

### **3. Power and duties of its officers and employees [Section 4(1)(b)(ii)]**

- I) **Director of Education (S)** : The main duties and powers of the Director of Education(S) are specified below and these shall be exercised by him in accordance with the rules and regulations in force at the particular time:-
- i) To function as Head of Department of the Education (S) Department at Directorate level.
  - ii) To exercise the power in accordance with delegation of Financial Power Rules,1978.
  - iii) To deal with the policy formulation and planning.
  - iv) To perform general supervision in order to bring about the overall improvement of the Directorate of Education(S), Manipur.
  - v) To exercise the budgetary control.
  - vi) To be the reporting Officer of the Annual Confidential Reports of Addl. Director(s), Joint Director(s), Zonal Education Officer (s) etc.
  - vii) To be the controlling Officer of the Officers attached to him.
  - viii) To exercise the power of transfer and posting in respect of non-gazetted employees.
  - ix) Inspection and supervision of educational institutions in the State.
  - x) To inspect the work and offices of the Zonal Education Officer(s) and each branch of the Department.
  - xi) To ensure the provision of educational facilities at all stages of Education.
  - xii) To declare the closure of educational institutions during prevalence of epidemics or any other wide spread natural calamity.
  - xiii) To grant special holidays, not exceeding 10 days in a school year, to educational institutions for reasons considered sufficient in his discretion.
  - xiv) To assign such special duties to subordinate officers, teachers and other employees of the Department, as may be considered necessary or expedient for proper discharge of work and responsibilities of the department.
  - xv) To formulate plans and schemes for development of education in the state and ensure implementation of approved educational schemes.
  - xvi) To promote physical education and organise sports, games meet and other ancillary activities.
  - xvii) To prescribe examination and promotion rules for school examination in Government and Aided Schools.
  - xviii) To prescribe timings of school meetings, school term and school year.
  - xix) Financial Powers as provided for Heads of Department under General Financial Rules and State Financial Rules as formulated from time to time.