

## CHAPTER - II

### POWER AND DUTIES OF OFFICERS AND EMPLOYEES

**As per the directions of Govt. of India's decisions from time to time and according to the Manual of Office Procedures published by the Department of Administrative Reforms.**

1. **Chief Secretary to Government:** is the Chief adviser to decide all the administrative matters and policies of the Department of Education.
2. **Secretary to Government** is the authority to sanction all the financial issues and implementing schemes and creation of posts etc.
3. **Director of Higher and Technical Education** is the Head of Department and overall Controlling Officer of the Dept. of Hr. Edn.
4. **Officer on Special Duty:** Administrative Officer of the Directorate
5. **Junior Accounts Officer:** Overall budget monitoring and Drawing and Disbursing Officer of the Directorate.
6. **Superintendents:** Distribution of work among the staff as early as possible; management and co-ordination of the work; to go through the receipts; to submit receipts which should be seen by the JAO/OSD/DHTE according to the nature of work/requirements; to ensure that cases are not held up at any stage; Obtaining or supplying factual information; ensuring proper maintenance of reference books, office orders etc. and keep them up-to-date; dealing with important/complicated/confidential cases; ensuring strict compliance with departmental security instructions; supervising matters relating to colleges etc.
7. **Assistant/U.D.C.:** Should work under the direct supervision of the Superintendent and is responsible for the work assigned/ entrusted keeping in view the following points:
  - to examine the cases in the light of instructions, if any, given or line of action indicated by the officer.
  - to seek assistance from the Superintendents or Officer for the disposal of work entrusted in case of difficulties.
  - to see whether all the facts open to check have been correctly stated.
  - to draw attention, wherever necessary, to precedents or rules and regulations, on the subject.
  - to put up the link/guard file, if necessary, and supply other relevant facts and figures.
  - to bring out clearly the question under consideration and suggest a course of action wherever possible.
  - to handle cash, preparation of all kinds of bills, and related correspondence.
8. **Lower Division Clerk:** Ordinarily entrusted with work of routine nature i.e. registration of dak, maintenance of file register, file movement register, indexing and recording ,typing ,comparing dispatch, and submission of routine and simple drafts etc.