

**Chapter-3**  
**Powers and Duties of Officers and Employees**

**3.1**

Designation	District A.H&Vety.Officer,Ri-Bhoi District,G.S.road,Nongpoh
Powers	Administrative : 1.Authorized for granting of Leave(e.g Earned leave/Medical etc)of the non gazetted employees within hhe Establishment. 2.Authorized for appointing Ministerial and Grade IV in the leave vacancy under the establishment with approval from the Director.
	Financial : 1.Power delegated for drawing and disbursing of Salaries,etc of Officers,Ministerial and Grade-IV drawing under the Establishment bills. 2.Power to draw contingencies as per delegation of Financial Power rules. 3.Power to grant/hold annual increment of Officers, Ministerial and Grade-IV under the Establishment bills.
Duties	<ol style="list-style-type: none"> <li>1. Look after the administration in the Office,all developmental activities,implementation of programmes/projects concerning animal husbandry within the District.</li> <li>2. Inspect/supervise the A.H&amp;Veterinary activities in the district.</li> <li>3. Submit the Monthly report on the performance of the scheme,etc to higher authority.</li> <li>4. Organize seminar, workshop and training farmers within the District.</li> </ol>

**3.2**

Powers	Administrative :Overall supervision of Office and farm including administration and disbursement.
	Financial : <ol style="list-style-type: none"><li>1. Power delegated for drawing and disbursing of Salaries,etc of Ministerial and Grade-IV drawing under the Establishment bills.</li><li>2. Power to draw contingencies as per delegation of Financial Power rules.</li><li>3..Power to grant/hold annual increment of Officers, Ministerial and Grade-IV under the Establishment bills.</li></ol>
Duties	<ol style="list-style-type: none"> <li>1. Overall supervision of Office and farm.</li> <li>2. Submit the Monthly report on the performance of the farm ot the right authority.</li> </ol>

**3.3**

Designation	Senior Manager Regional Poultry Breeding Farm , Kyrdemkulai
Powers	Administrative: Overall supervision of Office and farm
	Financial : <ol style="list-style-type: none"><li>1. Power delegated for drawing and disbursing of Salaries,etc of Ministerial and Grade-IV drawing under the Establishment bills.</li><li>2. Power to draw contingencies as per delegation of Financial Power rules.</li><li>3. Power to grant/hold annual increment of Officers, Ministerial and Grade-IV under the Establishment bills.</li></ol>
Duties	<ol style="list-style-type: none"> <li>1. Overall supervision of Office and farm.</li> <li>2. Submit the Monthly report on the performance of the farm ot the right authority</li> </ol>

## 3.4

Designation	Instructor Vocational Training Centre, Kyrdemkulai
Powers	Administrative: Overall supervision of Office and imparting of Training to the farmers.
Duties	<ol style="list-style-type: none"> <li>1. Overall supervision of the training centre.</li> <li>2. Imparting of Training to the farmers, Government beneficiaries under Educated Unemployed Youth and General subsidy scheme.</li> <li>3. Submit the Monthly report on the performance of the Institute to higher authority.</li> </ol>

## 3.5

Designation	Feed Analytical Officer ,Feed Analytical laboratory. Kyrdemkulai.
Powers	Administrative : 1. Authorized for granting of Leave(e.g. Earned leave/Medical etc)of the non gazetted employees within the Establishment
	Financial : <ol style="list-style-type: none"> <li>1. Power delegated for drawing and disbursing of Salaries,etc of Ministerial and Grade-IV drawing under the Establishment bills.</li> <li>2. Power to draw contingencies as per delegation of Financial Power rules</li> <li>3. Power to grant/hold annual increment of Officers, Ministerial and Grade-IV under the Establishment bills.</li> </ol>
Duties	<ol style="list-style-type: none"> <li>1. Analysis of feed in order to know the nutritive values,like crude proteins,crude fibres,crude fat,minerals etc.</li> <li>2. Submit the Monthly report on the performance of the laboratory to higher authority.</li> </ol>

## 3.6

Designation	Manager Regional Cross Bred Cattle BreedingProject,Kyrdemkulai
Powers	Administrative : 1. Authorized for granting of Leave(e.g Earned leave/Medical etc)of the non gazetted employees within the Establishment.
	Financial : <ol style="list-style-type: none"> <li>1. Power delegated for drawing and disbursing of Salaries,etc of Ministerial and Grade-IV drawing under the Establishment bills.</li> <li>2. Power to draw contingencies as per delegation of Financial Power rules</li> <li>3. Power to grant/hold annual increment of Officers, Ministerial and Grade-IV under the Establishment bills.</li> </ol>
Duties	<ol style="list-style-type: none"> <li>1.To produced high quality Jersey bulls for supporting the cross breeding programmes in the state and distribution of Cross bred bulls for natural breeding in remote areas.</li> <li>2. Training of farmers and field staffs in management of cross bred cattle.</li> <li>3. Supply of Milk to chilling plant centre,Shillong.</li> <li>4. Cultivation of different varieties of fodder for utilization in cattle development and fodder demonstration.</li> <li>5. Submit the Monthly report on the performance of the farm to the right authority .</li> </ol>

## 3.7

Designation	Manager Central Hatchery Cum Poultry farm, Umsning
Powers	Administrative : 1. Authorized for granting of Leave(e.g Earned leave/Medical etc)of the non gazetted employees within the Establishment.
	Financial : : 1. Power delegated for drawing and disbursing of Salaries,etc of Ministerial and Grade-IV drawing under the Establishment bills. 2. Power to draw contingencies as per delegation of Financial Power rules 3. Power to grant/hold annual increment of Officers, Ministerial and Grade-IV under the Establishment bills
Duties	1.Rearing of layer birds for egg production,grower layer birds for distribution to farmers and broiler birds for table purpose. 2.Production of low input and kuroiler breeding birds and distribution to farmers for rearing in scavenging/village condition. 3. To provide training to the poultry breeder.

## 3.8

Designation	Manager Zonal Feed Mill, Umsning
Powers	Administrative : 1. Authorized for granting of Leave(e.g. Earned leave/Medical etc)of the non gazetted employees within the Establishment
	Financial : : 1. Power delegated for drawing and disbursing of Salaries,etc of Ministerial and Grade-IV drawing under the Establishment bills. 2. Power to draw contingencies as per delegation of Financial Power rules 3. Power to grant/hold annual increment of Officers, Ministerial and Grade-IV under the Establishment bills
Duties	1.Procuring of feed ingredients for computing /manufacturing of livestock and poultry feed and supplying of Computed ration to the Govt.livestock and poultry farms as well as to the farmers.