

**OFFICE OF THE EXECUTIVE COMMITTEE
KHASI HILLS AUTONOMOUS DISTRICT COUNCIL
SHILLONG.**



Office Order No.DC.II/Genl/105/2005 – 09 /53

Dated Shillong, the 30th June,

Subject: - Allocation of subjects amongst the Officers.

In super-session of all previous Office Order pertaining to the subject matter, the allocation of subjects to all Officers, with immediate effect and until further orders, will be as indicated hereunder: -

1. **Mr. W. Syiemlieh, Secretary to the Executive Committee:**
 - (i) General Administration & Co-ordination of all Departments.
 - (ii) Finance & Budget.
 - (iii) Establishment, Appointment, Transfer and Posting of Officers/ Staff of all Departments.
 - (iv) Policy matters.
 - (v) Forest.
 - (vi) Matters relating with Government etc.
 - (vii) Any other matter not allotted to any Officer.

2. **Mrs. B. Basaiawmoit, Joint Secretary to the Executive Committee:**
 - (i) Development Scheme
 - (ii) Transport
 - (iii) Health.
 - (iv) Any other matter that may be entrusted.

3. **Mr. R. S. Wanniang, Joint Secretary to the Executive Committee:**
 - (i) Council Building including construction of market,
 - (ii) Inter-Elaka boundary disputes as Tribunal.
 - (iii) Land.
 - (iv) Information Technology.
 - (v) To assist the Secretary to the Executive Committee in matters relating with the Government.
 - (vi) To assist the Secretary to the Executive Committee to study and maintain all important records from various departments as well as Court Cases records that needs to be computerised.
 - (vii) Any other matter that may be entrusted.

4. **Mr. D. G. Syiemiong, Joint Secretary to the Executive Committee:**
 - (i) Elaka Administration West Khasi Hills.
 - (ii) Lease and Tolls of Revenue Station,
 - (iii) Law and Legal matter.
 - (iv) Preparation / Drafting of Bills to be placed in the Council.
 - (v) Monitor the implementation of the existing Laws, Regulations and Rules as well as Customary Laws in vogue.
 - (vi) To compile the Executive Orders passed from time to time and to suggest framing of Rules for the implementation of Acts, Regulations as well as to suggest suitable amendments to the existing Acts, Rules, Regulations, etc.
 - (vii) Any other matter that may be entrusted.

5. **Mrs. J. C. Blah, Deputy Secretary to the Executive Committee:**
 - (i) Constitution of Courts, Additional Subordinate District Council Courts and Village Courts.
 - (ii) Trade and Enforcement.
 - (iii) Town Committee.
 - (iv) Any other matter that may be entrusted.

6. **Mrs. P. Warjri, Deputy Secretary to the Executive Committee:**
 - (i) Council Affairs.
 - (ii) Arts and Culture.
 - (iii) Mines and Minerals.
 - (iv) Printing and Stationery.
 - (v) Any other matter that may be entrusted.

7. **Mrs. A. Nonghuloo, Deputy Secretary to the Executive Committee:**
 - (i) Market
 - (ii) Quasi judicial matter i.e. Political Appeal, Political Cases, and Miscellaneous cases.
 - (iii) Correspondences with the State Government in matter relating to Shares on Major and Minor Minerals and Taxes on Motor Vehicles.
 - (iv) Any other matter that may be entrusted.

8. **Mrs. S. Kharbuli, Deputy Secretary to the Executive Committee:**
 - (i) Finance, Accounts and Budget.
 - (ii) Compilation of Accounts.
 - (iii) Professional Tax.
 - (iv) Matter relating with the Audit (Central & State).
 - (v) All matters involving financial expenditures.
 - (vi) Any other matter that may be entrusted.



9. **Mr. L. S. Kharnary, Deputy Secretary to the Executive Committee:**
- To assist the Joint Secretary to prepare papers/documents relating with the codification of custo of various Elakas.
 - To assist the Joint Secretary to study and maintain all important records from various departments as well as Court Cases records that needs to be computerised.
 - Marriage Licenses.
 - To assist the Joint Secretary in preparation / Drafting of Bills to be placed in the Council.
 - Any other matter that may be entrusted.
10. **Mr. C. Kharshiing, Under Secretary to the Executive Committee:**
- Elaka Administration East Khasi Hills and Ri – Bhoi.
 - Election of Chiefs of Elakas (as Returning officer).
 - Assist the Joint Secretary on Elaka Administration.
 - Assist the Joint Secretary on Boundary Disputes.
 - To prepare papers/documents relating with the codification of customary laws of various Elakas.
 - Any other matter that may be entrusted.
11. **Mr. B. F. Lyngwa, Under Secretary to the Executive Committee:**
- Caretaker of M.D.C's. Hostel.
 - Assist the Joint Secretary i/c Buildings.
 - To look after the work of Chowkidars/Cleaners.
 - Any other matter that may be entrusted.
12. **Mrs P. Pariong, Under Secretary to the Executive Committee:**
- To ensure proper and prompt action of receipts, correspondences, etc., received by all Departments through Docket Section.
 - Youth Affairs.
 - Budget of Elakas.
 - Information and Public Relation.
 - Any other matter that may be entrusted.
13. **Mr. D. Myrthong, Licensing Officer:**
- To perform duties in accordance with the provisions of The United Khasi-Jaintia Hills Autonomous District (Trading by Non-Tribals) Regulations & Rules thereunder including Labours Service License.
 - Important correspondence etc. to channel through the Joint Secretary I/c.
 - Any other matter that may be entrusted.
14. **Mr. K. Wahlang, Revenue Officer:**
- Land & Land Revenue.
 - Cadastral Survey.
 - To prepare and update the documents of the properties of the Council, such as Forest Plantations, Markets, Office etc. Fisheries.
 - Issuance of N.O.C., etc.
 - To draft model agreement in respect of Land, Property, Lease etc.
 - Any other matter that may be entrusted.
- } To route files through Joint Secretary (R. Wanniang)
15. **Mr. R. Banks, Special Officer:**
- Education.
 - To assist Officer i/c Information & Public Relation.
 - To assist the Joint Secretary and Dy. Secretary respectively in matters connected with Elaka Administration.
 - To act as nodal and liason for assisting the Secretary / Standing Counsels /Legal Advisers in all matters connected with Court Cases.
 - Any other matter that may be entrusted.
16. **Mrs. S. Saiborne, Accounts Officer**
- Finance, Accounts and Budget.
 - Finance and Accounts of forest Department.
 - Matter relating with Audit.
 - Verification of the files of Establishment Department.
 - To assist the Deputy Secretary i/c in matters relating to share on Major / Minor Minerals and Taxes on Motor vehicle.
 - Any other matter that may be entrusted from time to time.
17. **Mrs. V. Sakra, Assistant Accounts Officer**
- To function as directed by the Deputy Secretary (Finance) / Account Officer.
 - Any other matter that may be entrusted from time to time.
18. **Mr. B. Diengdoh, Fishery Officer:**
- Fishery Department.
 - Shall look after Fishery and preparation of schemes thereof.
 - Any other matter that may be entrusted from time to time.



19. **Mrs. M. Kharbhih, Superintendent:**
 (i) To supervise the duty of peons of the office of the Executive Committee.
 (ii) To look after the attendance of all the Staff and Personal Assistants attached to Members of the Committee and arrangement of duties of peon(s) / P.A(s) attached to the Members of the Committee.
 (iii) To look after the attendance of the peons and to supervise the duty of peons of the Office of the Executive Committee
 (iv) General Department.
 (v) Establishment.
 (vi) Any other matter that may be entrusted.
20. **Mrs. P. Syiemlieh, Superintendent:**
 (i) Development including construction of buildings and markets.
 (ii) Land Records.
 (iii) Any other matter that may be entrusted.
21. **Mrs. K. Kharsati, Superintendent:**
 (i) To supervise the function of RBF Department.
 (ii) Trade Department.
 (iii) Any other matter that may be entrusted.
22. **Mr. S. Kurbah, Superintendent (Enforcement):**
 (i) To supervise the functioning of the Enforcement Personnel as per the provisions of The United Khasi-Jaintia Hills Autonomous District (Trading by Non-Tribals) Regulations & Rules thereunder.
 (ii) Important correspondences to be channelised through the Deputy Secretary I/c.
 (iii) Any other matter that may be entrusted.
23. **Mr. P. Sohphoh, Superintendent (Tax):**
 (i) To perform duties as per provisions of the Professional Tax Act.
 (ii) To supervise the functioning of all personnel in the Tax Section.
 (iii) Important correspondences to be channelised through the Officer I/c.
 (iv) Any other matter that may be entrusted.
24. **Mrs. S. Ryngnga, Superintendent (Mines & Minerals):**
 (i) To supervise the functioning of the Inspectors of Mines & Minerals.
 (ii) To function as per the direction of the Officer I/c.
 (iii) Any other matter that may be entrusted.

NOTE:

- I.** Important and complicated matters are to be channelised through the Secretary to the Executive Committee.
II. All Financial matters, payments, receipts, etc., are to be channelised through the Secretary to the Executive Committee.

By Order etc.,

Secretary to the Executive Committee,
 Khasi Hills Autonomous District Council, Shillong.