

**Chapter – 3 ( Manual 2)**  
**Powers and Duties of Officers and Employees**

<b>3.1</b>	<b>Designation</b>	<b>Commissioner &amp; Secretary</b>
	Powers	Head of the Department and Member Secretary of the State Planning Board.
	Duties	To assist the State Planning Board and providing direction and administration on all matters relating to State Planning Board.

<b>3.2</b>	<b>Designation</b>	<b>Special Officer &amp; Ex-Officio Under Secretary</b>
	Powers Rules.	Financial :- 1. Disbursing and Drawing Officer of the State Planning Board 2. Sanctioning authority as per Meghalaya Delegation of Financial Power
	Duties	Supervision of all works of the State Planning Board.

<b>3.3</b>	<b>Designation</b>	<b>Research Officers</b>
	Duties	1. Recording of the Proceedings of the meetings of the State Planning Board. 2. Any other matter which may be assigned by the Special Officer & Ex-Officio Under Secretary from time to time

<b>Name Designation and Duties of Employees</b>		
<b>3.4</b>	Smti T. Rymbai, Assistant Superintendent	- 1. Supervision of Office Works, 2. Work as Accountant-cum-Cashier, State Planning Board and all financial matters. 3. Incharge of Stock/Store of State Planning Board
<b>3.5</b>	Smti R.D. Diengdoh, Research Assistant	- 1. Deals with Miscellaneous correspondence of the Board, 2. Assisting the Special Officer and Research Officers in matters relating to the meetings of the Board. 3. Any other matter as may assigned by the Special Officer State Planning Board from time to time
<b>3.6</b>	Shri S. Lyngdoh UDA	- All matters relating to Establishment/Vehicles/Contingencies/Preparation of Contingencies Bills.
<b>3.7</b>	Smti K. Kharbudon UDA	- Preparation of Pay Bills of Officers and Staff/Honorarium of Chairman/Co-Chairmen/Deputy Chairmen/T.A. Bills/Medical Bills of all officers and staff
<b>3.8</b>	Smti B.P. Mawroh LDA	- Works as Diarist/preparation of Bills relating to facilities of Chairman/Co-Chairmen/Deputy Chairman, State Planning Board/Sitting fees and Honorarium of Non-Official Members, State Planning Board.