

(ii) The Powers and duties of its officers and employees	DEPARTMENT LEVEL	
	Shri P.W. Ingty, IAS Additional Chief Secretary	<p><u>Administrative powers:</u> He is the Head of Department and exercised full powers for the effective functioning of the Department. He is directly responsible for the implementation of all developmental programmes/schemes.</p> <p><u>Financial powers:</u> As delegated under the Government of Meghalaya Delegation Financial Power Rules, amended from time to time.</p> <p><u>Others:</u> Any other duties not indicated above.</p>
	Smti M.N. Nampui, IAS Secretary	<p><u>Administrative Powers:</u> To assist the Addl. Chief Secy. and put up files directly to the higher Officers.</p> <p><u>Financial powers:</u> As delegated under the Meghalaya Delegation of Financial Power Rules.</p>
	Smti Berylda Kharrubon Under Secretary	<p><u>Administrative Powers:</u> As the Branch Officer, she is responsible for the effective functioning of the Department.</p> <p><u>Financial powers:</u> As delegated under the Meghalaya Delegation of Financial Power Rules.</p>
	Shri V. Marwein Financial Adviser	He gives Financial advice to the Department on all matters relating to financial matters such as sanction of schemes, entitlement of the Staff, issues relating to interpretation of the Financial Rules.
	Smti I. Sun Superintendent	Is directly in-charge of the Department and is responsible to Branch Officers. The general standard of efficiency in the Department depends to a great extent on her personal guidance.
	U.D.Assistant	Perform duties of ministerial characters, such as examination papers/proposals, etc and responsible for timely submission to the higher officers.
	L.D. Assistant	-do-
	Typist	Typing work
	Peon	Dispatch of Daks, files from the Departmental to the Officers concerned as well as inter-departmental delivery of files/papers/documents.