

## Particulars of Organisation, Functions and Duties

### CHAPTER -3 (Manual -2)

#### Powers and Duties of Officers and Employees

#### 3.1 Details of the powers and duties of officers and employees of the organisation

Sl. No.	Designation	Powers		
		Administrative	Financial	Others
1.	Director of School Education	All the powers of the Head of the Department under the Central Govt. Rules and Office Manual	As delegated in Col (4) of the Re-delegation of Financial powers issued by the Finance Department in G.O.Ms.No.59/2003/F3, dt.11.02.2003 and also under the GFRs	Sanction of special allowances like Cash Handling allowance to Cashiers, Night Duty Allowance to Watchman, Special allowance to Group D for operating Gestetner Machine, Assisting Cashiers permission for higher studies to Group 'C' & 'D' conveyance allowance to PH employees at double the normal rate
2.	Joint Director (Secondary Education)	Inspecting Officer for Higher Secondary School, conduct of public examinations and implementation of schemes	--	Countersignature of Transfer Certificates issued by Private Higher Secondary Schools
3.	Deputy Director of Edn.(Women)	All the powers of Head of Office and Inspecting Officer for all Girls Schools and Primary, Middle and High Schools in Urban Areas	As delegated in Col (5) of the Delegation of Financial Powers issued in Finance Department's G.O.Ms.No.59/2003/F3, dt.11.2.2003 and also under the GFRs	Countersignature of Transfer Certificates issued by Private Schools under his control. Disciplinary authority for Group 'C' and 'D' employees working under his control

4.	Deputy Director (Elementary Education)	Inspecting Officer and Head of Office for Jawahar Bal Bhavan and implementation of schemes	--	-
5.	Officer on Special Duty(Plan)	Officer in-charge of Plan budget, Preparation of Action Plan, Statistics and building programme of schools	--	-
6.	Deputy Director(Adult Education)	All the powers of Head of Office and Implementing Officer of the Adult Education Scheme	As delegated in Col(5) of Finance Department's G.O.Ms.No.59/2003/F3, dated 11.2.2003 and also under the GFRs	Disciplinary authority for Group 'C' and 'D' employees working under his control
7.	Deputy Director(Sports & Youth Services)	All the powers of Head of Office, Officer in-charge of all Sports & Youth activities in the Union Territory of Pondicherry and Implementation of Schemes	-do-	-do-
8.	Officer on Special Duty(STC)	All the powers of Head of Office and Implementing Officer of in-service training programmes to teachers	-do-	-
9.	Deputy Director (Administration)	All the powers of Head of Office and Officer in-charge of recruitment, promotion, other service matters of teachers/Balasevikas/ Conductresses and Staff of the Directorate of School Education, Creation of	-do-	Disciplinary authority for Group 'C' and 'D' employees working under her control

		posts and Compassionate Appointment etc.		
10.	Principal, DIET	With approval of the Governing body, the Principal implements restructuring and reorganization of teacher education.	As delegated in Col(5) of Finance Department's G.O.Ms.No.59/2003/F3, dated 11.2.2003	--
11.	Project Director, SSA	All the powers of Head of Office and Implementing Officer of SSA Scheme	-do-	-
12.	Chief Educational Officer, Pondicherry	All the powers of Head of Office, Inspecting Officer for all Primary, Middle and High Schools in Rural Areas, Audio Visual Education, Bharat Scouts and Guides, Conduct of Public Examination, Implementation of various Schemes including Mid-day Meals, Rajiv Gandhi Breakfast and Evening Milk	-do-	Countersignature of Transfer Certificates issued by the Private Schools under his control. Disciplinary authority for Group 'C' and 'D' employees working under his control
13.	Chief Educational Officer, Karaikal	All the powers of Head of Office, Inspecting Officer for all Schools in the region, Conduct of Public Examinations and Implementation of Mid-day Meals, Rajiv Gandhi Breakfast and Evening Milk	-do-	Countersignature of Transfer Certificates issued by the Private Schools under her control. Disciplinary authority for Group 'C' and 'D' employees working under her control
14.	Deputy Director (Secondary Education)	----	----	----

15.	Chief Educational Officer, Mahe	All the powers of Head of Office, Inspecting Officer for all Schools in the region, Conduct of Public Examinations and Implementation of Mid-day Meals, Rajiv Gandhi Breakfast and Evening Milk	-do-	Countersignature of Transfer Certificates issued by the Private Schools under his control. Disciplinary authority for Group 'C' and 'D' employees working under his control
16.	Delegate of DSE., Yanam	All the powers of Head of Office and Inspecting Officer for all Schools in the region. Conduct of Public Examinations and Implementation of Mid-day Meals, Rajiv Gandhi Breakfast and Evening Milk	-do-	Countersignature of Transfer Certificates issued by the Private Schools under his control. Disciplinary authority for Group 'C' and 'D' employees working under his control