

Manual.1

N.A.

Manual.2

Sr. No.	Designation	Powers			Duties
		Adminis- trative	Financial	Others	
1	Asstt. Accounts Officer				1)Supervision and control of Audit Cell 2)Supervision of Audit Inspection parties deputed for audit of non-Govt. aided schools. 3)To prepare in advance quarterly tour programs for the audit of aided schools and set target for the number of audit to be conducted during a financial year. 4. To scrutinize and approve pay fixation statements of all staff in respect of aided schools. 5. To advise and guide the Audit Party regarding any doubt or interpretation of Education Act. Rules, service Rules, Pension Rules etc. 6. To examine Departmental files referred to section and offer views/opinion on subject matters.
2.	Audit Suptd.				1.To conduct the Internal Inspection/Audit of Govt. Higher Secondary/High Schools in Goa. 2. To verify all the pay fixations of schools under NEZ.
3.	Auditors				1.Auditing of Educational Institution under Central/North/South Zone 2. Pay fixations in VIth Pay Part 'B'. 3. Any other work as when directed by higher authorities.
4.	UDC				1. Pay fixations statements of all staff in respect of aided schools. 2. Any other work as when directed by higher authorities.
5.	LDC's				1. Pay fixations statements of all staff in respect of aided schools. 2. All the typing work and Entry work. 3. Any other work as when directed by higher authorities.
6.	Peon				To carry correspondence and to