

GOVERNMENT OF ODISHA
SCHOOL AND MASS EDUCATION DEPARTMENT

No. 15602 /SME Date. 6-7-13
VI-SME-(B)-79/2012

From

Smt.Usha Padhee, IAS
Commissioner-cum-Secretary to Govt.

To

All Collectors
All the District Education officers.

Sub: Re-organisation of S&ME Department.

Sir

The procedure of re-organisation of S&ME Department at Block Level and District Level has been communicated vide Notification No.11940/SME Dated.18.05.2013.The following important aspects shall be adhered for such re-organisation:-

▪ **Joining of Block Education Officers.**

Pursuant to the Notification No.327/SSME Dated.10.03.2013 Block Education officers have been posted in 163 blocks of the state. The concerned officers will report to the respective DEOs/Collectors of the District under intimation to Director, Secondary Education and Director, Elementary Education.

▪ **Arrangement for in-charge Block Education Officers**

Out of 314 posts of Block Education Officer created vide G.O. No.12896/SME Dated.31.05.2013, posting has been made against 163 posts only. Concerned District Education Officers will make arrangements for keeping one BEO in additional charge of other blocks with the approval of Collector, keeping in view the geographical condition of the district.

▪ **Office Accommodation**

The existing DI offices shall function as Block Education office of the Block. The other Block Education Offices shall function in the BRCC buildings of the block. The DPC will facilitate for such function. Subsequently, steps will be taken to improve the infrastructure.

▪ **Records**

The records related to teachers, court cases etc. to be transferred to respective Block Education offices with proper inventory as per the Notification of re-organisation. However, the existing DI

offices though declared as Block Education Offices will be the nodal office for all the remaining records for future reference.

▪ **Financial Delegation**


Separate order will be issued to designate Block Education officers as DDOs with detail modalities on financial management.

▪ **Job Chart**

The Job chart of the District Education officer, Addl. District Education officer, Block Education officer and Asst. Block Education officer is at Annexure-I .

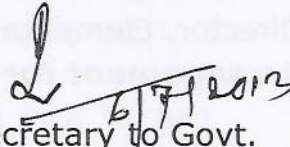
You are, therefore, requested to take appropriate action in this regard .For any clarification you may revert back to the Department.

Yours faithfully,

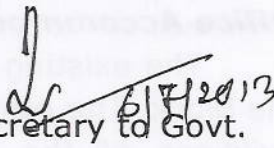

Commissioner-cum-Secretary to Govt.

Memo No. 15603 /SME Date. 6.7.13

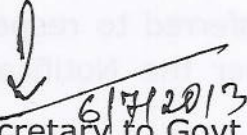
Copy along with copy of the enclosure forwarded to all Directorates of S&ME Department/ SPD, OPEPA / SPD, RMSA (OMSM)/ President, Board of Secondary Education, Odisha, BBSR for information and necessary action.


Joint Secretary to Govt.
Memo No. 15604 /SME Date. 6.7.13

Copy along with copy of the enclosure forwarded to all DPCs, SSA / all BDOs/ all DI of School/ all Block Education Officers for information and necessary action.


Joint Secretary to Govt.
Memo No. 15605 /SME Date. 6.7.13

Copy along with copy of the enclosure forwarded to all Officers /all Sections / Computer Cell of S&ME Department for information and necessary action.


Joint Secretary to Govt.

**JOB CHART OF DIFFRENT EDUCATION OFFICERS OF
S&ME DEPARTMENT AFTER RE-ORGANISATION**

(A) Job Chart of District Education Officer

The District Education Officer will be accountable to all the Directors of S&ME Department in the respective matters /programmes. He is also responsible for all the educational matters in the district. The duties and functions of the District Education Officers will be as below:-

(a) Inspection.

- The District Education Officer will be responsible for the efficient inspection of all Govt., Aided and recognised educational institutions in the area entrusted to his charge.
- The District Education Officer will inspect every recognised High schools at least once in every academic year and submit report to Board of Secondary Education regarding sanction of permission by the BSE(O) to present candidates in the HSC exam.
- He will inspect at least 10 (ten) number of High Schools/ Upper Primary (ME) Schools and primary schools per month in order to test the work of his sub-ordinate inspecting officers and also see the pedagogical improvement in the schools by taking classes. The District Education Officer will take the concerned Block Education Officer with him for field supervision if necessary.
- He will also inspect books of account, UCs, pension cases Other finance and procurement related issues in offices under his jurisdiction.
- He will perform any job assigned to him by Govt. in this regard.

(b) Administrative

- The District Education Officer will be the Head of office in respect of Block Education Office, Govt. Secondary Schools,

Aided Secondary Schools, Aided Madrasa & Aided Sanskrit Tols.

- The District Education Officer will also look after the works of Elementary Education, Mass Education, MDM Programme, RMSA ,Implementation of RTE and all other works assigned to him from time to time.
- He will monitor and supervise the work of Block Education Officer & Asst. Block Education Officer and maintain the CCR of Addl. District Education Officer, Block Education Officer, Asst. Block Education Officer and Head Masters(OES-II & Sr. SES)
- He will look after transfer and promotion of teaching (except Head masters of Govt. Secondary Schools) and non teaching staff in the district.
- He will be responsible to see that the departmental regulations and circulars are strictly followed, the accounts correctly kept and discipline properly maintained in all the institutions under his control.
- Where ever necessary, for better efficiency of Govt. schools, the District Education Officers will recommend the concerned Director in the matter of:-
 - Construction of school, Hostel and office buildings.
 - Alterations or additions to the staff.
 - Provision of schools, additional materials and equipments.
- The District Education Officer will act as the agent of the Department for the administration of grants to recognised schools under private management.
- He is empowered to recommend to the school authority for dismissal or removal of teaching and non teaching staff in respect of Aided Schools.
- He will recommend the constitution of managing committee of private managed recognised schools to the concerned Director.



- The District Education Officer will be the appointing authority and cadre controlling authority of ministerial staff, teaching and non-teaching staff of the Govt. Secondary and Elementary schools of the concerned revenue district except the cadre which belongs to State cadre. The cadre of the Elementary teachers, Zilla parishad teachers and Secondary School teacher (except the cadre which belongs to State cadre) shall be revenue district cadre instead of education district / Circle cadre.
- The District Education Officer will be the disciplinary Authority in respect of class-III & IV employees of the District Education Office & Block Education Office establishment and teaching & non teaching staff (except gazetted) of Govt. Secondary Schools.
- The District Education Officer will review pending court/pension cases once in every fortnight, maintain court/pension case register and take up the matter with Govt. & Concerned Directors for compliance of court orders and timely disbursement of pension.
- The District Education Officer will be responsible for lifting of foodstuff on MDM at District level and make payment the cost of rice to the FCI.
- The District Education Officer will be the Addl. Executive Officer of the Zilla Parishad and accountable to Zilla Parishad.
- There will be a District Level Coordination Committee in each districts under the chairmanship of the DEO. The DPC, SSA will be vice chairman. All BEOs, all Asst. BEOs, DWO, Principal of DIET/DRC will be the members of the committee and Head Quarter BEO will be the member convenor. The committee will meet once in a month to have discussions on various aspects of education in the district.
- He will hear grievances of teaching and non teaching staff and solve them within time specified for such grievances.



- He will perform any job assigned to him by Govt. in this regard.

(c) Academic

- The DEO will organise different training programmes of teachers of both Elementary and Secondary as per requirement under SSA, MDM, RMSA, SCERT and such other programmes.
- He will extend necessary administrative and academic cooperation to the Director, TE & SCERT & Board of Secondary Education.
- The DEO will act as coordinating authority in respect of DIETs/DRCs/S.T. Schools in the District pertaining to academic support /development and training.
- He will perform any job assigned to him by Govt. in this regard.

(d) Financial

- The District Education Officer will be the Pension Sanctioning Authority in respect of teaching (except Head Master of Govt. High Schools), non teaching staff of the Govt. High Schools, class-III & IV staff of District Education Office and Block Education Office establishment.
- He will act as DDO for remuneration of staff working under RMSA
- The DEO will enjoy all the financial powers as delegated to him from time to time.
- He will be responsible for conducting regular Triangular Committee Meetings who settle AG & Departmental audit paras and to submit compliance on PAC observation to respective Directorates.
- He will be responsible for maintenance of accounts, liquidation of advances, submission of timely UCs, and to monitor and review the monthly expenditure both in non plan and plan heads.



- He will perform any job assigned to him by Govt. in this regard.

(e) Miscellaneous

- The DEO will coordinate with all related Departments for improvement of the education sector is responsible for coordination work with other line Department.
- He will exercise such other powers as delegated to him from time to time.

(B) Job Chart of Additional District Education Officer

The Additional District Education Officer(s) will assist in all the works assigned to the District Education Officer and will discharge the following duties such as:-

- One Addl. District Education Officer(s) will look after Elementary Education, MDM, Mass Education, RTE-SSA and the other will look after Secondary Education, RMSA etc.. The District Education Officer will distribute the other official works between the two officers.
- The Additional District Education Officer(s) will work under the administrative control of District Education Officer.
- Will remain in charge of current duties of the District Education Officer in his absence.
- The Additional District Education Officer (Secondary) will be the Drawing and Disbursing Officer in respect of establishment of the District Education Office.
- Will remain in charge of maintenance of cash book and attest each entry in the cash book with reference to vouchers, Bills and Acquaintance. The District Education Officer how ever will verify the cash book every month preferably in the first week of each month.
- Will hold the duplicate key of the Double Lock the other remaining with the Head Clerk/ Accountant.
- All establishment matters of class-III & IV employees working in the office of District Education Office as well as in subordinate offices including Govt. High Schools are to be disposed of by the Addl. District Education Officer(in charge of Secondary and RMSA).



- All files and cases necessary to be submitted to District Education Officer will be routed thorough him.
- Will draw up audit programme of the audit party of the District Education Office, comply with audit objection raised by the LFA of Finance Department and Audit party of A.G. Orissa and Departmental audit.
- Will remain in charge of budget, allotment of funds and submission of monthly returns including UCs.
- Will be responsible for submission of DC bills and utilization certificates and will also review the progress of work in the subordinate offices.
- Will review the Inspection programme and tour dairy of the District Education Officer every month and submits the review report to the District Education Officer.
- Discharge such other duties as to be assigned to them by the District Education Officer time to time.
- He will perform any job assigned to him by Govt. in this regard.

(C) Job Chart of Block Education Officer

1. The Block Education Officer of the Block will look after the education of Elementary & Secondary, implementation of RMSA, MDM and SSA Programme of respective Block including Municipality/NAC areas. The powers and functions of the Block Education Officer shall be as follows:-

(a) Administrative

- The urban local bodies situated in the same Headquarters of the Block and/or in the close proximity of the Block Headquarters will come under the jurisdiction of the same Block which will form as a unit for the purpose of administrative supervision, sanction of entitlements etc.
- The Block Education Officer will be the Head of Office in respect of school education of the Block.



- The Block Education Officer will act under the administrative control of District Education Officer of the district and answerable to him/her.
- The Block Education Officer will be responsible to see that the departmental regulations and circulars are strictly followed, the accounts correctly kept and discipline properly maintained in all the institutions under his control.
- The Block Education Officer will function as Addl. Executive Officer of Panchyat Samiti in the matter of education under 3 tire PRI System and Addl. DPC,SSA in respect of Sarva Sikshya Abhiyan. He will report to the District Project Coordinator, Sarva Sikshya Abhiyan in the matter of RTE-SSA.
- He will ensure implementation of all the activities relating to RTE-SSA, RMSA, Sakshar Bharat and MDM at block level.
- He will be the disciplinary authority of level-V, Level -IV , Level-III teachers , Zilla Parishad Teachers , Jr. teachers, Sikshya Sahayaks and Gana Sikshyaks of Elementary schools in the block.
- He will be the nodal officer of Mid-Day Meal at the block level.
- The Block Education Officer will conduct monthly meetings with BRCCs & CRCCs and the BRCCs & CRCCs will report to the Block Education Officer.
- The BRCC, CRCC and staff of BRCC office and MDM will work under the administrative control of the Block Education Officer.
- The Block Education Officer will approve the formation of School Managing Committee (SMC) in respect of elementary schools and School Management Development Committee (SMDC) in respect of High Schools.
- The activities of RTE- SSA-viz supply of free uniform, supply of free text books etc. will be ensured by the Block Education Officer.
- He will monitor supply of free Bi-cycle to the students of secondary schools.



- The Block Education Officer will maintain court case register and take up the matter with District Education Officer regularly for necessary follow up action.
- He will ensure the implementation of Sakshar Bharat Programme in the block.
- He will take all the measures for rationalisation of teachers.
- For smooth and timely implementation of different schemes / programmes in the block, the BEO will distribute the work among the Asst. BEOs.
- He will hear grievances of teaching and non teaching staff and solve them within specified period.
- He will perform any job assigned to him by Govt. in this regard.

(b) Inspection

- He will inspect and supervise all High Schools irrespective of the status of the Head Master/Head Mistress for administrative point of view. He will also inspect and supervise Upper Primary (ME) Schools, Sanskrit Tols, Madrasas, Aided Schools and primary schools in every month. In order to ensure quality education, he will test the work of the teachers and will see the pedagogical improvement in the schools by taking classes.
- He will take all necessary steps to ensure teacher attendance in the schools.
- All the private schools in the block will be inspected and supervised by the Block Education Officer.
- He will inspect and submit report for grant of no objection to the newly opened private schools.
- He will monitor the successful implementation of Mid-Day Meal programme in the schools.
- In addition to above, the BEO will also inspect and supervise the Mass Education Programme within its jurisdiction along with SSA, RMSA & Project Works and such other functions as would be assigned from time to time.



- He will look into the RTE and related activities in the block.
- He will perform any job assigned to him by Govt. in this regard.

(c) Academic

- The Block Education Officer will take effective steps for maintaining academic quality in all the schools located in the block.
- He will assess the requirement of new schools in the block and take necessary steps for opening of new schools under RMSA / SSA.
- Requirement of teachers in the schools of the Block will be assessed by the Block Education Officer.
- He will take all possible measures for timely conduct of scholarship examination, Science Exhibition at the Block level.
- Teachers training will be conducted in coordination with DIETs/TTIs.
- To ensure quality education and scientific process of evaluation all possible measures will be taken by the Block Education Officer in consultation of DIETs.
- All possible measures shall be taken by the Block Education Officer for extra curricular activities of the students.
- He will ensure that the norms and standards as per the provisions of RTE Act and RMSA in all the Elementary and Secondary Schools in the Block are adhered.
- He will perform any job assigned to him by Govt. in this regard.

(d) Financial

- The Block Education Officer will be the Drawing Disbursing Officer for all the staff of Elementary Schools & staff of Secondary Schools where the Headmasters of the concerned schools are not declared as the DDOs and staff of the Block



Education Office. Besides he will be the DDO of teaching and non teaching staff of the aided educational institutions.

- The BEO will be declared as Addl. Executive Officer of Zilla Parishad in the Block to look after Elementary Education. He will be the Disbursing Authority in respect of BRCCS, CRCCs and staff of BRCC office, ZP teachers, Jr. Teachers, Sikshya Sahayaks, and Gana Sikshyaks within the block.
- He will draw and disburse the salary of the teaching staff of all aided educational institutions and ULB schools (Schools taken over by S&ME Department) where the Executive Officer is the DDO. Without approval of DEO, Drawing and Disbursing power can not be delegated by the BEO to ABEO.
- He will sanction increment, leave, temporary withdrawal of GPF, part final advance from GPF in respect of the employees of Elementary Schools, staff of Secondary Schools (except Headmasters of Secondary Schools) and teaching & non teaching staff of the aided educational institutions.
- He will be the nodal officer for issue of NDC to elementary & secondary school teachers of the block.
- BEO will in charge of budget formulation, allotment of funds and submission of Utilisation Certificates in respect of all allotments, all grant-in-aid and other grants received under different schemes /programmes both under plan & non plan.
- He will be responsible for maintenance of cash book, bank reconciliation, collection of UC and timely incurring of expenditure. He will attest is entry in the cash book with reference to vouchers, bills and acquittance.
- In case of grant for different schemes/programmes like SSA, RMSA, MDM, Sakshar Bharat, there will be joint bank accounts which will be operated by the BEO and any one of the Asst. BEO preferably in charge of the programme.



- He will be responsible for maintenance of books of account, UCs, pension cases, other finance and procurement related issues in the office of BEO and offices under his jurisdiction.
- He will perform any job assigned to him by Govt. in this regard.

(e) Miscellaneous

- The Block Education Officer will coordinate the officers of line Departments viz. Health, ST/SC Development, R.D., H & UD, PR & Works Department at block level. For the above purpose there will be block level coordination committee under the chairmanship of Block education Officer in which the block level officers of line Department, Head Masters of Govt. High School, BRCCs, CRCCs will be the members. The meeting will be conducted once in every month to discuss different academic, coordination and implementation issues. One of the Asst. BEO will be the convenor of the meeting.

(D) Job Chart of Asst. Block Education Officer

The Asst. BEO will work under the administrative control of BEO. He will assist the Block Education officer in his day to day work except supervision of High Schools.

The Assistant Block Education Officer:-

- Will exercise DDO powers as delegated by the BEO.
- Will be in-charge of Supervision / Inspection of all UP/Primary Schools in the block.
- Will inspect/supervise the other schools as and when assigned by the DEO/BEO.
- Will assist BEO in MDM, Mass Education, SSA and RMSA works.
- Will perform all other works assigned to him by the BEO /Govt..
- He will look into the RTE and related activities in the block.



