

CHAPTER - 3 (MANUAL - 2)

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES.

3.1. ***Following are the details of the powers and duties of Officers and Employees of the Directorate, Food Civil Supplies & Consumer Affairs, Shillong.***

<i>Designation</i>	<i>Principal Secretary.</i>	
<i>Powers</i>	<i>Administrative</i>	<i>Head of Administrative Department.</i>
	<i>Financial</i>	<i>As delegated under the Government of Meghalaya financial Power Rules amended from time to time.</i>
	<i>Other</i>	<i>Any other duties not indicated above.</i>
<i>Designation</i>	<i>Commissioner & Secretary</i>	
<i>Powers</i>	<i>Administrative</i>	<i>To assist the Principal Secretary</i>
	<i>Financial</i>	<i>As delegated under the Government of Meghalaya financial Power Rules amended from time to time.</i>
	<i>Other</i>	<i>Any other duties not indicated above.</i>
<i>Designation</i>	<i>Joint Secretary.</i>	
<i>Powers</i>	<i>Administrative</i>	<i>To assist the Commissioner & Secretary</i>
	<i>Financial</i>	<i>As delegated under the Meghalaya delegation Power Rules.</i>

<i>Designation</i>	<i>Deputy Secretary.</i>	
<i>Powers</i>	<i>Administrative</i>	<i>Controlling Officer for the Department</i>
	<i>Financial</i>	<i>As delegated under the Meghalaya delegation Power Rules.</i>
<i>Designation</i>	<i>Superintendent.</i>	
<i>Administrative</i>	<i>Supervise in the Department.</i>	
<i>Designation</i>	<i>Assistant Superintendent.</i>	
<i>Administrative</i>	<i>To assist the Superintendent and put up files allotted to them</i>	

<i>Designation</i>	<i>U.D.A/ L.D.A</i>
<i>Administrative</i>	<i>Performs duties of ministerial characters such as examination papers/ proposal etc., and responsible for timely submission to the higher officers.</i>

<i>Designation</i>	<i>Typist</i>
<i>Administrative</i>	<i>Typing work</i>

<i>Designation</i>	<i>Peon</i>
<i>Administrative</i>	<i>Dispatch Dak etc.</i>

<i>Designation</i>	<i>Director of Food Civil Supplies & Consumer Affairs, Shillong.</i>		
<i>Powers</i>	<i>Administrative</i>	<i>1</i>	<i>Power to appoint non-Gazetted staff as recommended by Meghalaya Public Service Commission. Transfer and posting of non- Gazetted staff. Power to appoint drivers and other Grade IV staffs.</i>
		<i>2</i>	<i>Power to withhold increments, to grant leave to non-Gazetted Government servant etc.</i>
	<i>Financial</i>	<i>1</i>	<i>As per delegation of Financial Power Rules of the Government.</i>
	<i>Other</i>	<i>1</i>	<i>All important proposal to the Govt. are submitted by the Director and all important development effecting the implementation of the TPDS in the District and Civil Sub- Division are being communicated to the Directorate of Food Civil Supplies & Consumer Affairs.</i>

<i>Duties</i>	<i>1.</i>	<i>Exercise overall Control of the Directorate and supervises and offer guidance in all administrative and financial works and implementation of Schemes of the Directorate at the District and Sub – Divisional Offices.</i>
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<i>Designation</i>	<i>Additional Director Food Civil Supplies and Consumer Affairs, of Shillong.</i>	
<i>Powers</i>	<i>Administrative</i>	<i>To Assist the Director.</i>
	<i>Financial</i>	<i>To assist the Director, Drawing and Disbursing of Pay and Salaries of non- Gazetted Staff and also Drawing and Disbursing Officer of Contingency Bills etc.</i>
	<i>Other</i>	<i>Supervision and guidance to the Junior Officers and Staff.</i>

<i>Designation</i>	<i>Registrar, Directorate of Food Civil Supplies and Consumer Affairs, Shillong.</i>	
<i>Powers</i>	<i>Administrative</i>	<i>Assisting the Director and the Additional Director.</i>
	<i>Financial</i>	<i>NIL</i>
	<i>Other</i>	<i>Supervision of the works of the Assistant.</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. Maintenance of Annual Administrative Report.</i>

<i>Designation</i>	<i>Superintendent (General Branch), Directorate of Food Civil Supplies and Consumer Affairs, Shillong.</i>	
<i>Powers</i>	<i>Administrative</i>	<i>Assisting the Director.</i>
	<i>Financial</i>	<i>NIL</i>
	<i>Other</i>	<i>Day-to-day supervision of the works of the Assistants.</i>
<i>Duties</i>	1.	<i>To assist the Registrar and supervises the office works in his absence. To scrutinize the notes and drafts of Assistants for correctness and put forward his / her own suggestion where necessary before submitting the case to the higher authority.</i>
<i>Designation</i>	<i>Upper Division Assistants, Directorate 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, Directorate 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 do the task in compilation of distribution / lifting and returns of Public Distribution System Commodities.</i>
	2.	<i>Issue and dispatch.</i>

	3.	Receipt / Diarise.
	4.	Maintenance of Stock Register of Stamps, maintenance of Log Books and
	5.	to assist the U.D. Assistants as per order issued by the Authority.
<i>Designation</i>	<i>Diarist / Assistants, Directorate of Food Civil Supplies and Consumer Affairs, Shillong.</i>	
<i>Duties</i>	1.	To submit to Officer concerned Files and receipts in Dak Pads for perusal and orders at the Dak stage.
	2.	To be responsible for proper maintenance of Diary Register, File movements and Register of Files etc.
<i>Designation</i>	<i>Superintendent of Accounts, Directorate 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>Designation</i>	<i>Accountants, Directorate of Food Civil Supplies and Consumer Affairs, Shillong.</i>	Supervision of all accounts matter and reply of Audit Inspection. Reports, scrutiny of Budget proposal and other related matters.
<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.	Maintenance of budget estimates, Cash book, handling of Cash and other Account matters.

<i>Designation</i>	<i>Accountants, Directorate 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>Maintenance of budget estimates, Cash book, handling of Cash and other Account matters.</i>

<i>Designation</i>	<i>Accounts Assistant, Directorate 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 assist the Accountant in preparation of all Office's Bills and financial proposals.</i>
	<i>Sub - Inspector (s), Directorate 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>Supervise Lifting of Public Distribution System Commodities from Shillong Food Storage Depot of the Food Corporation of India.</i>
	2.	<i>Compilation of lifting reports from Deputy Commissioners, (S) / Sub - Divisional Officers, (S) and utilisation reports under Annapurna etc.</i>

<i>Designation</i>	<i>Typists, Directorate 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>Duftry, Directorate of Food Civil Supplies & 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>Treasury and Bank duties. He is also entrusted as an operator of the Cyclostyle Machine.</i>
<i>Designation</i>	<i>Peons, Directorate 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>

