	ADM	5045/- 2523/-	1589/-	750/-	350/-	130/-
34.	SRI S.B.TAMANG	ADM	5250/- 2625/-	1654/-	750/-	350/-	130/-
35.	SRI.B.DH	ADM	4280/- 2140/-	1348/-	600/-	350/-	130/-
36.	SRI.R.PYNGROPE	WELDER	5420/- 2710/-	1707/-	750/-	350/-	130/-
37.	SRI.P.B.DEY	TSA	5980/- 2990/-	1884/-	750/-	350/-	130/-

38.	SRI.R.R.SUTING	SA	4375/- 2188/-	1378/-	600/-	350/-	130/-
39.	SRI M. LYNGDOH	ADM	5045/- 2523/-	1589/-	750/-	350/-	130/-
40.	SRI.M.GAYARI	DRIVER	4565/- 2283/-	1438/-	750/-	350/-	130/-
41.	SRI D.H.SAWIAN	ELECT	4620/- 2310/-	1455/-	750/-	350/-	130/-
42.	SRI T. PRASAD	CHOW	3940/- 1970/-	1241/-	600/-	350/-	130/-
43.	SRI.D.RAI	CHOW	3225/- 1613/-	1016/-	600/-	350/-	130/-
44.	SRI.S.RAVA	CHOW	3095/- 1548/-	975/-	600/-	350/-	130/-
45.	SRI.P.DIENGDOH	OPERETOR	3920/- 1960/-	1235/-	600/-	350/-	130/-
46.	SRI.A.KHARMUDAI	ADM	3080/- 1540/-	970/-	600/-	350/-	130/-
47.	SRI.D.SUN	ADM	3080/- 1540/-	970/-	600/-	350/-	130/-
48.	SRI.F.DAYANG	SA	4375/- 2188/-	1378/-	600/-	350/-	130/-
49.	SMT.S.KHARMUJAI	PEON	2440/- 1220/-	769/-	600/-	350/-	130/-

**(SRI.B.W.KHONGIONG)**  
**EXECUTIVE ENGINEER,PWD,(R)**  
**MECHANICAL DIVISION,SHILLONG.**

**THE BUDGET ALLOCATION OF DIFFERENT HEADS OF ACCOUNTS DURING  
THE FINANCIAL YEAR 2005-06 PLAN AND NON-PLAN  
INCLUDING UPTO DATE EXPENDITURE INCREED.**

8.

SL.NO.	HEADS OF ACCOUNTS	ALLOTMENT RECEIVED (RS)	L.O.C. RECEIVED (RS)	UPTO DATE EXPENDITURE INCREED. (RS)
(PLAN)				
1.	2059 pw-workshop-01 salary (plan)	25, 00, 000.00	-	24, 99,720.00
2.	2059pw-genl-pw workshop Rent, Rate & Taxes (plan)	15,000.00	-	7,191.00
3.	2059pw-Genl-001 Direction & Admn. (07) Divisional & Sub-Ordinate offices (Rds)-13-Offices expenses-Plan-6 <sup>th</sup> Sch.	67, 83,934.00	-	67, 34,203.00
4.	2059 pw-80-Genl.-001 Direction & Admn. (01) CE Establishment (Rds)-13-office expense –Plan-6 <sup>th</sup> Sch.	8, 72,016.00	-	8, 49,483.00
5.	2059 pw-Genl-workshop-office expense (plan) -	15,000.00	-	14,998.00
(NON-PLAN)				
6.	2059pw-workshop-01-salary (Non-plan)	45, 00,000.00	-	44, 19,870.00
7.	2059pw-workshop-01-wages (Non plan)	44,400.00	-	24, 99,720.00
8.	2059 pw-Genl.-pw-workshop (office expense)(Non plan)	70,000.00	-	69,998.00
9.	2059 pw-Genl-pw-workshop, Rent, Rate & Taxes (Non plan).	42,000.00	-	34,617.00
10.	2059-pw-Genl,-workshop, Travel expense (Non-plan)	65,000.00	-	59,132.00
11.	2059-pw-Genl.-M&E-01 Acquisition & Maintenance of Machinery Equipment (03) R.C.of T&P (Non plan)	85, 00,000.00	-	84, 93,121.00
12.	2071-pension & other retirement benefit-01-Civil-Genl.-115-Leave encashment benefit (Non-plan)	-	-	7, 98,428.00
13.	2059 pw-workshop vehicle contingency (Non-plan)	5, 70,000.00	-	5, 58,073.00
14.	3054 (R&B) 001 N>H> 052 Machineries & Equipment-(Non-plan)	13, 41, 400.00	-	13, 41,358.00

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(SRI.B.W.KHONGIONG)  
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