

Section 4(1)(b)(ii) of RTI Act 2005

The Powers and Duties of its Officers and Employees

The State Institute of Rural Development is primarily a Training and Research organization and has the following Officers for discharging its Administrative and Academic duties:

President: is the Minister in charge Community and Rural Development

Vice President: is the Chief Secretary to the Government of Meghalaya

Director: is the Principal Executive Officer of the Institute and oversees all the activities both administrative and academic. The Director is the drawing and disbursing officer in financial affairs of the Institute. The Director is also the Member Secretary of all the Standing Committees, Executive Council and the General Council of the Institute.

Faculty Members: identify, design, direct, coordinate and evaluate training programmes, workshops, seminars etc. It is the duty of the Faculty Members to conduct research, case studies and evaluation studies in Rural Development. The Faculty Members also assist in the administration of the Institute as may be assigned by the Director.

Head Assistant: oversees the work in the Establishment branch of the Institute and is responsible for training, helping and advising the staff, maintaining discipline in the section, timely action of receipts, issuance of draft, efficient and expeditious disposal of work etc. concerning administration. The Head Assistant disposes the work of the section with the help of staff (Assistants – UDA, LDA and Typists) posted in the section. All work from the Establishment section is put up through the Head Assistant to the Director for approval.

Accountant: oversees the work of the accounts section of the SIRD and ETC, and is responsible for training, helping and advising the staff, maintaining accounting records and registers, discipline in the section, timely action of receipts, issuance of draft, efficient and expeditious disposal of work etc. concerning finance and accounts. The Accountant disposes the work of the section with the help of staff (Assistants – UDA, LDA and Typists) posted in the section. All work from the Accounts section is put up through the Head Assistant to the Director for approval.

Upper Division Assistants of the Establishment Branch: assist the Head Assistant with regard to administrative activities of the Institute.

Upper Division Assistants of the Accounts Branch: assist the Accountant with regard to finance and accounts matters of the Institute.

Lower Division Assistants of the Establishment Branch: assist the Head Assistant with regard to administrative activities of the Institute.

Lower Division Assistants of the Accounts Branch: assist the Accountant with regard to finance and accounts matters of the Institute.

Computer Assistant: The Computer Assistant is responsible for upkeep and maintenance of the Computer set up in the Institute. In addition he is also entrusted to do all the data entry into the computer.

Estate Officer: Deal with all matters relating to plans & estimates for a Construction, repairs, water supply, and electrical works of the entire campus. The Estate Officer is responsible for ensuring the cleanliness and beautification of the entire campus. The Estate Officer puts up files and proposals to the Director for approval prior to taking up any work.

Hostel Caretaker: is responsible for the upkeep and maintenance of the Hostel and catering during training programmes and other academic activities taken up within the Institute.

Library Assistant: oversees the maintenance of the library by way of registration cataloguing, classification and maintaining stock registers of books and periodicals.

Principal of ETC: is responsible for the overall supervision of the Extension Training Centre, directing and coordinating courses and conducting research and case studies. In addition the Principal of ETC performs duties assigned by the Director of SIRD from time to time.

Lecturer ETC: identify, design, direct, coordinate and evaluate training programmes, workshops, seminars etc. It is the duty of the Faculty Members to conduct research, case studies and evaluation studies in Rural Development.