



North Eastern Police Academy/ उत्तर पूर्वीय पुलिस अकादमी
Govt. of India / भारत सरकार
Ministry of Home Affairs / गृह मंत्रालय
Umsaw / उमसाव], Meghalaya / मेघालय - 793 123
Tele-Fax-0364-2572038 Email. nepa-meg@nic.in

No.A.33017/87/2015/RTI/Estt/Vol.II/14954-55

Dtd.....9/11/2016.

To,

Shri Kundan Kumar Sah,
LDC, Type-II,
Qtr. No. 11, NEPA.

Sub :- Information sought under RTI Act, 2005.

Sir,

Please refer to your application under RTI Act, 2005 dated 25/10/2016, the information as asked for are as under –

| S/N | Rank | No. of approved/ Sanctioned post | Charter of duties as per Central Govt. rule | Name of the post holder | Assigned duty at NEPA |
|-----|--------------|----------------------------------|---|-------------------------|-----------------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1. | Supdt. | 01 | The Supdt. is the in-charge of office establishment comprising of various sections. He is responsible to Adm. Officer and other duties assigned by the higher authority from time to time. | K K Sinha | Pl. refer col.4 |
| 2. | Accountant | 01 | The Accountant is the in-charge of Accounts sections and is responsible to Adm officer so far as Accounts matter is concerned. | Jogesh Hajong | Pl. refer col.4 |
| 3. | Supdt. (Trg) | 01 | The duties of the post is planning of different courses/seeking nominations/coordinating for engaging Guest faculties/preparing training programmes/Block syllabus/weekly training programme arranging journey of the Guest faculties/payment of honorarium to the Guest faculties and other duties assigned by the Dy.Director(Indoor)/Dy.Director(A djutant) and other senior officers. | Jerimie Giri | Pl. refer col.4 |
| 4. | Assistant | 03 | Dealing with the cases and giving disposal of complicated correspondences of the sections. Preparation of scheme programme, budget and establishment matters. | I Kharpan | Pl. refer col.4 |




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|----|--------|----|--|--|-----------------|
| | UDC | 04 | Dealing with the cases and giving disposal of the correspondence. Also to deal with accounts/establishment matters etc. | (i)Tikaram Timsina & (ii) D D Shabong | Pl. refer col.4 |
| 6. | LDC | 05 | Incoming/outgoing mail, maintenance of file register. Indexing and recording. Typing of letters & others as required by the authorities. | (i)Munna Kumar (ii) J Palauri (iii) Kundan Kumar Sah(iv)Amit Kumar (iv)Visvjeet Kumar (vi) Niraj Kumar(viii)Jogdip | Pl. refer col.4 |
| 7. | Daftry | 01 | To assist cashier and Accountant to keep records of the Accounts section and maintenance them properly & to carry out the bills related to Accounts for submission to PAO office & other misc. works as assigned by the authorities. | Orash Kharkongor | Pl. refer col.4 |
| 8. | Farash | 01 | In order to keep office clean and other duties assigned by the authorities. | Anuradha Kumari | Pl. refer col.4 |

In case, you are not satisfied with the information provided, you may appeal to Appellate Authority within 30 days from the date of receipt of this letter.

Address of Appellate Authority –


Smt. D R Doley Barman, IPS
The Director / Appellate Authority
North Eastern Police Academy
Umsaw-793 123, Umiam, Meghalaya

Yours faithfully,


(J K Dwidevi)
Asstt. Director(Law)
CPIO, NEPA

Copy for information to –

1. Computer section- for uploading it on NEPA website.


(J K Dwivedi)
Assistant Director (Law) / CPIO

