



INFORMATION PERTAINING TO SECTION 4 (1) (b) OF THE RIGHTS TO INFORMATION ACT 2005

	Subject	Details
(i)	The particulars of its organisation, functions and duties;	Available on the website
(ii)	The powers and duties of its officers and employees;	The powers and functions of all officers and employees are as laid down in the Meghalaya Basin Development Authority Rules, 2011
(iii)	The procedure followed in the decision making process, including channels of supervision and accountability;	Available on the website
(iv)	The norms set by it for the discharge of its functions;	The norms for discharge of information are as laid down in the Meghalaya Basin Development Authority Rules, 2011
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	The Meghalaya Basin Development Authority Rules, 2011 have been framed to provide overall direction for discharging of function. Employees are also provided with Terms of Reference for individual context
(vi)	A statement of the categories of documents that are held by it or under its control;	Guidelines Reports Registers/log books Minutes of Meetings Concept notes Magazines IEC material (leaflets, brochures, pamphlets etc.)
(vii)	The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;	MBDA encourages public consultations for all matters having public interest. Public is done through consultative
(viii)	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;	NA
(ix)	A directory of its officers and employees;	Available on the website
(x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;	Being uploaded
(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	Being uploaded



	Subject	Details
(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	NA
(xiii)	Particulars of recipients of concessions, permits or authorisations granted by it;	NA
(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form;	Available on the website
(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;	Available
(xvi)	The names, designations and other particulars of the Public Information Officers;	Available
(xvii)	Such other information as may be prescribed and thereafter update these publications every year;	Available