

MANNUAL 2

Powers and duties of officers and employees

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

Powers and duties of officers and staff

S.No.	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1.	Chairperson	Full	Full	Nil	Nil	General and control over all schools
2.	Member Secretary	Delegated powers	Delegated powers	Nil	Nil	In charge of day to day administration
3.	Treasurer	Delegated powers	Delegated powers	Nil	Nil	Controller of expenditure and accounts of the Society
4.	Deputy Director	Nil	Nil	Nil	Nil	Over all supervision of the accounts, establishment, misc, matters
5.	O.S.D.(Academic)	Nil	Nil	Nil	Nil	Work related to the academics, sports and various works with regard to quality improvement of education in Navyug Schools.
6.	Administrative Officer	Nil	Nil	Nil	Nil	Establishment & General Administration.
7.	Accounts Officer	Nil	Nil	Nil	Nil	Maintenance of Accounts of the Society and Budget and finance.
8.	Office Manager, Gd-I	Nil	Nil	Nil	Nil	Establishment, Accounts and other general work
9	Office Manager, Grade-II	Nil	Nil	Nil	Nil	Establishment, Accounts and other general work
10	Stenographer	Nil	Nil	Nil	Nil	Typing
11	Senior Clerk	Nil	Nil	Nil	Nil	Diary Dispatch and Stock Maintenance
12	Junior Clerk	Nil	Nil	Nil	Nil	Dealing Assistant
13	Peon	Nil	Nil	Nil	Nil	Class IV work
14	Chowkidar	Nil	Nil	Nil	Nil	Security of the office
15	Sweeper	Nil	Nil	Nil	Nil	Cleanliness of the office
16	Principals	Supervision of Sr. Secondary schools	Rs. 20,000/-	Nil	Nil	Control & running of school
17	Vice-Principal	Supervision of Sr. Sec. Schools	-	Nil	Nil	Control & running of schools
18	Headmistress	Supervision of Primary schools	Rs. 10,000/-	Nil	Nil	Control & running of schools
19	P.G.T.s	Nil	Nil	Nil	Nil	Teaching of Senior Secondary classes
20	T.G.T.s	Nil	Nil	Nil	Nil	Teaching of Secondary /middle classes
21	Primary Teachers	Nil	Nil	Nil	Nil	Teaching of Primary classes.

22	Bal Sahaika	Nil	Nil	Nil	Nil	Primary/Nursery children care
23	Mali	Nil	Nil	Nil	Nil	Gardening/Maintenance of Play grounds