

CHAPTER 3 (MANUAL 2)
Powers and Duties of Officers and Employees

3.1 Please provide details of the powers and duties of officers and employees of the organization.

Designation	Principal Secretary	
Powers	Administrative	<ol style="list-style-type: none"> 1. Head of the Administrative Department of Soil & Water Conservation Department. 2. Principal Adviser to the Minister on all matters of policy and Administration within his Department. 3.
	Financial	<ol style="list-style-type: none"> 1. Delegated under DFP Schedule I. 2. 3.
	Others	<ol style="list-style-type: none"> 1. 2. 3.
Duties	<ol style="list-style-type: none"> 1. 2. 3. 	

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Designation	Commissioner & Secretary	
Powers	Administrative	1. Assist the Principal Secretary in decision making.
	Financial	1. 2. 3.
	Others	1. 2. 3.
Duties	1. 2. 3.	

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Designation	Under Secretary	
Powers	Administrative	1. Assist the Commissioner & Secretary in decision making and supervising.
	Financial	1. 2. 3.
	Others	1. 2. 3.
Duties	1. 2. 3.	

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Designation	Superintendent	
Powers	Administrative	1. 2. 3.
	Financial	1. 2. 3.
	Others	1. 2. 3.
Duties	Assist Under Secretary in scrutinizing the notes and drafts of Assistants for correctness and accuracy and add his own remarks and suggestion wherever necessary before submitting the case to the higher officer.	

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Designation	UDA/LDA	
Powers	Administrative	1. No power. 2. 3.
	Financial	1. No power. 2. 3.
	Others	1. 2. 3.
Duties	To process paper under consideration in the files relating to the subjects allotted to them.	

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Designation	Diarist	
Powers	Administrative	<ol style="list-style-type: none"> 1. No power. 2. 3.
	Financial	<ol style="list-style-type: none"> 1. No power. 2. 3.
	Others	<ol style="list-style-type: none"> 1. 2. 3.
Duties	<p>To submit to officer concerned files and receipts in Dak Pads for perusal at the Dak Stage.</p> <p>To bring to the notice of the Superintend any papers which are not received back from the officer to whom the paper was sent for perusal at Dak Stage.</p> <p>To be responsible for proper maintenance of Diary Register, File movement, Register or Files for record etc.</p>	

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Designation	Typist	
Powers	Administrative	1. No power. 2. 3.
	Financial	1. No power. 2. 3.
	Others	1. 2. 3.
Duties	To type all matters mark to him/her and to report to the Superintendent or Assistant regarding the position of unfinished priority work at the end of the day.	

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Designation	Peon	
Powers	Administrative	1. No power. 2. 3.
	Financial	1. No power. 2. 3.
	Others	1. 2. 3.
Duties	To attend to the Officer/Staff of the Department and to see the movement of file marked urgent, immediate and priority etc., and act accordingly.	

As per Meghalaya Secretariat of Office procedures.