

CHAPTER –3(MANUAL 2)

Power & Duties of Officers and Employees.

1. Additional Chief Secretary/Commissioner & Secretary.

Administrative Power:-

- (1) To control and supervise the discharging of duties by the staff of the Department.
- (2) To make Government policy if and when required.
- (3) To accord administrative decision, sanction, etc.
- (4) To appoint officers in the Directorate as per recommendation of the Meghalaya Public Service Commission.

Financial Power:

To accord administrative sanctions for the schemes in the Directorate(Plan and Non Plan)

Under Secretary:

- (1) To assist the Commissioner & Secretary in carrying out his functions in the Administrative Department.
- (2) To supervise and monitor the performance of works of the subordinate staff.
- (3) To carry out any other works/function as may be assigned to.

Superintendent

- (1) To control and supervise all the works/functions of the Staff in the Department, the movement of files, etc.
1 U.D. Assistant: To deal with all important issues relating to Mines and Minerals , all Schemes to be implemented by the DMR etc.
1 L.D. Assistant: Deal with all establishment matters relating to the establishment of the Directorate of Mineral Resources, Accountant General's Reports, other matters relating to MMDC.
1 L.D. Assistant: Attending the works of Diarist and other File works as assigned from time to time.
1 Typist: Doing all the typing works in the Department.
1 Peon: Attending miscellaneous works and carrying files to the officers, dispatch of letters etc.