

CHAPTER -XXIV

MISCELLANEOUS

Functions of the Liaison Commissioner

*No. PER.7/72
Vol. I/128, dt.
22ⁿ Aug, 1972*

1.1. For the purpose of having a regular arrangement for liaison with various Ministries of the Government of India for expediting action on matters of concerned to the State Government, the functions of the Liaison Commissioner are given below :-

- (1) Supervision and guidance relating to the work of publicity about the State in Delhi and maintenance of Press Relations, etc.
- (2) Overall control and supervision over the affairs of Meghalaya House in New Delhi.
- (3) Maintenance of liaison with the various Ministries of the Government of India with a view to expediting action in matters concerning Meghalaya.
- (4) Other functions as may be entrusted to the Liaison Commissioner by the State Government or by the various Departments from time to time.

1.2 The Departments may utilise the services of Liaison Commissioner for taking up important pending matters with the Government of India and for follow up action on such matters. It would be helpful to send to him particulars of the matters pending with the Government of India and on which his assistance is considered necessary .

FUNCTIONS OF THE COMMISSIONER OF DIVISION

*OM No.PER
(AR)130/77/1
7/28th Nov,
1977*

2.1. The Commissioner is the highest Revenue and Administration functionary for his Division. The Institution of the Commissioner is very old and its role and functions have grown as a result of instructions contained in various circular, Manuals, etc as well as by tradition. Briefly, the functions of the Commissioner have been defined in the Assam Executive Manual which is in force in Meghalaya in absence of another separate Manual having been put into effect by Meghalaya Government and it should be followed in the absence of instructions to the contrary.

2.2. Without prejudice to the generality of the provisions of the Executive Manual, it may be stated that the Commissioner is the immediate superior officer for the Deputy Commissioner. Apart from the writing of Confidential Reports, etc. in regard to the District and Sub-Divisional Officers he has been given routine functions like countersigning of T.A. Bills, sanctioning or recommending of leave and other administrative duties. In regard to revenue matters, his power have been

defined in detail in the Land Revenue Regulations and the relevant manuals. In the context of Meghalaya, these are applicable in regard to the enforcement of Assam Land Revenue Regulations in the various areas in the state. The Commissioner also acts as the appellate authority against the orders of the Deputy Commissioners and Sub-Divisional Officers in regard to miscellaneous matters and executive orders. His functions in respect of the Municipal Boards, and Local Committees and Town Committees, etc. are defined in detailed in the Assam Municipal Manual which is also in force in Meghalaya pending the adoption of a separate Act and Manual for the State.

2.3. One of the most important functions of the Commissioner relates to the inspection of offices of the Deputy Commissioners, Sub-Divisional Officers and watching the progress in recovery of various Government dues.

2.4. In regard to Law and Order matters, the Commissioner has no direct role as the Deputy Commissioner or Sub-Divisional Officers have to take decisions on the spot. However, as the senior-most Officer in the field, he is expected to advise the officers in regard to such problems also with a view to ensuring the maintenance of law and order situation in the State and preventing deterioration and occurrence of untoward incidents.

Function of the Commissioner for Institutional Finance

3 The Commissioner for Industrial Finance is primarily expected to coordinate and initiate action in the various development departments for securing 1979 finances from the institutions and Nationalised Banks and through the aid of International agencies, e.g., the World Bank, U.N.D.P., etc., with a view to supplementing the Plan resources. His functions will inter-alia include :-

- (a) Reviewing from time to time of the Plan Programmes taken up by the Development Departments of the State Government with a view to identifying the schemes suitable for financing through Central Financing Institutions, Nationalised Banks and other agencies.
- (b) To initiate action in consultation with the concerned Departments for formulation of the projects and their presentation and sanction by the Central Financing Institutions, Nationalised Banks, etc.
- (c) Taking up negotiations in consultation with the concerned Secretaries and Officers and expediting sanction on the projects with the afore - said institutions and agencies.
- (d) Exercise of supervision and co-ordination of the implementation of such projects.
- (e) Taking such other measures as may be necessary in this connection.

*OM No.PER
1/79/Vol.II/4
dt.28th March
1979*

OM No.PER
28/87/10,dt
29th June 1987

Functions of the Agricultural Production Commissioner

4.1. The question of defining the functions of the Agricultural Production Commissioner has been considered. In order to remove any confusion or doubt in the matter, Government lay down the following guidelines specifying the functions of the office of the Agricultural Production Commissioner ;

4.1.1. The Agricultural Production Commissioner shall function in relation to schemes/programmes of the Departments which are grouped together and generally known as Agriculture and Allied Services, and shall basically co-ordinate the working of the following Departments :-

- (1) Agriculture (including Minor Irrigation);
- (2) Animal Husbandry and Veterinary;
- (3) Fisheries
- (4) Soil Conservation;
- (5) Co-operation;
- (6) C.D. (Agriculture Components):
- (7) Social Forestry~ and ,
- (8) Revenue (Land Revenue Component)

4.1.2. These Departments would continue to be headed by Special Secretaries/Secretaries and Directors who will continue to be charged with the administrative and executive functions of the Departments and the Directorates, respectively. The Agricultural Production Commissioner would, however, co-ordinate the functioning of these Departments in so far as they concern plans and policies of the Department which impinge on each other, the objective being to raise productivity. The functions of the Agricultural Production Commissioner would, therefore, be to streamline the general functioning of the Departments within the over all objectives of its Sector, reduce inter- departmental conflicts, issue guidelines to Departments on productive programmes and plans and generally to ensure not only the smooth relationship between the Departments within the Sector but also with other Departments of Government.

4.2. In order to reduce it to a frame work for effective functioning of the Agricultural Production Commissioner, the following may be listed: -

- (i) Co-ordination in framing of plans and proposals of Departments within the group;
- (ii) Inter-departmental meetings within the Sectors or of individual Department at various stages of implementation, monitoring and

<p data-bbox="224 905 363 982"><i>No.PER(AR) 87/91/8 ,dt 3rd June 1991</i></p> <p data-bbox="224 1150 363 1228"><i>No.PER(AR) 148/72/34,dt. 12th Feb,1973</i></p> <p data-bbox="224 1360 363 1438"><i>OM.No.PER (AR)6/76/32, dt.5th July,1976</i></p>	<p data-bbox="521 201 667 233">evaluation;</p> <p data-bbox="451 275 1422 342">(iii) Acting as a link-man with concerned Ministry of Government of India/ Planning Commission;</p> <p data-bbox="451 384 1409 451">(iv) Acting as a link-man with other Departments of the government in the State on issues relating to the group;</p> <p data-bbox="451 493 1398 560">(v) Association with the Departments in policies which have a bearing on productivity and overall co-ordination.</p> <p data-bbox="391 602 1468 705">4.3. The Agricultural Production Commissioner is not to be tied down to routine administrative matters of the Departments concerned, which should be the jurisdiction of the Secretaries concerned.</p> <p data-bbox="391 747 1468 814">4.4. The Departments may seek guidance on any important issues and acquaint the Commissioner of important policy decisions.</p> <p data-bbox="391 856 1036 888">Functions in Raj Bhavan and attending thereto</p> <p data-bbox="391 930 1468 1094">5. Any invitation extended by the Governor for any function at Raj Bhavan should be treated as a directive and officers should make it a point to respond to the same. Such invitation from Raj Bhavan also has to be accepted and .honoured as a matter of course, and if the officer happens to be available in the Headquarters, he should invariably make it a point to attend such functions.</p> <p data-bbox="391 1136 1422 1167">Meghalaya Legislative Assembly Secretariat as Administrative Department</p> <p data-bbox="391 1209 1468 1276">6. The Meghalaya Legislative Assembly Secretariat functions as its own Administrative Department with effect from 12th February, 1973.</p> <p data-bbox="391 1318 760 1350">Constitution of Task Force</p> <p data-bbox="391 1392 1468 1871">7. The Conference of Chief Secretaries held in New Delhi on May 7 & 8, 1976, recommended amongst others that a Task Force should be constituted with the Secretary of the Administrative Department and a representative of the Finance and Personnel and Administrative Reforms Department in each Department or a Group of Departments to suggest delegation of administrative and financial powers to the Secretariat Departments, Heads of Executive Departments and Regional/Field Organisations. The Task Force should also consider induction of Financial Adviser in each Department or Group of Departments to facilitate exercise of delegated financial powers by the Departments and Field Organisations and that the State Government should issue orders of delegation within three months. The above recommendation has been accepted by the Government in principle for implementation. In view, however, of the size of our State, it has been decided to have only two Task Forces to go into the question of delegation of financial powers rules. These two Task Forces will consist of the following officers :-</p>
--	--

A Task Force-I

- | | | |
|---|-------|----------|
| (1) Additional Chief Secretary and Development Commissioner | | Chairman |
| (2) Secretary to the Govt. of Meghalaya, Finance Department/Director of Finance | | Member |
| (3) Director of Agriculture | | Member |
| (4) Chief Engineer, P.W.D. | | Member |
| (5) Conservator of Forest | | Member |

This Task Force will cover the following Departments :-

- (i) Agriculture, Veterinary Fisheries & Soil Conservation;
- (ii) P.W.D., Town & Country Planning, P.H.E. & Health;
- (iii) Forest;
- (iv) Industries, and;
- (v) Co-operation.

B. Task Force-II

- | | | |
|--|-------|----------|
| (1) Special Secretary to the Govt. of Meghalaya and Commissioner of Division | | Chairman |
| (2) Secretary to the Govt. of Meghalaya Finance Department | | Member |
| (3) Inspector General of Police | | Member |
| (4) Director of Supply | | Member |
| (5) Director of Public Instruction & Director of Social Welfare | | Member |

This Task Force will cover the following Departments :-

- (i) Police;
- (ii) Supply;
- (iii) Education;

- (iv) Social Welfare; and,
- (v) Transport.

Both the Task Forces may request other officers whenever felt necessary.

Functions of new Administrative Units

*No.PER.209/
76/34, dt.5th
Aug,1976*

8.1. With the setting up of the new Administrative Units Government have decided that the officer in-charge of the new Administrative Units shall look after matters such as renewal of gun licenses, supply matters and shall take up cases in their respective areas in addition to their development functions as Block Development Officers so that the people may feel the impact of the new Units. In supply matters, the officers should exercise their functions to the maximum extent and the Supply Department has been requested to post a Sub- Inspector of Supply to each Administrative Unit. The Officer would also be invested with the necessary magisterial powers for trying of cases and would be provided with a Bench Assistant in due course.

*No.PER/108/
83/3, dt.20th
Sept,1983*

8.2. It has also been decided that the Administrative Officers should go out on tour after proper publicity to renew the gun licences in their respective areas so that the villagers may be saved from the trouble and expense of having to come to the Administrative Units headquarters.

Meeting of Deputy Commissioners with other Departments of Government in Shillong

8. Government have decided that while convening any meeting in Shillong in which the presence of Deputy Commissioners other than Deputy Commissioner, Shillong is required, prior approval of the Chief Secretary should invariably be obtained.

TABLE OF CONTENTS

<i>CHAPTER NOS.</i>	<i>SUBJECT</i>	<i>PAGE NOS.</i>
Chapter - I	Reservation of vacancies in services/posts under the State Government	1
Chapter - II	Employment on compassionate ground	12
Chapter - III	Absorption of Assam Government employees in Meghalaya on shifting of Assam Government offices from Shillong	20
Chapter - IV	Re employment/employment on contract service of retired/ superannuated Government servants, age of superannuation/ retirement, overstayal in service beyond superannuation age	36
Chapter - V	Compulsory retirement/removal from service and premature retirement	55
Chapter - VI	Recruitment/appointments and promotion in Government services/posts, etc.	77
Chapter - VII	Departmental Promotion Committee	99
Chapter-VIII	Casual/Muster Roll workers and extension of benefits and regulation of wages	108
Chapter - IX	General conditions of service/appointments on the recommendation of Meghalaya	112
Chapter - X	Advertisement and application fees	165
Chapter - XI	Service Rules/Executive Instructions and Procedures	171
Chapter - XII	District Selection Committee	195
Chapter - XIII	General Conduct/Disciplinary and other service matters	219
Chapter - XIV	Transfer and post of Government employee	253
Chapter - XV	Application to Union Public Service Commission for posts elsewhere	261
Chapter - XVI	Training in India and Abroad	265
Chapter - XVII	Annual Confidential Reports	273
Chapter - XVIII	Elections	320
Chapter - XIX	Casual Leave	334

Chapter – XX	Communication with Government of India/other States Government by Directorates/ and Inter-departmental correspondence, etc.	340
Chapter – XXI	Tours of Officers	344
Chapter – XXII	Allowances, Honorarium, etc.	359
Chapter – XXIII	All India Services Officers service matters	367
Chapter – XXIV	Miscellaneous	418
	<u>SUPPLEMENT</u>	
	Table of Acts/Ordinances	