

CHAPTER 3 (MANUAL 2)

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

3.1 Please provide details of the powers and duties of the Officers and employees of the organization.

DIRECTORATE OFFICE

Designation

Powers and Duties

Director

The Director of Fisheries is the controlling authority and exercise financial power delegated under the Govt. of Meghalaya delegation of financial power rules.

Deputy Director

The Deputy Director of Fisheries is the technical head and the immediate officer after the Director of Fisheries who is to advise and assist the Director in the day to day running of the Department.

Planning Officer

The duty and responsible of the Planning Officer is to formulates Schemes/projects, budgeting and at the same time to assist the Deputy Director in matters relating to plan proposal etc.

Designation

Powers and Duties

Fishery Information
Officer

The duty and responsibility of the Fishery information Officer is to conduct training programme, exhibition/Fairs and to organize awareness programme. Etc for the purpose of popularizing fish culture and conservation measures besides assisting the Deputy Director in matters relating to extension and information.

Statistical Officer

The duty and responsibility of the Statistical Officer is to collect, compile and tabulate all statistical data's for submission to the Central and State Govt. including other Corporation and Agencies.

Research Officer

The duty and responsibility of the Research Officer is to conduct research works, programme analysis in matters relating to fisheries.

Assistant Engineer

The duty and responsibility of the Asstt. Engineer is to prepare Plan estimate, to conduct survey and site inspection etc. in matters relating to fisheries construction woks at the Directorate and District.

Registrar

The duty and responsibility of the Registrar is to look after the establishment matters, correspondence relating to District and Sub-Divisional posting and transfer of ministerial staff, departmental proceedings, appointment of Grade III and IV Staff and maintenance of leave accounts etc.

The duty and responsibility of the Junior Engineer is to

Junior Engineer	assist the Asstt. Engineer in all matters relating to construction works.
Fishery Officer	The duty and responsibility of the Fishery Officer is to assist the Fishery Information Officer and Planning Officer in matters relating to extension services, Publicity & Information, formulation of Plan scheme, Budget estimate etc.
Research Assistant	To assist the Research Officer in matters relating to fishseed production and Research works.
Statistical Assistant	The duty and responsibility of the Statistical Assistant is to assist the Statistical Officer in matters relating to collection, compilation and Tabulation of statistical data's and other related matters.

Designation

Powers and Duties

Translator	The duty and responsibility of the Translator is to translate Fishery booklets etc from English to local language i.e. Khasi & Garo.
Fishery Demonstrator	Fishery Demonstrator is the grass root field level Technical staff at Block level who are directly involved with the public in matters relating to Fisheries activities.
Ministerial Staffs	They are responsible for the establishment, Issue & Receipt, correspondence, Typing Diaries etc.