

GOVERNMENT OF MEGHALAYA
EDUCATION DEPARTMENT

OFFICE MEMORANDUM

Dated Shillong the 18TH August 2010

No. EDN. 358/2009/130:- In the interest of the public service, the following duties and functions are hereby allocated as indicated below: -

1. FUNCTIONS AND DUTIES OF INSPECTOR OF SCHOOLS

- (1) Inspection of Secondary, Higher Secondary, Public Schools and Government Upper Primary Schools.
- (2) Examining and forwarding of proposals for grant-in-aid from all non --Government Secondary and Higher Secondary Schools to DSEL.
- (3) Processing of Schemes/ proposals (including NLCPR for all Government Secondary and Higher Secondary School.
- (4) All establishment matters, Pension matters of the Office of DSEO's Office, DAEO's Office and Government Upper Primary School Teachers.
- (5) Appointment (in pursuance of DSC recommendations) of Assistant Teachers of Government Upper Primary Schools, appointment of Sub-ordinate staff of Inspector of Schools and Deputy Inspector of Schools, Office of ADAEO, ADSEO on the above.
- (6) (i) Recording of ACRs of the Deputy Inspector of Schools, Principal, Secondary School and Higher Secondary School, Headmaster, Secondary School, ADSEO. accepting and Review of ACRs of Government Upper Primary School Teachers, Government Secondary and Government Higher Secondary School teachers. (ii) Approval of Tour programmes, station leave of the Deputy Inspector of Schools.' Additional Inspectors, Principals and Headmasters, ADAEO, ADSEO and countersignature of their TA bills.
- (7) Planning and budgeting for their own establishments.
- (8) Review and coordinate progress of SSA and MDM programmes.
- (9) Co-ordinate Adult Literacy Programmes including Saakshar Bharat.
- (10) Monitoring of Border Area Schemes.
- (11) All matters relating to Science Education and ICT matters.
- (12) RMSA matters
- (13) Monitoring of Civil Works and construction in Schools undertaken by PWD etc.
- (14) Coordination of NLCPR projects including submission of QPRs.
- (15) Teacher training matters.
- (16) Recommending Authority for Deputation.

- (17) All Educational Statistics and Educational Survey maths.
- (18) Teachers' Day Programme and all other District Functions etc.
- (19) Matter relating to District Coordination Committee Meeting.
- (20) Inspection of the Office of the Deputy Inspector of Schools and other subordinate Offices within the District.
- (21) Monitoring and supervision of Mid Day Meal Programmes in the District, release of conversion cost, transportation cost etc., lifting Schedule of rice from FCI wholesalers.
- (22) Recommendation for dissolution of Managing Committees of Secondary and Higher Secondary Schools to DSEL.
- (23) MBOSE coordination matters including examination matters.
- (24) Academic calendar matters.
- (25) Approval of the Managing Committee of Upper Primary/Lower Primary Schools based on DI's recommendation.
- (26) All matters relating to RTE.
- (27) Inspection of new schools for granting opening permission/ recognition.
- (28) Any other matters as may be assigned to him/her by his/her superior authorities from time to time.

2. FUNCTIONS AND DUTIES OF ASSISTANT INSPECTOR OF SCHOOLS

- (1) Will carry out such duties as may be assigned to him/her by the District Chief Education Officer and in particular will ensure the regular inspections of all Upper Primary and Lower Primary Schools.
- (2) Any other matters as may be assigned to him/her by his/her superior authorities from time to time.

3. FUNCTIONS AND DUTIES OF DEPUTY INSPECTOR OF SCHOOLS

- (1) Inspection of all Government and Non-Government UP/Lower Primary Schools.
- (2) Examining and forwarding of proposals for grant in aid from all non-Government Lower Primary Schools to DSEL.
- (3) Processing of non –recurring grant-in-aid/ scheme to all Government Lower Primary and UP Schools.
- (4) Make Officiating arrangements for leave vacancies of Lower Primary Schools.
- (5) Establishment, Leave and Pension matters of all Government Lower Primary School teachers.
- (6) Assist Inspector of Schools in reviewing of all CSS Schemes.
- (7) Teachers' Training and deputation of UP/LP School teachers.
- (8) Planning, budgeting for own establishment.
- (9) Monitoring and supervision of Mid Day Meal programmes and SSA.

- (10) Inspection of new UP/Lower Primary Schools for granting opening Permission/ recognition.
- (11) Recommend approval of Managing Committees of Lower Primary and Upper Primary Schools to Inspector of Schools.
- (12) To assist Inspector of Schools in RA matters.
- (13) Statistical and Educational Surveys.
- (14) Recommend for dissolution of Managing Committees of LP & UP School to Inspector of Schools.
- (15) Any other matters as may be assigned to him/her by his/her superior authorities from time to time.

The Director of School Education & Literacy will ensure that appropriate orders are issued to all concerned.

SD / -
(P. S. Thangkhiew)
Principal Secretary,
Government of Meghalaya,
Education Department.

Memo No. EDN.358/2009/130-A

Dated Shillong the 18TH August 2010

Copy to: -

1. P. S. to Chief Minister for information of the Hon'ble Chief Minister.
2. P. S. to Minister, Education for information of the Hon'ble Minister.
3. P. S. to Chief Secretary for information of the Chief Secretary.
4. Director, Higher & Technical Education, Meghalaya, Shillong.
5. Director, School Education & Literacy, Meghalaya, Shillong.
6. Director, Educational Research & Training, Meghalaya, Shillong.
7. All Deputy Commissioners.
8. All Inspectors of Schools/ Assistant Inspector of Schools/Deputy Inspectors of Schools).
9. All Sub-Divisional Officers (Civil).
10. All Treasury Officers.

By order etc.

SD/-

Joint Secretary to the Govt. of Meghalaya,
Education Department.