



ABSTRACT

School Education Department – Restructuring the administrative set up at the field level – to ensure effective monitoring of schools and providing quality education to the students – creation of few posts in lieu of surrender of certain posts – Revised delegation of duties and responsibilities to administrative officers in School Education Department – orders issued.

School Education [SE1(1)] Department

G.O. (Ms) No.151

Dated 09.09.2022

திருவள்ளூர் ஆண்டு 2053

சுபகிருது, ஆவணி - 24.

Read :

1. G.O.(Ms) No.101 School Education (Budget 1) Department dated 18.05.2018
2. From the Commissioner of School Education letter R.C.No. 45227/A1/S1/2022, dated 10.08.2022.

Order:

In the Government Order first read above, the administrative setup of School Education Department was restructured at the field level by reorganising the directorate specific, specialised posts like District Educational Officer, District Elementary Educational Officer, Inspector of Matriculation Schools and Inspector of Anglo Indian Schools into the jurisdiction based 'District Educational Officer' with due delegations of powers over all types of schools in their jurisdiction.

2. In the letter 2nd read above, the Commissioner of School Education in consultation with the Director of Elementary Education and Director of Matriculation School has stated that, subsequent to implementation of the Government Order first read above, the administration of all kinds of schools by the District Educational Officer has resulted in a reduction of the time spent by them on elementary and middle schools and the jurisdictional District Educational Officer is not able to deliver the duties effectively. The vacuum created at the district level due to non-availability of an exclusive district level officer for elementary education has resulted in ineffective monitoring of the foundational teaching learning process. The Chief Educational Officers on the other hand are occupied with heavy regulatory work and other academic work pertaining to students facing public exams. Hence they are unable to spare quality time towards

primary education. Due to the impact of the COVID -19 pandemic, enrolment of students has increased considerably in Government Schools. In order to retain students and to deliver quality education, it is essential to have an exclusive monitoring mechanism at the field level through a dedicated district level officer for the elementary sector viz District Educational Officer (Elementary) for each revenue district and one more District Educational Officer (Elementary) where the combined strength of Primary and Middle Schools crosses 1000. The Commissioner of School Education has therefore requested the Government to create 58 District Educational Officers (Elementary).

3. The Commissioner of School Education has further requested that all the directly recruited District Educational Officers shall be posted as District Educational Officer (Elementary) on completion of their training for a minimum period of 2 years so as to monitor the functioning of elementary schools effectively and after 2 years the directly recruited District Educational Officer shall invariably be posted as District Educational Officer (Secondary) for a period of 2 years. Further the Commissioner of School Education has stated that there are 413 Education blocks and 836 Block Educational Officer posts sanctioned based on number of schools and student strength. There are around 42,500 schools belonging to all management categories across the State in Elementary Education, including 5,159 unaided nursery and primary schools. As of now, Block Educational Officers are entrusted with the responsibility of monitoring 50 to 100 elementary and middle schools of all managements that follow the State Board syllabus. There is a constant demand from Urdu minority schools to restore to pre G.O 101 status of having exclusive Block Educational Officers for monitoring 279 Urdu minority Schools spread across 20 districts in the state. Accordingly a provision is to be made for 6 Block Educational Officers (Urdu Schools). The Commissioner of School Education has requested that in addition to 836 Block Educational Officers at present, 15 new Block Educational Officer posts have to be created as per the need based on the number of schools and the Block Educational Officers for monitoring the minority schools.

4. Further the Commissioner of School Education has stated that the regulation of Private Schools were managed by the then Inspector of Matriculation Schools and the department restructuring has taken away the Inspector of Matriculation Schools posts and given the regulatory powers to the jurisdictional District Educational Officers and Chief Educational Officers. Due to implementation of various welfare programs and academic visits to the Government schools, the District Educational Officers and Chief Educational Officers are unable to spare time and effectively regulate the unaided schools and has requested for a separate post of District Educational Officer (Private Schools) for every revenue district.

5. The Commissioner of School Education has further stated that with the proposed formation of Directorate of Private Schools (DPS) and addition of around 8,200 unaided schools from the Commissioner of School Education and

Director of Elementary Education, the existing supervising officials and ministerial staff are inadequate to handle the workload and has requested to create a Joint Director level post and a Deputy Director level post to look after all unaided schools transferred from Elementary and School Education Directorates. Similarly, with the expansion of various activities in teaching, learning and in-service training of teachers, an additional Joint Director post and a Deputy Director level post in State Council of Educational Research and Training is essential to look after the work related to State Resource Centre (SRC) and SIEMAT so as to make the various inservice teacher training centres more effective and result oriented.

6. The Commissioner of School Education has also stated that prior to the re-organisation of the department, there were 67 posts of District Educational Officer (Secondary) looking after Government and Aided High and Higher secondary schools and one Inspector of Anglo Indian Schools (IAS) exclusively to look after all Anglo Indian High/Higher Secondary Schools in the state. Subsequent to re-organisation, the jurisdictional District Educational Officers couldn't prioritise the work among primary, secondary schools and the regulatory works of unaided schools. Hence, it is essential to revive the District Educational Officer (Secondary) post to give impetus to secondary education and the classes that are facing the board exams and has requested that the Anglo Indian schools may be brought under the jurisdiction of District Educational Officer (Elementary) of Chennai district.

7. Further the Commissioner of School Education has also enclosed the duties and responsibilities of the proposed reorganisation of field level officers in the District and has stated that the proposed restructuring of field level offices in the school education department is very much in line with the ongoing activities aimed at improving the quality of education and providing a responsive administration to the needs of students and teachers and has requested the Government to issue appropriate orders by restructuring the department considering the welfare of teachers and students.

8. The Government after careful examination of the proposal of the Commissioner of School Education for restructuring the administrative set up at the field level accord sanction for the creation of the following posts :

- (a) 2 posts of Deputy Directors one for Directorate of Private Schools and another for State Council for Educational Research and Training,
- (b) 32 District Educational Officer posts,
- (c) 15 Block Educational Officer posts
- (d) 16 posts of Personal Assistant to District Educational Officer
- (e) 86 Superintendent level posts to be adjusted against 86 upgraded Superintendents and

(f) Create one Joint Director post each in State Council for Educational Research and Training and Directorate of Matriculation Schools by moving 2 existing Joint Director posts in the Samagra Shiksha.

9. The Commissioner of School Education is directed to surrender the posts as identified in Annexure I to this order in lieu of creation of the posts mentioned in para 8 above. Further the Government accepts the proposal of the Commissioner of School Education to revise the nomenclature of District Educational Officer as District Educational Officer (Elementary / Secondary / Private School) only for the purpose of revising the duties and responsibilities of the District Educational Officers with the existing rule provision and subsequently to revise the duties and responsibilities of the Chief Educational Officers and Block Educational Officers as annexed in Annexure II to this Order.

10. This order issues with the concurrence of the Finance(CMPC II) Department vide its U.O No 462/ADS(GKT)/2022 and Post Sanction Ledger No.202209PSL0285, dated 09.09.2022.

(By Order of the Governor)

KAKARLA USHA
Principal Secretary to Government.

To

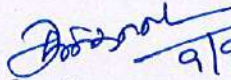
The Commissioner of School Education, Chennai 6.
The State Project Director, Samagra Shiksha, Chennai-6.
The Director of Elementary Education, Chennai-6.
The Director of Matriculation Schools, Chennai-6.
The Director, State Council for Educational Research and Training, Chennai-6.
The Director of Government Examinations, Chennai-6
The Chairman, Teachers Recruitment Board, Chennai-6
The Managing Director, Tamil Nadu Text Book and Educational Services Corporation, Chennai-6
The Director of Public Libraries, Chennai-6.
The Director, Non Formal and Adult Education, Chennai-6
The Pay and Accounts Officer South/North/East, Chennai.
All Treasury Officers.
The Accountant General Chennai- 18

Copy to

All District Collectors
All Chief Educational Officers/ District Educational Officers/
Block Educational Officers (through the Commissioner of School Education)
Finance Department, Chennai-9
Human Resource Management Department, Chennai-9
Chief Minister's Office, Chennai-9
Personal Assistant to Hon'ble Minister for Finance and
Human Resource Management, Chennai-9

Human Resource Management, Chennai-9
Personal Assistant to Hon'ble Minister for School Education, Chennai-9
The Senior Private Secretary to Principal Secretary to Government,
School Education Department, Chennai-9
All Officers / Sections in School Education Department, Chennai-9

//Forwarded by Order//


9/9/2022
Section Officer.
9/9/2022

**Annexure I to G.O.(MS) No.151, School Education (SE1-1) Department,
Dated 09.09.2022**

| Sl. No | Designation | Posts created | Posts identified for surrender |
|--------|---|---------------|---|
| 1 | Joint Director | - | By moving 2 Joint Director posts from Samagra Shiksha |
| 2 | Deputy Director | 2 | 11 Graduate Teacher / Deputy Inspector of School posts |
| 3 | District Educational Officer. | 32 | 30 Additional Chief Educational Officer posts. |
| 4 | Block Educational Officer | 15 | 20 Graduate teacher / Deputy Inspector Schools posts |
| 5 | Personal Assistant to District Educational Officer. | 16 | 31 Junior Assistant posts |
| 6 | Superintendent | 86 | 86 Upgraded Superintendents are renamed as Superintendents. |

KAKARLA USHA
Principal Secretary to Government.

//True Copy//

[Signature]
9/9/2022
Section Officer.

[Signature]
9/9/22

**Annexure II to G.O.(MS) No.151, School Education (SE1-1) Department,
Dated 09.09.2022**

DUTIES AND RESPONSIBILITIES OF CHIEF EDUCATIONAL OFFICERS

1. Inspection Authority

The Chief Educational Officer shall

- a) Inspect and visit all types of schools including the private in the Revenue District.
- b) Conduct annual academic inspection of all Government / Aided Higher Secondary Schools in the Revenue District with the help of academic resource group.
- c) Conduct annual inspection of District Education (Secondary) Offices.
- d) Implement Government welfare schemes in Schools in the Revenue District.

2. Authority for Opening, up-gradation and Closure of Schools

Aided Private Schools:

Scrutinize the proposal of the District Educational Officers in case of High and Higher Secondary Schools and recommend it to the Director for further processing with his specific recommendations.

3. Service Matters

i) Appointing Authority:

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

- a) Typists and Junior Assistants under Tamil Nadu Ministerial 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 for the employees who serve under his jurisdiction.

iii) 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.

iv) Service Register:

He shall open and maintain service registers of District Educational Officer (Secondary), Headmaster and Headmistress of Government Higher Secondary Schools and staff working in the Office of the Chief Educational Officer.

v) Declaration of Probation:

He shall be the competent authority to declare probation for all posts for which he is the appointing authority including Special Teachers, BT Assistants and PG Assistants and equivalent categories of teachers.

vi) Fixation of Staff Strength:

He shall be the competent authority to approve staff strength for Aided High and Higher Secondary Schools and send proposals for surrender of posts without persons to the directorate.

vii) Awarding Selection Grade / Special Grade:

He shall be the competent authority to award Selection Grade / Special Grade for Headmasters in Government 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 (Secondary), Headmasters equivalent posts in Government Higher Secondary Schools 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 in Government Higher Secondary Schools and for all the staff for which he is the appointing authority to acquire additional qualification.

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 in the Chief Educational Office and sanction of Loans, Advances, General Provident Fund Advances both temporary and part – final withdrawal and other loans like two wheelers, four wheelers and House Building Advance for District Educational Officers (Secondary) and Headmasters of Government Higher Secondary Schools.

xi) Annual Confidential Report:

He shall be the competent authority to write confidential reports for District Educational Officer (Secondary), Headmasters of

Higher Secondary Schools and Personal Assistants to the Chief Educational Officer and to review the annual confidential reports written by the District Educational Officers.

xii) Drawal of Panel:

- a. He shall be the competent authority to draw panels for Steno – Typists, Typists and Junior Assistants in the Revenue District.
- b. He shall be the competent authority to draw panels for Record Assistants, Record Clerks, Lab Attenders, Lab Assistants, Office Assistants and Watchmen.

xiii) a) Transfer of Teaching staff:

He shall be the competent authority to transfer Headmasters, all categories of Teachers in Government High and Higher Secondary Schools within the Revenue District.

b) Transfer of non-teaching staff:

He shall be the competent authority to transfer all non teaching staff working in different offices within the district.

xiv) Retirement Benefits:

He shall be the competent authority to forward the proposals for sanction of pension and other retirement benefits for District Educational Officers (Secondary), Headmasters of Government Higher Secondary Schools and staff working in the Office of the Chief Educational Officer.

xv) Re-employment of teachers on superannuation:

He shall be competent to issue orders on re-employment of retiring Headmasters and teachers of Government Higher Secondary Schools on superannuation till the end of academic session.

4. Budget:

He shall consolidate number statements, Budget Estimations of all establishments in the revenue district, and reconcile accounts with the treasury department in coordination with District Education Officers.

DUTIES AND RESPONSIBILITIES OF DISTRICT EDUCATIONAL OFFICERS (ELEMENTARY)

1. Inspection Authority

The District Educational Officer (Elementary) shall conduct annual inspection of Block Education Offices. He shall also inspect primary and upper primary schools with the help of academic resource group.

2. Authority for Opening, Closure and Recognition of Schools

i) Panchayat Union Primary and Middle Schools:

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

ii) Aided Private Schools:

- a) Accord renewal of recognition for aided Primary and Middle Schools.
- b) Send a proposal on closure of aided Primary, Middle Schools to the Directorate of Elementary Education with specific recommendations.
- c) Scrutinize the proposal of the Block Education Officers on closure of aided Primary, Middle Schools and recommend it to the Directorate of Elementary Education for further processing with his specific recommendations.
- d) He shall entertain and pass orders for the appeal petition filed either by the management or by teaching staff of aided Primary and Middle Schools.
- e) He shall consolidate Number Statement and Budget Estimate of aided Primary and Middle Schools.
- f) The Chennai District Educational Officer (Elementary) alone will administer all Anglo Indian schools related affairs. Renewal of recognition shall be given by the District Educational Officer, permission to fill the posts shall be with the JD concerned and the approval shall be done by the District Educational Officer. The deficit grant proposal shall be scrutinised and sent to the Joint Director concerned.

3) Service Matters

i) Appointing Authority:

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

Headmasters of Middle and Primary Schools, Secondary Grade Teachers, Physical Education Teachers, Pre Vocational Teachers, B.T. Assistants under Tamil Nadu Elementary Education Subordinate Service.

ii) Disciplinary Authority:

He shall be competent to pass final orders on disciplinary proceedings under rule 17(a) and 17(b) under Tamil Nadu Civil Services (Discipline and Appeal) Rules, 1973 against Headmasters of Elementary and

middle Schools, Secondary Grade Teachers, BT Assistants, Physical Education Teachers, Pre-Vocational Teachers.

iii) Service Register:

He shall open and maintain service registers of Block Education Officers and staff working in the Office of the District Educational Office (Elementary).

iv) Retirement Benefits:

He shall be the competent authority to forward the proposals for sanction of pension and other retirement benefits for Block Educational officers and staff working in the office of the District Educational Officer (Elementary).

v) 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.

vi) Sanction of leave:

He shall be the competent authority to sanction leave to the Block Educational Officers and staff in District Educational Office (Elementary).

vii) Fixation of Staff Strength in Aided Private Schools:

He shall be the competent authority to approve staff strength for aided Primary and Middle Schools.

viii) 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 (Elementary), sanction of Loans, Advances, General Provident Fund Advances both temporary and part-final withdrawal and other loans like two wheelers, four wheelers and House Building Advance for Block Educational Officer, Headmasters and Teachers of panchayat union primary and middle schools and staff working in the office of District Educational Officer (Elementary).

ix) Annual Confidential Report:

He shall be the competent authority to write annual confidential reports for Block Education Officers and Personal Assistant to District Educational Officer (Elementary).

x) Drawal of Panel:

He shall be the competent authority to draw panels for Headmasters of Middle and Primary Schools, BT Assistants in Elementary Educational service.

xi) Transfer of Teaching Staff:

He shall be the competent authority to transfer Headmasters, Teachers of Panchayat Union Primary and Middle Schools, within his jurisdiction on administrative grounds or otherwise.

4. Budget:

He shall be the competent authority to prepare Number Statement, Budget Estimation and submission of expenditure statement in respect of Panchayat Union Primary and Middle Schools and consolidate Number Statement and Budget Estimation of aided Primary and Middle Schools.

**DUTIES AND RESPONSIBILITIES OF DISTRICT EDUCATIONAL OFFICERS
(SECONDARY)**

1. Inspection Authority

The District Educational Officer shall

- a) Inspect and visit all types of government / aided high / higher secondary schools in an Educational District.
- b) Conduct annual academic inspection of all government and aided high schools in an educational district with the help of academic resource group.
- c) Implement government welfare schemes.

2. Authority for Opening, Closure and Recognition of Schools**i) Aided Private Schools:**

- a) To accord renewal of recognition for aided high and higher secondary schools in the Education district.
- b) To send a proposal on closure of aided high and higher secondary schools to the Chief Educational Officer with his specific recommendation.

3. Service Matters**i) 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 for the employees who serve under his jurisdiction.

Aided Schools:

He shall be the competent authority to approve the punishment imposed by the Secretary / Correspondent of the school in respect of Aided High / Higher Secondary Schools.

ii) Service Register:

He shall open and maintain service registers for headmasters and headmistress and equivalent posts in government high 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.

iii) Declaration of Probation:

Aided Schools:

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.

iv) Awarding Selection Grade / Special Grade:

He shall be the competent authority to award Selection Grade / Special Grade for all categories of teachers in Government High and Higher Secondary schools, Headmasters and Headmistress in Government High Schools and also for staff working in the office of the District Educational Officer (Secondary).

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.

v) Sanction of leave:

He shall be the competent authority to sanction leave to staff in District Educational Office and Headmasters and Headmistress and equivalent posts in Government High Schools.

Aided Schools:

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

vi) Prior permission for acquiring additional qualification:

He shall be the competent authority to permit Headmasters and Headmistress in Government High Schools.

Aided Schools:

To approve the permission granted by the Secretary of Correspondent of the Aided School to teaching and Non teaching staff in High and Higher Secondary School to acquire additional qualification

vii) Fixation of Staff Strength in Aided Private Schools:

He shall be the competent authority to prepare proposals for fixation of staff strength in Aided High and Higher Secondary Schools and recommend it to the Chief Education Officer.

viii) 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, General Provident Fund Advances both temporary and part-final withdrawal to Headmasters and Headmistress and equivalent posts in High Schools and other loans like two wheelers, four wheelers and House Building Advance.

Aided Schools:

He shall be the competent authority for drawing and disbursement of Grants 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.

ix) Annual Confidential Report:

He shall be the competent authority to write annual confidential reports for Headmasters, Headmistress and equivalent posts in Government High Schools and Personal Assistant to District Educational Officers.

x) Retirement Benefits:

He shall forward the proposals for sanction of pension and other retirement benefits for Headmasters, Headmistress and equivalent posts in Government High Schools and non teaching staff in District Educational Office.

Aided Schools:

He shall be competent to sanction retirement benefits for Headmasters and teachers of aided high schools and higher secondary schools.

4. Budget:

He shall be the competent authority to prepare Number Statement, Budget Estimation and submission of expenditure statements in respect of

Government High and Higher Secondary Schools and consolidate Number Statement and Budget Estimation of aided high and higher secondary schools.

DUTIES AND RESPONSIBILITIES OF DISTRICT EDUCATIONAL OFFICERS (PRIVATE SCHOOLS)

1. Inspection Authority

The District Educational Officer (Private Schools) shall

- a) Inspect and visit all self-financing schools such as Play schools, Primary, Middle, High and Higher Secondary schools and other Board schools affiliated to CBSE, ICSE and IB etc., in the Revenue District to ensure strict compliance of Acts, Rules and orders issued by the Union and State Government.
- b) Initiate action against schools that violate provisions of Right of Children to Free and Compulsory Education Act, 2009 and Rules framed there under from time to time.
- c) Monitor the implementation of admission under section 12 (1) (c) of the Right of Children to Free and Compulsory Education Act, 2009.
- d) Monitor the implementation of fee collection in self-financing schools as per the orders of the Tamil Nadu Private Schools Fee Determination Committee constituted as per the provisions of the Tamil Nadu Schools (Regulation of collection of fee) Act, 2009 and Rules, 2009.

2. Authority for Opening, Closure and Recognition of schools

Self Financing schools:

- a) To accord permission to establish/ recognition/ renewal of recognition and permission to close play schools.
- b) To recommend the application received from schools for establishing/ recognition and for closure of self-financing Nursery & Primary school, Primary school and for upgradation of schools to the Directorate of Private Schools
- c) To recommend the application received from schools for renewal of recognition of self-financing High and Higher Secondary schools to the Directorate of Private Schools.
- d) To accord renewal of recognition to the self-financing Play school, Nursery & Primary, Primary and Middle schools.

- e) To grant permission to start additional sections in self-financing Play schools, Nursery & Primary, Primary, Middle, High and Higher Secondary schools.
- f) To grant permission to start groups in higher secondary courses in un aided Higher Secondary schools.
- g) To ensure no school functions without recognition.

DUTIES AND RESPONSIBILITIES OF BLOCK EDUCATIONAL OFFICERS

1. Inspection Authority:

The Block Educational Officer shall

- a) Visit and inspect all primary and middle schools in his Block
- b) To ensure qualification of Teachers and other issues such as safety and security of children as envisaged under Right of Children to Free and Compulsory Education Act, 2009 (RTE).
- c) Conduct annual inspection of Government and aided Primary and Middle Schools in his Block with the help of academic resource group.
- d) Implement Government welfare schemes in all Government and aided Primary and Middle Schools in a Block.

2 . Authority for Opening, Closure and Recognition of Schools

Aided Schools

- a) To accord the renewal of recognition for aided Primary and Middle Schools.
- b) To report on closure of aided Primary and Middle Schools to the District Educational Officer (Elementary) with specific recommendations.

Declaration of Probation:

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.

3. Service Matters

i) 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 B.T 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.

ii) **Approving Selection Grade/Special Grade:**

He shall be competent to approve the order of Selection Grade/ Special Grade issued by the Secretary / Correspondent in aided Primary and Middle Schools.

iii) **Sanction of Leave:**

He shall be the competent authority to sanction leave to staff in the 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.

iv) **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.

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.

v) **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 Educational Officer (Elementary).

vi) **Disbursement of pay and other benefits:**

He shall be competent authority for drawing and disbursement of pay, sanction of loans advances and General Provident Fund 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 schools teachers Provident Fund, Temporary and part final withdrawal to teaching and non teaching staff of aided Primary and Middle Schools.

vii) 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 the 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.

viii) Re-employment of Superannuated teachers:

He shall be competent to issue orders for re-employment of superannuated teachers in Panchayat Union Primary and Middle Schools till the end of the academic session.

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.

KAKARLA USHA
Principal Secretary to Government.

//True Copy//

[Handwritten Signature]
9/9/2022
Section Officer.
[Handwritten Signature]
9/9/22