

CHAPTER III

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

The Govt. of Meghalaya in the Planning Department from to time to time allocate duties and responsibilities to their Officers and staff. The latest order on this was issued vide letter No. No. PLR. 31/2004/43, dated 3rd May, 2004 as reproduced below.

No. PLR. 31/2004/43

Dated Shillong, the 3rd May, 2004

OFFICE ORDER

The allocation of works amongst the Officers & Staff of Planning Department (Research Wing) is hereby updated as indicated in Annexures - I, II, III, IV, V, VI, VII, VIII, IX, X, XI and XII. All Officers and staff are instructed to be conversant with the Delegation of Powers to the Officers of the Department as issued vide No. PLR. 56/96/6 dated 02-11-1996 and the Standing Instructions as contained in the Circulars issued vide No. PLR. 35/97/20 dated 21-05-1998, No. PLR. 35/97/Pt/2 dated 06-08-2002, No. PLR. 35/97/Pt/3 dated 08-08-2002 & No. PLR. 35/97/Pt/7 dated 09-06-2003.

2. Officers are, further, instructed that all files to be submitted to the Commissioner & Secretary/ Principal Secretary, Planning Department and other higher officers should be routed through the Officer on Special Duty & Ex-Officio Additional Secretary, Planning Department. However, when the Officer on Special Duty & Ex-officio Additional Secretary, Planning Department is on leave or on tour for a period of not less than 2 (two) days, the officers may submit Files directly to Commissioner & Secretary, Planning during such days.

These orders shall take effect immediately.

Sd/-H.B. Dkhar,
Officer on Special Duty & Ex-Officio
Addl. Secretary to the Government of Meghalaya,
Planning Department.

Memo No. PLR. 31/2004/43 -A

Dated Shillong, the 3rd May, 2004.

Copy to :-

1. P.S. to Chief Secretary to the Govt. of Meghalaya for kind information of Chief Secretary.
2. The Commissioner & Secretary to the Government of Meghalaya, Planning Department for kind information.
3. Shri L.T. Verne, Senior Monitoring Officer & Ex-Officio Deputy Secretary to the Govt. of Meghalaya, Planning Department
4. Smti C. Langstieh, Special Officer & Ex-Officio Deputy Secretary to the Govt. of Meghalaya, Planning Department
5. Shri D. Kharkongor, Planning Officer & Ex-Officio Under Secretary to the Govt. of Meghalaya, Planning Department
6. Shri N.A. Khan, Planning Officer & Ex-Officio Under Secretary to the Government of Meghalaya, Planning Department
7. Smti R. Laloo, Planning Officer & Ex-Officio Under Secretary to the Government of Meghalaya, Planning Department

for
information
and
necessary
action

8. All Research Officers/ Assistant Research Officers/ Research Assistants for information & necessary action.
9. The Under Secretary to the Government of Meghalaya, Planning (A) Department for information.

By order etc.,

Sd/- H.B.Dkhar
Officer on Special Duty & Ex-Officio
Addl. Secretary to the Government of Meghalaya,
Planning Department.

ANNEXURE – I

**I. SHRI L.T. VERNE,
Senior Monitoring Officer & Ex-officio Deputy Secretary (now Joint Secretary)
Planning Department. (Ph. 2227263)**

- I. Overall coordination in respect of Monthly, Quarterly and Yearly monitoring of financial expenditure and physical progress of development schemes/programmes under (i) the State Plan, (ii) Centrally Sponsored Schemes and (iii) Central Sector Schemes.
- II. Coordination for compiling of audited/ unaudited State Plan expenditure in consultation with Accountant General, Meghalaya etc. for submission to the Ministry of Finance, Government of India.
- III. Preparation of Plan & Budget Link.
- IV. Co-ordination work in respect of Central Grant-in-aid under Article 275 (1) of the Constitution.
- V. Any other matter/subject as may be allotted by the Officer on Special Duty & Ex-officio Additional Secretary, Planning from time to time.
- VI. Preparation of sectoral Plans like Annual Plans and Five Year Plans including examination and clearance of Plan proposals in respect of the development sectors indicated below. The names of the Assistant Research Officers/ Research Assistants to assist the Senior Monitoring Officer & Ex-officio Deputy Secretary are also indicated against each sector :-

Sectors	Assisting A.R.O/R.A.
1. Agriculture	Smti T. Marbaniang, A.R.O.
2. Monitoring of State Plan Schemes including submission of State Plan Expenditure to Ministry of Finance, Govt. of India & the Planning Commission.	
3. Border Area Development Programme (excluding works done by P.W.D.)	Shri W. Lyngdoh, R.A.
4. Animal Husbandry, Dairy Development.	
5. Science & Technology	
6. Co-ordination & Monitoring of Centrally Sponsored & Central Sector Schemes.	
7. Twenty Point Programme.	

8. Welfare of SC/ST
 9. M.A.T.I.
 10. Housing (General)
 11. Social Welfare
 12. Nutrition
 13. IFAD's Livelihood Improvement Project for the Himalayas.
- } Shri T. Rapphap, R.A.
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N.B. Shri L.T.Verne, Sr. Monitoring Officer & Ex-officio Deputy Secretary, Planning will submit Files to the Officer on Special Duty & Ex-officio Addl. Secretary,

**II. SMTI C. LANGSTIEH,
Special Officer & Ex-officio Deputy Secretary,
Planning Department. (Ph. 2225470 & PABX 2291)**

- I. To assist Officer on Special Duty & Ex-officio Additional Secretary, Planning Department in the following ways:-
 - a) State Plan Coordination and any other coordination work within the department and also in relation with other departments as may be necessary from time to time.
 - b) Liasoning work with the Planning Commission and with the Deptt. for Development of North East Region (DONER), GOI in respect of Plan formulation, meetings etc.
 - c) NEC Regional Plans, NEC Meetings, monitoring and progress reporting of NEC Schemes, etc.
 - d) Non-lapsable Central Pool of Resources including monitoring and progress reporting.
- II. To supervise the works dealt with by Shri N.A. Khan, Planning Officer & Ex-officio Deputy Secretary, Planning Department (Annexure - IV), Shri G. Mawrie, Research Officer (Annexure - VI), Smti C.Diengdoh, Research Officer (Annexure - IX) and Smti O. Marbaniang, Research Officer (Annexure - XII). She will also supervise the work allotted to Smti. B.C. Warjri, Research Officer, S.P.B. (Annexure – X). These include the preparation of sectoral Plans like Annual Plans, Five Year Plans including examination and clearance of Plan proposals in respect of the development sectors dealt with by the above mentioned Officers.
- III. Any other matter/subject as may be assigned by the Officer on Special Duty & Ex-officio Additional Secretary, Planning Department from time to time.

N.B. Smti C. Langstieh, Special Officer & Ex-officio Deputy Secretary, Planning will submit Files to the Officer on Special Duty & Ex-officio Addl. Secretary, Planning.

**III. SHRI D. KHARKONGOR,
Planning Officer & Ex-officio Under Secretary,
Planning Department. (Ph. 2227263)**

- I. Matters relating to Manpower Planning and Employment. *[Files for this purpose to be submitted to Senior Monitoring Officer & Ex-officio Deputy Secretary, Planning Department].*
- II. Matters relating to AUS Aid Agency.
- III. Any other matter/ subject as may be allotted by the Officer on Special Duty & Ex-officio Additional Secretary, Planning Department.
- IV. Preparation of sectoral Plans like Annual Plans and Five Year Plans including examination and clearance of Plan proposals in respect of the development sectors indicated below. The name of the Research Assistant to assist the Planning Officer & Under Secretary is also indicated against each sector :-

Sectors	Assisting R.A.
1. Secretariat Economic Services	Smti M. Kharshiing, R.A.
2. Economic Advice & Statistics	
3. District Council Affairs	
4. Medical & Public Health	
5. Information & Publicity	
6. Printing & Stationery	
7. Information Technology	

N.B. *All Files relating to the above subjects other than those related to item – I above are to be submitted to the Officer on Special Duty & Ex-officio Additional Secretary, Planning Department.*

**IV. SHRI N.A. KHAN,
Planning Officer & Ex-officio Under Secretary,
Planning Department. (Ph. PABX 2527)**

- I. To assist Special Officer & Ex-officio Deputy Secretary in general liasoning work (excluding NLCPR) with the Department for the Development of North East Region (DONER), Government of India and the North Eastern Council.
- II. Co-ordination, formulation/ scrutiny & clearance of N.E.C. Plan Schemes and meetings of the North Eastern Council.
- III. Monitoring & progress reporting including submission of Utilisation Certificates, Audit Certificates in respect of N.E.C. Schemes.
- IV. Any other matter/ subject as may be allotted by the Officer on Special Duty & Ex-officio Additional Secretary, Planning Department from time to time.
- V. Supervision of the works dealt with by Shri T. Basaiawmoit, Reseach Officer (Annexure – VIII), Smti S. Lyngwa, Research Assistant and Shri B.D.G. Lyngdoh, Research Assistant. This includes preparation of sectoral Plans like Annual Plans and Five Year Plans including examination and clearance of Plan proposals in respect of the development sectors indicated at Annexure - VII.

N.B. Shri N.A. Khan, Planning Officer & Ex-officio Under Secretary, Planning Department will put up Files through the Special Officer & Ex-officio Deputy Secretary, Planning Department. However, except for schemes falling under the Rural Development sector and coming from C&RD Department, Shri N.A. Khan, Planning Officer & Ex-officio Under Secretary, Planning Department may put up Files relating to other individual schemes directly to O.S.D. & Ex-officio Additional Secretary, Planning to avoid delay.

**V. SMTI. R. LALOO,
Planning Officer & Ex-officio Under Secretary,
Planning Department. (Ph. PABX 2526)**

- I. All matters relating to trade & commerce in the State.
- II. All matters relating to industrial ventures in the State.
- III. All matters relating to Project Development for Promotion Partnership (PDPP).
- IV. Any other matter/ subject as may be allotted by the Officer on Special Duty & Ex-officio Additional Secretary, Planning Department from time to time.
- V. Preparation of sectoral Plans like Annual Plans and Five Year Plans including examination and clearance of Plan proposals in respect of the development sectors indicated below. The name of the Assistant Research Officer to assist the Planning Officer & Under Secretary is indicated below :-

Sectors		Assisting R.O/A.R.O/R.A.
1.	Village & Small Industries	Smti J.L.Dkhar, A.R.O.
2.	Large & Medium Industries	
3.	Sericulture & Weaving	
4.	Mining & Geology	
5.	Tourism	
6.	Jails	
7.	Food & Civil Supplies	
8.	Weight & Measures	

N.B. All Files relating to the above subjects are to be routed upwards through the Officer on Special Duty & Ex-officio Additional Secretary, Planning Department.

**VI. SHRI G. MAWRIE
Research Officer
(Ph. PABX – 2527)**

- I. Co-ordination of all schemes/projects under the Non Lapsable Central Pool of Resources (NLCPR) including monitoring, progress reporting, submission of Utilisation Certificates, etc.
- II. General co-ordination of Externally Aided Projects (other than IFAD & AUSAID).
- III. Preparation of sectoral Plans like Annual Plans and Five Year Plans including examination and clearance of Plan proposals in respect of the development sectors indicated below. The names of the assisting Assistant Research Officer/ Research Assistant/ U.D. Assistant are indicated below:-

Sectors		Assisting A.R.O/R.A.
1.	Power	} Smti. Q. Paswett, A.R.O.
2.	Integrated Rural Energy Programme	
3.	Non Conventional Sources of Energy	
4.	Voluntary Action Fund for VAs/NGOs	U.D. Assistant

Shri G. Mawrie, Research Officer, Planning Department will put up Files through the Special Officer & Ex-officio Deputy Secretary, Planning Department.

**VII. SHRI T. BASAIAWMOIT,
Research Officer.
(Ph. 2225470 & PABX – 2552)**

- I. All matters relating to N.E.C. including schemes/ projects, meetings, correspondence as may be assigned by Shri N.A. Khan, Planning Officer & Ex-officio Under Secretary, Planning Department.
- II. Preparation of sectoral Plans like Annual Plans and Five Year Plans including examination and clearance of Plan proposals in respect of the development sectors indicated below. The names of the assisting Research Assistants are indicated below against each sector :-

Sectors		Assisting R.A.
1.	Swarna Gram Swarozgar Yojana (SGSY)	Smti S. Lyngwa, R.A.
2.	Integrated Wasteland Dev. Programme.	
3.	Sampoorna Gramin Rozgar Yojana (SGRY)	
4.	Indira Awas Yojana (IAY)	
5.	Special Rural Works Programme (SRWP)	
6.	Land Reforms	
7.	Community Development	
8.	S.I.R.D.	
9.	Water Supply & Sanitation	Shri B. D.G. Lyngdoh, R.A.
10.	All NEC Plan Schemes (Other than NEC's financial assistance to NGOs/ individuals/ individual units/ schools, etc.)	
11.	Monitoring of NEC Plan Schemes relating to Meghalaya	

Shri T. Basaiawmoit,, Research Officer, Planning Department will put up Files through Shri N.A. Khan, Planning Officer & Ex-officio Under Secretary, Planning Department.

VIII. SHRI R. LYNGDOH
Research Officer
(Ph. 2225470 & PABX – 2552)

- I. General State Plan Co-ordination i.e Annual Plans and Five Year Plans including meetings between Chief Minister and the Deputy Chairman, Planning Commission, Plan Budget, Re-adjustment Proposals, State Plan review meetings, etc.
- II. All matters relating to Central Plan Assistance.
- III. Prime Minister's Package.
- IV. Co-ordination of Prime Minister's Gramodaya Yojana (PMGY).
- V. Matters relating to Pradhan Mantri Gram Sadak Yojana (PMGSY).
- VI. All matters relating to Backward Districts Initiative under Rashtriya Sam Vikas Yojana (RSVY).
- VII. Maintenance of Reports received from different DPDCs/ DCCs/ DPOs.
- VIII. Fortnightly Progress Reports on receipt and clearance of Plan proposals by Planning Department.
- IX. Preparation of sectoral Plans like Annual Plans and Five Year Plans including examination and clearance of Plan proposals in respect of the development sectors indicated below. The name of the assisting Research Assistants is indicated below :-

	Sector	Dealing R.A.
1.	Roads & Bridges for Garo Hills & Jaintia Hills Regions	} Shri E. Lyngdoh, R.A.
2.	P.W.D. Building, Establishment, vehicles & machineries	
3.	Urban Development	
4.	Minor Irrigation (inclg. C.A.D.)	} Shri S.D. Kynter, R.A.
5.	G.A.D. Buildings	
6.	Judiciary Buildings	
7.	Matters relating to Treasuries (including Buildings & Computerisation)	

- N.B.** i) *Shri R. Lyngdoh,, Research Officer, Planning Department will put up Files through the Special Officer & Ex-officio Deputy Secretary, Planning Department in respect of items I,II,III, IV,V, VI,VII & VIII above.*
- ii) *Individual schemes are to be submitted directly to Officer on Special Duty & Ex-officio Additional Secretary, Planning Department to avoid delay.*

**IX. SMTI C. DIENGDOH
Research Officer
(Ph. PABX – 2618)**

- I. Preparation of sectoral Plans like Annual Plans and Five Year Plans including examination and clearance of Plan proposals in respect of the development sectors indicated below. The name of the assisting Assistant Research Officer is indicated below :-

Sectors	Assisting R.A.
1. General Education 2. Technical Education 3. Labour & Labour Welfare 4. Employment & Craftsman Training 5. Sports & Youth Services 6. Art & Culture	Smti K. Nongkynrih, A.R.O.

Smti C. Diengdoh, Research Officer, Planning Department will put up Files to Smti C. Langstieh, Special Officer & Ex-officio Deputy Secretary, Planning Department.

**X. SMTI B.C. WARJRI
Research Officer (SPB)
(Ph. PABX – 2618)**

- I. All matters relating to applications of NGOs/ individuals/ individual units/ schools etc. for financial assistance from N.E.C.
- II. Preparation of sectoral Plans like Annual Plans and Five Year Plans including examination and clearance of Plan proposals in respect of the development sectors indicated below.

Sectors

1. Police Housing
 2. Fire Protection
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Smti B.C. Warjri, Research Officer, S.PB. will put up Files directly to Smti C. Langstieh, Special Officer & Ex-officio Deputy Secretary, Planning Department.

XI. SHRI M.L. MAWLONG
Research Officer
(Ph. PABX – 2618)

- I. All policy matters in respect of Roads & Bridges in the State (*Smti D.B. Dkhar, R.A. is to assist Shri M.L. Mawlong, R.O.*)
- II. Co-ordination and scrutiny of schemes financed by NABARD and all matters relating to the High Power Project Monitoring Committee in respect of NABARD schemes (*Smti D.B. Dkhar, R.A. is to assist Shri M.L. Mawlong, R.O.*)
- III. Preparation of sectoral Plans like Annual Plans and Five Year Plans including examination and clearance of Plan proposals in respect of the development sectors indicated below. The name of the assisting Research Assistant is indicated below against each sector :-

	Sector	Dealing R.A.
1.	Medium Irrigation	} Smt. D.B. Dkhar, R.A
2.	Roads & Bridges for East Khasi Hills, West Khasi Hills & Ri Bhoi Districts (excluding P.W.D. Establishment & Machineries)	
3.	Road Transport (MTC)	
4.	Other Transport Services	
5.	All NABARD schemes irrespective of sectors	

- N.B. i) All cases relating to co-ordination and policy in respect of NABARD schemes/ projects are to be put up by Shri M.L. Mawlong, Research Officer through Smti C. Langstieh, Special Officer & Ex-officio Deputy Secretary, Planning Department.*
- ii) All cases other than those at (i) above are to be put up by Shri M.L. Mawlong, Research Officer, Planning Department to Shri H.B. Dkhar, Officer on Special Duty & Ex-officio Additional Secretary, Planning Department to avoid delay.*

XII. SMTI O. MARBANIANG
Research Officer
(Ph. PABX – 2571)

1. Preparation of sectoral Plans like Annual Plans and Five Year Plans including examination and clearance of Plan proposals in respect of the development sectors indicated below.

Sectors	
1.	Soil Conservation
2.	Fisheries
3.	Forestry & Wildlife
4.	Co-operation
5.	Ecology & Environment

Smti O. Marbaniang, Research Officer, Planning Department will put up Files through Smti C. Langstieh, Special Officer & Ex-officio Deputy Secretary, Planning Department.
