

PERSONNEL AND ADMINISTRATIVE REFORMS(A) DEPARTMENT

- Matters relating to Joint/ Cadre Authority.
- Management & Control of Indian Administrative Service, Meghalaya Civil Service, Meghalaya Secretariat Service, Stenographers Senior Grade & Grade I Service.
- Creation of Class I posts & appointment thereto.
- Statutory appointment.

- Re-employment policy & re-employment/ contract appointment of retired Govt. servant.
- Overstayal in Govt. service.
- Govt. Servant Conduct Rules.
- Grant of Special pay/ Additional pay, Honoraria & fees to Govt. servants.
- State Pay Commission recommendations.
- Service conditions of Govt. servants.

- Rules & practices for regulating fixation of seniority & promotion.
- Creation & upgradation of Gazetted posts.
- Recruitment procedure of Gazetted posts.
- Condonation/relaxation in recruitments to Gazetted posts/ Services.
- Pensionery matters of IAS/State Civil Services/MSS, etc.
- Reorganization of existing Secretariat Departments.

- Grant of leave and medical treatment to Officers.
- Grant of NOC for passport application to Officers.
- Preparation of Civil List.
- Review of IAS/MCS/MSS Officers and Stenographers Senior Grade & Grade I for compulsory retirement.
- Review of other State Government employees for Compulsory retirement.

- Departmental proceedings, Declaration of Assets and Liabilities.
- Any other confidential matters relating to Officers.
- Matters relating to RTI.
- Matter relating to Workshops/Seminars,etc

Service Rules Cell

- The Service Rules Cell is under Personnel & AR(A) Department.
- To scrutinize the draft Service Rules framed by other Department in respect of service under their control and to tender advice on a matter relating thereto.
- Also to examine the Office Memorandum framed by other Departments relating to promotion of Officers to next level and to tender advice and clearance thereafter.

PERSONNEL & AR(B) DEPARTMENT

- Departmental proceedings against Govt Servants other than members of IAS, MCS, MSS, etc.
- Redress of Government Servants Grievances.
- Policy on reservation of vacancies.
- Recruitment procedure.
- Concession, relaxation in recruitment to posts and services.

- Appointment under regulating 3(f) of the Meghalaya Public Service Commission(LOFs) Regulation, 1972 and adhoc appointment.
- Absorptions of ministerial staff from Assam/ other State Governments/Central Government.
- Recognition of Government Employees Service Association.
- Constitution of District Selection Committees.
- Departmental Promotion Committee and Department Selection Committee.

- Commissioner of Division's Establishment, Governor's Establishment, MATI & AISPET Establishment and Deputy Commissioners and Sub Divisional Officers' Establishment.
- Combined Service Rules for Ministerial Staff for Directorate and Districts.
- Deputy Commissioner's Ministerial Service Rule.
- Meghalaya Discipline and Appeal Rules.
- Secretaries Committee Meeting.

- Training of Officers in India and abroad.
- Budgetary Control of DCs/SDOs.
- Conference of DCs and SDOs.
- MPSC
- RTI and all matters relating thereto.
- Meghalaya Day Excellence Awards.

PERSONNEL OF ADMINISTRATIVE REFORMS CELL

- Administrative Reform measures.
- All matters relating to Organization and Methods.
- Rationalization and modernization of forms and returns.
- Revision/ Compilation of Meghalaya Secretariat Manual of Office Procedures, Meghalaya Handbook of General Circulars, Annual Administrative Reports of various Departments, Administrative Directory of GOM.
- Executive Control of Departmental Offices in the District and Sub-Division.

- All matters relating to Constitution of Committee for simplification of Rules and forms, Rewards/ Awards and Incentive to Govt employees.
- All matters relating to Public Grievances Redressal.
- Staffing pattern of Offices of Heads of Departments.
- Office attendance by all Officers & Staff during Bandhs, Picketing, etc.

- e- Governance
- National Awards for e-Governance.
- Prime Minister's Award.
- Capacity Building for poverty reduction.
- Citizen Charter
- Best Practices(Documentation & Dissemination).

THANK YOU