

<b>CHAPTER - 3 ( MANUAL - 2 )</b>	
<b><u>POWERS AND DUTIES OF OFFICERS AND EMPLOYEES.</u></b>	
<b>3. 1.</b>	<b><i>Following are the details of the powers and duties of Officers and Employees of the Department, Food Civil Supplies &amp; Consumer Affairs, Shillong.</i></b>

<i>Designation</i>	<i>Secretary, Food Civil Supplies and Consumer Affairs, Shillong.</i>		
<i>Powers</i>	<i>Administrative</i>	1.	<i>Power to appoint Gazetted Staff as per provisions of the Meghalaya Food &amp; Civil Supplies Service Rules. Transfer and posting of Gazetted staff.</i>
		2.	<i>Power to withhold increments, to grant leave to Gazetted Government Servants, Suspensions etc.</i>
	<i>Financial</i>	1.	<i>As per delegation of Financial Power Rules of the Govt.</i>

	<i>Others</i>	1.	<i>All important proposal of the State Govt. affecting the implementation of the TPDS in the State are being submitted by the Department to the Govt. of India and replies thereto were communicated to the Directorate.</i>
<i>Duties</i>	1.	<i>Exercise overall Control of the Department and supervises and offer guidance in all administrative and financial works and implementation of Schemes of the Directorate and the District and Sub - Divisional Offices.</i>	

<i>Designation</i>	<i>Deputy Secretary of Food Civil Supplies and Consumer Affairs, Shillong.</i>		
<i>Powers</i>	<i>Administrative</i>	<i>To assist the Secretary</i>	
	<i>Financial</i>	<i>To assist the Secretary in all matters for the smooth functioning of the Department.</i>	
	<i>Other</i>	<i>Supervision and guidance to the junior Officers and Staff.</i>	
<i>Duties</i>	1.	<i>To assist the Secretary in all the administrative and financial works of the Office and to assist in the co - ordination of the works of the Department.</i>	

<i>Designation</i>	<i>Superintendent, Food Civil Supplies and Consumer Affairs, Shillong.</i>	
<i>Powers</i>	<i>Administrative</i>	<i>Assisting the Secretary and the Deputy Secretary.</i>
	<i>Financial</i>	<i>NIL</i>
	<i>Other</i>	<i>Supervision of the works of the Assistants.</i>
<i>Duties</i>	1.	<i>General supervision, Maintenance of attendance, Register punctuality / security / cleanliness of the Office. Supervision of the works and duties of Office Peons / Cleaner / Sweeper and Chowkidar..</i>

<i>Designation</i>	<i>Upper Division Assistants Department of Food Civil Supplies and Consumer Affairs, Shillong.</i>	
<i>Powers</i>	<i>Administrative</i>	<i>No power.</i>
	<i>Financial</i>	<i>No power.</i>
	<i>Other</i>	<i>NIL.</i>
<i>Duties</i>	1.	<i>To deal with all the allotted subject as entrusted by the Authority as per distribution of works made from time to time. To process papers under consideration in the files relating to the subject allotted to them.</i>

<i>Designation</i>	<i>Lower Division Assistants, Department of Food Civil Supplies and Consumer Affairs, Shillong.</i>	
<i>Powers</i>	<i>Administrative</i>	<i>No power</i>
	<i>Financial</i>	<i>No power</i>
	<i>Other</i>	<i>No power</i>
<i>Duties</i>	1.	<i>To deal with other file works as per the distribution list.</i>
	2.	<i>To assist the U.D.Asstts if and when necessary.</i>

<i>Designation</i>	<i>Diarist, Department of Food Civil Supplies and Consumer Affairs, Shillong.</i>	
<i>Duties</i>	1.	<i>To submit to Officer concerned Files and receipts in Dak Pads for perusal and orders at the Dak stage.</i>
	2.	<i>To be responsible for proper maintenance of Diary Register, File movements and Register of Files , Receipt of daks, Diarising letters, Maintenance of log books &amp; Arrear List Register etc.</i>

<i>Designation</i>	<i>Typists, Department of Food Civil Supplies and Consumer Affairs, Shillong</i>	
<i>Powers</i>	<i>Administrative</i>	<i>No power</i>
	<i>Financial</i>	<i>No power</i>
	<i>Other</i>	<i>No power</i>
<i>Duties</i>	1.	<i>All typing works of the Office marked for typing and to report progress each day.</i>

<i>Designation</i>	<i>Peons, Department of Food Civil Supplies and Consumer Affairs, Shillong.</i>	
<i>Powers</i>	<i>Administrative</i>	<i>No power</i>
	<i>Financial</i>	<i>No power</i>
	<i>Other</i>	<i>No power</i>
<i>Duties</i>	1.	<i>Delivery of inside / outside Daks and perform all the duties as required by the Office. Some of them are also attached to the Officers directly.</i>