

Manual-2
Powers and duties of officers and employees
[Section 4(1) (b) (ii)]

Powers and duties of officers and staff

S.No.	Designation of Post	Powers				Duties Attached
		Administrative	Financial	Statutory	Others	
1.	Director (EDN)	Administrative	Rs. 50000	NIL	NIL	
2.	Manager Stadia	Supervision of Stadiums	NIL	NIL	NIL	Booking & Supervision of Shivaji Stadia, Swimming Pool, Talkatora Garden
3.	Principals	Heads of Sr. Sec. Schools	Rs. 1000	NIL	NIL	Control & running of school
4.	Vice Principals	Heads of Sr. Sec. Schools	Rs. 1000	NIL	NIL	Control & running of school
5.	DEO (COMP)	Supervision of Computer Education in Schools	NIL	NIL	NIL	Computers & RTI
6.	DEOs	Supervision of NDMC schools	NIL	NIL	NIL	Admin. & control of NDMC schools
7.	DEO (Science & Hum.)	Incharge of Science Centre	NIL	NIL	NIL	In service training & workshops
8.	Joint Director (EDN)	Supervisory control of Establishment	NIL	NIL	NIL	Administrative Control of Establishment
9.	Lecturers	NIL	NIL	NIL	NIL	Teaching class XI & XII
10.	AEO (MMS)	Monitoring of Implementation of Mid Day Meal	NIL	NIL	NIL	Mid Day Meal Scheme
11.	Swimming Coach cum Life Guard	Supervision of Swimming Pool	NIL	NIL	NIL	In charge Swimming Pool
12.	AAO	Supervision of Accounts & Budget	NIL	NIL	NIL	Accounting & Budget
13.	HM (Middle)	Head of Middle Schools	NIL	NIL	NIL	Control & running of school
14.	HM (Primary)	Head of Primary Schools	NIL	NIL	NIL	Control & running of school

15.	HM (Nursery)	Head of Nursery Schools	NIL	NIL	NIL	Control & running of school
16.	S.O.(EDN)	NIL	NIL	NIL	NIL	Branch Incharge
17.	TGT's	NIL	NIL	NIL	NIL	Teaching Class VI to X
18.	Drawing / Domestic SC./PET's/Music/Dance	NIL	NIL	NIL	NIL	Activity Teachers
19.	Assistant Teachers	NIL	NIL	NIL	NIL	Teaching Primary Classes
20.	H.A.	NIL	NIL	NIL	NIL	Supervision
21.	Senior Assistant	NIL	NIL	NIL	NIL	Dealing Assistant
22.	Junior Assistant	NIL	NIL	NIL	NIL	Dealing Assistant
23.	Lab Assistant	NIL	NIL	NIL	NIL	Helping in science practical and maintenance of Science Labs
24.	Nursery Teachers	NIL	NIL	NIL	NIL	Teaching Nursery Students
25.	Data Entry Operator	NIL	NIL	NIL	NIL	Feeding Entries
26.	Dafttry	NIL	NIL	NIL	NIL	Diary Dispatch
27.	Peon	NIL	NIL	NIL	NIL	Class IV Work
28.	Sweeper	NIL	NIL	NIL	NIL	Class IV Work
29.	Chowkidar	NIL	NIL	NIL	NIL	Class IV Work
30.	Bal Sahayika	NIL	NIL	NIL	NIL	Pry./Nursery Children Care
31.	Water Man/Women	NIL	NIL	NIL	NIL	Class IV Work
32.	Mali	NIL	NIL	NIL	NIL	Class IV Work

SOCIAL EDUCATION DEPARTMENT

❖ **AANCHAL SPECIAL SCHOOL**

Sr. No.	Name Of The Post	Sanctioned Strength	Regular Employee	Category
1.	Principal	01	0	A
2.	Vice Pricipal	01.	0	A
3.	Special Edu. Tr. (Sr.)	01	01	B
4.	Social Worker	01	01	B
5.	Physiotherapist	01	0	B
6.	Speech Therapist	01	0	B
7.	Occupational Therapist	01	01	B
8.	Special Edu. Tr. (Jr.)	15	10	B
9.	Games / Yoga Teacher	01	0	B
10.	Tailoring Instructor	01	01	B
11.	Book Binding Instructor	01	0	B
12.	Chalk Making Instructor	01	0	B
13.	Technical Asstt. (Jr.)	01	01	C
14.	Senior Assistant	01	0	C
15.	Typist	01	0	C
16.	Asstt. Store Keeper	01	01	C
17.	Heavy Vehicle Driver	01	01	C
18.	Peon	02	01	C
19.	Aya-cum-Attendant	07+6 = 13	06	D
20.	Chowkidar	04	03	D
21.	Part –time Clinical Psychologist	01	0	
22.	Part-time Paediatrician	01	0	
23.	Part-time Music Teacher	01	0	
24.	Part-time Football Coach	01	0	
25.	Part-time Athletic Coach	01	0	
26.	Cook	04	0	D
27.	Sweepers	04	0	D

❖ **PAAVAN SCHOOL**

Sr. No.	Name Of The Post	Sanctioned Strength	Regular Employee	Category
1.	Special Educator	01	0	C
2.	Assistant Teacher	01	0	B
3.	Speech & Hearing Assistant	01	01	C
4.	Junior Assistant	01	0	C
5.	Peon	01	0	D
6.	Aya	02	0	D

❖ **CRECHE**

Sr. No.	Name Of The Post	Sanctioned Strength	Regular Employee	Category
1.	Creche Aya	85	42	D
2.	Creche Attendant	56	24	C

❖ **CRAFT**

Sr. No.	Name Of The Post	Sanctioned Strength	Regular Employee	Category
1.	Social Education Teacher	75	41	C
2.	Machine Mechanic	01	01	C
3.	Cutter	01	0	C

❖ **WOMEN TECHNICAL INSTITUTE**

Sr. No.	Name Of The Post	Sanctioned Strength	Regular Employee	Category
1.	Principal	1	1	B
2.	Craft Instructor	15.5	3	C
3.	TGT Music (Guest Teacher)	1	0	C
4.	PGT Music (Guest Teacher)	1	0	C
5.	Part time music teacher	3	0	C
6.	Language Teacher (Part time)	1	0	C
7.	Senior Assistant	1	0	C
8.	Junior Assistant	1	0	C
9.	Store Keeper/Junior Assistant	1	0	C
10.	Chowkidar	1	0	D
11.	Machine Mechanic	1	1	C
12.	Carpenter	1	1	C
13.	Lab Assistant	1	1	C
14.	Aya	1	1	D
15.	Driver	1	0	C
16.	Helper	1	0	D
17.	Safai Karamchari	1	1	D

❖ **DAY TIME SECONDARY SCHOOL, KIDWAI NAGAR (EAST), NEW DELHI**

Sr. No.	Name Of The Post	Sanctioned Strength	Regular Employee	Category
1.	TGT	6	2	B
2.	ASSITANT TEACHER	6	6	B
3.	HELPER	1	1	D
4.	SWEEPER	2	0	D
5.	AYA	1	0	D
6.	CHOWKIDAR	2	0	D

❖ **HEAD QUARTER**

Sr. No.	Name Of The Post	Sanctioned Strength	Regular Employee	Category
1.	Social Education Officer	1	1	B
2.	Assistant Social Education Officer	1	1	B
3.	Supervisor (Creche and Craft)	2	0	B
4.	Sr.Assistant	1	0	C
5.	Jr.Assistant	1	0	C
6.	Helper	1	0	D
7.	Stenographer	1	0	C
8.	Chawkidar	1	0	D