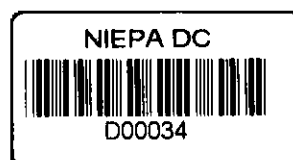


GOVERNMENT OF KERALA

**DELEGATION OF POWERS
TO THE
OFFICERS IN THE EDUCATION DEPARTMENT**



Government of Kerala
1981



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PART I

GOVERNMENT OF KERALA

Abstract

GENERAL EDUCATION—ESTABLISHMENT—REORGANISATION OF THE EDUCATION DEPARTMENT
DELEGATION OF POWERS TO THE OFFICERS OF AND BELOW THE RANK OF THE
DEPUTY DIRECTORS IN THE EDUCATION DEPARTMENT—ORDERS—ISSUED

GENERAL EDUCATION (C) DEPARTMENT

G.O. (Ms.) 185/80/Gl. Edn.

Dated, Trivandrum, 13th November 1980.

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- Read:* 1. G. O. (Ms.) 142/79/Gl. Edn. dated 27-8-1979.
2. Letter No. D4-120370/79 dated 29-9-1979 from the Director of Public Instruction.

O R D E R

In the G.O. read above, orders were issued re-organising the Education Department and setting up offices of Deputy Directors (Education) at Revenue District level. The three offices of the Regional Deputy Directors of Public Instruction at Trivandrum, Ernakulam and Kozhikode, were also abolished. The Director of Public Instruction has reported to Government in the letter read above, that for the proper functioning of the new offices and the department, the officers have to be delegated with sufficient powers to carry out business. He has also submitted necessary proposals in this regard.

2. Government have examined the proposals forwarded by the Director of Public Instruction in detail and are pleased to order that the powers as detailed in the Appendix to this G.O. will be delegated to the various officers of and below the rank of the Deputy Directors in the Education Department.

3. The Deputy Directors will be responsible for exercise of over-all control over their respective charges.

By order of the Governor,

M. RAJAGOPALAN NAIR,
Joint Secretary.

To

The Director of Public Instruction.
The Commissioner for Educational Development and Research.
The Accountant General, Kerala, Trivandrum.
The Finance Department (vide U.O. 7126/Edn. B1/80 dated 28-6-1980).
The Personnel and Administrative Reforms Department (vide U.O. 187/40/D1/79/P&ARD dated 7-12-1979).
All Deputy Directors/District Educational Officers/Assistant Educational Officers/Headmasters of High Schools and Training Schools.
The Director, State Institute of Education.
The Commissioner for Government Examinations.

3/4339/MC

Appendix

DELEGATION OF POWERS TO THE OFFICERS IN THE EDUCATION DEPARTMENT

<i>Deputy Director</i>	<i>Administrative Assistant (Deputy Directorate)</i>	<i>Accounts Officer (Deputy Directorate)</i>	<i>District Educational Officer</i>	<i>Personal Assistant (District Educational Office)</i>	<i>Assistant Educational Officer</i>	<i>Headmaster of High and Training Schools</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)

1. APPOINTMENTS

To appoint teachers of all categories excluding Headmasters of High Schools to sanctioned posts in the Revenue District (Rules of recruitment to be followed).

To appoint part-time contingent employees, Class IV employees, Attenders and L.D. Clerks to sanctioned posts in the Revenue District (subject to recruitment Rules)

To appoint graduate and under-graduate teachers to sanctioned posts on a provisional basis subject to observance of rules and advice by the Employment Exchange.

2. CHARGE ARRANGEMENTS

To sanction charge arrangements in vacancies of all posts to which he is competent to appoint and payment of charge allowance according to rules in the K. S. R.

To sanction charge arrangement in vacancies of all posts to which he is competent to make appointments and payment of charge allowance according to rules (other than those covered by the powers of the Deputy Director)

3. PROMOTIONS AND SANCTION OF GRADES OF PAY

To promote U.P.S.As as H.S.As./ Primary School Assistants as Primary School Headmasters. To sanction higher grade/super grade to Government High and Training School teachers

To sanction higher grades to Class IV and Ministerial Staff in his office

To sanction higher grade and super grades to teachers of Aided High and Training Schools and to Class IV and Ministerial staff in his office

To sanction higher and super grades to teachers of aided and departmental primary schools and to Class IV and ministerial staff in his office according to rules

<i>Deputy Director</i>	<i>Administrative Assistant (Deputy Directorate)</i>	<i>Accounts officer (Deputy Directorate)</i>	<i>D.E.O.</i>	<i>P.A. to D.E.O.</i>	<i>A.E.O.</i>	<i>A.E.O.'s office [Jr. Supdt. H.C.]</i>	<i>Headmaster of High and Training Schools</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

4. TRANSFERS AND POSTINGS

To transfer teachers of all categories excluding Headmasters of High and Training Schools	To transfer all Class IV and Ministerial staff upto and including Junior Superintendents in the Revenue District.					To transfer primary school teachers
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5. LEAVE

To sanction leave other than study leave, special disability leave and leave without allowances not exceeding 4 months to teaching staff, A.E.Os., Edn. Extension Officers & other Gazetted Officers	To sanction leave as mentioned in col. 1 to Class IV employees and other ministerial staff	To sanction leave as mentioned in col. 1 to Officers in his office and also to teaching staff and non-teaching staff of aided High & Training Schools (Rule 57 & 58 Cha. XIV (A) KER.	To sanction leave as in col. 1 to Officers upto & including the leave of U.D.Cs in the District Educational Office	To sanction leave as in col. 1 to Officers in his office and also teaching & nonteaching staff of aided Primary Schools [Rule 57 & 58 Ch. XIV. (A) K.E.R.]	To sanction leave as in column 1 to all employees working under him.			
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6. CASUAL LEAVE

To sanction C. L. to D.E.Os., A.E.Os., Edn. Extension Officers, Social Education Officers and Other Gazetted Officers in his office	To sanction C. L. to all non-gazetted staff in the office working under him	To sanction C. L. to all non-gazetted officers working under him	To sanction leave to Gazetted Officers in the office	To sanction leave to all non-gazetted officers in the office	To sanction casual leave to H.C./Jr. Superintendent and Heads of Primary schools	To sanction leave to all non-gazetted officers in the Office	To sanction casual leave to all non-gazetted officers in the schools.	
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7. VACATION DUTY

To sanction vacation duty to teaching staff under his control

To sanction vacation duty to teaching staff under his control (in aided schools)

To sanction vacation duty to teaching staff under his jurisdiction.

<i>Deputy Director</i>	<i>Administrative Assistant (Deputy Directorate)</i>	<i>Accounts Officer (Deputy Directorate)</i>	<i>D.E.O.</i>	<i>P.A. to D.E.O.</i>	<i>A.E.O.</i>	<i>A.E.O's office (Jr. Supdt. H.C.)</i>	<i>Headmaster of High and Training Schools</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

8. DISCIPLINARY ACTION

To initiate disciplinary action against Education Extension Officers, teaching staff and Gazetted Officers under his jurisdiction and to impose punishments in accordance with C. C. A. Rules. To be appellate authority in respect of the decisions of the D.E. Os, A.E. Os and Heads of High & Training Schools

To initiate disciplinary action against members of Class IV and Ministerial staff upto the level of Jr. Superintendent and impose punishments of censure, withholding of increment on them. To impose other punishments on staff of whom he is the appointing authority

To initiate disciplinary action against the members of staff working in his office and to impose punishment of censure/ fine and withholding of increments on them as per C. C. & A. Rules.

To initiate disciplinary action against the officers working in his office and in departmental primary schools and to impose punishment as provided in K.C.S, C.C. & A. Rules.

To initiate disciplinary proceedings against the members of staff (non-gazetted) working under him. To impose punishments of censure, fine and withholding of increments on them.

<i>Deputy Director</i>	<i>Administrative Assistant (Deputy Directorate)</i>	<i>Accounts Officer (Deputy Directorate)</i>	<i>D.E.O.</i>	<i>P.A. (District Education Officer)</i>	<i>A.E.O.</i>	<i>Headmaster of High and Training Schools</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)

9. INCREMENT

To sanction belated increment in respect of all non-gazetted Officers excluding ministerial officers in the District. To authorise increment to non-gazetted staff in the teaching wing and those in the level of/and below the Class IV Employees.

To sanction payment of belated increment in respect of all non-gazetted ministerial officers in the District. To authorise increment to all officers in the subordinate service in the Office.

To authorise increment to all officers in the subordinate service in his office.

To authorise increment to all officers in the subordinate service in his office and also to all primary school teachers.

To authorise increment to all non-gazetted officers under him including teachers.

10. CONFERENCES

To convene or direct to convene conferences of Subordinate Officers including Staff of

To convene conferences of Aided High & Training School Staff when directed

To convene conferences of departmental and aided primary school staff when

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Aided Schools within the Revenue District. To depute staff and teachers in departmental schools to attend departmental conferences, seminars, courses etc. convened in the State by the Education Department

by higher officers. To depute staff of aided High & Training Schools for attending conferences, seminars, courses etc. convened by the Education Department.

directed by higher officers. To depute staff of primary schools (aided and departmental) for attending conferences, seminars, courses etc., convened by the Education Department.

To sanction purchase of Books, Laboratory accessories and Educational appliances and other items of stores subject to budget provision and Stores Purchase Rules not exceeding Rs. 30,000 at a time.

11. PURCHASES

To sanction local purchase of stationery in urgent and unforeseen cases upto a limit of Rs. 200 in each case subject to annual limit of Rs. 1,000 subject to Stores Purchase Rules

To sanction purchase of Books, Maps, Educational appliances and other stores subject to Budget provision and stores purchase rules at a cost not exceeding Rs. 1000 at a time. Local purchase of stationery upto Rs. 100 in each case subject to annual limit of Rs. 500.

Local purchase of stationery upto Rs. 100 at a time and an annual limit of Rs. 500. To sanction purchase of Books, Maps, Laboratory Accessories, Educational appliances & other stores subject to the annual limit of Rs. 1000 and also subject to observance of Stores purchase Rules. (This will not include expenditure out of special fee collection).

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11(a) PURCHASE OF FURNITURE

To purchase furniture of approved pattern according to the standards laid down in the rules subject to Budget Provision and Stores Purchase Rules and also subject to General orders in the matter issued by Government/D.P.I. Direct purchase can be made from P.W.D. Workshops, Jails or any other Government agency as approved and ordered

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<i>Deputy Director</i>	<i>Administration Assistant (Deputy Directorate)</i>	<i>Accounts Officer (Deputy Directorate)</i>	<i>D.E.O.</i>	<i>P.A. (District Education Officer)</i>	<i>A.E.O.</i>	<i>Headmasters of High and Training Schools</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)

by Government from time to time. To get items of classroom furniture manufactured and supplied by Parent Teachers Association at approved rates as per the general guidelines and direction of Government/D.P.I from time to time.

To sanction repairs of furniture according to rules subject to the limit of Rs. 1000 at a time and subject to Budget provision

To sanction write off of the value of unserviceable articles subject to the annual limit of Rs. 3,000 when the Book value does not exceed Rs.300 in each case and also subject to the condition that sanction will be communicated to audit with specific nature of circumstances of the case.

To sanction the disposal of unserviceable articles or surplus stores when the

11 (b) REPAIRS OF FURNITURE

To sanction repairs of furniture according to rules subject to the annual limit of Rs. 1000 at a time and subject to Budget provision.

To sanction repairs of furniture according to rules subject to the annual limit of Rs. 1000.

12. WRITE OFF

To sanction write off of the value of unserviceable articles subject to the annual limit of Rs. 500 when the Book value does not exceed Rs. 50 in each case.

To write off the value of damaged class Text Books subject to the annual limit of Rs. 250.

13. DISPOSAL OF UNSERVICEABLE ARTICLES

To sanction the disposal of unserviceable articles or surplus stores when the

To sanction the disposal of unserviceable articles out of the list approved by the

Book value does not exceed Rs. 1,000 in each case and also to give confirmation subject to an annual limit of Rs.5000 and also subject to the provision in the Kerala Financial Code.

To sanction disposal of condemned Buildings by auction when the Book Value does not exceed Rs. 10,000 and to give confirmation and after getting the survey report of the P.W.D.

To sanction disposal in auction sale of standing trees when absolutely necessary and of fallen and dead trees in the grounds/compounds of offices owned by Departments and under his control and to give confirmation.

To sanction sale in auction of usufructs of trees and lease of premises of offices in the district under the control of the Dy. Director.

To auction Shifting of an Office from one Building to another and hiring of private buildings, the rent of which does not exceed Rs. 500 per month subject to conditions laid down in G. O. (P) 400/PAR dated 31-3-1958.

14(a) AUCTION OF CONDEMNED BUILDINGS

14 (b) AUCTION OF TREES AND USUFRUCTS

15. SHIFTING OF OFFICE

Book value does not exceed Rs. 50 subject to an annual limit of Rs. 500 and Subject to the provision in the Kerala Financial Code. Deputy Director upto a Book Value of Rs. 50 and subject to the provisions in the Kerala Financial Code

To sanction disposal by auction of condemned buildings of Primary Schools the Book value of which does not exceed Rs. 5,000 after getting the survey report from the P.W.D.

To sanction auction sale of fallen and dead trees within the School premises under his jurisdiction. To sanction sale in auction of usufructs of trees in the compounds of Departmental Primary School and lease of premises of Departmental Primary School for cultivation.

To sanction sale of fallen and dead trees within the School premises.

<i>Deputy Director</i>	<i>Admn. Asst. (Dy. Directorate)</i>	<i>Accounts Officer (Dy. Directorate)</i>	<i>D. E. O.</i>	<i>P. A. (District Edn. Officer)</i>	<i>A. E. O.</i>	<i>Headmasters of High and Training Schools</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)

16. PRINTING OF FORMS

To sanction printing of Forms, Circulars and Pamphlets in Government Press.

Note: Printing of New Forms and Registers should have the approval of Government.

To sanction printing of forms, Circulars and Pamphlets in Government Presses (Printing of new forms and registers should have the approval of the Government.)

17. WORKS

1. *Administrative Sanction:*

To accord Administrative sanction for estimates of works the cost of which does not exceed Rs. 1 lakh.

2. *Maintenance, Petty Construction & Repairs:*

To sanction maintenance and petty construction and repairs for execution and repairs up to Rs. 5,000 on a proper estimate in each case.

3. *Electrification and water connection:*

To sanction electrification, water supply and drainage facilities, toilet facilities etc., in Departmental Schools at the expense of outside agencies

To approve estimate in respect of PCR works of primary Schools upto Rs. 2,000 on a proper estimate.

To carry out petty construction works of an urgent nature for an amount not exceeding Rs. 500 at a time.

To sanction electrification, water supply and drainage facilities, toilet facilities etc., in departmental Schools at the expense of outside agencies in accordance with

To sanction electrification, water supply and drainage facilities in departmental Schools at the expenses of outside agencies in accordance with the guide-

in accordance with the guide-lines, instructions, rules etc., prescribed.

the guide-lines, instructions rules etc., prescribed.

lines, instructions, rules etc., prescribed.

To incur non-recurring contingent Expenditure upto Rs. 500 in each case subject to Budget provision and observance of rules.

To incur non-recurring contingent Expenditure upto Rs. 250 in each case subject to Budget provision.

To incur non-recurring contingent expenditure upto Rs. 100 in each case subject to Budget Provision. To incur non-recurring contingent expenditure upto Rs. 50 in each case subject to Budget provision.

18. CONTINGENT EXPENDITURE

19. REPAIR CHARGES OF MOTOR VEHICLES

To sanction repair charges of motor vehicles upto Rs. 1,000 in each case subject to Budget provision and competitive tenders or quotations and subject to the procedure laid down in G. O. (P) 248/PD dated 24-1-1962.

To sanction repair charges of motor vehicles upto Rs. 500 in each case subject to budget provision and competitive tenders or quotations and subject to the procedure laid down in G. O. (P) No. 248/PD dated 24-1-1962.

20. TRAINING COURSES

To make original selection of candidates for T. T. C. Course as per rules and to effect transfer during first year from one Training school to another in the District, of trainees undergoing T. T. C. courses in exceptional cases and for sufficient reason. To grant stipend and subsistence allowance to trainees undergoing B. Ed./T. T. C./Language Teachers Training courses according to rules.

<i>Deputy Director</i>	<i>Admn. Asst. (Deputy Directorate)</i>	<i>Accounts Officer (Deputy Directorate)</i>	<i>D. E. O.</i>	<i>P. A. (Dist. Edn. Officer)</i>	<i>A. E. O.</i>	<i>Headmasters of High and Training Schools</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)

21. T. A. CLAIMS

To meet the expenditure on account of T. A. in respect of claims for last December and previous period from the current years allotment. To approve the Tour Programme of Admn. Assts., A.Os., D.E.Os., Inspector of Muslim Edn., A.E.Os. and Social Edn. Organisers.

To sanction journeys on duty of Officers under him.

To countersign T. A. Bills of senior Superintendents and also to draw and disburse T. A. of the Non-Gazetted Staff in the Office.

To countersign T. A. Bills of P. A. and Senior Superintendent and to sanction journeys on duty of Officers under him.

To countersign T. A. bills of Heads of High and Training Schools and other officers under him and teachers in charge of incomplete Government High Schools.

To countersign T. A. Bill of aided high school teaching staff whenever necessary

To countersign T. A. Bills of teaching and Non-teaching staff of Departmental and aided Primry Schools. To sanction drawal of T. A. to persons deputed to attend conferences, Refresher courses, Seminars etc., outside the State under orders of competent authority.

22. INSPECTION

To inspect the Offices of the D.E.Os., A.E.Os. Other subordinate Offices and Edl. Institutions in the Dist. and to review the Inspection reports of subordinate Offices and Edl. Institutions. Inspection report of the Dy. Director will be submitted to the D.P.I.

To inspect all High and training Schools and special schools including recognised schools and submit Inspection reports to the Deputy Director.

To inspect schools under his control and submit inspection reports to the Dy. Director. To inspect Nursery schools and submit reports to the DEO/Dy. Director (Deptl. Schools to Dy. Director and aided to D.E.O.)

23. MEDICAL REIMBURSEMENT

To sanction re-imbursment of Medical expenses subject to rules.

To sanction re-imbursment of Medical expenses subject to rules to the staff in his office.

To sanction re-imbursment of Medical expenses subject to rules.

To sanction re-imbursment of Medical expenses subject to rules.

24. CYCLE ADVANCE AND MOSQUITO NET ADVANCE

To accord sanction for the grant of Cycle Advance subject to Rules.
To sanction Mosquito Net Advance.

To place Departmental Buildings declared unsafe by P. W. D. at the disposal of that Department for being demolished or auctioned.
To place lands acquired for construction of building etc. at the disposal of the P.W.D.

25. DEPARTMENTAL BUILDINGS

26. ENGLISH MEDIUM PARALLEL SCHOOLS

To sanction parallel divisions in English Medium in the next higher standards progressively when once the school is granted English Medium standards under intimation to the Director of Public Instruction.

27. DISTRIBUTION OF TEXT BOOKS

To arrange and supervise the distribution of Text Books and note books to schools within the District.

To supervise the distribution of Text Books to schools within his jurisdiction.

To arrange for the distribution of text books to schools under his control.

To sanction refunds as per instructions in Book of Financial powers

28. REFUNDS

<i>Deputy Director</i>	<i>Administrative Asst. (Deputy Directorate)</i>	<i>Accounts Officer (Deputy Directorate)</i>	<i>D.F.O.</i>	<i>P. A. (District Edn. Office)</i>	<i>A.E.O.</i>	<i>Headmasters of High and Training Schools</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)

29. PROVIDENT FUND WITHDRAWAL

To sanction temporary withdrawals from GPF/KASEPF in all normal cases. In cases requiring special sanction upto Rs. 3,000.	To sanction withdrawal from the G.P.F. Refundable:- (i) Normal cases upto Rs. 3,000 (ii) Special cases upto Rs. 2,000 Non-refundable upto Rs. 2,000	To sanction withdrawal from G.P.F. in respect of members of his office staff and KASEPF 1. in normal cases upto Rs. 3,000 2. in special cases upto Rs. 2,000 Non-refundable upto Rs. 2,000	To sanction withdrawal from the G.P.F. and KASEPF Refundable:- (i) Normal cases Rs. 2,000 (ii) Special cases Rs. 1,000. NRA upto Rs. 1,000	To sanction withdrawal from GPF & KASEPF Refundable:- (i) Normal cases Rs. 200 (ii) Special sanction upto Rs. 1,000 NRA upto Rs. 1,000	To sanction withdrawal from the GPF and KASEPF refundable upto Rs. 2,000. Special cases upto Rs. 1,000. NRA upto Rs. 1,000.
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To sanction pension to all non-gazetted teaching staff working under his control.

To sanction pension to all non-gazetted non-teaching staff in the district.

30. PENSION

To forward applications to District Collectors for acquisition of land for school purpose

31. LAND ACQUISITION

To collect Educational Statistics.

32. COLLECTION OF EDUCATIONAL STATISTICS

33. AUDIT OBJECTIONS AND PRE-AUDIT

To attend to the clearance of audit objections and inspection reports of Accountant General, Finance Department (Inspection Wing) etc. To conduct pre-audit of all belated claims and of aided schools

34. AUDIT

1. To conduct the audit of accounts of all Educational Institutions and offices including Text Book Depots/ Central Stores in the District.
2. To conduct stock verification of articles in the offices/ Edl. Institutions/ Text Book Depots/ Central Stores.
3. To conduct post-audit of all grant-in-aid bills and pre-audit of claims relating to grant-in-aid bills.

35. INVESTIGATION OF ARREAR CLAIMS

1. To sanction investigation of arrear claims by the Accountant General of all offices and under contingencies in all cases except time-barred cases.
 2. To sanction investigation of arrear claims by the Accountant General of all offices and under contingencies in all cases except time-barred one.
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<i>Deputy Director</i>	<i>Administrative Asst. (Deputy Directorate)</i>	<i>Accounts Officer (Deputy Directorate)</i>	<i>D.E.O.</i>	<i>P.A. to D.E.O.</i>	<i>A.E.O.</i>	<i>Headmasters of High and Training Schools</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)

36. BUDGET PROPOSALS

To be in charge of the preparation and submission of the Annual Budget Estimates of all institutions and offices in the District under the control of the Deputy Director. To sanction and communicate the distribution of budget allotment to the subordinate Controlling Officers.

37. SCRUTINY OF D. C. B. AND PROGRESS OF EXPENDITURE AND RECONCILIATION

- (i) To obtain and scrutinise the D.C.B. of the different institutions under the control of Deputy Director in the District and to take prompt action against irregularities if any, detected.
- (ii) To scrutinise periodically and watch the progress of expenditure based on the approved Budget provisions and take prompt further action.
- (iii) To reconcile the departmental figures of expenditure and receipt with those booked in the Treasury and by Accountant General.

1. *Seniority*

Preparation and maintenance of seniority list of teaching staff recruited or appointed on District-wise basis.	Preparation and maintenance of seniority list of non-teaching staff recruited or appointed on District-wise basis.
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2. *No-objection Certificate*

To issue No objection Certificate for getting passports to teaching staff whom he is competent to appoint subject to general orders in the matter.	To issue N.O.C. for getting Passports to non-teaching staff whom he is competent to appoint subject to general orders in the matter.
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3. *Drawing Officer of Bills*

To be Drawing and Disbursing Officer in respect of Estt. Pay Bills, T.A. Bills, P.F. Bills and Contingent Bills of the office.

To be Drawing and Disbursing Officer in respect of Estt. Pay Bills, T.A. Bills, P.F. Bills and Contingent Bills of the office. To countersign the Estt. Pay Bills & T.A. Bills of aided schools.

To draw without countersignature rent bills of Private buildings taken up for Govt. primary schools. To be Drawing & Disbursing Officer in respect of Estt. Pay Bills, T.A. Bills, P.F. Bills & Contingent Bills of the Office. To pass Estt. Bills of the Schools under his control & Counter-sign the salary Bills of Graduate H.Ms. of U.P. School. To pass stipend & subsistence allowance Bills relating to teachers under his control.

To be Drawing & Disbursing Officer in respect of Estt. Pay Bills T.A. Bills & Contingent Bills of the Office.

<i>Deputy Director</i>	<i>Administrative Asst. (Deputy Directorate)</i>	<i>Accounts Officer (Deputy Directorate)</i>	<i>D.E.O.</i>	<i>P.A. to Dist. Edn. Officer</i>	<i>A.E.O.</i>	<i>Headmasters of High and Training Schools</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)

To counter-sign scholarship bills. To countersign maintenance grant bills. To countersign Cont. Bills and T.A. Bills of Teaching & non-teaching staff of the sub-district.

4. *Scholarships*

To award scholarship. In cases when the selection is confined to a particular institution.

To award scholarship to cases when the selection is confined to a particular institution.

5. *Class Promotions*

To decide finally complaints on class promotions in respect of all High and Training Schools.

To decide finally complaints on class promotions in respect of all Primary Schools

6. *Change of Language*

To permit change of language and subject study of pupils upto Std. VII in composite Schools.

To permit change of language and subject study of pupils upto standard VII

7. *Fees*

To dispose of questions relating to collection, remission or refund as per rules of fees and fines levied on pupils.

To accept cash contribution as also lands and buildings from public for educational purposes as prescribed.

To sanction collection of funds for purposes of providing building, furniture, equipment etc. for Departmental schools as prescribed.

To grant permission under Rule 14 of the Govt. Servants Conduct Rules 1960 to teachers and Headmasters and other staff of the schools, to participate in the collection of funds as sanctioned above.

To sanction grant-in-aid to hostels and special institutions in the State according to rules.

To withdraw ordinary fee concessions, review fee concessions awarded by Headmasters and decide complaints regarding grant of the same. To grant special fee concessions to children of deceased Govt. servants and aided school teachers who die in harness or within six months of the date of retirement.

To sanction refund of tuition fees and pass the Bill thereof.

8. *Contribution*

9. *Break of study*

To condone break of study for purpose of fee concession.

<i>Deputy Director</i>	<i>Administrative Asst. (Deputy Directorate)</i>	<i>Accounts Officer (Deputy Directorate)</i>	<i>D.E.O.</i>	<i>P.A. to D.E.O.</i>	<i>A.E.O.</i>	<i>Headmasters of High and Training Schools</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)

10. *Provisional Admission of Pupils*

To sanction provisional admission of pupils in schools pending production of T.C. after obtaining written undertaking from the guardian.

To sanction provisional admission of pupils in schools pending production of T.C. after obtaining written undertaking from the guardian in primary schools.

11. *Inservice courses*

To assist the State Institute of Education in conducting inservice courses.

To assist the State Institute of Education in conducting inservice courses.

12. *Examinations*

To supervise examination conducted by Commissioner for Govt. Examinations.

To supervise examination conducted by Commissioner for Govt. Examinations.

13. *Destruction of Records*

To sanction destruction and preservation of records in the office as per rules.

To sanction destruction and preservation of records in the office as per rules.

To sanction destruction and preservation of records in the office as per rules.

14. *Issue of Documents*

To issue extract of admission register in school on stamped paper. To issue extract of mark list of the annual examination of Stds. I to IX on requisition from the guardians.

15. *Endowment*

To accept endowments upto Rs. 1,000 (One thousand).

To arrange and supervise noon feeding in Lower Primary Schools, to draw CARE-feeding bills without the countersignature of the D.E.O. To correspond with the DPI direct on matters relating to CARE feeding programme.

39. GENERAL

The Dy. Directors will be responsible for exercise of overall control over their jurisdiction.

The powers delegated to the various officers in the respective heirarchy will be exercised by superior officers whenever necessary.

Sub. National Systems Unit,
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