

CHAPTER 3(MANUAL 2)

Powers and duties of Officers and employees.

Please provide details of the powers and duties of officers and employees of the organisation :-

Designation:

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| Powers | Administrative | 1. Overall command and control of the office. |
| | | 2. Drawing and disbursing officer. |
| | | 3. Sanctioning power of earned leave upto the rank of sub inspector. |
| | Financial | 1. As per Meghalaya Delegation of Financial Powers Rules, 1981. |
| | Others | 1. Any other matters assigned by the controlling Officer. |
| Duties | Supervision of works of subordinate officers and expeditious disposal of works. | |