

CHAPTER-01

1.1 Particulars of organisation,functions and duties[Section 4(1)(b)(i)]

1.1 (i) Name and address of the Organisation

Directorate of Higher and Technical Education,
Pipmate Complex, Lawspet Road, Puducherry-8.
Phone No: +91-413-2251763,2252355
Email-Id: dhate[at]pon[at]nic[at]in

(ii) Head of the Organisation
Director

(iii) Vision, Mission and Key objectives
Vision

To create an environment in which education contributes positively to every individual’s ability to reach his or her potential, and thereafter, for them to work for the good of society exhibiting the core values of equality, justice, inclusion, and mutual respect.

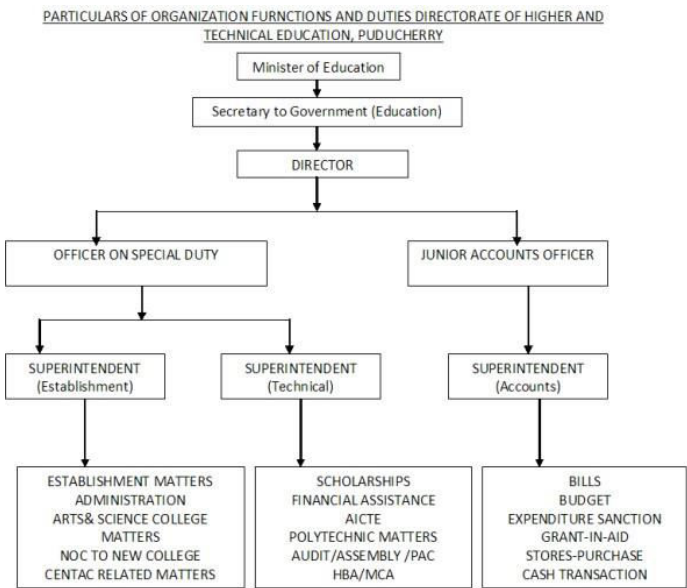
Mission

- To honour the stated core values
- To foster individual and collective excellence
- To develop critical and reflecting thinking
- To inspire critical and innovative teaching and learning
- To ensure review and revitalization of policies and practices
- To develop an effective mechanism to support initiatives

(iv) Functions and duties :

1. **Director:** (Head of Dept.) Overall control of the Directorate - Taking decision within the powers delegated to a Head of Dept. -
2. **The Officer on Special Duty:** (Head of Office) - Administration - Service matters etc.
3. **Junior Accounts Officer:** To deal with the Accounts/Cash/Bills etc delegated with Drawing and Disbursement Officer's powers
4. **Superintendent:** Head of sections i.e.1.Establishment, 2.Technical, and 3. Accounts Section
5. **Assistants:** To deal with the section works allotted to them
6. **Upper Division Clerk:** To deal with the section works allotted to them
7. **Lower Division Clerk:** To deal with the section works allotted to them
8. **Stock Verifier:** To deal with the Stores section/purchase etc.
9. **Record Keeper:** To deal with Storage and maintain Records
10. **Attender/Peon/Watchman:** To assist as office bearers and to attend sundry
11. **Sanitary Assistant:** Works and to maintain cleanliness/sanitation etc.

(v) Organisation Chart :



(vi) 1.1.6 Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt

1.3 Procedure followed in decision making process [Section 4(1)(b)(iii)]

1.3.1 Process of decision making Identify key decision making points

Director	Overall in charge of all activities in DHTE
Officer on Special Duty	In charge of all activities in DHTE
Junior Accounts Officer	Overall budget monitoring and Drawing and Disbursing Officer of the Directorate.
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.

1.3.2 Final decision making authority

Director

1.3.3 Related provisions, acts, rules etc.

- FR & SR
- TA Rules
- Central Civil Service(Leave) Rules
- Central Civil Services (Pension) Rules
- Central Civil Services (Commutation of Pension) Rules
- Central Civil Services (Extraordinary Pension) Rules
- Central Civil Services (CCA) Rules
- Central Civil Services (Conduct) Rules
- General Provident Fund Rules
- Contributory Provident Fund Rules.
- Leave Travel Concession Rules
- Medical Attendance Rules
- Children Education Allowance Rules
- General Financial Rules
- Suspension and Reinstatement
- Delegation of Financial Powers Rules
- House Building Advance Rules
- Central Civil Services (Revised Pay) Rules
- Central Treasury Rules (Volume-I)
- Re-employment of pensioners-Civilian and Ex-servicemen
- Advances to Central Government Servants
- Central Government Accounts (Receipt and Payment) Rules
- Seniority and Promotion in Central Government service
- Reservation and Concessions for SC/ST & OBC
- Compilation and Confidential Reports
- Uniforms to Group C and D employees
- Manual of Establishment and Administration
- Manual on Disciplinary Proceedings

1.3.4 Time limit for taking a decisions

As stipulated in the relevant Act & Rules

1.3.5 Channel of supervision and accountability

Director	Overall in charge of all activities in DHTE
Officer on Special Duty	In charge of all activities in DHTE

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