

### CHAPTER III

#### **Powers and Duties of Officers and Employees**

The duties and functions of the officers in Law Department are provided in the *Law Manual* (as adopted from *the Assam Law Manual* by the Government of Meghalaya). The main duties and functions are as follows: -

1. To examine, give views and comments in legal matters that are sought by different departments of the State Governments.
2. To undertake drafting and vetting of bills, rules, bye-laws, regulations, Agreement, Memorandum of Understanding and other office orders/Memorandum, etc.
3. To aid, to assist, to vet documents e.g. parawise comments, draft Affidavits, etc. relating to courts cases.
4. To invest magisterial powers to judicial officers and Executive Magistrates.

6.

Designation	<b>Legal Remembrancer &amp; Secretary Law</b>	
Powers	Administrative	1. Overall supervision
	Financial	1. Overall supervision
	Others	1. Overall supervision
Duties	1. Overall supervision	

Designation	<b>Senior Addl. Legal Remembrancer &amp; Additional Secretary</b>	
Powers and Duties	Administrative	<ol style="list-style-type: none"> <li>1. Agriculture</li> <li>2. Arts &amp; Culture</li> <li>3. Cabinet Affairs</li> <li>4. Community &amp; Rural Development</li> <li>5. Education</li> <li>6. Election</li> <li>7. Excise, Registration, Taxation, Stamps &amp; State Lottery.</li> <li>8. Food, Civil Supplies, Consumer &amp; Trade (including Border Trade)</li> <li>9. Forest &amp; Environment</li> <li>10. Home (including Passport &amp; Civil Defence)</li> <li>11. Law</li> <li>12. Labour</li> <li>13. Political</li> <li>14. Parliamentary Affairs</li> <li>15. Personnel &amp; Administrative Reforms.</li> <li>16. Public Works (Roads &amp; Bridges, Buildings &amp; medium Irrigation)</li> <li>17. Programme Implementation</li> <li>18. Power, Mining &amp; Geology</li> <li>19. Re-Organisation.</li> <li>20. Relief &amp; Rehabilitation</li> <li>21. Secretariat Administration</li> <li>22. Social Welfare</li> <li>23. Soil &amp; Water Conservation</li> <li>24. Information Technology</li> <li>25. Water Resources</li> </ol>

Designation	<b>Addl. Legal Remembrancer &amp; Joint Secretary (I)</b>	
Powers and Duties	Administrative	All matters relating to Supreme Court & National Green Tribunal Cases 1. Agriculture 2. Animal Husbandry & Veterinary & Dairy Development 3. Arts & Culture 4. Border Areas Development 5. Cabinet Affairs 6. Election 7. Evaluation 8. Excise, Registration, Taxation, Stamps & State Lottery 9. Fisheries 10. Home (including Police, Prisons, Passport & Civil Defense) 11. Housing 12. Law 13. Industries (including Sericulture & Weaving) 14. Labour 15. Political 16. Power, Mining & Geology 17. Printing & Stationery 18. Public Relations 19. Relief & Rehabilitation of displaced persons 20. Secretariat Administration 21. Social Welfare 22. Soil & Water Conservation
	Financial	1. Supervisory
	Others	1. Supervisory and as assigned by the Head of Department from time to time

Designation	<b>Addl. Legal Remembrancer &amp; Joint Secretary (II)</b>	
Powers and Duties	Administrative	<p>All matters relating to Meghalaya High Court and CAT, Central Administrative Tribunal</p> <ol style="list-style-type: none"> <li>1. Co-operation</li> <li>2. Community &amp; Rural Development</li> <li>3. District Council Affairs</li> <li>4. Education</li> <li>5. Finance</li> <li>6. Forest &amp; Environment</li> <li>7. Food, Civil Supplies, Consumer &amp; Trade (including Border Trade)</li> <li>8. General Administration</li> <li>9. Health &amp; Family Welfare</li> <li>10. Minor Irrigation</li> <li>11. Parliamentary Affairs.</li> <li>12. Personnel &amp; Administrative Reforms</li> <li>13. Planning (including Science &amp; Technology)</li> <li>14. Public Works Department (Roads &amp; Bridges, Building &amp; Medium Irrigation)</li> <li>15. Public Health Engineering</li> <li>16. Programme Implementation</li> <li>17. Re-organisation</li> <li>18. Revenue &amp; Disaster Management</li> <li>19. Sports &amp; Youth Affairs</li> <li>20. Tourism</li> <li>21. Transport &amp; Communications</li> <li>22. Urban Affairs</li> <li>23. Information Technology.</li> </ol>
	Financial	1. Supervisory
	Others	1. Supervisory and as assigned by the Head of Department from time to time

Designation	<b>Joint Legal Remembrancer &amp; Deputy Secretary (I)</b>	
Power and Duties	Administrative	All matters relating to National Green Tribunal Cases and Supreme Court. 1. Agriculture 2. Animal Husbandry & Veterinary & Dairy Department 3. Border Areas Development 4. Cabinet Affairs 5. Arts & Culture 6. District Council Affairs. 7. Education 8. General Administration 9. Health & Family Welfare 10. Power, Mining & Geology 11. Political 12. Parliamentary Affairs 13. Urban Affairs Department.
	Financial	1.DDO and as assigned by the Secretary from time to time
	Others	1. As assigned by the Secretary from time to time

Designation	<b>Joint Legal Remembrancer &amp; Deputy Secretary (II)</b>	
Power and Duties	Administrative	Matter relating to District Courts and Subordinate Courts and Miscellaneous Court matters. 1. Election 2. Evaluation 3. Excise, Registration, Taxation, Stamps & State Lottery 4. Fisheries 5. Finance 6. Forest & Environment 7. Food, Civil Supplies, Consumer & Trade (including Border Trade) 8. Revenue & Disaster Management Department 9. Public Health Engineering 10. Right to Information 11. Legal Metrology 12. Sericulture 13. Social Welfare
	Financial	1. DDO and as assigned by the Secretary from time to time
	Others	1. As assigned by the Secretary from time to time

Designation	<b>Joint Legal Remembrancer &amp; Deputy Secretary (III)</b>	
Power and Duties	Administrative	All matters relating to Supreme Court and National Green Tribunal Cases. 1. Community & Rural Development 2. Home (including Passport & Civil Defence) 3. Housing 4. Law 5. Industries 6. Labour 7. Minor Irrigation 8. Personnel & Administrative Reforms 9. Planning (including Science & Technology) 10. Matters relating to Meghalaya to Meghalaya State Legal Service Authority
	Financial	1. DDO and as assigned by the Secretary from time to time
	Others	1. As assigned by the Secretary from time to time



Designation	<b>Deputy Legal Remembrancer &amp; Under Secretary (I)</b>	
Powers and Duties	Administrative	<p>All matters relating to High Court of Meghalaya and Central Administrative Tribunal Cases.</p> <ol style="list-style-type: none"> <li>1. Branch Officer of Law 'B' Deptt, to check Attendance Register, etc. including establishment matters of the said Department.</li> <li>2. Vetting of Rules, Regulations, deeds Notifications, etc. relating to departments other than those dealt with by Under Secretary (II)</li> <li>3. Republication of Central Acts, Ordinances and other statutory Notifications</li> <li>4. Codification of Laws, rules, etc.,</li> <li>5. Translation works</li> <li>6. Printing &amp; Stationery</li> <li>7. Public Relations</li> <li>8. Public Works (Roads &amp; Bridges, Building &amp; medium Irrigation)</li> <li>9. Public Health Engineering</li> <li>10. Programme Implementation</li> <li>11. Political</li> <li>12. Re-organisation</li> <li>13. Revenue &amp; Disaster Management</li> <li>14. Mining &amp; Geology</li> <li>15. Co-operation</li> <li>16. Relief &amp; Rehabilitation of displaced persons.</li> <li>17. District Council Affairs.</li> </ol>
	Financial	<ol style="list-style-type: none"> <li>1. As assigned by the Secretary from time to time.</li> </ol>
	Others	<ol style="list-style-type: none"> <li>1. As assigned by the Secretary from time to time.</li> </ol>

1Designation	<b>Deputy Legal Remembrancer &amp; Under Secretary (II)</b>	
Powers and Duties	Administrative	<p>All miscellaneous Court matters and District Court and Subordinate Courts.</p> <p>Vetting of Rules, Regulations, Deeds, Notification, etc, relating to Departments as at para (iv) of Deputy Secretary.</p> <p>2. Bar Association matters</p> <p>3. Legal Aid and State Legal Services Authorities matters connected therewith.</p> <p>4 Legal advice and opinions relating to Departments allotted to Deputy Secretary (II) at para (iv)</p> <p>5. Secretariat Administration</p> <p>6. Social Welfare</p> <p>7. Soil &amp; Water Conservation</p> <p>8. Sports &amp; Youth Affairs</p> <p>9. Tourism</p> <p>10. Transport &amp; Communication</p> <p>11. Urban Affairs</p> <p>12. Information Technology</p> <p>13. Water Resources</p> <p>14. Health &amp; Family Welfare</p> <p>15. General Administration Department.</p>
	Financial	1. As assigned by the Secretary from time to time.
	Others	1. As assigned by the Secretary from time to time.

Designation	<b>Law Officer Shri S. Latam</b>	
Powers and Duties	Administrative	<ol style="list-style-type: none"> <li>1. PWD</li> <li>2. Sports &amp; Youth Affairs,</li> <li>3. Agriculture</li> <li>4. Education</li> <li>5. ERTS</li> <li>6. Home (including Police, Prisons, Passport &amp; Civil Defense)</li> <li>7. Transport</li> <li>8. Industries</li> </ol>
Designation	<b>Law Officer Smti M.K. Marak</b>	
Powers and Duties	Administrative	<ol style="list-style-type: none"> <li>1. PHE</li> <li>2. Tourism</li> <li>3. Animal Husbandry &amp; Veterinary</li> <li>4. Border Areas Development</li> <li>5. Labour</li> <li>6. Election</li> <li>7. Forests.</li> </ol>

Designation	<b>Superintendent</b>	
Duties	1. To supervise and coordinate works in the department for the smooth functioning of the Department.	
	Others	As and when detailed by Senior Officers.

Designation	<b>Assistant Superintendent</b>	
Duties	To supervise when Superintendent is on leave etc.	
	<ol style="list-style-type: none"> <li>1. All cases in the Supreme Court, High Courts, Tribunals (other than MAC tribunals) and Special Courts.</li> <li>2. Cases relating to lottery and Service matter.</li> <li>3. Withdrawal (General) of Cases/Appeals.etc, from Courts.</li> <li>4. Statistics for disposal of Government Cases.</li> <li>5. Notices under 80 C.P.C. from all Departments</li> </ol>	

Designation	<b>1. Upper Division Assistant (UDA)</b>	
Duties	<ol style="list-style-type: none"> <li>1. Investiture of judicial powers on Magistrates.</li> <li>2. District Council matters including other references for opinion, etc and bills and Rules of District Council.</li> <li>3. Materials for Governors Address and Finance Minister's Speech.</li> <li>4. M.A.C Cases, UTP,.</li> <li>5. State/District Monitoring Committee for Administration and Justice.</li> <li>6. Diet Charges of Witnesses.</li> <li>7. All cases in District Courts including District Council Courts.</li> </ol>	

Designation	<b>2. Upper Division Assistant (UDA)</b>	
Duties	<ol style="list-style-type: none"> <li>1. All cases relating to legal opinion from all Department.</li> <li>2. Vetting of drafts of Service Rules.</li> <li>3. Matters relating to Scheduled Castes and Scheduled Tribes.</li> <li>4. Legal opinion on pension matters, G.P Fund, Service matters and Departmental Proceeding cases etc.</li> <li>5. Vetting of all statutory rules other than Service Rules.</li> <li>6. Maintenance and updating of Precedent Registers opinions tendered by Law Department.</li> <li>7. Mercy Petition, Pardon and Commutation and sentences.</li> <li>8. Honorarium, A.C.Rs of staff, etc.</li> <li>9. Matters relating to marriage/divorce and Civil Rights.</li> </ol>	

Designation	<b>3. Upper Division Assistant (UDA)</b>	
Duties	<ol style="list-style-type: none"> <li>1. Legislation, Bills, Ordinances.</li> <li>2. Vetting of Bills.</li> <li>3. Maintenance of the Statute Book</li> <li>4. Law Commission of India's Report (except reports pertaining to subjects specifically allocated to other Assistants).</li> <li>5. Other Commissions' Reports, etc.</li> </ol>	

Designation	<b>4. Upper Division Assistant (UDA)</b>	
Duties	<ol style="list-style-type: none"> <li>1 Fees and T.A. etc, bills of Government Advocates and Lawyers in all Courts.</li> <li>2. Fees of Lawyers in the High Court and Supreme Court.</li> <li>3. Other Miscellaneous works.</li> <li>4. Meghalaya State Legal Service Authority.</li> <li>5. All matter relating to Legal Aid and Lok Adalats.</li> </ol>	

Designation	<b>3. Lower Division Assistant (LDA)</b>	
Duties	<ol style="list-style-type: none"> <li>1. Receipt of daks and issue of letters, files and maintenance of Registers thereof.</li> <li>2. Diarising works Movement of files and maintenance of Registers thereof.</li> <li>4. Maintenance of Registers of Assembly and Parliament questions.</li> </ol>	

Designation	<b>1. Translator (Khasi)</b>
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Designation	<b>2. Translator (Garo)</b>
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Designation	<b>1. Peon</b>
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Designation	<b>2. Peon</b>
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