

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	As provided or delegated under different Act(s) and Rules issued by the Government from time to time. He is the Principal adviser to the Minister on all matters of policy, decision and responsible for efficient Administration of the Department within his control. He is the Administration head of one or more department.
	Financial	As per DFP Rules and Meghalaya Financial Rules.
	Others	1
		2
3		
Duties	<p>* He may be assisted by the Commissioner & Secretary and other subordinate staff of the department under his control. All the cases are routed through him to the Minister-in-charge with his views/comments.</p> <p>* All the cases on return from the Minister will pass through the Principal Secretary. The Principal Secretary retains the right of intervention in any case at any stage.</p> <p>* In the absence of the Principal Secretary of the department the next senior most will perform the duties of the Principal Secretary.</p>	

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Designation	Commissioner & Secretary.	
Powers	Administrative	As provided or delegated under different Act(s) and Rules issued by the Government from time to time. In absence of Principal Secretary, he advises the Minister on all matters of policy, decision and efficient and Administration within this Department.
	Financial	As per DFP Rules and Meghalaya Financial Rules.
	Others	1
		2
3		
Duties	<p>*All the files, cases are routed through the Commissioner & Secretary to the Principal Secretary and Minister with views/comments.</p> <p>*All the cases /files on return from the Principal Secretary will pass through the Commissioner & Secretary. In the absence of the Commissioner & Secretary the next senior most will perform the duties of the Commissioner & Secretary.</p>	

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Designation	Secretary / Jt Secretary	
Powers	Administrative	As provided or delegated under different Act(s) and Rules issued by the Government from time to time.
	Financial	As per DFP Rules and Meghalaya Financial Rules.
	Others	1
		2
3		
Duties	All matters of the department are submitted through the Secretary/ Jt Secretary to the Commissioner & Secretary/Principal Secretary, and Minister-in-charge and all cases on return from the Minister-in-charge, Principal Secretary and Commissioner & Secretary will pass through the Secretary/ Jt Secretary. With the approval of Minister-incharge,Principal Secretary and Commissioner & Secretary, Secretary / Jt Secretary may be authorized to dispose of specified classes of cases without reference to the next higher authority	

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Designation	Deputy Secretary	
Powers	Administrative	Assist the Secretary in decision making.
	Financial	1
		2
		3
Others	1	
	2	
	3	
Duties	To assist the Joint Secretary/Additional Secretary/Secretary/ Commissioner & Secretary/Principal Secretary and they put up papers directly to their respective Joint Secretary/Additional Secretary/Secretary/Commissioner & Secretary/Principal Secretary. To supervise the work of the Under Secretary when there is no Under Secretary. To take on the responsibilities of the Under Secretary when an Under Secretary is not in position	

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Designation	Under Secretary	
Powers	Administrative	
	Financial	NONE
	Others	
Duties	<p>Responsible for prompt disposal of work in the Department.</p> <ul style="list-style-type: none"> -To give due importance to urgent receipts and submit the same to higher officers at dark stage. -To allocate subjects to Assistants in consultation with the Superintendent and to check the overall performance of the work with regards to improvement of the Department under his/her control. -To allocate subjects to Assistants in consultation with the Superintendent. -To deal with urgent and important receipts himself/herself and to dispose off as many cases as possible on his/her own initiative and responsibility after discussion with higher officer. -To discuss with the Superintendent from time to time measures necessary to expedite disposal for improvement of business in the Department. -To check the punctuality and attendance of the staff under his/her control. -To deal with any other work assigned by the higher officers. 	

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Designation	Superintendent	
Powers	Administrative	
	Financial	NONE
	Others	
Duties	<ul style="list-style-type: none"> * Directly in charge of the Department under him/her and is responsible to his/her Department Officer. * To maintain discipline in work culture. * To make arrangement for disposal of work in the absence of an assistant. * To mark receipts in the name of assistants and to deal with complex cases himself and to deal with such cases as may be required by higher officers. * To see that the work in the Department is equally distributed. * To give priority markings on receipts. * To see that Attendance Register is properly maintained. * To scrutinize notes and drafts of Assistant and to check their correctness and accuracy. * To see that all routine duties are carried out promptly and thoroughly. * To assist Under Secretary in all matters before submitting the cases to the higher officer. * To see that the Department is kept neat and tidy and that files, papers etc. are kept in an orderly manner. * To submit to the Department Officer all receipt and files at dak stage unless instructed otherwise. * To deal with complex and difficult cases himself/herself. * To give priority markings on receipts. * To give a careful watch on any hold up in the movements of dak between the Department and higher officers. * To mark a draft for issue after it has been approved. * To see that all Manuals, Rules etc of the Department are kept upto-date by inserting latest connection Slips. * To ensure timely submission of fixed date cases. * To ensure that Arrear List are compiled timely and accurately 	

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Designation	Assistant Superintendent	
Powers	Administrative	
	Financial	NONE
	Others	1 2 3
Duties	Assist the Superintendent and is responsible for efficient Administration of the Department and prompt and satisfactory disposal of allotted business.	

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Designation	Assistant Superintendent	
Powers	Administrative	1 None
		2
		3
	Financial	1 None
		2
		3
	Others	1
		2
		3
Duties	<p>* To deal with all receipts accordingly to priority, check end if any, if found short or missing and take necessary action accordingly to make entries in log book for assistant.</p> <p>* To open new files if necessary.</p> <p>* When dealing with a case, it is mandatory to check if facts are corrects, to supply relevant facts and figures as available and</p> <p>* To point out the laws and rules whenever necessary.</p> <p>* To examine promptly all receipts made over to him/her</p> <p>* To collect materials required for taking action o a receipt.</p> <p>* To open, where necessary, new files for taking action on the receipt, after obtaining orders of the Superintendent.</p> <p>* To note the file number and the date of disposal against the diary number of a receipts and disposal by him in the Log Book.</p> <p>* To prepare and keep up-to-date a "running summary of facts" or précis on a case where it is considered necessary by the Superintendent or by Department officer.</p> <p>* To consolidate the replies as and when received in cases where many outside officer are consulted.</p> <p>* To furnish accurate information in the weekly and monthly arrears list of other periodical returns on due dates.</p>	
	<p>* To maintain a Reminder Diary to be examined every morning by him/her and action taken accordingly.</p> <p>* To compare the fair copy with the draft and to see that the corrections made in one of the fair copies is made in all the other copies and other original draft.</p> <p>* To check the list of periodical returns, both in-coming and outgoing, for timely action.</p> <p>* To take prompt action regarding recording of cases.</p> <p>* To maintain the part of the Guard File of important circulars and instructions concerning him/her.</p> <p>* To keep all Manuals, Acts, Rules etc., with which he/she is concerned, up-to-date by inserting correction slips as and when received.</p> <p>* To attend to such other work as he/she may be assigned by the Superintendent of any higher officer.</p>	

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Designation	Diarist	
Powers	Administrative	1. None
		2
		3
	Financial	1. None
		2
		3
Others	1	
	2	
	3	
Duties	To submit to officer concerned files and receipts in Dak Pads for perusal at the Dak Stage. To bring to the notice of the Superintendent any papers which are not received back from the offer to whom the paper was sent for perusal at Dak Stage. To be responsible for proper maintenance of Diary Register, File movement, Register or Files for record etc.	

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

Designation	Typist	
Powers	Administrative	1. None
		2
		3
	Financial	1. None
		2
		3
Others	1	
	2	
	3	
Duties	(1) To type all matters marked to him; (2) To maintain a log book in the prescribed form; (3) To report to the Superintendent or incharge regarding the position of un-finished priority work at the end of the day; (4) To observed the instructions for the guidance of typists given in Appendix-VII, Part-4. (5) To compare fair copies as directed by the Superintendent; (6) To do any other work as may be assigned to him by the Superintendent or higher officers.	

CHAPTER - 4 (MANUAL 3)

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions.

Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

Name/title of the document	'Delegation of Financial Power Rules'	Type of the document	'Rules'
Choose one of the types given below. (Rules, Regulations, Instructions, Manual, Records, Others)			
Brief write-up of the Document: It is one of the instruments of the Government that regulates the financial administrative and technical sanction for controlling and management of expenditures of the various categories of the Drawing and Disbursing Officers or Disbursing Officers under the different items of schemes/works of the department.			
From where one can get a copy of the Rules: Government Press Depot, Directorate of Printing & Stationery, Meghalaya: Shillong. OR Finance Department, Meghalaya (C) Secretariat.			

Name/title of the document	'The Garo Hills District (Jhum) Regulation, 1954 (Regulation) II Of 1954''.	Type of the document	'Regulation'
Choose one of the types given below. (Rules, Regulations, Instructions, Manual, Records, Others)			
Brief write-up of the Document : No area shall be selected or allotted from Jhum nor any person shall be allowed to practice Jhum or cut forests within a distance of 400 metres of any water - sources or catchment area declared as such by an order of the Executive Committee.			
From where one can get a copy of the Regulations : Contact the Secretary, Garo Hills Autonomous District Council, Tura			

Name/title of the document	'Handbook Type of the document General Circulars'		'Instruction'
<p>Choose one of the types given below. (Rules, Regulations, Instructions, Manual, Records, Others)</p>			
<p>Brief write-up of the Document: It comprises mainly the extracts of important instructions and circulars on common subjects of frequent reference in the Government Offices. In some case, a gist of instructions/circulars has been given where it was considered to be adequate for the purpose and was not likely to lead to different interpretation.</p>			
<p>From where one can get a copy of the Instructions: Contact the Government Press Depot, Directorate of Printing & Stationery, Meghalaya: Shillong. OR Personnel (ARC) Department.</p>			

Name/title of the document	'Manual of Office Procedure, 1993'	Type of the document	'Manual'
<p>Choose one of the types given below. (Rules, Regulations, Instructions, Manual, Records, Others)</p>			
<p>Brief write-up of the Document : It deals with aspects of management of office and the procedural - norms relating to discharge of duties and functions by the public organization, considered necessary for improving the disposal of duties and functions.</p>			
<p>From where one can get a copy of the Manual : Contact : Secretariat Administrative Department, Meghalaya (C), Secretariat OR Personnel (ARC) Department..</p>			

Name/title of the document ‘Annual Report Type of the document
2010-1, 2011-12 & 12-13
of the Department’

‘Records’

Choose one of the types given below.
(Rules, Regulations, Instructions,
Manual, Records, Others)

Brief write-up of the Document: A glance of the Annual Report will provide relevant information in conceptual, physical and financial terms and an insight into the Department’s rule to Conserve natural resources and its efforts to transform the thinking process of the people at the grass-roots level. It not only provide information but more importantly to serve as a ‘Record’ and a guide for corporation participation of a wide-spectrum of societies, agencies and interested individuals for the common goal of natural resources conservation and management.

From where one can get a copy of the Record : Director of Soil and Water Conservation
Meghalaya :

Shillong Meghalaya,
Directorate of Soil & Water Conservation,
Administrative Building,
Room No. -113 ,
Lower Lachumiere
Shillong-793001
Meghalaya

E-mails : megsoil49@gmail.com

4.15 Fee charged by the Department for a copy, rules, regulation, manual and records if any

Rules, Regulations, Manual as may be sold at the Book Depot or printed by the concerned Department.

Records @ Rs.25/- per copy.