

## **Manual No. (ii).**

### **The Powers and duties of officers and employees:**

The duties of the officers and employees as mentioned in paragraph above are as per the Meghalaya Secretariat Manual of Office Procedure 1993 published by Personnel and Administrative Reforms Cell, Govt. of Meghalaya. The executive powers of the officers of the Department are derived as per the Rules of Executive business of the State of Meghalaya, framed under Clause 2 & 3 of Article 166 of the Constitution of India. The Administrative powers are also guided by the Meghalaya Secretariat Manual of Office procedure, the Fundamental Rules, Subsidiary Rules 1984, Delegation of powers and authority, the General Handbook of circulars and others Rules and Regulations adapted/enacted from time to time in the Government and such subordinate Legislations as may be relevant to the functioning of the Department, including the Delegation of Financial Power Rules 1981.

A system of periodical reviewing on the progress and quality in the implementation of the scheme of the department is already in place, at the state level and at the district level. Proposals for sanctioning the scheme of Department emanate from the Co-operative societies. These are examined by concerned field officers and a committee at the District level. These proposals are also initiated on directions and also examined at the Directorate level. The proposals received from the Directorate are subjected to further scrutiny in the department and by the Departmental committee at the State level based on guidelines from planning and finance department and other departmental norms /criteria , financial sanctions are issued under the powers delegated or are referred to Planning and Finance Departments for approval and concurrence. The financial powers of the officers of the Department are as per the delegation of Financial Power Rules 1981 and succeeding amendments issued by Finance Department from time to time.