

**STATE COUNCIL OF SCIENCE, TECHNOLOGY & ENVIRONMENT
(SCSTE)
MEGHALAYA**

**RIGHT TO INFORMATION ACT, 2005
MANUAL**

**LOWER LACHUMIERE, SHILLONG-793001
Ph. & Fax No.: (0364) 2505511
Email: meghst_2005@yahoo.co.in**

**DETAILS OF STATE COUNCIL OF SCIENCE, TECHNOLOGY &
ENVIRONMENT, MEGHALAYA PUBLISHED UNDER SECTION 4 OF RTI ACT
2005**

**STATE COUNCIL OF SCIENCE, TECHNOLOGY & ENVIRONMENT ,
MEGHALAYA**

Section 4 (1) (b) (i)

GENERAL INFORMATION ABOUT THE ORGANISATION

1. Name : State Council of Science, Technology & Environment (SCSTE) Meghalaya.
2. Address : Lower Lachumiere, Shillong- 793001.
3. Nodal Officer : Member-Secretary, SCSTE, Meghalaya, Lower Lachumiere, Shillong-793001
Ph. No – (0364) 2505511 (off.), RO, S&T Cell performing the duty at present.
4. Constitution : Constituted by the Government of Meghalaya and registered under Societies
Registration Acts, 1983.
5. Mission : To ensure effective utilisation of Science & Technology for all round
development of the State.
6. Vision : Promotion of scientific thinking among the people and also improving the
socio-economic livelihood of the people through intervention of Science &
Technology.
7. Function : To identify, formulate, execute / co-ordinate and follow-up
programmes/schemes for the State on various aspects of Science &
Technology.
8. Head : Chairman.
9. Functional Authority : Chairman, Executive Committee.
10. Chief Executive Officer : Member-Secretary.
11. Type : Autonomous registered society of the State Government.
12. Composition : Comprised of - (i) General Body (ii) Executive Committee
(iii) Council Secretariat.
13. Composition of
the General Body : Annexure I
14. Composition of
the Executive Committee : Annexure II
15. Council Secretariat : The Council is serviced by a compact secretariat comprising of secretariat
Personnel and ministerial staff headed by the Member-Secretary of the
Council. The S & T Secretariat assists the Council to identify, formulate,
Implement / co-ordinate and follow up S& T programmes in the State.
16. Organisation Structure : Annexure III
17. Controlling Authority
of the State Govt. : Planning Department, Govt. of Meghalaya.

18. *Programmes*
(*Major Activities*) :

- *Popularisation of Science Programme
- *S&T Entrepreneurship Development Programme
- *Introduction of Appropriate Technology Programme
- *S&T Library & Documentation Programme
- *Specific Projects Programme
- *Science Centres Programme
- *Students' Projects Programme.

19. *Technologies Propagated:*

- * *Improved Chulha*
- * *Solar LED Lighting*
- * *Water Filtration*
- * *Stabilised Mud Block*
- * *Cement-Brick*
- * *Fire Retardant & Life Extended Thatched Roof*
- * *Low-Cost Sanitation*
- * *Hydraulic Ram Pump*
- * *Rain Water Harvesting*
- * *Pedal Pump*
- * *Organic Composting*
- * *Paddy Thresher-cum-Winnower*
- * *Biomass Drier*
- * *Low-Cost Oven*
- * *Waste Paper Re-cycling*
- * *Leaf Plates Making*
- * *Charcoal Making & Briquetting*

20. *Technologies Under Experimentation:*

- * *Kitchen-based Biomass*
- * *Hydraulic Ram Pump*

21. *Projects Associated:*

- * *Shillong Science Centre*

22. *Funding* : *Council Secretariat : Funded by Department of Science & Technology, Govt. of India.*
Schemes : Funded by State Government under Planning Department (S&T).

Section 4 (1) (b) (ii)

Powers, Functions, Duties & Responsibilities of various Authorities/Employees

1. General Body : Given in Rule No. 13 of the SCSTE, Meghalaya, Rules & Regulations, 1996 (Annexure IV)
2. Executive Committee : Given in Rule No. 16 of the SCSTE, Meghalaya, Rules & Regulations, 1996 (Annexure IV)
3. Chairman : Given in Rule No. 14.1. of the SCSTE, Meghalaya, Rules & Regulations, 1996 (Annexure IV)
4. Vice-Chairman : Given in Rule No. 14.2. of the SCSTE, Meghalaya, Rules & Regulations, 1996 (Annexure IV)
5. Member-Secretary : Given in Rule No. 14.3. of the SCSTE, Meghalaya, Rules & Regulations, 1996 (Annexure IV)
6. Project Officer : Responsible for ensuring timely, smooth and effective implementation of all technology-oriented schemes & Projects in the field.
7. Programme Officer : Responsible for ensuring timely, smooth and effective implementation of all science-related schemes & programmes in the field.
8. Technical Asstt. : Responsible to assist the Member-Secretary in disposing all day to day technical matters.
9. Library & Doc. Asstt. : Responsible for the upkeep and maintenance of the S&T Library and formulation of draft compilation/documentation of Council activities and other S&T matters of the Council.
10. Upper Division Asstt. : Responsible for timely submission of day-to-day proposals (administrative and financial) to the Member-Secretary for disposal.
11. Lower Division Asstt. : Responsible to assist the UDA in disposing his day-to-day works and processing of all payments out of Council Fund.
12. Data Entry Operator : Responsible for timely and fast disposal of all normal day-to-day works to be done in the computer.
13. Stenographer : Responsible to assist the Member-Secretary in normal public relation activities besides attending to routine dictations etc.
14. Field Worker : Responsible to assist the concerned officers/staff in field implementation of schemes and projects as directed from time-to-time .

Financial Powers:

- | | |
|-------------------------------|---|
| Fund Committee | : Full Power |
| Chairman, Executive Committee | : Upto Rs.1.00 lakh |
| Member-Secretary | : Upto Rs. 5,000.00
Full power for scheme fund with specific sanction from the State Govt. |

Section 4 (1) (b) (iii)

Decision Making, Supervision & Accountability

1. Apex Authority in policy decision/direction : General Body.
2. Apex Authority in execution of the policies, programmes of the Council and furtherance of its objectives : Executive Committee
3. Apex Authority in day-to-day functioning of the Council : Chairman, Executive Committee.
4. Supervision, control and monitoring of the implementation of all programme/schemes and other activities of the Council : Member-Secretary
5. Supervision, control and monitoring of the utilisation of the fund of the Council : Member-Secretary
6. Control and disbursement of fund in respect of all expenditures from Council fund : Member-Secretary.
7. Control and supervision of the day-to-day works of the employees of the Council including allocation/distribution of works to them. : Member-Secretary.

Section 4 (1) (b) (iv) & (v)

Rules & Regulations, Instructions for Discharging of Functions.

1. The Council operates under a set of rules specifically framed for its smooth and effective functioning viz., "State Council of Science, Technology & Environment, Meghalaya Rules & Regulations 1996", copy of which is attached herewith in Annexure IV.
2. Regarding the administration and maintenance of the fund received from Govt. of India, for the Secretariat of the Council, a separate set of rules are followed viz., "Rules for Administration and Maintenance of Secretariat Fund of SCSTE, Meghalaya" Rules & Regulations of which is attach in Annexure V.
3. From time-to-time specific/general orders are issued governing the day-to-day activities of the Council and for ensuring fast and effective disposal of works. A separate office orders file is maintained in this regard.

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Documents Maintained.

1. Files : All day-to-day activities of the Council are properly recorded in files, subject wise, for all categories of work i.e., Administrative, Technical, Financial etc.,.
2. File Index Register : All the files maintained and used by the Council are properly recorded in the files register, year wise and serially.
3. File Movement Register : Each movement of any file is properly recorded in the file movement register.
4. Stock Register : All physical items procured by the Council from time-to-time including office equipments, stationeries, furnitures, curtains, carpets, etc., are duly recorded in the stock register.
5. Stock Issue Registers : Items issued to officers and staff, etc., are properly recorded each time in stock issue registers.
6. Fund Receipt Register : Each receipt of fund from State/Central Govt. is recorded in the fund Receipt Register.
7. Fund Register : Utilisation of any scheme fund is recorded in the respective fund register.
8. Cheque Issue Register : Disbursement/release of payments is done through cheque system and each cheque released is recorded in cheque issue register.
9. Attendance Sheets : Attendance of officers & staff is recorded in daily basis in monthly attendance sheets.
10. Salary Register : Payment of salary to officers & staff is recorded in the salary register.
11. Activities Reports : The day to day implementation of schemes and projects including other general activities of the council are properly recorded on a weekly and monthly basis in the form of Weekly Activities Report and Monthly Activities Report.
12. Books, Journals Publications, etc : The Council from time-to-time procure different books on various S & T topics and also subscribe few S&T Magazines/Journals. These items are properly recorded and kept in the Library of the Council.

Section 4 (1) (b) (vii)

PUBLIC CONSULTATION / REPRESENTATION

1. Awareness Programmes:

The Council organises, on a regular basis, awareness programmes in different parts of the State, particularly at grass-root level to highlight the various schemes and programmes of the Council and create awareness on various technologies including general science awareness. In such occasions the representatives of the Council meet the members of the public in the respective areas and interact with them actively, particularly in the aspect of promotion of science & technology.

2. Demonstration and Training Programmes:

Regularly, demonstration and training programmes are organised by the Council in different parts of the State for the promotion of the application of appropriate technology. In such occasion as well, the representative of the Council meet the citizens of the respective areas and interact with them.

3. Exhibition, Fairs:

Each year, regular exhibition, fairs, workshops, seminars are organised at different levels, State, District, Block levels. Such occasion provide an opportunity to representatives to interact with the members of the public.

4. Casual Interaction:

The Council Secretariat is opened to public throughout during working office hours. This provides opportunity to members of the public to meet members and staff of the Council easily.

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Records of Meetings of the Council

Discussions/ Decisions in all meetings of the Council are properly recorded in the form of proceeding/minutes. Such minutes/proceeding are sent to all concerned and are also accessible to the members of the public.

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Directory of Officers and Employees

Sl. No	Name of Officers & Employees	Designation	E-mail Address	Contact No.
1	Smt. R.Thangkhiew	Research Officer	stcouncilmegh@yahoo.com	0364-2505511
2	Shri. C.P. Syiem	Asst. Research Officer		
3	Smti. K. Passah	Asst. Research Officer		
4	Shri S.L.Mawphlang	Assistant Project Coordinator		
5	Smt.R.Khongsar	Assistant Project Officer		
6	Smti .Viva Lynda Lyngdoh	Assistant Project Officer		
7	Shri W. O. Kharlukhi	Administrative -cum- Accounts Officer		
8	Smti .P. Hynniewta	Library & Doc. Asstt.		
9	Shri D.Thangkhiew	Upper Division Asstt.		
10	Shri P. Rynjah	Stenographer		
11	Smti. S. Syiemlieh	Data Entry Operator		
12	Shri D. F. Syiem	Account Asstt		
13	Shri E. Shullai	Lower Division Asstt		
14	Smt. R. Mawlong	Lower Division Asstt		
15	Shri S. Wanniang	Project Technical Asst.		
16	Shri N. Sohlang	Project Field Worker		
17	Shri G.Sawkmie	Fields Attendant		

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DETAILS OF REMUNERATION OF OFFICERS AND EMPLOYEES

The Scales of Pay & Salary Details of Officers And Employees of State Council of Science, Technology & Environment (SCSTE), Meghalaya Are As Under:-

SL. No.	Items	No. of Persons	Pay Scale
1	Research Officer	1	As per Govt. of Meghalaya Scale of pay
2	Project Officer	1	
3	Programme Officer	1	
4	Technical Assistant	1	
5	Field Worker	1	
6	Asst. Programme Officers	4	Fixed pay equivalent to Govt. of Meghalaya Scale of pay (Borne by State Govt.)
7	Administrative -cum-Accounts Officer	1	
8	LD Assistant	1	
9	Field Assistants	2	
10	Field Attendant	1	
11	Asst. Project Co-ordinator	1	
12	Project Accounts Assistant	1	
13	Project Technical Assistant	1	
14	Project Field Worker	1	
15	Driver	1	
16	Lib & Documentation Assistant	1	Fixed pay equivalent to Govt. of Meghalaya Scale of pay (Borne by DST Govt. of India)
17	UD Assistant	1	
18	Stenographer	1	
19	DEO	1	
20	LD Assistant	1	
21	Driver	1	
22	Peons	2	
23	Office Guards	2	3,600/- pm (Fixed)
24	Part-time Cleaner	1	100/-pd

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BUDGET ALLOCATION**(Rs. in lakhs)**

Sl. No.	Name of Scheme	Budget 2013-2014
	1	6
1	Introduction of Appropriate Technology Programme (IATP)	133.53
2	Science and Technology Cell: Office Expenses	1.34
3	Setting-up of a Digital Planetarium in Shillong Science Centre (NEC)	90.00
4	Popularisation of Science Programme (PSP)	83.90
5	State S&T Council (SSTC).	30.00
6	Promotion of Regional Centre for Science & Technology	186.00
7	S & T Library & Documentation Programme.	4.36
8	S&T Entrepreneurship Development Programme (S&T EDP)	6.15
9	Science Centres Programme (SCP).	37.00
	Total	482.28

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MANNER OF EXECUTION OF SUBSIDY PROGRAMMES & DETAILS OF BENEFICIARIES OF SUBSIDY PROGRAMMES:-

SCSTE, Meghalaya does not implement any subsidy programmes and hence no beneficiaries are involve.

Section 4 (1) (b) (xiii)

PARTICULARS OF RECIPIENTS OF CONCESSIONS PERMITS OR AUTHORIZATION GRANTED IN COUNCIL:-

No recipients of concessions permit or authorization is granted by the Council.

Section 4 (1) (b) (xiv)

DETAILS OF INFORMATION AVAILABLE IN ELECTRONIC FORM :

Information is available in the website www.megplanning.gov.in & E-mail at stcouncilmegh@yahoo.com

Section 4 (1) (b) (xv)

THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM. IF MAINTAINED FOR PUBLIC USE:-

Officers of the State Council of Science, Technology & Environment(SCSTE), Meghalaya are available on Telephones, Fax, e-mail and letter of applications in plain papers from 10 O'clock to 5:00 PM during working days.

Telephone & Fax.No. – 0364 2505511

e-mail – stcouncilmegh@yahoo.com

Website – www.megplanning.gov.in

NAMES AND DESIGNATION AND PARTICULARS OF THE INFORMATION OFFICERS :-

Sl.No.	Name of Public Authority	Name& Designation of the PIO
1.	State Council of Science, Technology & Environment (SCSTE), Meghalaya,	Smti. R.Thangkhiew, RO, S&T Cell, In-charge State Council of Science, Technology & Environment (SCSTE), Meghalaya, Phone – (0364)2505511 (Office) Address: Lower Lachumiere, Shillong – 793001, Meghalaya. During Office hours

(R. Thangkhiew)
ARO & PIO

State Council of Science Technology & Environment
Meghalaya.

