

പതിനാലാം കേരള നിയമസഭ

പത്താം സമ്മേളനം

നക്ഷത്രചിഹ്നമിടാത്ത ചോദ്യം നമ്പർ : 6696

04/04/2018-ൽ മറുപടിക്ക്

പൊതുവിദ്യാഭ്യാസവകുപ്പ് ഡയറക്ടറേറ്റിലെ ഉദ്യോഗസ്ഥരുടെ അധികാരപരിധി

ചോദ്യം	ഉത്തരം
<p>പ്രൊഫ. ആബീദ് ഇസൈൻ തങ്ങൾ ശ്രീ. വി. കെ. ഇബ്രാഹിം കുഞ്ഞ്</p>	<p>പ്രൊഫ. സി. രവീന്ദ്രനാഥ് (ബഹു. വിദ്യാഭ്യാസ വകുപ്പ് മന്ത്രി)</p>
<p>എ) സംസ്ഥാനത്ത് പൊതുവിദ്യാഭ്യാസ വകുപ്പ് ഡയറക്ടറേറ്റിലെ ഉദ്യോഗസ്ഥരുടെ അധികാരം സംബന്ധിച്ച് എന്തെങ്കിലും ഉത്തരവ് പുറപ്പെടുവിച്ചിട്ടുണ്ടോ; വ്യക്തമാക്കുമോ;</p>	<p>എ) & ബി) വിശദാംശങ്ങൾ അനുബന്ധമായി ചേർക്കുന്നു.</p>
<p>ബി) ഉന്നത ഉദ്യോഗസ്ഥരുടെ ചുമതലകൾ സംബന്ധിച്ച വ്യക്തമായ വിവരം ലഭ്യമാക്കുമോ;</p>	
<p>സി) ഇവരുടെ അധികാരം സംബന്ധിച്ച് ഹൈക്കോടതിയോ അഡ്മിനിസ്ട്രേറ്റീവ് ട്രൈബ്യൂണലോ എന്തെങ്കിലും നിരീക്ഷണം നടത്തിയിട്ടുണ്ടോ; വ്യക്തമാക്കുമോ;</p>	<p>സി), ഡി) ഇ) & എഫ്) പൊതുവിദ്യാഭ്യാസ വകുപ്പിലെ നിലവിലെ അധികാര പ്രത്യയോജന ഉത്തരവുകൾ പ്രകാരം വകുപ്പിലെ ഏറ്റവും താഴ്ന്ന ഗസറ്റഡ് തസ്തികകളുടേയും അതുവരെയുള്ള വിവിധ തസ്തികകളുടേയും നിയമനാധികാരി അഡീഷണൽ ഡയറക്ടറാണ്. ആ നിലയ്ക്ക് അച്ചടക്കനടപടികൾ സ്വീകരിക്കുന്നത് അധികാരമുണ്ട്. വകുപ്പിലെ ഉദ്യോഗസ്ഥരുടെ അധികാരം സംബന്ധിച്ച് ബഹു ഹൈക്കോടതിയോ /ട്രൈബ്യൂണലോ എന്തെങ്കിലും നിരീക്ഷണം നടത്തിയിട്ടുള്ളതായി ശ്രദ്ധയിൽപെട്ടിട്ടില്ല.</p>
<p>ഡി) കോടതികൾ ഇത്തരത്തിൽ നിരീക്ഷണം നടത്തിയതിനെതിരെ അപ്പീലുകൾ ഫയൽ ചെയ്തിട്ടുണ്ടോ; അപ്പീൽ ഫയലിൽ സ്വീകരിച്ചിട്ടുണ്ടോ;</p>	
<p>ഇ) ഉദ്യോഗസ്ഥർക്കെതിരെ അച്ചടക്കനടപടി സ്വീകരിക്കുവാൻ വിദ്യാഭ്യാസ അഡീഷണൽ ഡയറക്ടർക്ക് അവകാശമില്ലെന്ന നിരീക്ഷണം നടത്തിയിട്ടുണ്ടോ; വ്യക്തമാക്കുമോ;</p>	
<p>എഫ്) ഇത്തരത്തിൽ അച്ചടക്ക നടപടി സ്വീകരിക്കുവാൻ അഡീഷണൽ ഡയറക്ടർക്ക് അധികാരം ഇല്ലെങ്കിൽ ആയത് വകുപ്പിന്റെ കാര്യക്ഷമതയെ ബാധിക്കുമെന്ന കാര്യം പരിശോധിക്കുമോ; വ്യക്തമായ വിവരം ലഭ്യമാക്കുമോ;</p>	


സെക്ഷൻ ഓഫീസർ

Per memo 100

11. DELIGATION OF POWERS

1

GOVERNMENT OF KERALA

ABSTRACT

General Education - Delegation of Additional / New powers to the Director of Public Instruction and other officers in the Directorate of Public Instruction and to the officers of and below the rank of Deputy Directors in the Education Department - Orders issued.

GENERAL EDUCATION (C) DEPARTMENT

G.O. (Ms) No. 76/84/G. Edn. dated 1984

Dated, Trivandrum 25th April 1984

Read:- 1. GO. (Ms) No. 185/80/G Edn. dated 13-11-1980

2. Letter No. D4-100598/83 dated 18-10-1983 from the Director of Public Instruction

ORDER

Government are pleased to order that the powers as detailed in the Appendix I & II to this G.O. be newly/ additionally delegated to the Director of Public Instruction and other officers in the Directorate of Public Instruction and to the officers of and below the rank of Deputy Directors in the Education Department.

By order of the Governor
R. JALPHONSE
Deputy Secretary

By order of the Governor
K. JALPHONSE
Deputy Secretary

APPENDIX - I

POWERS DELEGATED

NEW/ADDITIONAL POWERS DELEGATED

Director of Public Instruction

1. To sanction all kinds of leave except study leave, special disability leave and leave without allowances exceeding 120 days to all officers under him and to make arrangements for additional charge and sanction charge allowance as per K.S.R.
2. To sanction creation of part-time contingent post subject to the standing orders of Government.
3. (a) To sanction journey on duty of all officers whom he is competent to appoint outside State for training if there is no financial commitment on the part of Government.
(b) To depute officers under him to all places including places outside the state accompanying sports teams, excursion parties etc. under sanctioned schemes.
4. To sanction purchase of books, maps, Laboratory accessories, Educational appliances and other stores required for educational institutions subject to budget provision and Store Purchase Rules, without monetary limit.
5. To sanction disposal of condemned and dismantled buildings under the control of the department by public auction if recommended by competent authority of P. W.D.

6. (a) To sanction without reference to P. W.D. subject to budget provision for maintenance of petty construction and repair works for execution upto Rs. 20,000 in each case on a proper estimate by a qualified engineer in the case of works executed by the P.T.A.
 - (b) To accord administrative sanction subject to budget provision for maintenance of petty construction and repair works upto Rs. 50,000 in each case on a proper estimate prepared by P.W.D.
 7. To incur non-recurring contingent expenditure upto Rs. 5,000 in each case subject to budget provision and rules under K.F.C.
 8. To sanction advance against Examination Contingent charges upto Rs 50,000 at one time subject to budget provision.
 9. To sanction local purchase of stationery in urgent and unforeseen cases upto a limit of Rs. 1,000 at a time waiving Store Purchase Rules and subject to annual limit of Rs. 5000
 10. To sanction shifting of office from one building to another and hiring of private buildings the rent of which does not exceed Rs. 1,500 per mensem on rent and non availability certificate by P.W.D.
 11. To sanction printing in private presses in emergent cases when the work cannot be got done by the Kerala Books and Publications Society or Superintendent of Government Presses subject to approval of the rates by the Superintendent of Government Presses
 12. To sanction refunds of all sums received by the Department when it is clear that Government are not entitled to such amounts.
 13. To incur expenditure for ceremonial function upto Rs. 1,000 for each function.
 14. To incur items of expenditure of a trivial nature not exceeding Rs. 500 at a time for bonafide purpose even if there are no specific rules to regulate such expenditure. To subscribe to the journals, newspapers etc, required for the department.
 15. To sanction extensions within the office to existing telephones subject to budget provision.
 16. To sanction exemption from the conditions of bonds executed by the pupils of Sport Schools who discontinued the course in the sports school in deserving cases.
 17. To sanction repairs of Departmental vehicles involving expenditure of Rs. 15,000 in the case of heavy vehicles and Rs. 5,000 in the case of light vehicles including replacement of spare parts in workshops approved by Government subject to budget provision following the procedure laid down by Government.
 18. To sanction local purchase of spare parts and repair of Departmental vehicles in the case of breakdown during the course of journey. Such purchase and repairs should be limited to minimum requirements to render the vehicles fit for journey to headquarters.
- Additional Director of Public Instruction.**
1. To make appointment to all posts in the department upto and including lowest gazetted posts.
 2. To sanction shifting of an office or institution from one building to another and hiring of private buildings the rent of which does not exceed Rs. 1500 per month subject to general rules in the matter.
 3. To sanction all cases of Non-refundable withdrawals from the General Provident Fund subject to the conditions and limitations in the General Provident Fund (Kerala) Rules.
 4. To award scholarships of a State-wide nature according to rules, approved by Government.
 5. To accept endowment and prizes and approve rules thereof in respect of schools.
 6. To sanction utilisation of accumulated unspent balance of special fee for purpose other than that to which it is collected.
 7. To sanction vacation duty to officers.
 8. To grant duty leave to teachers.

Delegation of Powers

9. To approve the tour programs and tour diaries of all officers upto the level of Deputy Director in the teaching branch and countersign their T.A. Bills.

Administrative Officer

1. To sanction leave other than study leave, special disability leave, leave without allowances exceeding 120 days to all officers upto the level of Deputy Directors and to sanction surrender of Earned Leave subject to eligibility to all officers upto the level of Joint Directors.

2. To countersign the T.A. Bills of all Officers in the Directorate upto the level of Deputy Directors based on approved tour diary.

3. To sanction reimbursement of Medical expenses in respect of officers upto and including Deputy Directors subject to rules and to exercise the powers of the Director in order to condonation of delay in preferring the claims.

4. To sanction House Building Advance to all Non-gazetted Officers and Lowest gazetted Officers and countersign the bills thereof subject to the Principles approved by the Director and K.F.C. rules.

5. To sanction non-recurring contingent charges upto Rs. 1000/- subject to budget provision.

6. To sanction purchase of furniture required for the Directorate within the standards prescribed by Government, subject to budget provision and Store Purchase Rules.

7. To sanction local purchase of stationery in urgent and unforeseen cases upto Rs. 200 in each case subject to annual limit of Rs. 2000.

8. To sanction advertisement charges upto Rs. 2,000 in each case subject to budget provision and also subject to the condition that the rates are approved by the Director of Public Relations.

9. To sanction repairs to motor vehicles in the department including purchase of spare parts and arrange for payment of bills upto Rs. 10,000 in the case of heavy duty vehicles and Rs. 3,000 in the case of light duty vehicles in each case subject to rules relating to the maintenance and repairs of departmental vehicles.

10. To write off unserviceable articles including damaged and worn out articles, books etc., in the Directorate subject to an annual limit of Rs. 10,000 when the book value does not exceed Rs 1,000 in each case.

11. To sanction refund of all sums received when it is clear that Government is not entitled to such amount.

Finance Officer

1. To obtain quarterly reports relating to post audit and pre-audit of Aided School Bills conducted by the Accounts Officers attached to Deputy Directors Office and to review the progress of work periodically and submit review report to the Director of Public Instruction.

2. To sanction all cases of temporary withdrawals from KASEPF Deposits subject to other conditions and limitations under the rules of the Fund.

3. To sanction non-refundable withdrawals from KASEPF deposits without monetary limit subject to other conditions and limitations under the rules of the Fund in normal cases.

Finance Officer Grade II

1. To assign and reassign Insurance Policies offered as collateral security by Non-Gazetted Officers in the department for House Building Advance taken by them.

2. To release the mortgage deeds in respect of properties mortgaged to Government by Non-Gazetted Officers in the department as security for House Building Advance taken by them.

3. To be in-charge of safe custody of the documents mortgaged by Non-Gazetted Officers in the department for House Building Advance and conveyance advance.

4. To sanction non-refundable advance to Non-gazetted Officers from G.P.F. deposits upto Rs. 5000 subject to G.P.F. Rules.

Accounts Officer

1. To sanction and disburse the amount under Family Benefit scheme on behalf of the Director of Public Instruction.
2. To scrutinise the files relating to scholarships, endowment, bulk purchase of stores etc, write of theft and disposal of unserviceable articles.

Administrative Assistant / Additional Administrative Assistant

1. To open service book of the Non- Gazetted employees in the Directorate and attest entries therein.
2. To post Peons, Typist, Clerks, Superintendents to various sections in the Directorate in consultation with the Administrative Officer.
3. To sanction all kinds of leave including surrender of Earned leave except Study leave, special disability leave and leave without allowances exceeding 120 days, to all Non-Gazetted Employees in the Directorate.
4. To sanction all cases of temporary withdrawals from Provident Fund deposits subject to the rules of the fund.
5. To sanction local purchase of Stationery in urgent and unforeseen cases upto a limit of Rs 100 in each case subject to an annual limit of Rs. 1000 observing Store Purchase Rules.
6. To sanction auction sale of usufructs of trees and lease the premises of the Directorate for cultivation. To sanction auction sale of all dead or fallen trees in the premises of the Directorate.
7. To sanction destruction of old records as per rules

Joint Director of Public Instruction

1. To be in overall charge of State level functions conducted by the Education Department namely Youth Festival, State Games Meet, State athletic Meet, State Aquatic Meet, Mini Meet etc.
2. To review the academic inspection of Aided and Government Schools conducted by the District Educational Officers, and Assistant Educational Officers.
3. To review the appeal petitions regarding approval of appointments, promotions etc. of Aided School Staff.
4. To condone delay in submission of appointment orders to the District Educational Officers and Assistant Educational Officers by the Managers of Aided Schools as per the provisions in K.E.R.
5. To conduct selection of candidates for B.Ed., T.T.C. and L.T.T. subject to rules.
6. To exercise the powers of the Director in regard to the sanction of conveyance allowance to physically handicapped employees as per rules.
7. To sanction disposal of unserviceable articles or surplus stores when the book value does not exceed Rs. 1,000 in each case subject to an annual limit of Rs. 10,000/-
8. To sanction disposal of condemned building by auction when the book value does not exceed Rs. 10,000 in each case if certified by competent Officer of P.W.D.
8. To sanction write off of the irrecoverable arrears of revenue and other irrecoverable amounts including the value of Stores and unserviceable articles upto Rs. 1,000 in each case subject to annual limit of Rs. 5,000 as per rules.

Deputy Director (in the Directorate)

1. To conduct Academic Inspection of the Government and Aided Special Schools and review their working and submit report thereon to Director.
2. To fix the staff strength of Government Special Schools in the State as per rules.
3. To dispose of the appeal petitions regarding the sanction of Higher Grade to all Government Employees and Aided School Staff.
4. To sanction write off of the value of CARE food articles due to theft.
5. To sanction LSS, USS, Sainik School Scholarships etc according to rules.

APPENDIX II

NEW / ADDITIONAL POWERS DELEGATED Deputy Director (Education)

1. To make appointment to the sanctioned posts of all categories of teachers excluding Headmasters of High and Training Schools and special schools subject to recruitment rules.
2. To transfer all personnel in the teaching branch excluding Headmasters of High and Training Schools.
3. To make all charge arrangements in vacancies within his jurisdiction and to sanction charge allowance as per rules in K.S.R.
4. To sanction leave other than study leave, special disability leave and leave without allowances exceeding 4 months to all officers (Gazetted and Non-Gazetted) under his control.
5. To sanction casual leave to all Officers working under him and to himself as provided in Rule 3 of Appendix VIII in K.S.R.
6. To promote Primary School teachers as High School Assistants and Primary School Headmasters.
7. To sanction vacation duty to teaching staff under his control.
8. To prepare and maintain the seniority list of teaching staff recruited or appointed on District-wise basis.
9. To sanction pension to all Non-Gazetted teaching and non teaching staff including aided school in the District.
10. To initiate disciplinary action and to impose minor penalties as specified in rule 11(1) of C.C.&A. Rules on 1st level Gazetted Officers of whom Director of Public Instruction is the appointing authority.
11. To sanction reimbursement of Medical Expenses to Gazetted Officers in his office and D.E. Os and A.E. Os in the Revenue District without monetary limit subject to Medical Attendance Rules.
12. To Sanction temporary withdrawals from GPF/KASEPF in respect of all employees in the District subject to P.F. Rules concerned. To sanction non-refundable advance from GPF/KASEPF subject to the conditions and limitations in the P.F. Rules concerned.
Note:- No relaxation of any provisions in the G.P.F. Rules will be allowed under any circumstances.
13. To sanction payment under Family benefit Scheme in respect of all Private Aided Schools and all Officers in his office and Heads of Offices and Institutions under him.
14. To incur non-recurring contingent expenditure upto Rs. 1,000 in each case subject to budget provision and observance of rules.
15. To sanction purchase of books, laboratory equipments, Educational appliances and other items of stores subject to budget provision and stores purchase rules not exceeding Rs. 1,00,000 at a time.
16. To Purchase furniture (including office furniture) according to approved specifications and standards subject to budget provision and Stores Purchase Rules and also subject to General Orders in the matter issued by Government/Director of Public Instruction.
17. To arrange manufacture and supply of furniture under the scheme of purchase of furniture for Departmental Schools by the Parent Teachers Association as per G.O. Rt. 1693/81/G.Edn dated 16-5-1981. And also to fix the local rates as per the scheme.
18. To sanction advance to the P.T.A. and to make final payment to the P.T.A. as specified in the G.O.
19. To arrange the distribution and transportation of furniture purchased by the D.P.I. to the schools and to accord administrative sanction for the transportation charge of furniture from the Office of the District Educational Officers to the schools not exceeding Rs. 25,000 at a time.
20. To sanction repairs of furniture according to rules upto Rs. 15,000 at a time subject to budget provision.

21. To sanction repairs to Motor Vehicles upto Rs. 1,500 in each case subject to the general rules and procedure in this regard and subject to the budget provision.
22. To accord administrative sanction for original works the cost of which does not exceed Rs. 2 lakhs subject to budget provision.
23. To accord administrative sanction for maintenance and repairs works upto Rs. 20,000 on the basis of estimate, prepared by the Public Works Department.
24. To sanction printing of forms, circulars, pamphlets etc. locally upto Rs. 500 at a time in urgent and unforeseen cases subject to annual limit of Rs. 2,000 and subject to schedule of rates prescribed by the Superintendent of Government Presses, Trivandrum if he is unable to meet the printing requirement within one month (Printing of new forms and Registers should have the approval of the Government).
25. To sanction write off of the value of stores to the Book value of Rs. 500 in each case on account of deficiency depreciation or similar reason provided that a copy of such order is sent to the Accountant General explaining the circumstances which occasioned or led to loss.
26. To sanction the disposal of unserviceable articles where the book value of each such item does not exceed Rs. 2,000 subject to the limit of Rs. 3,000 at a time as per provision in the Kerala Financial Code.
27. To sanction disposal of condemned buildings by auction when the book value does not exceed Rs. 20,000 on the basis of the survey report of the Public Works Department.
28. To execute agreements towards purchase of Stores (such as furniture equipments, books etc) within their financial powers. To execute agreement with the contractors for the transportation of CARE food materials. To execute agreement with Teachers selected for various Training Courses in the Institutions in the State. To execute lease deeds of private buildings taken on rent with in their financial competency.
29. To sanction investigation of arrear claims except time barred claims by the Accountant General in respect of all Government servants within the District and as well as arrears claims relating contingencies.
30. To sanction shifting of office and school Buildings and hiring of private buildings, the rent of which does not exceed Rs. 1,000 per mensem as per rules. To inspect the office of the D.E.Os. and to review the Inspection reports sent by D.E.Os. Inspection reports of the Deputy Director (Education) will be submitted to the D.P.I.
31. To inspect the office of the D.E.Os. and Educational Institutions in the District and to review the Inspection reports sent by D.E.Os. Inspection reports of the Deputy Director (Education) will be submitted to the D.P.I.
32. To convene or direct to convene conferences of Subordinate Officers including Heads of Private Schools within the Revenue District. To Depute Staff and Teachers to attend Departmental conferences, seminars, courses etc. convened in the State by the Education Department.
33. To make original selection of candidates for T.T.C Course under open quota as per rule's and to effect transfer of the first and second year trainees in exceptional cases and for sufficient reason.
34. To grant stipend and subsistence allowance to trainees undergoing B.Ed./T.T.C./L.T.T. Courses according to rules.
35. To accept cash contribution as also lands and buildings from public for Educational purposes as prescribed. To sanction collection of funds for purposes of providing building, furniture, equipments etc for Departmental schools are prescribed.
36. To grant permission under rule 14 of the Government Servants Conduct Rules, 1960, to Teachers and Headmasters and other staff of the school to participate in the collection of funds as sanctioned above.
37. To forward applications to the District Collector concerned for acquisition of land for schools.

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Delegation of Powers

Administrative Assistant in the Deputy Director's Office

1. To Make appointment to the sanctioned Non-gazetted posts upto and including the level of L.D. Clerks/Typist subject to recruitment rules.

2. To make appointment and promote part-time contingent employees subject to the general orders of Government.

3. To transfer all officers in the Ministerial Branch upto and including the level of Junior Superintendent and fast grade employees within the Revenue District.

4. To sanction leave other than study leave special disability leave and leave without allowances exceeding 120 days to all members of staff below his rank in his office.

5. To sanction casual leave to all members of staff below his rank in his office.

6. To authorise increment to all non-gazetted officers in his office.

7. To sanction higher grade to the staff working in the office.

8. To sanction higher and Senior grades to Teaching and Non-teaching staff of incomplete Departmental High School.

9. To prepare and maintain the seniority list of employees whom he is competent to appoint on District-wise basis.

10. To initiate disciplinary action and impose minor penalties as specified in Rule 11 (1) of C.C. & A. Rules on U.D. Clerk, Head Clerk/Head Accountant and Junior Superintendent.

11. To be drawing officer in respect of Establishment Pay Bills, T-A. Bills, Contingent Bills etc. relating to the office.

12. To sanction reimbursement of medical expenses to the Gazetted Officers below his level and Non-Gazetted Staff in his office subject to Medical Attendance Rules.

13. To sanction Cycle advance to eligible employees in the District subject to rules and budget allotment.

14. To sanction Mosquito Net advance to the eligible members of the staff in his office subject to rules and budget allotment.

15. To sanction temporary withdrawals from G.P.F. in respect of members of his office staff upto Rs. 5000 subject to General Rules.

16. To sanction Non-refundable advance from G.P.F. up to Rs. 5000 subject to the conditions and limitations in the General Provident Fund Rules.

Note: No relaxation of any provisions in the G.P.F. Rules will be empowered under any circumstances.

17. To incur non-recurring contingent expenditure upto Rs. 300 in each case subject to budget provision and observance of rules.

18. To sanction local purchase of stationery in urgent and unforeseen cases upto a limit of Rs. 500 in each case subject to annual limit of Rs. 3000 and subject to budget provision and Store Purchase Rules.

19. To sanction repairs of furniture according to rules upto Rs. 15000 at a time subject to budget provision.

20. To sanction printing of forms, circular, pamphlets etc. locally upto Rs. 500 at a time in urgent and unforeseen cases subject to annual limit of Rs. 2000 and subject to schedule of rates prescribed by the Superintendent of Government Presses, Trivandrum. If he is unable to meet the printing requirements within one month (Printing of new forms and Registers should have the approval of the Government).

21. To sanction auction sale of living trees when it endangers to life or property and of dead and fallen trees in his office compound.

22. To sanction auction sale of usufructs of trees and lease of office premises for cultivation.

23. To give confirmation of auction sales conducted by the Heads of Schools.

24. To execute agreement with the leases in connection with the auction sale of usufructs of trees and lease of his office premises for cultivation etc.

- 25. To sanction destruction and preservation of records in the Office subject to rules.
 - 26. To inspect the office of the A.E.O. in the District and submit the inspection report to the D.P.I. for review.
 - 27. To attest the entries in Part I and II of the Service Books of the employees in his office
 - 28. To Organise and control the working of various section in his office.
 - 29. To be in-charge of the office in the absence of Deputy Director.
 - 30. To correspond with higher authorities on routine matters and to sign "for Deputy Director (Education)" fair copies of the communication approved by Deputy Director (Education).
 - 31. To approve the draft communications to the Subordinate Officers and public.
- Accounts Officer in Deputy Director's Office.**
- 1. To sanction casual leave to all members of staff working under his control.
 - 2. To conduct periodical verification and test check of grade promotions sanctioned by the Headmasters and Assistant Educational Officers.
 - 3. To conduct the audit of accounts of all Educational Institutions and offices including Text Book Depots in the District.
 - 4. To conduct surprise visits and verify the cash balance, cash books, and other accounts in the sub-officers and Institutions in the District.
 - 5. To conduct post audit of Bills and pre-audit of arrear claims relating to Aided Schools in the District.
 - 6. To be in-charge of the preparation and submission of annual budget estimate and control of expenditure of all Educational Institutions and offices in the Revenue District. To sanction and Communicate the distribution of budget allotment to the Subordinate Officers.
 - 7. To watch the progress of expenditure periodically with reference to budget allotment and take timely action to regularise excess expenditure if any.
 - 8. To reconcile the Departmental figures of expenditure and receipt with those booked in the Treasury figures.
 - 9. To correspond with higher authorities on routine matters and to sign "for Deputy Director (Education)" fair copies of communications approved by the Deputy Director (Education).
 - 10. To approve the draft communications to the subordinate officers and public.
- District Educational Officer**
- 1. To make provisional appointment to the sanctioned posts of Ministerial Staff and Last Grade Servants in his office through Employment Exchange subject to general rules and orders issued by the Government and Department from time to time.
 - 2. To make appointment to the sanctioned part-time contingent posts in his office subject to general Orders of Government.
 - 3. To transfer all teaching staff excluding the Heads of High and Training Schools and non-teaching staff upto and including the level of U.D. Clerks within the jurisdiction under exigencies of service subject to ratification by the Deputy Director (Education).
 - 4. To sanction leave other than study leave, special disability leave and leave without allowances exceeding 120 days to all officers working in his office.
 - 5. To sanction leave other than study leave, special disability leave and leave without allowances exceeding 120 days to the Heads of Aided High & Training and special schools.
 - 6. To sanction casual leave to all officers working under him and to himself as provided in Rule 3 of Appendix VII in K.S.R.
 - 7. To issue permission to Heads of Schools and A.E.Os to leave jurisdiction/ Headquarters on C. L.
 - 8. To sanction higher and senior grades to teaching and Non-teaching staff of Aided High & Training and special Schools and higher grade to the Staff Working in his Office.
 - 9. To sanction vacation duty to teaching staff under his control.
 - 10. To initiate disciplinary action against all teaching and non-teaching staff to aided schools

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working under his jurisdiction subject to the provisions in Kerala Civil Services (C.C. &A) Rules.
11. To initiate disciplinary action against all teaching and non-teaching staff of aided schools under his jurisdiction subject to the provisions in K.E.R.

12. To countersign the T.A. Bills of Personal Assistant in his office, Educational Extension Officers and Heads of High Schools Training School and Special Schools within the Educational District.

13. To sanction reimbursement of medical expenses to Personal Assistant in his office, Educational Extension Officers, Heads of Departmental High Schools Training Schools and Special Schools in the Educational District without monetary limit subject to Medical Attendance Rules.

14. To sanction temporary withdrawals from G.P.F., K.A.S.E.P.F. in respect of all employees in the Education District upto Rs. 5000 subject to P.P. Rules concerned.

15. To sanction Non-refundable Advance from G.P.F./K.A.S.E.P.F. upto Rs. 5000 subject to P.F. Rules concerned.

Note:- No relaxation of any provisions in G.P.F. Rules will be empowered under any circumstances.

16. To sanction payment under Family benefit Scheme in respect of all employees in his office and in Aided High Schools.

17. To incur non-recurring contingent expenditure upto Rs. 300 in each case subject to budget provision and observance of rules.

18. To sanction local purchase of stationery in urgent and unforeseen cases upto a limit of Rs. 200 in each case subject to annual limit of Rs. 1000 and subject to budget provision and Store Purchase Rules.

19. To purchase office furniture according to approved specifications and standards upto Rs. 5000 at a time subject to budget provision and store Purchase Rules.

20. To sanction repairs of furniture according to rules subject to annual limit of Rs. 10,000 and subject to budget provision.

21. To sanction repairs to Motor Vehicles upto Rs. 500 in each case subject to the general rules and procedure in this regard and subject to the budget provision.

22. To sanction write off of the stores book value of upto Rs. 500 at a time which are purchased out of special fee amount of the school subject to special fee rules.

23. To sanction write off of the value of unserviceable stores of Aided Schools upto an annual limit of Rs. 5000 in each case subject to rules.

24. To sanction the disposal of unserviceable articles in his office when the book value does not exceed Rs. 500 in each case subject to the annual limit of Rs. 1000 as per code rules.

25. To execute agreement towards purchase of stores within their financial powers.

26. To inspect all High & Training and Special Schools including recognised schools and submit inspection report to the Deputy Director (Education). To review the inspection reports submitted by the Assistant Educational Officers.

27. To convene conferences of Heads of Schools and A. E. Os in the Education District whenever necessary.

28. To depute staff and teachers for attending conferences, Seminars, courses etc. convened in the State by the Education Department.

29. To sanction building and equipment grant and Maintenance grant to Aided Special Schools in the State according to rules.

30. To sanction Educational concessions to the Handicapped pupils in Special Schools and High and Training Schools as per GO. (P) 412/69/Edn. dated 3-11-1969.

31. To sanction payment of recurring grant, to Voluntary Educational Organisations and Institutions.

32. To sanction payment of recurring grant to recognised Nursery Schools subject to budget provision and as per rules approved by the Government.

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16. To sanction auction sale of living trees when it endangers to life or property and of dead and fallen trees in his Office compound.
17. To sanction auction sale of usufructs of trees and lease of office premises for cultivation.
18. To execute agreement with the lease in connection with the auction sale of usufructs of trees and lease of his office premises for cultivation etc.
19. To sanction investigation of arrear claims by the Accounts Officer in the Deputy Director's office relating to all employees working in Aided Schools within the Educational District except time barred claims.
20. To prepare and submit monthly expenditure statement of Aided High and Training and Spl. Schools and his office to the Deputy Director for reconciliation and monthly plan progress report.
21. To sanction destruction and preservation of records in the office subject to rules.
22. To attest the entries in Part I and II of the Service Books of the employees in his office.
23. To attest the entries in Part I and to make service verification entries in Part II of the Service Books in respect of teaching and Non-teaching staff of Aided Schools.
24. To issue Service Certificates in the prescribed form in respect of teaching and non-teaching staff of Aided Schools.
25. To organise and control the working of various sections in his office.
26. To be in charge of the office in the absence of District Educational Officer.
27. To correspond with higher authorities in routine matters and to sign "for District Educational Officer" fair copies of communications approved by the District Educational Officer. To approve the draft communications to the subordinate officers and public.

Assistant Educational Officer

1. To make provisional appointment to the sanctioned posts of P.D. teachers, Ministerial staff and Last Grade Servants in schools and in his office through Employment Exchange subject to general rules and orders issued by the Government and Department from time to time.
2. To make appointment to the sanctioned posts of part-time contingent employees in his office and schools subject to general orders in the matter.
3. To transfer teaching and non-teaching staff in primary schools within the Sub-district under exigencies of service subject to ratification by the Deputy Director (Education)
4. To make charge arrangements in vacancies of Heads of Primary Schools and to sanction charge allowances as per rules in K.S.R.
5. To sanction leave other than study leave and special disability leave and leave without allowances exceeding 120 days to all members of staff in his office and Heads of Departmental and Aided Primary Schools and also teaching and non-teaching staff of primary Schools where the Head of institution is underqualified and where there is no Headmaster/Teacher-in-charge appointed by the Manager Subject to rules in K.E.R.
6. To sanction casual leave to all officers working under his control and to himself as provided in Rule 3 of Appendix VII in K.S.R.
7. To issue permission to Heads of Primary Schools to leave jurisdiction/Headquarters on C.L
8. To authorise increment to all employees in his office. Heads of Departmental and Aided Primary Schools and Teaching and Non-teaching staff of primary schools where Head of Institution is underqualified and where there is no Headmaster/Teacher-in-charge appointed by the Manager.
9. To sanction higher and senior grades to teaching and non-teaching staff of Departmental and Aided Primary Schools and Higher grades to the staff working in his office.
10. To sanction vacation duty to teaching staff under his control.
11. To initiate disciplinary action against the Officers working under his jurisdiction and to impose minor punishments in accordance with the provisions in Kerala Civil Service (C.C.&A.)

Rules. To initiate disciplinary action against all teaching and non-teaching staff in Aided Primary Schools under his jurisdiction subject to the provisions in K.E.R.

12. To be drawing Officer in respect of Establishment Pay Bills, T.A. Bills, P.F. Bills; Contingent Bills etc., of the office and incomplete Departmental Primary Schools.

13. To countersign the Establishment Pay Bills, Maintenance Grant Bills; Scholarship bills etc of Aided Primary Schools in the Sub-district.

14. To draw and disburse T.A. claims of the staff in his office.

15. To countersign T.A. Bills of teaching and non-teaching staff including Headmasters of Departmental and Aided Primary Schools.

16. To sanction reimbursement of Medical expenses to the staff in his office and teaching and non-teaching staff including Headmasters of Departmental and Aided Primary Schools in the sub-district without monetary limit subject to Medical Attendance Rules.

17. To sanction Mosquito net advance to the eligible employees under his control subject to rules and budget allotment.

18. To sanction temporary withdrawals from General Provident fund / KASEPF in respect of all employees in the sub-district upto Rs. 3000 subject to P.F. rules concerned.

19. To sanction Non-refundable advance from G.P.F./KASEPF upto Rs. 3000 subject to conditions and limitations in the P.F. Rules concerned.

Note:- No relaxation of any provisions in the G.P.F. Rules will be empowered under any circumstances.

20. To sanction payment under Family Benefit Scheme in respect of all employees in his office and Departmental Primary Schools and Aided Schools under him.

21. To incur non-recurring contingent expenditure upto Rs. 200 in each case subject to budget provision and observance of Rules.

22. To sanction purchase of books, Educational appliances and other stores subject to budget provision and observance of Rules.

23. To sanction local purchase of stationery in urgent and unforeseen cases upto Rs. 100 in each case subject to annual limit of Rs. 500 and subject to budget provision and Store Purchase Rules.

24. To purchase office furniture according to approved specifications and standards upto Rs. 2,000 at a time subject to budget provision and Stores purchase rules.

25. To sanction repairs of furniture according to rules upto Rs. 5,000 at a time subject to budget provision.

26. To accord administrative sanction for maintenance and repairs works upto Rs. 10,000 on the basis of the estimate prepared by the Public Works Department. To carry out maintenance and repairs works of an urgent and unforeseen nature upto Rs. 3,000 on proper sanction from the Departmental Officer concerned.

27. To sanction Electrification; Water Supply, Drainage and Toilet facilities in Departmental Schools at the expenses of outside agencies in accordance with the guidelines instruction, Rules etc. prescribed under intimation to the Deputy Director.

28. To sanction write off of the stores book value upto Rs. 300 at a time which are purchased out of special fee account of the school subject to special fee rules. To sanction write off of the value of unserviceable stores in Departmental and Aided Primary Schools subject to annual limit of Rs. 2,000 when the book value does not exceed Rs. 100 in each case subject to rules.

29. To sanction the disposal of unserviceable articles when the book value does not exceed Rs. 500 in each case as per code rules and also to give confirmation of auction sale conducted by the Heads of Primary Schools.

30. To sanction disposal by auction of condemned buildings of Primary Schools the book value of which does not exceed Rs. 10,000 on the basis of the survey report of the public Works Department.

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31. To sanction sale in auction of usufructs of trees in the compound of his office and school premises.

32. To sanction auction sale of living trees when it endangers to life or property and of dead and fallen trees in his office and primary school premises and lease of office and primary school premises for cultivation.

33. To give confirmation of auction sales conducted by the Heads of Primary Schools.

34. To execute agreement towards purchase of stores within their financial powers.

35. To execute agreement with the lease in connection with the auction sale of usufructs of trees and lease of office and school premises for cultivation etc.

36. To execute agreement with the contractors for handling of CARE food materials in the Sub-Depots.

37. To prepare and submit monthly expenditure statement of his office and all primary schools in the Sub-district to the Deputy Director for reconciliation and monthly plan progress report.

38. To sanction destruction and preservation of records in the office subject to rules.

39. To inspect all Primary Schools including Nursery and Recognised Schools under his control and submit inspection report to the District Educational Officer.

40. To convene conferences of Heads of Primary Schools whenever necessary.

41. To depute staff and Teachers for attending Conferences, Seminars, courses etc., convened in the State by the Education Department.

42. To sanction maintenance grant to Aided Primary Schools at the approved rates.

43. To submit recommendation for annual recurring grant of Nursery schools to the District Educational Officers.

44. To sanction Educational concessions to the handicapped pupils studying in Primary Schools as per G.O. (P)412/69/Edn. dated 3-11-1969

45. To award scholarship in cases when the selection is confined to a particular institution (all U. P. and L.P. Schools).

46. To permit change of language and subject study of pupils upto Standard VII.

47. To decide finally complaints on class promotions in respect of Primary Schools.

48. To arrange and supervise Noon feeding in Lower Primary Schools to draw CARE feeding bills to make correspondence with D.P.I. direct on matters relating to CARE feeding programme.

49. To accept endowments upto Rs. 1,000 subject to the approval of the scheme by Government.

50. To attest the entries in Part I and II of the Service Books of the employees in his office and teaching and non-teaching staff of Aided Primary Schools. To make Service verification entries in Part II of the Service Books in respect of teaching and non-teaching staff of Government Primary Schools. To issue service certificate in the prescribed form in respect of teaching and non-teaching staff of Aided Primary Schools.

Headmasters of High and Training Schools and Special Schools Chief Instructor of R.L.T.C. and H.T.T.I.

1. To make provisional appointment to the sanctioned posts of teachers, Ministerial staff and last grade employees in the school through Employment Exchange subject to general rules and orders issued by the Government and Department from time to time.

2. To sanction leave other than study leave special disability leave and leave without allowances exceeding 120 days to all members of staff working under him. (Assistant in-charge of incomplete H.S. is authorised to exercise this power).

3. To sanction casual leave to all, members of staff working under him and to himself as provided in Rule 3 of Appendix VII in K.S.R. (Assistant in-charge of incomplete H.S. is authorised to exercise this power)

4. To authorise increment to all employees working in the school (Assistant in charge of incomplete H.S. is authorised to exercise this power)

5. To sanction higher and senior grades to teaching and non-teaching staff working under him.

6 To initiate disciplinary action against the staff working under him and to impose minor punishments in accordance with the provisions in Kerala Civil Services (C C. & A.) Rules.

7. To be Drawing Officer in respect of Establishment Pay bills, T.A. bills; P. F. bills; Contingent bills, Stipend and Subsistence allowance bills, Scholarship bills etc. in respect of the school. Assistant in charge of incomplete H.S. is authorised to draw and disburse the bills relating to the pay and allowances of contingent employees without counter signature and P. F. Bills, Scholarship bills etc. in respect of the school. (Assistant in charge of incomplete H.S. is authorised to draw and disburse the bills relating to the Pay and allowances of their own and their establishment including the pay and allowances of contingent employees without countersignature and P.F. bills, Scholarship bills etc. in respect of the school).

8. To sanction Mosquito Net advance to the eligible members of the Staff in his school subject to rules and budget allotment.

9. To sanction temporary withdrawals from G. P. F. in respect of members staff in the school upto Rs. 3,000 subject to General P.F. Rules. To sanction Non-refundable advance from G.P.F. upto Rs. 3,000 subject to the conditions and limitations in the General Provident Fund Rules.

Assistant-in-charge of incomplete H.S. is authorised to sanction temporary withdrawals in normal cases upto Rs, 3,000.

Note:- No relaxation of any provisions in the G.P.F. Rules will be empowered under any circumstances.

10. To sanction payment under family Benefit Scheme in respect of all employees working in the school.

11. To incur non-recurring, contingent expenditure upto Rs. 100 in each case subject to budget provision and observance of rules (Assistant - in charge of incomplete High School is authorised to exercise this power).

12. To sanction local purchase of stationery in urgent and unforeseen cases upto Rs. 100 at a time and annual limit of Rs. 500 subject to budget provision and Stores Purchase Rules. To sanction purchase of books, laboratory equipments, Educational appliances and other stores not exceeding Rs. 1,000 at a time subject to budget provision and Stores Purchase Rules. (This will not include expenditure from special fee collection.)

13. To purchase office furniture according to the approved specifications and standards upto Rs. 1,000 at a time subject to budget provision and Stores Purchase Rules.

14. To sanction repairs of furniture according to rules subject to annual limit of Rs. 2,000 and subject to budget provisions.

15. To carry out maintenances and repairs works of an urgent and unforeseen nature upto Rs. 1,000 on proper sanction from the Departmental Officer concerned.

16. To sanction Electrification, Water supply, Drainage and Toilet facilities in his school at the expenses of outside agencies in accordance with the guidelines instruction, rules etc. prescribed under intimation to the Deputy Director (Assistant in-charge of incomplete H.S. is authorised to exercise this power with the approval of the Deputy Director).

17. To sanction write off of the stores book value upto Rs. 100 which are purchased out of special fee account of the school subject to special fee rules. (Assistant in-charge of incomplete H.S. is authorised to exercise this power).

18. To sanction write off the value of damaged class Text Books subject to the annual limit of Rs. 250.

19. To sanction the disposal of unserviceable articles when the book value does not exceed Rs. 500 in each case subject to the annual limit of Rs. 1,000 as per code rules. (Assistant in charge of incomplete H.S. is authorised to exercise this power with the approval of the Deputy Director).

20. To sanction auction sale of fallen and dead trees within the school premise subject to confirmation by the Deputy Director (Education).

21. To permit to cut down the living trees when it endangers to life or property and to dispose of them with the approval of the Deputy Director (Education) as per rules. To sanction auction sale of usufructs of trees and lease of school premises for cultivation subject to confirmation by

Delegation of Powers

the Deputy Director (Education) (Assistant -in-charge of incomplete H.S. is authorised to exercise this power).

22. To execute agreement towards purchase of stores within their financial powers

23. To execute agreement with the lease in connection with the auction sale of usufructs of trees and lease of school premises for cultivation etc.

24. To prepare and submit monthly expenditure statement of the school to the Deputy Director for reconciliation and monthly plan progress report.

25. To sanction destruction and preservation of records in the school subject to rules. (Assistant-in-charge of incomplete H.S. is authorised to exercise this power)

26. To grant permission for lending of school building and premises to outside agencies on rent prescribed in G.O. MS No. 20/77/G. Edn. dated 29-1-1977 or the revised rate which may be prescribed by Government from time to time under intimation to the Controlling Officer.

27. To permit the use of school buildings and premises on free of rent to the agencies to whom exemption from payment of rent is granted by Government under intimation to the Controlling Officer. (Assistant -in-charge of incomplete H.S. is authorised to exercise this power),

28. To sanction provisional admission of pupils coming from schools outside the State pending production of T.C. after obtaining written undertaking from the guardian as per rules. (Assistant-in-charge of incomplete H.S. is authorised to exercise this power).

29. To issue extract of Admission Register in schools on stamped paper as per rules. To issue extract of mark-list of annual Examination of Standards upto IX on requisition from the guardian as per instructions issued from time to time. (Assistant-in-charge of incomplete H.S. is authorised to exercise this power).

30. To accept endowments upto Rs. 1,000 subject to the approval of scheme by Government approval of scheme by Govern-

31. To attest the entries in Part I and II of the Service Books of the employees in the School. To make Service verification entries in part II of the Service Books of employees in the school. (Assistant in-charge of incomplete H.S. is authorised to attest the entries in part II of Service Books)

Headmasters of Primary schools who have passed Account Test and Test in K.E.R. or passed Account Test and Test in K.E.R. or Graduate Headmaster of U.P.S.

(a) To sanction leave other than study leave, special disability leave and leave without allowances exceeding 4 months to all members of staff working under him.

(b) To sanction casual leave to all members of staff working under him and to himself as provided in Rule 3 of Appendix VII in K.E.R.

2. To authorise increment to all employees working in the school.

3. To be Drawing Officer in respect of bills relating to the pay and allowances of their own and their establishment including the pay and allowances of contingent employees without counter-signature and P.P. Bills scholarship Bills etc, in respect of the school

4. To sanction write off of the value of damaged class Text Books subject to the annual limit of Rs. 100.

5. To conduct auction sale of unserviceable articles in the school upto the book value of Rs. 100 and dispose of them with the approval of the Assistant Educational Officer.

6. To sanction disposal of the fallen and dead trees within the school premises subject to the confirmation by the Assistant Educational Officer.

To permit to cut down the living trees it endangers to life or property with the approval of the Assistant Educational Officer as per rules.

7. To grant permission for lending school buildings and premises to outside agencies on rent prescribed in G.O. Ms. No. 20/77/G.Edn. dated 29-1-1977 or the revised rate which may be prescribed by Government from time to time under intimation to the Controlling Officer.

8. To sanction provisional admission of pupils coming from schools outside the State pending production of T.C. after obtaining written undertaking from the guardian as per rules.

9. To issue extract of admission register in schools on stamped paper as per rules. To issue extract of mark list of annual examination of Standards upto VI on requisition from the guardian as per instructions issued from time to time.

10. To attest the entries in Part II of the Service Books of the employees in the school.

General

- 1. All appointing authorities are empowered to issue N.L.C. for getting passport to the employees whom he is competent to appoint.
- 2. All appointing authorities are empowered to impose major punishments as per Kerala Civil Services (C. C. and A) Rules.
- 3. District Educational Officers are authorised to conduct annual stock verification of District Text Book Depots.
- 4. The Deputy Directors (Education) will be responsible for the overall control and supervision of all the offices and institutions under their jurisdiction.
- 5. The powers delegated to the various officers in the hierarchy will be exercised by the Superior Officers whenever necessary.

2

GOVERNMENT OF KERALA

GOVERNMENT OF KERALA

ABSTRACT

Gen. Education - Headmasters of aided Pry. Schools - Delegation of powers for sanctioning increment and Leave granted - orders issued.

GENERAL EDUCATION (J) DEPARTMENT

GENERAL EDUCATION

G.O. (Ms) No. 141/85/G.Edn.

G.O. (Ms) No. 141/85/G.Edn.

Dated, Thiruvananthapuram, 3rd July 1985

Read: 1. G.O. (Ms) No. 191/73/G.Edn. dated 30-11-1973.

2. Letter No H2: 1096/85 dated 28-2-1985.

ORDER

Govt. are pleased to delegate the following powers to the Headmasters of aided Primary Schools with immediate effect.

- i) To sanction all kinds of leave which the Govt. Pry. School Headmasters are competent to sanction.
- ii) To sanction annual increments to the teachers under them. The 1st increment due on completion of probation shall however be sanctioned only after declaration of completion of probation.

The above powers shall be exercised only by those Headmasters of aided Pry. Schools who have passed Account test (Lower) conducted by the Kerala Public Service Commission or who have been exempted from passing this test.

The Director of Public Instruction will send up proposals for amendments to the Kerala Education Rules to provide for the above.

By Order of the Governor
K. J. ALPHONSE, Dy. Secretary.