

## MANUAL-2

### Powers and duties of officers and employees

[Section 4 (1) (b) (ii)]

#### Power and duties of officers and staff

| Sl.No. | Designation of Post                   | Powers         |           |           |        | Duties attached   |
|--------|---------------------------------------|----------------|-----------|-----------|--------|---|
|        |                                       | Administrative | Financial | Statutory | Others |   |
| 1      | Inspector of Schools                  | √              | √         | √         | √      | Inspection of schools management of schools and office establishment, appointment Transfer of Subordinates ,legal matters, M.C, P.T.A. Recognition of schools etc.                        |
| 2      | Administrative -cum- Accounts officer |                | √         | √         | √      | To make payment of salary and management of office establishment, Drawing and disbursing officer of establishment/High Schools.   |
| 3      | Head clerk                            |                |           | √         | √      | To Supervise and monitor the day to day work of office.   |
| 4      | Inspector of Physical Education       |                |           |           | √      | Inspection and supervision of the work of PETs, organization of games, sports, JRC, Scout and guide activities.   |
| 5      | Science Supervisor                    |                |           |           | √      | Science education Programme such as organization of Sc.exhibition, seminar, children Sc.Congress, Sc. And Math. Olympiad and block, Ednl. Dist. And circle level orientation of teachers. |
| 6      | Statistical Inspector                 |                |           |           | √      | Deals with collection and compilation of Ednl. Statistics at Sec. School level.   |
| 7      | Junior Steno                          |                |           |           | √      | Deals with confidential section such as CCRs of officers maintains of tour diary ,tour programme of officers  |
| 8      | Sr. Clerk                             |                |           |           | √      | Maintain records of staff and deals with ministerial jobs.  |
| 9      | Driver                                |                |           |           | √      | Driving of office vehicle.  |
| 10     | Jr. Clerk                             |                |           |           | √      | Assist the senior clerk in office work.   |
| 11     | IV Class                              |                |           |           | √      | Manual work   |

Inspector of Schools,  
Sundargarh