

## Particulars of Organisation, Functions and Duties

### 2.1 Objective / purpose of the public authority.

- To provide quality education services in the best possible manner to the citizens.
- To design and implement education and welfare schemes for teachers and students
- To enhance education outreach by offering education facilities to girls and less privileged sections of the society.
- To ensure proper functioning of educational institutions

## 2.2 *Vision Statement of the Public Authority.*

*The vision of the Directorate of School Education is to impart useful, relevant and quality Education to all children, to enable them to fully harness human potentials – physical, mental and spiritual, in order to build a just, equitable and civil society and also to attain 100% literacy.*

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## **Mission Statement of the public authority.**

- To achieve 100% literacy
- To provide Early Childhood Care and Education (ECCE) right from the age 3+
- To achieve Universalisation of Elementary Education(UEE) by 2010 and Secondary Education by 2012.
- To provide quality education services in the best possible manner to all.
- To bridge the gender and social gaps thereby achieving the social justice.
- To provide value based learning and education
- To impart vocational education for improving the carrier choices
- To develop a healthy body and mind by imparting physical education
- To provide the nutrient support for achieving the educational goals
- To provide co-curricular activities through NSS/CSS/NCC.

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### 2.3 Brief history of the Public Authority and context of its formation.

The formation of educational organization has started in this part of the Country right from the ancient time, with the establishment of Sanskrit Learning Centre at Bahour. These educational activities continued and a popular higher education system prevailed as quoted by Shri. Neelakanda Shastri, one of the greatest historians.

From 1816 the French made considerable amount of contribution towards the development of education. A Directorate of Public Instructions known at the time as '*Service de L' Instruction Public*' was formed by the French. The "*Pensionnate De Jeunes Filles*, which was started in Pondicherry by the 'Sisters' of St. Joseph of Cluny was taken over by the Govt. of French India in 1903. Another institution namely Calve College started in 1875 by a the above mentioned philanthropists was taken over by French in 1885. Commendable work towards the development of education was made by prominent Philanthropist and others during this period. The Old and reputed school '*College Moderne*' founded by the French in Karaikal was the first school to impart free education in Karaikal region. The predominant Institution founded by French in Mahe, namely '*Cours Complementaires*' is still in existence.

After the merger with the Indian Union in 1954 the "Service de L' Instruction Publique' came to be known as the Directorate of Public Instruction. The pattern of education prevailing in the neighbouring states of Tamil Nadu, Kerala and Andhra Pradesh is adopted retaining the French Education in a few Institutions. The Department of Education originally consisted of a single Directorate. In order to give an alround development of activities, the Govt. constituted three Directorates namely for Art & Culture, School Education and Collegiate and Technical Education. The Directorate of School Education deals with the School Education- Primary, Middle, High , Higher Secondary, Sports & Youth Service, Adult Education and Teacher Education.

### 2.4. Duties of the public authority.

At present School Education is made available to the students through both Govt. and Private Schools existing in the Union Territory of Pondicherry. Non formal education, universalisation of Elementary Education (U.E.E.) inservice and pre-service training to teachers, training in fine arts and performance arts, sports activities for children and other Co-curricular activities of NCC/NSS/CSS/ Scouts are offered to the School Children.

The Director of School Education is the Head of the Organisation and his functions are overall supervision, control and implementation of various welfare measures such as Welfare of the Teachers, Appointment of the Teachers, Free supply of Uniforms and Chapels, Textbooks, Notebooks, Provision of Breakfast, Mid-day Meals, Sports activities and all other educational and co-curricular as well as extra curricular activities to the students. He is assisted by the Officers whose main activities are given under para 2.5 below.

## **2.5 Main activities / functions of the public authority**

**(A) The Joint Director of School Education** is the Inspecting officer for all the Govt. and Private Higher Secondary Schools

**I. The Academic wing of the Office of the Joint Director deals with the following academic matters:-**

1. Permission for admission of students to Higher Secondary Schools on transfer from other Institutions.
2. Orders for admission of students in Higher Secondary Schools after private study.
3. Proposal for upgradation of both Government and Private High Schools.
4. Opening of next higher class in Government and Private High Schools.
5. Proposal for creation of posts for Government Higher Secondary Schools.
6. Preparation of Visit/Inspection reports.

**II. The Examination Wing of the Joint Director of School Education deals with the following matters:-**

1. Conduct of Higher Secondary Public Examinations
2. Conduct of NTSE, Rural Talent Search Examinations
3. Conduct of D.T.Ed . Examination
4. Award of Cash incentives to toppers in SSLC and HSC public examinations
5. Countersignature of Transfer Certificates for admission to Higher Secondary
6. Verification of Annual Progress Charts of both Government and Private Higher Secondary Schools.
7. Preparation of Month war Syllabus for HSC.
8. Preparation and distribution of Question papers for common Quarterly, Half Yearly and Annual Examination for HSC.

**III. The Higher Secondary Wing of the Office of the Joint Director deals with the following matters:-**

9. Authentication of rural quota certificate for admission after HSC.
10. Upgradation of Middle Schools into High Schools
11. Printing and supply of all stationery items required in Government Higher Secondary Schools.
12. Conduct of State / Regional / Southern India Science Fair.
13. Making infrastructure facilities in schools like playground, Water Supply, Electricity, Toilet etc.
14. Expenditure sanction for the purchase of Lab. Articles, Furniture, Sanitary articles etc.
15. Matters relating to school buildings, construction of class rooms and other building programme.
16. Conduct of competitions to students belonging to different age groups sponsored by different Organizations / Govt.

**(B) The Deputy Director of Education (Women)** is the Inspecting Officer for all Girls Schools and Primary, Middle and High Schools in Urban Areas both Govt. and Private. His functions are enumerated below.

**I) Academic :**

1. Permission for admission of students upto High School classes in the Institutions under his control.
2. Orders for admission of students in High Schools after Private study.
3. Recognition of Private Schools in the Urban areas
4. Bifurcation, Up-gradation, Opening of next Higher Standard in both Govt. and Private Schools.
5. Preparation of Grant-in-aid bills for Govt. aided private schools
6. Processing of all service matters of Govt. aided private schools on par with the Govt. teaching / non-teaching staff
7. Countersignature of transfer certificate when the students leave this Union Territory and seeks admissions elsewhere
8. Matters relating to buildings taken on rent for Govt. Schools and electrification of school buildings
9. Mooting out proposals for the grant of awards to teachers
10. Preparation of Scholarship bills
11. Issuing of orders relating to sparing of school buildings for utilization by various Govt. Departments / private organizations for conducting public functions.
12. Correspondence works pertaining to conduct of functions like Teachers Day, Youth Festival, Cummunal Harmony Day, Regional Level Science Exhibitions etc.

## **II. Administrative:**

### **Establishment Sections:**

1. Establishment and service matters in respect of 1,804 teaching/non-teaching staff of Govt. Primary, High Schools.
2. Declaration of probation, confirmation, fixation of pay, granting of leave, issue of posting orders and proposals for promotion, conferment of senior scale.
3. Pension papers of retiring teaching and non-teaching staff are processed and submitted to the Deputy Director of Accounts & Treasuries.
4. All disciplinary cases.
5. Proposals for grant of House Building Advance, Motor Conveyance Advance, Re-employment etc.

### **Accounts Section:**

1. Preparation of Pay Bills and all kinds of bills including sending of proposals to Govt. for sanction of advance from the General Provident Fund to nearly 1300 staff.
2. Free supply of stationery, books and uniforms regularly made to the poor students studying in Govt. and Govt. aided Private schools from Std. I to XII.
3. Proposals for issue of expenditure sanction towards the procurement of furniture, lab-articles, library books, maps & charts required for the school are also processed.

## **French Education**

Deputy Director is the Inspecting officer for Government French Medium Schools in Pondicherry, Karaikal and Mahe regions of the Union Territory of Pondicherry. His function are enumerated below:

### **I) Academic:**

1. Constituting of Examination Board for French Public Examinations and Conduct of French Public Examinations vic. Brevet Elementaire Examination and Certificat d' Etudes Primaries Elementaires Examination in two sessions (April & June) every year.
2. Conducting of Advisory Committee Meeting for improvement of French Education for every six months.
3. Conduct of Seminar for French Education / Training programmes for French Teachers.
4. Permission for admission of students in French Medium Schools up to High School classes.

5. Countersignature of transfer certificates when the students leave this Union Territory and seeks admission elsewhere.
6. Matters relating to Govt. School buildings taken on rent.
7. Mooting out proposal for the grant of awards to teachers.
8. Issuing of orders relating to sparing of schools buildings for utilization by various Govt. Department / Private Organisations for conducting classes / public functions.

## **II) Administrative:**

### **Establishment Section:**

1. Establishment matters in respect of teaching and non-teaching staff of Govt. French Medium Schools at Pondicherry and of the Office Staff.
2. Maintenance of Service Books and Services matters relating to all Teaching and Non-Teaching staff of Govt. French Medium Schools.
3. Proposal for grant of HBA and MCA .

### **Accounts Section:**

1. Preparation of all bills.
2. Free supply of Stationery, Textbooks, Uniforms regularly made to the students from I to X Std.
3. Proposal for issue of expenditure sanction towards the procurment of furniture, library books, maps & charts required for the schools
4. Proposal for issue of expenditure sanction towards training programmes, conduct of examinations.

**(C) Deputy Director (Elementary Education)** - The Elementary Education wing of the Directorate of School Education is headed by a Deputy Director.

### **The nature of work performed in the Elementary Education Wing:**

1. Obtaining sanction for all free supply items like Uniforms, Text Books, Exercise Note Books, Stationery articles, Chappals, Dictionary which are to be given to the economically poor students of Government and Govt. Aided schools in the U.T. of Pondicherry.
2. Granting of permission and recognition to private schools in the U.T. of Pondicherry.
3. Granting of NOC to start private D.T.Ed. Institutions in the U.T. of Pondicherry



4. Operation of NFTW fund with the following schemes:
  - \* Financial assistance to the marriage of daughters of school teachers
  - \* Grant of ex-gratia
  - \* Issue of gold medals to all retired teachers of Govt. and Govt. Aided Institutions in the U.T. of Pondicherry.
  - \* Financial assistance to teachers suffering from serious ailments
  - \* Financial assistance to the category of eminent teachers to visit any place in India with spouse.
5. Obtaining sanction for conducting various celebrations like Republic Day, Students' Day, Teachers' Day, Childrens' Day, Cultural Harmony Day.
6. Obtaining sanction for conducting various camps and other activities relating to NCC, NSS and CSS.
7. Obtaining Expenditure sanction for various items like furniture, statinery etc. for the Outlying regions.
8. Supervision and obtaining expenditure sanction for various activities of the Jawahar Bal Bhavan, Pondicherry and Mini Bal Bhavans.
9. Operation of Students Medical Assistance Fund for providing financial assistance to students who are suffering from serious ailment.
10. Obtaining expenditure sanction for implementation of various schemes in STC, DIET and SSA under Centrally Sponsored Scheme and State Govt.
11. Obtaining sanction for purchase of Stationery articles for the conduct of school examination in govt. schools of U.T of Pondicherry.
12. Matters relating to NCERT and MHRD. Selection of teachers for National and State Awards to honour them during Teachers' Day Celebration.
13. Academic matters relating to the Directorate of School Education
14. Conversion of thatched sheds of Govt. Schools in the U.T. of Pondicherry
15. Relief works relating to Tsunami.

**D) Officer on Special Duty (Plan)** is the Officer in-charge of Plan budget, Preparation of Action Plan, Statistics and building programme of schools. His duties and functions are as follows:-

**I. Planning Section:**

1. Preparation and communication of Action Plan to all Heads of Offices/ Institutions of this Department.
2. Communication of Budget Estimate and Revised Estimate to all Heads of Offices / Institutions of this Department.
3. Preparation of Materials for Budget Speech in respect of Plan Scheme
4. Collection, Scrutization and compilation of monthly Plan Expenditure statement (Schemewise) and submitted to the Director of School Education, Secretary to Govt.(Edn.) and Planning & Research Department.
5. Collection. Scrutization and compilation of Quarterly progress Reports statement on schemewise outlay and Expenditure, Physical Targets and achievements and submitted to Planning & Research Department.
6. Submission of materials for Appropriation of Accounts to D.A.T.
7. Conduct of Plan Review Meeting and issue of Minutes.
8. Submission of reasons for variation in respect of Draft Finance Accounts.
9. Preparation of reports on Building works for HLC clearance
10. Proposals relating to obtaining of approval of Planning Authority for Building Plans.
11. Correspondence relating to repairs and improvement of the existing Institutions.
12. Review of progress report on Building works received the from the PWD every quarter
13. Petitions / representations received from Hon'ble Ministers / MLAs/Public for infrastructure facilities in govt. schools.

**II. Statistical Cell**

1. Bringing out of Students Enrolment in Schools.
2. Preparation of Educational Statistics.
3. Updating and furnishing of schoolwise infrastructure details every academic year.
4. Furnishing of report of Selected Education Statistics to MHRD.
5. Furnishing of reports in Form ES I(S), ES II(S), ES IV(S) to MHRD.

6. Furnishing of the report of selected information in School Education in India to MHRD.
7. Furnishing of the report on Educational Statistics to Directorate of Economics and Statistics for publication of Abstract of Statistics.
8. Furnishing of the report of "Estimation of State Income under Education Sector" to Dte. of Economics & Statistics.
9. Furnishing of the report of Education Statistics to the Planning & Research Department for the discussion of working group in the Planning Commission.
10. Furnishing of the report of Socio Economic Selected Indecators to the Planning and Research Department.
11. Supply of Information / Particulars / Statistical data to Govt. Department / Bodies and Non-Governmental Organisations and Research Scholars.
12. All correspondence relating to opening of new schools, closure of schools, upgradation of schools etc.
13. Nodal Officer for furnishing replies to Legislative Assembly Questions
14. Quarterly reports on Actual Expenditure incurred on pay and allowances of regular government employees.
15. Report on " Municipal Year Book" to be furnished to the Dte. of Economics and Statistics.
16. Govt. Assurances given on the floor of the Assembly and follow up action thereof.
17. Any other Assembly matters.
18. Preparation of List of School Level Education Institutions
19. Supply of copies of List of Education Institutions.
20. Collection of Annual Reports of statistics of school level education from all the govt. and private schools.
21. Scrutinization of date and rectification of errors in the reports furnished by the schools

**(E) The Deputy Director (Adult Education)** - He supervises and controls the functions of Adult Education Scheme. He is assisted by Project Officer. The duties and functions of Deputy Director (Adult Edn.) are listed below:

- a. Implementation and monitoring of all programmes of adult education in the four regions of this Union Territory.
- b. Submission of various reports relating to adult education to Government of India

- c. Monitoring the expenditure and submission of Auditor's statement to the Government of India.
- d. Organisation of various meetings of various field level functionaries.
- e. Academic Support such as training, teaching/learning materials provided with the help of State Resource Centre, Chennai.
- f. Act as Member Secretary for the Executive committee of Pudukkottai Arivoli Iyakkam Society.
- g. Supervision of Continuing Education centers in Pondicherry and Karaikal.
- h. Submission of monthly progress report of Continuing Education Scheme every month for sending to Government of India.
- i. Organization of various Awareness camps for Neo-literates and submission of the Quarterly Progress Report to Government of India.
- j. Organisation of the monthly meeting of Preraks/Nodal Preraks for commune co-ordinators at regional levels.
- k. Distribution of teaching/learning materials to the learners with the help of Commune co-ordinators / Nodal Preraks/ Preraks.
- l. Observing various National Integration Programmes at all centers in the same day.

**(F) Deputy Director (Sports & Youth Service)**

**Duties & Functions of Office of the Deputy Director (Sports & Youth Services)**

- Acts as the Head of Office in respect of the Deputy Director (Sports & Youth Services).
- Perform the duties of Member Secretary in the Pondicherry State Sports Council.

- Function as a member in the Governing Body of the Rajiv Gandhi School of Sports.
- Development of Games and Sports in the Union Territory of Pondicherry in schools and in the community.
- Development of Sports Infrastructural facilities in schools and in the community.
- Acquisition of lands for the play grounds and stadiums in all the four regions.
- Establishment of stadiums in all four regions and common play ground facilities in all communes.
- Conduct of Sports Tournaments at School Level, Zonal Level and at State Level.
- Formation and Training of Teams for participation in the All India Level Tournament for School students and Civil Servants
- Conduct of Youth Festival in School.
- Organization of contingent for March Past and Contingents for participation in the Ceremonial Parades of National Days. viz. Independence Day /Republic Day.
- Purchase and distribution of sports materials and equipments to schools and alls stadiums.
- Award of Sports Scholarship and cash Awards to meritorious Sports Students.
- Release of Grant-in-Aid to Pondicherry State Sports Council, Rajiv Gandhi School of Sports and Youth Hostel.
- Hosting all India Sports Tournaments like All India Rural Sports, All India Women Sports Festival, All India Civil Services Tournament, etc.,
- Implementation of Welfare Schemes for Sports Persons like Insurance Coverage and Nutritional Diet to talented students in Sports/Games at School Level.

### **(G) Officer on Special Duty (State Training Centre)**

The State Training Centre, functions under the control of Officer on Special Duty and her duties are given below:-

1. In-service training programmes to teachers.
2. Monitors NGC & conducts training on Environment Education in schools.
3. Guidance & Counselling to students who appear for public examinations.

**(H) Deputy Director (Administration)** is the Head of Office of the Directorate of School Education, Her main duties and functions are as follows:-

1. Constitution of Committee for amendment of Recruitment Rules of all teaching categories
2. Computerisation of Service particulars of all Teaching Staff.
3. Matters relating to Maintenance of EPBX System, Lift, Computers etc.
4. Maintenance of Building and Vehicles of the Directorate.
5. Direct Recruitment and Promotions to all Teaching posts.
6. All Service matters of Teaching and Non-Teaching employees.
7. Organisation of the meetings of Service Associations for redressal of grievances of staff.
8. Countersignature of all bills relating to the Directorate of School Education.
9. Furnishing of replies to Audit paras pertaining to this Directorate.
10. Placement of orders for purchase of Office equipments and materials
11. Creation of Teaching and Non-Teaching posts of this Department.
12. Continuance Sanction for Part-Time, Daily Rated and Temporary posts.
13. Upgradation and Transfer of posts
14. Issue of tentative and final seniority list of all teaching posts.
15. Conferment of Senior and Selection Scales to Teachers.
16. Compassionate Appointment
17. Recruitment to the posts of Part-Time Meals Carrier and other Part-Time posts.
18. Sanction of Cash Handling Allowance, Special Allowance for Group 'D' Staff and Night Duty Allowance.
19. NOC to go aboard and Study permission .
20. Court cases and furnishing of parawise comments.
21. Disciplinary Proceedings in respect of all teaching and non-teaching staff of this Department.
22. Sanction for Reimbursement of Medical Expenses to teaching and non-teaching staff.

**(I) Senior Accounts Officer** is in-charge of overall supervision of Accounts matters of the directorate of School Education. His main functions are as follows:-

1. Preparation of Non-Plan budget of the Department.
2. Reconciliation of actual expenditure both Plan and Non-Plan with Directorate of Accounts & Treasuries
3. Sanction of various scholarship to students and their payment.
4. Sanction of Grant-in-aid to Private aided schools and payment thereof.
5. Proposals for sanction of Pension/GPF etc to the teaching and Non-teaching staff of Private aided schools.
6. Settlement of A.G. Audit paras and action on Public Accounts Committee reports.
7. Approval of rate contracts for purchase of Lab. Articles, Chapels, Books and Slates etc.

**(J) Junior Accounts Officer** is in-charge of the Internal Audit Wing of this Directorate. His main duties and functions are as follows:-

1. Conduct of periodical inspections of the accounts and records maintained by educational institutions and offices of this Department.
2. Submission of inspection reports to the Director of School Education and follow up action on the inspection reports.

**(K) Stores Superintendent**- His main functions are as follows:-

1. Annual Physical verification of stores of all offices and educational institutions in this Department.
2. Submission of reports of physical verification to the Director of School Education and follow up action on the reports.

**(L) Revenue Officer** is in-charge of the Land Acquisition Wing of this Department. His main functions are as follows:-

1. Identification and acquisition of suitable lands for construction of schools / Office buildings, Play ground and Stadium in Pondicherry, Karaikal, Mahe and Yanam regions.
2. Payment of compensation to the land owners.

**(M) Law Officer** is in-charge of the Legal Cell of this Directorate and deals with all legal matters pertaining to this Department.

**(N) State Project Director (SSA)** . His main functions are as follows:-

Monitoring and Implementation of various interventions under Serva Shiksha Abhiyan Scheme viz.

2. Civil works
3. New Primary / Upper Primary Schools.
4. Grants (Teacher / Schools / Maintenance and Repair)
5. Teaching Learning Equipment (TLE)
6. Training of Community Leaders
7. Provision for disabled children (CWSN)
8. Research and Evaluation
9. Innovative activity for girls' education / Early Childhood Care and Education /
10. Intervention for Children belonging to SC/ST community.
11. Block Resource Centre(BRC) / Cluster Resource Centre(CRC)
12. Intervention for Out of School Children(AIE / EGS)

**His financial duties are as follows:-**

1. Preparation of Annual Work Plan Budget(AWPB) for presenting to MHRD, Delhi for allocation of funds
2. Release of funds to District Project Officer(DPO) of Karaikal, Mahe and Yanam for implementation of various interventions.
3. Payment of Salaries to personnel attached to District Project Office and Block Resource Centre.

**(O) Principal, District Institute of Educational Training(DIET)**

His functions are as follows:-

1. Imparting Pre-service and In-service training to Primary School Teacher in service.
2. Admission of students in D.T.Ed Courses in private Institutions through CENTAC.
3. Admission of students under Govt. quota for the Four year Ingrated B.Ed. Course offered at Pope John Paul College of Education, Pondicherry.
4. Conduct of a Diploma Course in Early Childhood Care and Education(ECCE) of the National Institute of Open Schools, New Delhi.



**(P) Chief Educational Officer, Pondicherry**

He is the Inspecting Officer for High Schools, Middle Schools, Elementary and Primary Schools both Govt. and Private in Pondicherry region. His duties and functions are as follows:-

1. Head of Office for the Office of the Chief Educational Officer and Audio Visual Education Office.
2. Inspection of Private Schools for grant of recognition.
3. Countersignature of Transfer Certificates issued by Private Schools under his control.
4. Supply of stationery items to Schools.
5. Free supply of Uniforms, Chapels, Notebooks/Textbooks.
6. Implementation of Mid-day Meals Scheme and Rajiv Gandhi Breakfast Scheme.
7. Implementation of the Population Education Scheme of the NCERT.
8. Verification of Annual Progress Charts of both Government and Private High Schools and Middle Schools.
9. Preparation of Month war Syllabus for High Schools and Middle Schools.
10. Preparation and distribution of Question papers for common Quarterly, Half Yearly and Annual Examination for Standards from VI to X and Annual Examination for Standard V.
11. Permission for admission of students to High School classes on transfer from other Institutions.
12. Orders for admission of students in High Schools after private study.
13. Proposals for upgradation of Primary and Middle Schools both Govt. and Private.
14. Proposal for Creation of Posts for Primary, Middle and High Schools
15. Conduct of SSLC / Matric Public Examinations thrice in a Year.
16. Conduct of Technical Examinations once in a year.
17. Conduct of Jawahar Navodhaya School Entrance Examination
18. State Secretary for Bharat Scouts & Guides

**(Q) Chief Educational Officer, Karaikal**

She supervises and inspects both Govt. and Private schools upto High School stage existing in Karaikal region. Her duties and functions are given below:

1. Running continuing education programme
2. Adult Education programme

3. Implementation of Prime Ministers Sarva Siksha Abhiyan (Education for all) Scheme
4. Managing the Scheme of Jawahar Mini Bal Bhavan for imparting education in creative art, innovative science and imparting training in the field of Art & Culture.
5. Providing all kinds of infra structure facilities needed then and there by all Govt. Schools of Karaikal Region. Imparting inservice training to teachers Providing various welfare facilities to its employees from Govt.
6. Inspection of Private Schools for grant of recognition.
7. Countersignature of Transfer Certificates issued by Private Schools under her control.
8. Supply of stationery items to Schools.
9. Free supply of Uniforms, Chapels, Notebooks/Textbooks.
10. Implementation of Mid-day Meals Scheme and Rajiv Gandhi Breakfast Scheme.
11. Verification of Annual Progress Charts of both Government and Private High Schools and Middle Schools.
12. Preparation and distribution of Question papers for common Quarterly, Half Yearly and Annual Examination for Preparation and distribution of Question papers for common Quarterly, Half Yearly and Annual Examination for the Standards from VI to X and Annual Examination for Standard V.
13. Permission for admission of students to High School classes on transfer from other Institutions.
14. Orders for admission of students in High Schools after private study.
15. Proposals for upgradation of Primary and Middle Schools both Govt. and Private.
16. Proposal for Creation of Posts for Primary, Middle and High Schools
17. Conduct of SSLC / Matric Public Examinations thrice in a Year.
18. Conduct of Jawahar Navodhaya School Entrance Examination

**(R) Dy. Director (Secondary Education), Mahe**

**(S) Chief Educational Officer, Mahe**

He supervises and inspects both Govt. and Private schools and also Mini Bal Bhavans & Govt. Branch Libraries in Mahe region .

1. Co-ordination and supervision of academic, financial, cultural and other activities of the Higher Secondary Schools in Mahe region.
2. Supervision of the functions of Balawadis of Mahe Region.

3. Preparation of syllabus, setting up of question papers, conduct of examinations.
4. Training programmes for teachers.
5. Proposal for acquisition of lands and construction of school buildings.
6. Financial matters and budget.
7. Conduct of sports meet, exhibitions, seminars, admission tests.
8. Supply of Midday meals, breakfast.
9. Supply of Uniforms, dictionaries, books and stationery.
10. Conduct of Balakalamela, Oman sports, Science Exhibition, Fete De Pondicherry, participation of schools in Republic Day & Independence Day, holding of cultural programmes during the visit of VIPs, participation of schools in various competitions, Observance of important days, etc.
11. Inspection of Private Schools. Purchase and supply of teaching materials, books and stationery and free supply items to the schools. Release grants under Sarva Shiksha Abhiyan Project to the Govt. Schools in Mahe.
12. Regular meetings of the Heads of the schools are convened by the CEO to conduct various functions/exhibitions/seminars/sports activities/in service training/admission including for JNV/conduct of cultural programmes like Balakalamela, Fete De Pondicherry etc.
13. Monthly returns are collected from the schools to assess the students and staff strength, facilities, etc. New education scheme like Sarva Shiksha Abhiyan, Electoral, Census activities and updating of ration cards, utilizing the office staff members and teachers are also co-ordinated by this Office.
14. Permission for admission of students to High School classes on transfer from other Institutions.
15. Orders for admission of students in High Schools after private study.
16. Proposals for upgradation of Primary and Middle Schools both Govt. and Private.
17. Proposal for Creation of Posts for Primary, Middle and High Schools
18. Conduct of SSLC / Matric Public Examinations thrice in a Year.
19. Conduct of Jawahar Navodhaya School Entrance Examination

**(T) Delegate to D.S.E., Yanam**

He supervises and inspects both Govt. and Private schools upto High School, stage existing in Yanam region. His duties and functions are given below:

1. Co-ordination and supervision of academic, financial, cultural and other activities of the Higher Secondary Schools in the region.

2. Supervision of the functions of Balawadis of Yanam Region.
3. Preparation of syllabus, setting up of question papers, conduct of examinations.
4. Training programmes for teachers.
5. Proposals for acquisition of lands and construction of school buildings.
6. Financial matters and budget.
7. Conduct of sports meet, exhibitions, seminars, admission tests.
8. Supply of Midday meals, breakfast.
9. Supply of Uniforms, dictionaries, books and stationery.
10. Conduct of Science Exhibition, Fete De Pondicherry, participation of schools in Republic Day & Independence Day, holding of cultural programmes during the visit of VIPs, participation of schools in various competitions, Observance of important days, etc.
  - a. 10. Inspection of Private Schools. Purchase and supply of teaching materials, books and stationery and free supply items to the schools. Release grants under Sarva Shiksha Abhiyan Project to the Govt. Schools in Mahe.
11. Regular meetings of the Heads of the schools are convened to conduct various functions/exhibitions/seminars/sports activities/in service training/admission for JNV/conduct of cultural programmes like Fete De Pondicherry etc.
12. Monthly returns are collected from the schools to assess the students and staff strength, facilities, etc. New education scheme like Sarva Shiksha Abhiyan, Electoral, Census activities and updating of ration cards, utilizing the office staff members and teachers are also co-ordinated by this Office.
13. Permission for admission of students to High School classes on transfer from other Institutions.
14. Orders for admission of students in High Schools after private study.
15. Proposals for upgradation of Primary and Middle Schools both Govt. and Private.
16. Proposal for Creation of Posts for Primary, Middle and High Schools
17. Conduct of SSLC / Matric Public Examinations thrice in a Year.

**2.6 List of services being provided by the public authority with a brief write- up on them.**

<b>Services</b>	<b>Whom to contact</b>
<b>(1) Admission</b>	
(i) Primary School(I to V classes)	Head of Institution concerned
(ii) Middle & High School (VI to X Classes)	Head of Institution concerned
(iii) Higher Secondary School(XI to XII)	Head of Institution concerned

(iv) On transfer from other States & Institutions and Private study

For Higher Secondary Classes	Joint Director (Secondary Education)
For Girls and Urban High Schools	Deputy Director of Education(Women)
For Rural High Schools in Pondicherry	Chief Educational Officer, Pondicherry
For all the Schools in Karaikal region	Chief Educational Officer, Karaikal
For all the Schools in Mahe region	Chief Educational Officer, Mahe
For all the Schools in Yanam region	Delegate to Director of School Education, Yanam

**(2) Examination**

S.S..LC. / Matric Public Examination	Chief Educational Officer of the respective region
Higher Secondary Public Examination	Joint Director (Secondary Education)
National Talent Search Examination	Joint Director (Secondary Education)
Diploma in Teacher Education Examination	Joint Director (Secondary Education)

**(3) Countersignature of Transfer Certificate**

For Higher Secondary Schools	Joint Director (Secondary Education)
For Girls & Urban Schools	Deputy Director of Education(Women)
For Rural School	Chief Educational Officer

**(4) Sports**

Issue of Meritorious Sports Person Certificates (MSP)	Deputy Director (Sports & Youth Services)
Conduct of Sports Meet	
Release of Fund to the Sports Association	
Incentives to Talented Sports Persons,	

### **(5) Scholarships**

- a) Govt. India's National Scholarship
- b) Pondicherry State Post-Matric Scholarship
- c) Scholarship to the Children of School Teachers
- d) Scholarship for Talented Children from Rural Areas
- e) Scholarship for students from Non-Hindi Speaking Studies
- f) Scholarship to Outstanding of NCC Cadets
- g) Pre-Matric Scholarship to OEBC Students
- h) Scholarship to Children and Grandchildren of Political sufferers
- i) Attendance Scholarship to Girl students
- j) Incentive Awards to +2 students
- k) Scholarship to students in Military College Dehradun and Sainik Scholarships

Senior  
Officer                      Accounts

### **(6) Grant-in-aid**

- a) Private aided Schools
- b) Youth Hostel
- c) Rajiv Gandhi School of Sports
- d) Pondicherry State Sports Council

Senior                      Accounts  
Officer  
  
Deputy                      Director  
(Sports & Youth  
Services)  
  
Deputy                      Director  
(Sports & Youth  
Services)  
  
Deputy                      Director  
(Sports & Youth  
Services)

### **(7) Jawahar Bal Bhavan**

1. Admission of students in Jawahar Bal Bhavan
2. Admission to Jawahar Min Bal Bhavan

Unit                      Supervisor,  
Jawahar Bal Bhavan  
Part-Time Supervisor  
of the respective Mini  
Bal Bhavan

### **(8) Welfare Schemes (Incentives)**

1. Breakfast
2. Mid-day Meals
3. Evening Milk
4. Ex-gratia amount payable to the dependent of deceased
5. Issue of Gold Coin's to the retired teachers

Chief                      Educational  
Officer, Pondicherry  
  
Deputy  
Director(Elementary  
Education)

6. Marriage Incentives for the Marriage of daughters of School Teachers
7. Grant of financial assistance for professional education of the children of school teachers

**2.7 Organisation structure diagram at various levels namely State, directorate, region district, block etc.**

**2.8 Expectation of the public authority from the public for enhancing its effectiveness and efficiency.**

The role of public in the successful implementation of the activities includes mobilization of educational resources for the development of infrastructure facilities of the schools, effective monitoring of the functioning of the educational institutions, co-operation in implementing various schemes and plans.

**2.9 Arrangements and methods made for seeking public participation / contribution.**

The formation of Parent Teacher Association in every Educational Institution and Village Education Committee for maximizing enrolment and minimizing dropouts. Contribution from Endowment Trust for payment of incentives to toppers in Public Examinations and provision of financial assistance to economically backward children. Contribution of land for the construction of school buildings / formation of playgrounds.

**2.10 Mechanism available for monitoring the service delivery and public grievance resolution.**

Public Grievance Redresal Mechanism is available in the Directorate of School Education for monitoring the service delivery and public grievance resolution. At present the Officer on Special Duty(Plan) acts as the Nodal Officer.

**2.11 Address of the main office and other offices at different levels.**

Sl. No	Designation of the Officers	Office Address	Telephone Number
1.	Director of School Education	Perunthalaivar Kamarajar Centenary Educational Complex, Anna Nagar, Pondicherry-5	0413-2207202 Fax No. 0413- 2200333
2.	Joint Director (Secondary Education)	-do-	0413-2207203
3.	Deputy Director of Education (Women)	-do-	0413-2207207
4.	Deputy Director (Administration)	-do-	0413-2207205
5.	Deputy Director (Elementary Education)	-do-	0413-2207206
6.	Deputy Director (Sports & Youth Services)	-do-	0413-2207210
7.	Deputy Director (Adult Education)	-do-	0413-2226488
8.	Chief Educational Officer, Pondicherry	-do-	0413-2207208
9.	Officer on Special Duty (Plan)	-do-	0413-2207214
10.	Senior Accounts Officer	-do-	0413-2207213
11.	Officer on Special Duty (STC)	-do-	0413-2207215
12.	State Project Director, SSA	-do-	0413-2207204
13.	Chief Educational Officer, Karaikal	Karaikal	04368-230472
14.	Dy. Director (Sec.Edn), Karaikal	Karaikal	---
15.	Chief Educational Officer, Mahe	Mahe	0496-2332613
16.	Delegate to Director of School Education, Yanam	Yanam	0884-2321230

**2.12 Administrative Office hours:**

08.45 .AM. to 05.45 P.M. with one hour Lunch Break between 1.00P.M. to 02.00 P.M.

**Educational Institutions:****Rural Areas:**

09.30 A.M. to 12.55 P.M. and 02.00 P.M to 04.15 P.M.

**Urban Areas:**

09.00 A.M. to 12.25 P.M. and 01.50 P.M. to 04.15. P.M.