

**Particulars of Organization, Functions and Duties
[Section 4(1) (b) (i)]**

1 to 10 Nil

Manual. 2

**Powers and Duties of Officers and Employees
[Section 4(1) (b) (ii)]**

Please provide details of the powers and duties of officers and employees of the organization.

Sr. No	Designation	Powers		Duties
		Administrative	Financial	
1.	Dy. Director of Education (AE)	<p>1. Recommends proposals for opening of special schools.</p> <p>2. Recommends proposals for opening of Adult Literacy & Vocational Training Centres.</p> <p>3. Recommends proposals for grant of recognition to special schools.</p> <p>4. Granting NOC for posts of teaching and non teaching posts of special schools.</p> <p>5. Granting approval for the appointment of teaching and non teaching staff of special schools.</p> <p>6. Sanctioning various types of leave to the staff working under the Adult Education Section.</p> <p>7. Scheme of Science Technology.</p> <p>8. Centrally sponsored Scheme Incentive to Girls for Secondary Education.</p>	<p>To recommend sanctioning grants to the various schemes implemented by the Adult Education Section.</p>	<p>1. To implement Schemes such as Scheme for Education of Children with Special Needs.</p> <p>2. Adult Literacy and Vocational Training for Adults.</p> <p>3. Grant in Aid to Bal Bhavan, Sanjay Centre for Special School Education.</p> <p>4. Implementation of Scheme of Cash incentives to girls from Std.I to XII.</p> <p>5. All administrative matters pertaining to special schools</p> <p>6. Centrally sponsored Scheme Incentive to Girls for Secondary Education.</p>