

## Section 4(1)(b)(ii) of Right to Information Act, 2005 North Eastern Council Secretariat

### POWERS AND DUTES OF OFFICERS AND EMPLOYEES.

Sl.No.	Designation	Duties
1.	Secretary	He is the Head of the Department. He is the overall in-charge of Planning and Administrative Wings including Finance. It is his duty to carry on the functions of the Council Secretariat in accordance with the policies and guidelines laid down by the Council and to keep a record of discussions and circulate draft copy of proceedings. He is to function also as the Chairman of the Boards of Management of NEC funded institutions and develop appropriate strategies essential for the development of the NER. He has the responsibility of formulating agenda for the Council Meeting in consultation with the Chairman. He is to act as a link between the Council and the Central Government.
2.	Planning Adviser	He is to advise on collection of data and formulation of projects/programmes in different sectors in co-ordination with different technical Advisers in the Council Secretariat as well as the State Governments for the regional development. He is responsible for formulation of annual plans/term plans for the development of the region. Periodical monitoring/ review of physical and financial progress of plans under implementation too, come under his purview and he is to assist the Secretary in the meetings of the Council in preparation of agenda papers, minutes etc.
3.	Financial Adviser	He is to scrutinize and advise Secretary, NEC on all financial proposals, carry out financial review of the NEC plans schemes, assist in the preparation of budget and their reviews and render advice on all financial matters relating to the activities of the NEC.
4.	Adviser(Health)	He is to advise Secretary, NEC, in taking up comprehensive programme in the region connected with the health and educational programmes. He is to formulate health projects and health-related schemes for the development of the region under the Council Secretariat and responsible for monitoring such projects and schemes being implemented in different states. He is to assist the State Governments of the region in all matters pertaining to these fields or activities.

5.	Adviser (Transport & Communication)	He is responsible for formulation of roads transport and building, direction for such planning, reviewing of implementation of roads, transportation and civil projects, rendering of advice with regard to transport, roads and civil work planning and allied subjects.
6.	Adviser(Power)	He is responsible for formulation of thermal and hydel power generation and distribution plan. Direction for such Planning, Reviewing of implementation of power projects, rendering of advice with regard to power planning and on allied subjects.
7.	Deputy Secretary	He is the Head of Office and has the duty and responsibility to look after all Administrative matters in the Council Secretariat.
8.	Adviser(Horticulture)	He is responsible for formulation of Horticultural Plan, especially on a cluster basis, and also for allied subjects, direction for such planning, reviewing implementation of the projects in the plan and rendering advice with regard to planning for Horticulture and allied subjects to the States.
9.	Superintending Engineer (Civil)	He is responsible for assisting Adviser (T&C) in formulation of roads transport and building plan, direction for such planning, reviewing of implementation of roads, transport and civil projects etc.
10.	Adviser (Banking & Industries)	It is his responsibility to study and advise NEC on specific programmes and problems relating to Banking and Bank finance in the North Eastern Region and to assist the State Governments in the region to obtain bank finance facilities for different schemes and execution of schemes for Employment Oriented Industries in the NER for establishment of Industries, Entrepreneurship Development Programmes etc.
11.	Adviser (Irrigation, Flood Control & Water Management)	It is his responsibility to advise North Eastern Council in taking up comprehensive programme in the NER for flood control and development of irrigation resources and soil conservation programmes. It is his responsibility to study the water resources in the States of the North Eastern Region and suggest measures to harness these resources for irrigation purposes and for provision of safe drinking water. He is responsible for formulation of projects in the above fields. He is to assist the States of North Eastern Region in all matters pertaining these field of activities.
12.	Director (Plan Evaluation & Monitoring)	He has the duty to evaluate and monitor the progress of implementation of schemes taken up under the NEC plan. Compilation and analysis of statistical data,

		preparation of seminar/conference papers etc., direction for collection of economic data regarding plans, examination of implication of various economic policies so as to facilitate formulation of policies and their evaluation and preparation of notes memoranda paper etc. also come under his purview. He is also to initiate and direct specialized research work for these purposes.
13.	Director(IPR)	He has the responsibility to look after public relations work of the Council and liaison with the press and publicity. He has to issue press releases on Council Meetings, on progress and achievement of NEC programmes. He has to take action on publication of quarterly journal, preparation of publicity matters like pamphlets, feature articles, back grounders etc.
14.	Director (Science & Technology)	He has to advise North Eastern Council in various Science and Technology and related activities. Initiate programmes for popularization of science in the North Eastern Region. He has the responsibility of coordination with different Science and Technology Councils of North Eastern Region. He is responsible for initiating a programme of scientific Research & Development to benefit the regional economy and for liaisoning with various implementing agencies such as the Universities of NER, the Council of Scientific and Industrial Research and Indian Council of Agricultural Research etc.
15.	Director (HRD&E)	He is responsible for assessment of manpower requirements in the North Eastern Region as a whole and in each of the eight States individually. He works out different training programmes. He assists the constituent units of the region in getting candidates sponsored by them admitted into different institutions in the country for training or for specialized education in particular fields. Rendering assistance for preparation of schemes for promotion of employment with particular reference to self-employment.
16.	Deputy Financial Adviser	He looks after the Accounts and Finance work of the Council Secretariat and plan finance work under the guidance of Financial Adviser. He helps the Financial Adviser as and when necessary.
17.	Under Secretary(Planning)	He is to assist Planning Adviser in administering, initiating, coordinating, monitoring and formulating of development schemes/projects and to prepare materials on queries of all types in Planning matters including Parliamentary questions and to assist the Planning Adviser in preparing Council Meeting Agenda and Minutes.

18.	Assistant Secretary	He is the Drawing and Disbursing Officer and looks after Administration matters under the guidance of the Deputy Secretary.
19.	Executive Engineer(Civil)	He has the responsibility to examine the preliminary cost estimates for roads/ bridges submitted by the State Governments Admn. for consideration by the Advisory group in the Planning Commission. He has the duties to scrutinize the detailed estimates submitted by the State Govts. and to take up site Inspection, to evaluate progress of works in particular projects and to verify that the work is proceeding as per technical sanction.
20.	Executive Engineer(Civil)	-do-
21.	Executive Engineer(Power)	He is to assist the Adviser(Power) in preparation of schemes for power development of NE Region whenever required. He is to collect information and monitor progress of the in-going schemes in the region by obtaining timely reports and field visits to check the estimates and ensure maintenance of progress follow up action of all such schemes.
22.	Statistician	He is responsible for compilation, analysis and interpretation of basic Statistical data and other statistical tasks as assigned from time to time as per requirement.
23.	Research Officer(Planning)	He has the duty to scrutinize proposals received in respect of plan schemes/projects and to draft reports related to NEC Plan of N.E. States as well as Central Ministries. In addition to these, he is to assist the Planning Adviser in preparation and formulation of NEC Plan/programmes and agenda notes for Council Meetings, and coordinate with different Sectoral Advisers in the Council Secretariat.
24.	Research Officer(SSl)	He is to deal with matters relating to promotion and development of small scale industries in the North Eastern Region.
25.	Extension Officer (Seismology)	He is to scrutinize proposals received in respect of S&T Schemes, in general, and Disaster Management projects in particular. He has to coordinate implementation of computerization schemes in NEC and IT education/ application schemes in NER.
26.	Security Adviser	He is to advise the Council on all Security matters.
27.	Assistant Engineer(Civil)	He has to examine the preliminary cost estimates for roads/ bridges submitted by the State Govts. for consideration by Advisory Group in Planning Commission and also to scrutinize the detailed estimates submitted by the State Govts. He is required to go for site inspection, to evaluate progress of works in particular

		projects and to verify that the work is proceeding as per technical sanction etc.
28.	Assistant Engineer(Civil)	-do-
29.	Assistant Research Officer	He is responsible for collection, compilation, interpretation of Statistical Data relating to manpower development schemes/evaluation and monitoring matters.
30.	-do-	
31.	Section Officer (Admn.)	He is responsible for smooth functioning of the establishment matters in the Admn. Wing, to supervise the work of subordinate staff under and regulation to deal with complicated and secret matters.
32.	Section Officer (Finance)	He is to assist Financial Adviser Deputy Financial Adviser in Finance Works of the Council Secretariat and plan finance works.
33.	Section Officer (Accounts)	He is to assist Assistant Secretary (DDO) and Deputy Secretary in Accounts works.
34.	Private Secretary to Secretary	He is to provide Secretarial Assistance to Secretary.
35.	Private Secretary to Planning Adviser.	He is to provide Secretarial Assistance to Planning Adviser.
36.	Private Secretary to Financial Adviser	She is to provide Secretarial Assistance to Financial Adviser.
37.	Private Secretary to Adviser (Power)	He is to provide Secretarial Assistance to Adviser (Power).
38.	Private Secretary to Adviser (T&C)	He is to provide Secretarial Assistance to Adviser (T&C).
39.	Private Secretary to Adviser (Health)	He is to provide Secretarial Assistance to Adviser (Health).
40.	Librarian	He is to carry out classification and Indexing of Books, Compilation of Bibliographics, maintenance of press clipping, circulation of publications of NEC Secretariat.
41.	Sr. Technical Assistants.	They are responsible for collection, compilation, interpretation of various projects/schemes in Tourism Sector/ Science and Technology Sector/ RTI etc.
42.	Accountant (Admn).	He is to assist Section Officer/ Deputy Secretary in respect of DPC, Appointment on Deputation, promotion, Pay fixation, Pension, Amendment of RR, Gazette Notification etc.
43.	Accountant (NAZ).	He is to assist Deputy Secretary in respect of Store purchase, Guest House accommodation, Purchase of Air Tickets, Detailments of vehicle, POL, Maintenance of Office buildings, allotment of quarters, arrangement various meetings etc.
44.	Accountant (Finance)	He is to assist Section Officer, DFA and FA in preparation Budgets and other Finance works.
45.	Library Information Asstt.	She is to assist Librarian in Library works.

46.	Assistants.	They are to assist Advisers/Officers/Section Officers in various matters.
47.	Stenographers Grade-II	They are to provide Stenographic assistance to Advisers/Officers
48.	Stenographer Grade-III	-do-
49.	Junior Hindi Translator	He is to translate documents/letters from English to Hindi and Hindi to English.
50.	Jr. Engineer(Electrical)	He is to scrutinize proposal/schemes etc. in power sector and assist Executive Engineer (Power).
51.	Draftsmans Grade-I	They are to assist in design of maps etc. of NE States.
52.	UDCs	They are to assist Advisers/Officers/Section Officers in various matters.
53.	Technician	He is to assist DIPR in various meetings in regards to Sound System/Audio recording etc.
54.	Library Clerk	He is to assist LIA/Librarian in regards to maintain records/files, passing of various bills etc.
55.	Tracer	She is to assist in design of maps etc. of NE States.
56.	LDCs	They are to assist Advisers/Officers/Section Officers in various works like diarizing/typing etc.
57.	Hindi Typist	He is to type out documents/letters in Hindi.
58.	Staff Car Driver Special Grade	They are to drive office vehicle.
59.	Staff Car Driver Grade-I	-do-
60.	Staff Car Driver Grade-II	-do-
61.	Staff Car Driver Ordinary Grade	-do-
62.	Despatch Rider	He is to distribute letters/documents etc.
63.	Library Attendant	He is to assists LIA/Library Clerk in discharging his/her duties.
64.	Roneo Operator	He is to make roneo copies.
65.	Duftys	They have the duties as assigned to them in their respective areas.
66.	Peons	-do-
67.	Chowkidars	-do-
68.	Bearer-cum-Cook	He is to cook food in the Guest house.
69.	Helpers	They have the duties as assigned to them in their respective areas.
70.	Fieldmen	-do-
71.	Mali	He is to perform duties as assigned to him.
72.	Cleaner	She is to perform duties as assigned to her.
73.	Sweepers	They are to perform duties as assigned to them in their respective areas.