



ABSTRACT

School Education - Restructuring of administrative set up at the field level and delegation of power to officers to ensure effective monitoring of schools and quality of education – Orders – Issued.

School Education (Budget - 1) Department

G.O.(Ms)No.101

Dated: 18.05.2018
Thiruvalluvar Aandu 2049
விளம்பி – வைகாசி 4

Read:

- 1.From the Director of School Education Rc.No. 84056/A1/S1/2017, dated 18.1.2018 & 26.3.2018.
- 2.From the Director of Elementary Education Rc.No.024690/I1/2018, dated 27.11.2017 & Rc.No.05675/A1/2018, dated 23.3.2018
- 3.From the Director of Matriculation Schools Rc.No.1440/A1/2018, dated 22.3.2018.

ORDER:

In the references read above, the Director of School Education, the Director of Elementary Education and the Director of Matriculation Schools have sent proposals for restructuring of administrative setup at the field level i.e. Chief Educational Officer (CEO), District Educational Officer (DEO), District Elementary Educational Officer (DEEO), Inspector of Anglo Indian School(IAS), Inspector of Matriculation Schools (IMS) and Assistant Elementary Education Officer (AEEOs) and delegation of powers to field level officers.

2. It has been informed that there are 37,211 Government Schools, 8,403 Aided Schools and 12,419 Self Financed Schools in the State. To regulate and monitor these schools, there are different parallel streams of administration at the field level. There are 32 Chief Educational Officers (at the rate of one officer per Revenue District) and 67 District Education Officers (at the rate of one officer per Educational District) for primarily administering Government/ Aided High and Higher Secondary Schools. There are 32 District Elementary Education Officers (at the rate of one officer per Revenue District) and 836 Assistant Elementary Educational Officers for primarily administering Government / Aided Primary and Middle Schools. 4,322 Matriculation Schools are regulated by 17 Inspectors of Matriculation Schools with territorial jurisdiction covering almost two districts. Inspector of Anglo Indian School manages the affairs of Anglo-Indian Schools across the State. All these posts, other than Chief Educational Officer are equivalent posts but with differing territorial jurisdictions overlapping with each other. Thus, there are separate authorities for inspection and regulation of Nursery, Panchayat Union Primary

and Middle Schools, Government High and Higher Secondary Schools, Government Aided Private Schools and Self Financed Schools in a given territorial jurisdiction. All of these authorities have overlapping territorial jurisdiction. It makes regular inspection and monitoring very difficult and also results in duplication of efforts. Moreover, quality of inspection also suffers. Mushrooming of unrecognized schools has also been witnessed off late, which requires close supervision. Therefore, in order to make regular inspection/supervision of schools effective, they have proposed to restructure the existing administrative machinery with due delegation of power.

3. As regards delegation of power, it has been stated that the Director of School Education is the appointing and disciplinary authority for 2910 Headmasters and Headmistress in the High Schools under Tamil Nadu School Educational Service Rules and 2913 Headmasters and Headmistress in the Higher Secondary Schools under the Tamil Nadu Higher Secondary Educational Service, Rules. The Director of Elementary Education is the appointing authority for 836 Assistant Elementary Education Officers under Tamil Nadu Elementary Education Subordinate Service. The Joint Director (Higher Secondary) is the appointing authority and disciplinary authority for 23,815 Post Graduate Assistants in Academic Subjects and Languages, 344 Physical Directors and Physical Directress in Higher Secondary Schools under Tamil Nadu Higher Secondary Educational Service. The Joint Director (Personnel) is the appointing authority and disciplinary authority for 61,451 Deputy Inspectors of Schools, School Assistants, Pandits in Tamil, Pandits and Munshis (other than Tamil), Grade -1, 120 Physical Directors, Grade-2, Steno-typists and 2512 Assistants under Tamil Nadu School Educational Subordinate Service. The Joint Director (Vocational) is the appointing authority for 1981 Vocational Instructors under the Adhoc Rules of Tamil Nadu School Educational Subordinate Service. As these officials have substantial work in their own offices, it is not only difficult but also virtually impossible to monitor performance and exercise disciplinary powers over such huge number of staff working across the State. Moreover, there are certain administrative powers, which can be better exercised by the field level officials. Therefore, it has been felt necessary to delegate disciplinary as well as administrative powers to field level officials.

4. The Government, after detailed examination, have decided to issue the following orders regarding restructuring of administrative set up at the field level and delegation of the disciplinary as well as administrative powers to field level officers to ensure effective monitoring of schools and quality of education on the following pattern:-

(i) The Chief Educational Officers:-

The Chief Educational Officers shall have powers to administer all kinds of schools i.e. Panchayat Union Primary and Middle Schools, Government High and Higher Secondary Schools and Government Aided Schools and to regulate all kinds of private schools including Nursery and Self Financed Schools in the Revenue District.

(ii) District Educational Officer:-

The District Educational Officer, District Elementary Educational Officer, Inspectors of Matriculation Schools and Inspector of Anglo Indian Schools are equivalent posts with same pay scales. Hence, all these posts shall be retained as 'District Educational Officer' and territorial jurisdiction shall be divided in such a manner that every 'District Educational Officer' gets similar number of schools. While revising the territorial jurisdiction, it should be kept in mind that block or ward remains as single unit. He shall be entrusted with powers to administer all kinds of schools i.e. Panchayat Union Primary and Middle Schools, Government High and Higher Secondary Schools, Government Aided Schools and to regulate Nursery and Self Financed Schools in his territorial jurisdiction, known as Educational District.

(iii) Block Educational Officer:-

The Assistant Elementary Educational Officers are renamed as Block Educational Officers as they would be inspecting and supervising all kinds of schools including elementary schools in their jurisdiction. They will supervise Panchayat Union Primary and Middle Schools, Government Aided Primary and Middle Schools and Self Financed Schools within their territorial jurisdiction. They will also be empowered to visit any school within their territorial jurisdiction. The territorial jurisdiction within the Block or wards should be demarcated in such a way that each Block Educational Officer gets similar number of schools.

(iv) As the senior officials from various Directorates have been notified as appointing and disciplinary authorities for huge number of field level functionaries including teachers working across the State and these officials have substantive work in their offices, it is difficult and virtually impossible for them to review performance and exercise disciplinary powers. In order to make administration more effective and efficient, disciplinary powers as well as other administrative powers are delegated to the Chief Educational Officers, District Educational Officers and Block Educational Officers as given in Annexure-I, II and III.

5. The orders at para 4 above are issued subject to the following conditions :-

- a) There is no additional financial implication.
- b) There is no creation of post/ change in pay structure/ requirement for building or equipment. Therefore, all new offices shall be accommodated in schools with surplus structures.
- c) Re-naming of certain posts has been done without any financial implication.

6. The Director of School Education, Director of Elementary Education and Director of Matriculation Schools are directed to submit necessary proposals separately for amendment of relevant special rules as required.

7. This order issues with the concurrence of Finance Department vide its U.O.No.26404/Education-II/2018-1, dated 17.05.2018.

(By Order of the Governor)

Pradeep Yadav
Principal Secretary to Government.

To

The Director of School Education, Chennai-6.
The Director of Elementary Education, Chennai-6.
The Director of Matriculation Schools, Chennai-6.
The Director of Government Examinations, Chennai-6.
The Chairman,
Teachers Recruitment Board, Chennai-6.
The Secretary,
Tamil Nadu Text Book and Educational Services Corporation, Chennai-6.
The State Project Director, Sarva Shiksha Abhiyan, Chennai-6.
The Project Director, Rashtriya Madhyamik Shiksha Abhiyan, Chennai -6.
The Director of Public Libraries, Chennai-2.
The Director of State Council of Educational Research
and Training, Chennai-6.
The Director of Non-Formal and Adult Education, Chennai-6.
The Pay and Accounts Officer (South), Chennai-35/79/5.
The Accountant General, Chennai-18.

Copy to:

The Finance (Education-II) Department, Chennai-9.
The Personnel & Administrative Reforms Department, Chennai-9.
The Personal Assistant to Hon'ble Minister for School Education, Chennai-9.
The Personal Assistant to Hon'ble Deputy Chief Minister, Chennai-9.
The Chief Minister Office, Chennai-9
The Senior Principal Private Secretary to Principal Secretary to Government,
School Education Department, Chennai-9.
All Officers / All Sections, School Education Department, Chennai-9.

// Forwarded by Order //

S. Kamaladhi
Section Officer. 17/5/18

NOV
17/05/18

G.O (Ms) No.101, School Education (Budget-1) Department, dated
18.05.2018 in Annexure-I

DUTIES AND RESPONSIBILITIES OF CHIEF EDUCATIONAL OFFICERS

1. Inspection Authority

The Chief Educational Officer shall

- a) Inspect and visit all schools in the Revenue District.
- b) Inspect other Board Schools affiliated to CBSE, ICSE, IB, AB etc. in the Revenue District to ensure compliance to orders and rules issued by Central and State Government for qualification of Teachers and other issues such as safety and security of children as envisaged under Right to Free and Compulsory Education Act, 2009(RTE).
- c) Initiate action against schools which violate the provisions of RTE Act 2009 and Rules framed by Central and State Government from time to time.
- d) Monitor the implementation of 25 percent admissions as per the provisions of RTE, Act 2009 in all Self Financed Primary, Middle, High and Higher Secondary Schools excluding Minority Schools.
- e) Monitor the implementation of fee collection as per the orders of Tamil Nadu Private Schools Fee Determination Committee in all Self Financed Primary, Middle, High and Higher Secondary Schools.
- f) Function as the appellate authority for the orders passed by the District Education Officers regarding the violations of provisions of RTE Act 2009 in Self Financed Schools.
- g) Conduct of annual academic inspection of all Government Higher Secondary Schools and Government Aided Schools in the Revenue District.
- h) Conduct of annual inspection of District Education Offices.
- i) Implement Government welfare schemes in Schools in the Revenue District.

2. Authority for Opening, Closure and Recognition of Schools

i) Government Schools:

- a) Recommend proposal of District Education Officers for opening of Primary Schools and up-gradation of schools to the respective Directors.
- b) To pass final orders on the reports of District Education Officers on merger of Government Primary/Middle Schools in the public interest.

ii) Aided Private Schools:

- c) Accord renewal of recognition for Aided High and Higher Secondary Schools.
- d) Scrutinize the proposal of the District Education Officers on closure of Aided Primary, Middle, High and Higher Secondary Schools and recommend it to the concerned Directors for further processing with his specific recommendations.

iii) Self Financed Schools:

- e) Recommend the application for permission and recognition of new Self Financed Nursery-Primary, Primary School/Upgradation of Middle Schools, High and Higher Secondary Schools to respective Directorates.
- f) Accord renewal of recognition for Self Financed High and Higher Secondary Schools.
- g) To grant permission for starting additional sections in Self Financed High and Higher Secondary Schools.
- h) To recommend the proposal of closure of Self Financed schools in the public interest to the concerned Director.
- i) To ensure no school functions without recognition.

3. Service Matters**i) Appointing Authority :**

He shall be the appointing authority for the following categories of posts;

- a) Headmasters and Headmistress and equivalent post in the High Schools under Tamil Nadu School Education Service.
- b) Post Graduate Assistants in Academic subjects and Languages, Physical Directors and Directress in the Government Higher Secondary Schools under Tamil Nadu Higher Secondary Educational Service.
- c) Deputy Inspectors of Schools, School Assistants, Junior Deputy Inspectors of Schools, Pandits in Tamil, Pandits and Munshis (other than Tamil) Grade-I, Physical Directors under Tamil Nadu School Educational Subordinate Service.
- d) Pandits and Munshis (other than Tamil) including Arabic Munshis in Kanniyakumari District and Shencottah Taluk of Tirunelveli District, Grade II, Secondary Grade Teachers, Craft Instructors Grade-I and Grade-II, Art Masters, Music Teachers, Sewing Teachers, Physical Education Teachers, Vocational Instructors under Tamil Nadu School Educational Subordinate Service.
- e) Block Education Officers (Assistant Elementary Educational Officer) under Tami Nadu Elementary Educational Subordinate Service.

- f) Steno-Typists, Typists and Junior Assistants under Tamil Nadu Ministerial Service.

ii) Disciplinary Authority:

He shall be the disciplinary authority to initiate disciplinary proceedings under 17(a) and 17(b) of Tamil Nadu Civil Services (Discipline and Appeal) Rules, 1973 and to pass final orders against all the staff for which he is the appointing authority.

iii) Aided Schools:

He shall entertain and pass orders the appeal petition filed either by the Management or by teaching staff of Aided Primary and Middle Schools. He shall approve the punishment imposed by the Secretary or Correspondent of the school in respect of all categories of Aided High and Higher Secondary Schools.

iv) Approval Authority for filling of posts in Aided Schools:

He shall be competent to accord prior permission for filling up of Teaching and Non-Teaching posts in Aided High and Higher Secondary Schools and to accord approval for the said posts.

v) Service Register:

He shall open and maintain service registers of District Education Officers, Block Education Officers and staff working in the Office of the Chief Educational Officer.

vi) Declaration of Probation:

a) **Government Schools:** He shall be the competent authority to declare probation for Headmasters and Headmistress in Government High Schools, and for all posts for which he is the appointing authority.

b) **Aided School:** He shall be competent to approve the declaration of probation ordered by the Secretary / Correspondent to teaching and non teaching staff in Aided High and Higher Secondary Schools.

vii) Awarding Selection Grade/Special Grade: He shall be the competent authority to award Selection Grade/Special Grade for Headmasters and Headmistress in Government High Schools and Higher Secondary Schools and for staff working in the office of the Chief Educational Officer.

viii) Sanction of Leave: He shall be the competent authority to sanction leave to District Educational Officers and for staff working in the Office of the Chief Educational Officer.

ix) Prior permission for acquiring additional qualification: He shall be the competent authority to permit Headmasters and Headmistress in Government High Schools, Higher Secondary Schools and for all the staff for which he is the appointing authority to acquire additional qualifications.

- x) **Fixation of Staff Strength:** He shall be the competent authority to approve staff strength for Aided High and Higher Secondary Schools and send proposal for surrender of posts with persons and without persons to the respective Directorates.
- xi) **Disbursement of pay and other benefits:** He shall be the competent authority for drawing and disbursement of pay, sanction of loans and advances both temporary and part-final withdrawal to staff in the Chief Educational Office and sanction of Loans, Advances, GPF Advances both temporary and part-final withdrawal for District Education Officers.
- Self-Financed Schools:** He shall ensure disbursement of pay Teachers salary by School Management through Electronic Clearing System in all Self Financing Schools in the Revenue district and to take action on violations. He is the appellate authority for the orders passed by the District Education Officers in this regard.
- xii) **Annual Confidential Report:** He shall be the competent authority to review the annual confidential reports written by the District Education Officers and write annual confidential reports for District Education Officers.
- xiii) **Drawal of Panel:** He shall be the competent authority to draw panel for Steno-Typists, Typists and Junior Assistants in the Revenue District.
- xiv) **Transfer of Teaching and Non-Teaching staff:** He shall be the competent authority to transfer Headmasters and Headmistress, Teachers and Non-Teaching staff of Government High and Higher Secondary Schools within the Revenue District on administrative grounds or otherwise.
- xv) **Retirement Benefits:** He shall be the competent authority to forward the proposals for sanction of pension and other retirement benefits for District Education Officers, Block Educational Officer and staff working in the Office of the Chief Educational Officer.

4. Budget: He shall consolidate Number Statement, Budget Estimations of all establishments in the Revenue District, reconcile accounts with Treasury Department in co-ordination with District Education Officers

Private Schools: He shall consolidate Number Statement and Budget Estimation of Aided Primary, Middle, High and Higher Secondary Schools.

Pradeep Yadav
Principal Secretary to Government

//True copy//

S. Kanabadi
Section Officer 18/11/18

ON-02
18/11/18

G.O (Ms) No.101, School Education (Budget-1) Department, dated
18.05.2018 in Annexure-II

DUTIES AND RESPONSIBILITIES OF DISTRICT EDUCATIONAL OFFICERS

1. Inspection Authority

The District Educational Officer shall

- a) Inspect and visit all schools in an Educational District.
- b) Inspect other Board Schools affiliated to CBSE, ICSE, IB, AB etc. in an Educational District to ensure compliance to orders and rules issued by Central and State Government for qualification of Teachers and other issues such as safety and security of children as envisaged under Right to Free and Compulsory Education Act, 2009(RTE).
- c) Initiate action against Self Financed Schools which violate the provisions of RTE Act 2009 and Rules framed by Central and State Government from time to time and to send report to the Chief Educational Officer.
- d) Monitor the implementation of 25 percent admissions as per the provisions of RTE, Act 2009 in Self Financed Primary and Middle Schools excluding Minority Schools.
- e) Monitor the implementation of fee collection as per the orders of Tamil Nadu Private Schools Fee Determination Committee in all Self Financed Schools in an Educational District.
- f) Conduct annual academic inspection of all Government High Schools and Aided Schools in an Educational District.
- g) Conduct annual inspection of Block Education Offices.
- h) Implement Government welfare schemes in Schools in an Educational District.

2. Authority for Opening, Closure and Recognition of Schools

i) Government Schools:

- a) Prepare proposals for opening of new Primary Schools and up-gradation of Schools and submitting it to the Chief Educational Officer.
- b) Send proposal on merger of Primary/Middle Schools in the public interest to the Chief Educational Officer

ii) Aided Private Schools:

- c) To accord renewal of recognition for Aided Primary and Middle Schools.
- a) To recommend the application for renewal of recognition for Aided High and Higher Secondary Schools to the Chief Educational Officer.

- b) To send proposal on closure of Aided Primary, Middle, High and Higher Secondary Schools to the Chief Educational Officer with his specific recommendations.

iii) Self Financed Schools:

- c) To recommend the application received from the Block Education Officers for recognition of new Self Financed Nursery –Primary, Primary School/ Up gradation of Middle Schools to the Chief Educational Officer.
- d) To process application to grant recognition to new Self Financed High and Higher Secondary Schools and recommending it to the Chief Educational Officer.
- e) To accord renewal of recognition for Self Financed Pre-Primary, Primary and Middle Schools.
- f) To recommend the application for renewal of recognition for High and Higher Secondary Schools to the Chief Educational Officer.
- g) To grant permission for starting additional sections in Self Financed Primary and Middle Schools.
- h) To process applications for starting additional sections in Self Financed High and Higher Secondary Schools and recommending it to the Chief Educational Officer.
- i) To send proposal received from the Block Education Officers for closure of Self Financed schools to the Chief Educational Officers with specific recommendations.
- j) Ensure no school functions without recognition.

3. Service Matters

- i) **Appointing Authority:** He shall be the appointing authority for the following categories of posts;
 - a) Headmasters of Middle and Primary Schools, Secondary Grade Teachers, Physical Education Teachers, Pre Vocational Teachers, BT Assistants under Tamil Nadu Elementary Education Subordinate Service.
 - b) Drivers, Lab Attenders (Lab Assistants), Record Assistants, Record Clerks under Tamil Nadu General Subordinate Service.
 - c) Office Assistants and Watchmen under Tamil Nadu Basic Service.
- ii) **Disciplinary Authority :** He shall be the authority to initiate disciplinary proceedings under 17(a) and 17(b) of Tamil Nadu Civil Services (Discipline and Appeal) Rules, 1973 and to pass final orders against staff for which he is the appointing authority and Headmasters and BT Assistants in the Government Middle Schools.

Aided Schools: He shall be competent to entertain the appeal petition filed either by the management or by teaching staff of Aided Primary and Middle Schools and to approve the punishment imposed by the Secretary / Correspondent of the school in respect of Aided High and Higher Secondary Schools.

iii) Approval Authority for filling up of Posts in Aided Schools: He shall be competent to accord prior permission for filling up of Teaching Posts in Aided Primary and Middle Schools and to accord approval for the said posts.

iv) Service Register: He shall open and maintain Service Registers for Headmasters and Headmistress and equivalent posts in Government High Schools and Higher Secondary Schools and staff working in the Office of the District Education Officer.

Aided Schools: He shall countersign the service details of teaching and non teaching staff in Aided High and Higher Secondary schools as entered in the service register maintained by the Aided Schools.

v) Declaration of Probation: He shall be the competent authority to declare probation for staff for which he is the appointing authority.

Aided Private Schools: He shall be competent to approve the declaration of probation ordered by the Secretary or Correspondent to teaching staff in Aided Primary and Middle Schools.

vi) Awarding Selection Grade/Special Grade: He shall be the competent authority to award Selection Grade and Special Grade for staff for which he is the appointing authority.

Aided Schools: He shall be competent to approve the order of Selection Grade / Special Grade issued by the Secretary or Correspondent to teaching and Non teaching staff in Aided High and Higher Secondary Schools.

vii) Sanction of Leave: He shall be the competent authority to sanction leave to staff in District Education Office and Headmasters and Headmistress and equivalent posts in Government High and Higher Secondary Schools, Block Education Officers.

Aided Schools: He shall be competent to approve leave sanctioned by the Secretary or Correspondent of the School to teaching and non teaching staff in the Aided High and Higher Secondary Schools.

viii) Prior permission for acquiring additional qualification: He shall be the competent authority to permit the staff for which he is the appointing authority to acquire additional qualifications.

Aided Schools: To approve the permission granted by the Secretary or Correspondent of the Aided School to teaching and Non teaching staff in High and Higher Secondary School to acquire additional qualifications.

- ix) **Fixation of Staff Strength in Aided Private Schools:** He shall be the competent authority to approve staff strength for Aided Primary and Middle Schools and to prepare proposals for fixation of staff strength in Aided High and Higher Secondary Schools and recommend it to the Chief Education Officer.
- x) **Disbursement of pay and other benefits:** He shall be the competent authority for drawing and disbursement of pay, sanction of loans and advances both temporary and part-final withdrawal to staff working in the District Education Office, sanction of Loans, Advances, GPF Advances both temporary and part-final withdrawal to Headmasters, Headmistress and equivalent posts in High and Higher Secondary Schools.

Aided Schools: He shall be the competent authority for drawing and disbursement of Grant in Aid, sanction of loans and advances and Aided School Teachers Provident Fund, Temporary and Part final withdrawal to teaching and non teaching staff of Aided High and Higher Secondary Schools;

Self Financing Schools: He shall ensure disbursement of teachers salary by School Management through Electronic Clearing system in all Self Financing Schools in and Educational District and take action on violations and shall act on the report of the Block Education Officers on violations and pass orders.

- xi) **Annual Confidential Report:** He shall be the competent authority to write annual confidential reports for Headmasters, Headmistress and equivalent posts in Government High and Higher Secondary Schools and Block Education Officers.
- xii) **Drawal of Panel:** He shall be the competent authority to draw panel for Headmasters of Middle and Primary Schools, BT Assistants, Record Assistants, Record Clerks, Lab Attenders (Lab Assistants), Office Assistants and Watchmen.
- xiii) **Transfer of Teaching and Non-Teaching staff:** He shall be the competent authority to transfer Headmasters, Teachers and Non-Teaching staff of Panchayat Union Primary and Middle Schools, Government High and Higher Secondary Schools within Educational District on administrative grounds or otherwise.
- xiv) **Retirement Benefits:** He shall forward the proposals for sanction of pension and other retirement benefits for Headmasters, Headmistress and equivalent posts in Government High and Higher Secondary Schools and non teaching staff in District Education Office.

Aided Schools: He shall be competent to sanction retirement benefits for Headmasters and teachers of Aided High and Higher Secondary Schools.

- xv) **Re-employment of superannuated Graduate teachers;** He shall be competent to issue order on re-employment of superannuated Graduate teachers in Government High and Higher Secondary Schools till the end of academic year.

4. Budget: He shall be the competent authority to prepare Number Statement, Budget Estimation and submission of expenditure statement in respect of Government High and Higher Secondary Schools, consolidate Number Statement and Budget Estimation of Panchayat Union Primary and Middle Schools, Government High and Higher Secondary Schools and consolidate Number Statement and Budget Estimation of Aided Primary, Middle, High and Higher Secondary Schools.

Pradeep Yadav
Principal Secretary to Government

//True copy//

S. Kamaldeep
Section Officer 18/5/18

On
18/5/18

**G.O (Ms) No.101, School Education (Budget-1) Department, dated
18.05.2018 in Annexure-III**

DUTIES AND RESPONSIBILITIES OF BLOCK EDUCATIONAL OFFICERS

Inspection Authority:

He shall

- a) Visit and inspect all schools in his Block.
- b) Inspect other Board Schools affiliated to CBSE, ICSE, IB, AB etc. in an Educational District to ensure compliance to orders and rules issued by Central and State Government for qualification of Teachers and other issues such as safety and security of children as envisaged under Right to Free and Compulsory Education Act, 2009 (RTE)
- c) Monitor the implementation of 25 percent admissions as per the provisions of RTE, Act 2009 in Self Financed Primary and Middle Schools excluding Minority Schools.
- d) Monitor the implementation of fee collection as per the orders of Tamil Nadu Private Schools Fee Determination Committee in Self Financed Primary and Middle Schools.
- e) Conduct annual inspection of Nursery, Primary and Middle Schools in his Block.
- f) Implement Government welfare schemes in all Schools in a Block.

2. Authority for Opening, Closure and Recognition of Schools

i) Aided Schools:

- a) To process the application for renewal of recognition for Aided Primary and Middle Schools and recommends it to the District Education Officer.
- b) To report on closure of Aided Primary and Middle Schools to the District Education Officer with his specific recommendations.

ii) Self Financed Schools:

- c) To recommend the application for recognition/renewal of recognition of new Self Financed Nursery – Primary, Primary School/ Up gradation of Middle Schools to the District Education Officer.
- d) To process the application for starting additional sections in Self Financed Primary and Middle Schools and recommending it to the District Education Officer.

- e) To report on closure of Self Financed Schools in the public interest to the District Education Officer.
- f) To ensure no school functions without recognition.

3. Service Matters

- i) **Disciplinary Proceedings:** He shall be competent to initiate disciplinary proceedings under rule 17(a) and 17 (b) under Tamil Nadu Civil Services (Discipline and Appeal) Rules, 1973 against Headmasters of Primary Schools, Secondary Grade Teachers, Physical Education Teachers, Pre-Vocational Teachers and to pass final orders.
- ii) **Service Register:** He shall open and maintain Service Registers for Headmasters of Middle and Primary Schools, Secondary Grade Teachers, Physical Education Teachers, Pre Vocational Teachers and BT Assistants in Panchayat Union Primary and Middle Schools.

Aided Schools: He shall be competent to countersign the service details of teaching and non-teaching staff in Aided Primary and Middle Schools as entered in the Service Register maintained by the Aided Schools.

- iii) **Approving Selection Grade/Special Grade:** He shall be competent to approve the order of Selection Grade/Special Grade issued by the Secretary/Correspondent to Teachers in Aided Primary and Middle Schools.
- iv) **Sanction of Leave:** He shall be competent authority to sanction leave to staff in Block Education Office, Headmasters and Teachers in Panchayat Union Primary and Middle Schools.

Aided Schools: He shall be competent to approve leave sanctioned by the Secretary or Correspondent of aided schools to teaching and non teaching staff in Primary and Middle Schools.

- v) **Approve permission for acquiring additional qualification:** He shall be the competent authority to approve the permission granted by the Secretary or Correspondent of Aided Schools to teaching in Aided Primary and Middle Schools to acquire educational qualifications.
- vi) **Fixation of Staff Strength:** He is authorized to prepare proposals for fixation of staff strength in Aided Primary and Middle Schools and submit it to the District Education Officer.
- vii) **Disbursement of pay and other benefits:** He shall be the competent authority for drawing and disbursement of pay, sanction of loans, advances and GPF advances both temporary and part final withdrawal to teaching and non teaching staff in all Panchayat Union Primary and Middle Schools.

Aided Schools: He shall be the competent authority for drawing and disbursement of Grant in Aid, sanction of loans, advances and Aided School Teachers Provident Fund, Temporary and Part final withdrawal to teaching and non teaching staff of Aided Primary and Middle Schools

Self Financed Schools: He shall ensure disbursement of teachers salary by School Management through Electronic Clearing System in all Self Financing Schools in his Block and violations if any shall be reported to the District Education Officer.

viii) Retirement Benefits: He shall forward the proposals for sanction of pension and other retirement benefits for Headmasters and Teachers of Panchayat Union Primary and Middle Schools and Non Teaching Staff in Block Education Office.

Aided Schools: He shall be the competent authority to sanction retirement benefits for Headmasters and Teachers of Aided Primary and Middle Schools.

ix) Re-employment of superannuated teachers: He shall be competent to issue order for re-employment of superannuated teachers in Panchayat Union Primary and Middle Schools till the end of the academic year.

4. Budget: He shall prepare Number Statement, Budget Estimation and submission of expenditure statement in respect of Panchayat Union Primary and Middle Schools and Number Statement and Budget Estimation and expenditure statement for Aided Primary and Middle Schools.

Pradeep Yadav
Principal Secretary to Government

//True copy//

S. Kamaladevi
Section Officer 18/5/18

Nov
18/05/18