

CHAPTER – 3 (Manual 2)

Powers and Duties of the Officers and Employees

3.1 Please provide details of the powers and duties of Officers and Employees of the Organization.

| Designation | Inspector of Schools, Ri Bhoi District, Nongpoh | |
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| Powers | Administrative: | <ol style="list-style-type: none">1. To issue appointment to all LDA, UDA and Asst. Teachers UP School section.2. To sanction leave and draw departmental proceeding.3. To accord approval of the constitution of Managing Committee of U.P. Schools.4. To propose for approval of Managing Committee of HSS/Sec. Schools.5. To supervise and inspect all Schools in the District especially HSS and SS. |
| | Financial | <ol style="list-style-type: none">1. To sanction and release renewal grant-in-aid to Non-Govt. Institutions.2. To insure office expenses within his financial power. |
| | Others | <ol style="list-style-type: none">1. To propose opening permission for Class – VIII, IX and X and XI-XII.2. To accord opening permission which has been granted by the Regional Committee.3. To propose debuted teachers to B.Ed. training etc.4. To propose recognition to HSS/SS |
| Duties | <ol style="list-style-type: none">1. To see that the discipline and punctuality in office and Schools is maintained.2. To ensure timely submission of U/C and statement of expenditure of the grants released.3. To send proposal to Directorate for various schemes within the Budget and Schemes sponsored by Govt. of India. | |

The employees/Staff of this Inspectorate have been allotted with the duties/works who are under the supervision and guidance by the Inspector of Schools and the Head assistant.