

## Chapter - III

### Section 4 (1)(b)(ii) of RTI Act 2005

#### *The Powers and Duties of its Officers and Employees*

The State Institute of Rural Development is primarily a Training and Research organization and has the following Officers for discharging its Administrative and Academic duties:

**President:** is the Minister in charge Community and Rural Development

**Vice President:** is the Chief Secretary to the Government of Meghalaya

**Director:** is the Principal Executive Officer of the Institute and oversees all the activities both administrative and academic. The Director is the drawing and disbursing officer in financial affairs of the Institute. The Director is also the Member Secretary of all Standing Committees, Executive Council and the General Council of the Institute.

**Faculty Members:** identify, design, direct, coordinate and evaluate training programmes, workshops, seminars etc. It is the duty of the Faculty Members to conduct research, case studies and evaluation studies in Rural Development. The Faculty Members also assist in the administration of the Institute as may be assigned by the Director.

**Superintendent:** oversees the work in the Establishment branch of the Institute and is responsible for training, helping and advising the staff, maintaining discipline in the section, timely action of receipts, issuance of draft, efficient and expeditious disposal of work etc. concerning administration. The Superintendent disposes the work of the section with the help of staff (Assistants – UDA, LDA and Typists) posted in the section. All work from the Establishment section is put up through the Superintendent to the Director for approval.

**Accounts Officer:** oversees the work of the accounts section of the SIRD and is responsible for training, helping and advising the staff, maintaining accounting records and registers, discipline in the section, timely action of receipts, issuance of draft, efficient and expeditious disposal of work etc. concerning finance and accounts. The Accountant disposes the work of the section with the help of staff (Assistants- UDA, LDA and Typists) posted in the section. All work from the Accounts section is put up through the Accounts Officer to the Director for approval

**Accountant:** assist the Accounts Officer with regards to all matters of accounts branch.

**Upper Divisional Assistants (Establishment Branch):** assist the Superintendent with regard to administrative activities of the Institute.

**Upper Divisional Assistants (Accounts Branch):** assist the Accounts Officer with regard to finance and accounts matters of the Institute.

**Lower Divisional Assistants (Establishment Branch):** assist the Superintendent with regard to administrative activities of the Institute.

**Lower Divisional Assistants (Accounts Branch):** assist the Accountant with regard to finance and accounts matters of the Institute.

**Computer Programmer:** is responsible for overlooking all IT matters in the Institute. Also, he/ she is entrusted with the task of taking up training programmes related to Information and

Communication Technologies (ICT) and Management Information System (MIS) for rural functionaries.

**Estate Officer:** deal with all matters relating to plans and estimates for the construction, repairs, water supply, and electrical works of the entire campus. The Estate Officer is responsible for ensuring the cleanliness and beautification of the entire campus. He/ she puts up files and proposals to the Director for approval prior to taking up any work.

**Hostel Caretaker:** is responsible for the upkeep and maintenance of the Hostel and catering during training programmes and other academic activities taken up within the Institute.

**Assistant Librarian:** oversees the maintenance of the library by way of registration cataloguing, classification and maintaining stock registers of books and periodicals.

**Principal ETC:** is responsible for the overall supervision of the Extension Training Centre (ETC), directing and coordinating courses and conducting research and case studies. In addition, the Principal of ETC performs duties assigned by the Director of SIRD from time to time.

**Faculty Member ETC:** identify, design, direct, coordinate and evaluate training programmes, workshops, seminars etc. It is the duty of the Faculty Members to conduct research, case studies and evaluation studies in Rural Development.