

Mr. Satyabrata Sahu, I.A.S
Principal Secretary to Government



GOVERNMENT OF ODISHA
SCHOOL & MASS EDUCATION
DEPARTMENT
LOK SEVA BHAWAN
BHUBANESWAR - 751001

Ph.: 0674-2536631
Fax : 0674-2536755
E-mail : secysme@gmail.com

No. SME-FE-OES-0140-2021- 25154 /SME, Dated 24.12.2021

To,

All Directors under School & Mass Education Department /
All Regional Directors of Education / All DEOs .

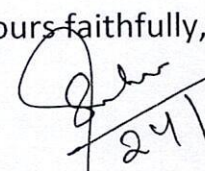
Sub: Notification of Job Chart of the Regional Directors of Education under
School & Mass Education Department.

Sir,

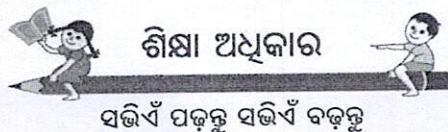
In order to strengthen the educational system in the State , various schemes & programmes of Government are implemented to ensure equitable & better education for all. To oversee the educational programmes & monitor the regular curricular activities, the posts of Regional Directors of Education are created , who have to play a pivotal role in this regard. Accordingly, the model Job Chart is prepared for reference of all, which is uploaded in the Department website, vide the link <http://sme.odisha.gov.in/jobchart>. This is an illustrative one not exhaustive .

Encl: Job Chart of RDE

Yours faithfully,


24/12/2021

Principal Secretary to Government



JOB CHART OF REGIONAL DIRECTORS OF EDUCATION

In order to further strengthen the activities of School and Mass Education Department at the field, Senior Odisha Education Service Officers in the rank of Additional Director are posted as Regional Directors of Education in three Divisions being co terminus with the area of jurisdiction of the Revenue Divisional Commissioners (RDC). They shall act under the RDCs. However, detailed Job Chart follows:-

- i) The Regional Directors of Education shall function as the Head of their Offices.
- ii) He / She shall inspect the Govt. & Non Govt. Higher Secondary Schools and make supervision of the works of the Principals.
- iii) He / She shall recommend Permission / Recognition of Non Govt. Higher Secondary Schools as and when intimated by DHSE and the Government.
- iv) He / She shall inquire and recommend to DHSE / Government on opening of new Streams, Subjects and increase / reduce the seats in Govt. & Non Govt. Higher Secondary Schools & also recommend upgradation of High Schools to Higher Secondary Schools.
- v) He / She shall submit the proposal for constitution of the Governing Body of Higher Secondary Schools.
- vi) He / She shall supervise the monitoring & implementation of Vocational Education.
- vii) He / She shall conduct the periodical review meetings on general activities of the Principals of Higher Secondary Schools and DEOs under the Jurisdiction.
- viii) He / She shall take periodical reviews of Higher Secondary Schools, DEOs and BEOs on compliance of different Court orders & filing of affidavits etc.
- ix) He / She shall pursue the Pension Cases of Higher Secondary Schools.
- x) He / She shall conduct the inquiry into the complaints made on Fake Certificates and Fake Teacher Cases & report to the Government and concerned Directorates.
- xi) He shall conduct Tours under his / her jurisdiction to different DEO and BEO Offices.
- xii) He / She shall conduct Annual Inspection of the offices of all DEOs and 20 BEOs.
- xiii) He / She can suggest on Disciplinary Action to be initiated against the erring Officials under his / her jurisdiction.
- xiv) He / She shall coordinate different beneficiary related Programmes of Govt. like Bi-Cycle and School Uniform etc & conduct random checks on the data base of the beneficiaries.

- xv) He / She shall supervise the distribution of Text Books and advise the DEOs / DPCs accordingly & supervise Digital Learning activities.
- xvi) He / She shall take steps for selection and distribution of different Scholarships of the Department & advise the DEOs accordingly.
- xvii) He / She shall inspect the Mo School activities, MDM, Nutrition garden and HT activities etc during visit to the Schools.
- xviii) He / She shall facilitate on recording the Land Rights of different Schools and offices of Education Department. He / She shall coordinate with the DEOs on damage assessment of our Department properties caused due to different calamities & help him in preparing the consolidated report .
- xix) He / She shall attend the Monthly Meetings of the DEOs and other Meetings, if convened by the RDC and District Collectors.
- xx) He / She shall visit all Institutes of Teacher's Education in a year & conduct the Annual Inspection of minimum four Institutes.
- xxi) He / She shall immediately intimate the fact of the temporary absence of DEO , keep the ADEO (Establishment) in charge & send the proposal to Government for formal order.
- xxii) He / She shall keep a record of all good works in the area relating to the Department.
- xxiii) He / She shall keep an eye over functioning of Odisha Adarsha Vidyalayas in the area. During tour to the area, he / she should visit the OAVS & invariably report the findings to Government & SPD , OAVS for action as required and record his / her observation in the Visit book for their reference .
- xxiv) He / She shall see the Need assessment of Higher Secondary Schools , place the proposals with Samagra Shiksha & STARS & supervise the monitoring /utilisation.
- xxv) He / She shall execute all other works as & when assigned by the Directors / Department.
- xxvi) He / She shall act as the Chief Local Officer of the Department in the Revenue Division covering all wings like Elementary, Secondary , Higher Secondary , Vocational , Teacher's Education , OSEPA & OAVS etc .