

CHAPTER – 3 (Manual – 2)
Powers and duties of officers and employees.

Sl. No.	Designation	Power			Duties
		Administrative	Financed	Others	
1.	D.I. of Schools, Malkangiri-I	Yes	Yes	Yes	Inspection and supervision to field functionaries of primary and upper primary schools for day to day proper running of the school education.
2.	Dy. D.I. of Schools		Yes		Drawing and Disbursing power (DDO)
3.	H.C. cum Accountant			Yes	Duties assigned to him as per provision of the Govt
4.	Statistical Asst.			Yes	Duties assigned to him as per provision of the Govt.
5.	Sr. Clerk			Yes	Duties assigned to him as per provision of the Govt
6.	Jr. Clerk			Yes	Duties assigned to them
7.	Driver			Yes	Duties assigned to them
8.	Peons			Yes	Duties assigned to them

