

**Proceedings of Director of School Education, Chennai-6**

**Present: Dr. S. Kannappan**

**R.C. No.57936 /A1/S4/2020 dated 15.12.2020**

**Sub: School Education= Administrative Reforms –  
Recommendations of the Administrative Reforms  
Committee-Directions – Reg.**

**Ref: 1. G.O. Ms. No. 24, P&AR(AR1) Department dated  
17.02.2020.  
2. G.O. Ms. No. 101 School Education (Budget2)  
Department dated 18.05.2018.**

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**In the reference first cited, Personnel and Administrative Reforms (AR1) Department has communicated certain recommendations and decisions of the Administrative Reforms Committee and requested to send the action taken report thereon.**

**Accordingly all Officers /Staff of this department are requested to adhere to the following instructions while executing official duty without fail.**

i	<p>The Joint Directors of the School Education will deal with cases relating to the subjects allotted to them with reference to the General and specific directions of the concern Directors.</p> <p>They shall also exercise control over the sections placed in their charge to attend tapals and in regard to discipline. They should also check delays in the sections in their charge.</p> <p>The duties of these officers are to assist the Director, so that the work in the Directorate is handled smoothly and efficiently. Policy matters</p>
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	<p>and all important matters should be dealt in consultation with the Director, who will be the overall charge of the directorate.</p>
ii	<p>The Chief Educational Officers will deal with the cases and relating to the subjects allotted to them with reference to the instructions issued in G.O. Ms. No. 101 School Education (Budget2) Department dated 18.05.2018 and specific directions of the Director and submit.</p> <p>He/ She will also exercise control over the Revenue District placed in his/her charge both in regard to despatch of business and in regard to discipline. He/ She should also check delays in the sections in their charge.</p> <p>The duties of these officers are to assist the Director, so that the work in the Department is handled smoothly and efficiently. Policy matters and all important matters should be dealt in consultation with the Director, who will be the overall charge of the directorate.</p>
iii	<p>The District Educational Officers will deal with the cases and relating to the subjects allotted to them with reference to the instructions issued in G.O. Ms.No. 101 School Education (Budget2) Department dated 18.05.2018and specific directions of the Director and submit.</p> <p>He/ She will also exercise control over the Educational District placed in his /her charge both in regard to despatch of business and in regard to discipline. He/ She should also check delays in the sections in their charge . The District Educational Officers have to supervise their concerned Educational District, instruct to all subordinate staff how to deal with papers are properly handled.</p> <p>The District Educational Officers have to check the delays and they should also enforce the rigid observance of all rules.</p>

	<p>The duties of these officers are to assist the Chief Educational Officers, so that the work in the Department is handled smoothly and efficiently. All important matters should be dealt in consultation with the Chief Educational Officers, who will be the overall charge of the Revenue Districts.</p>
iv	<p>The Personal Assistants to Joint Directors and District Educational Officers should supervise the maintenance of files properly, especially taking initial action within the stipulated time as per rule.</p>
v	<p>The Superintendents should supervise the maintenance of files properly, especially taking initial action within the stipulated time as per rule and making necessary entries in their registers like C.M's Cell Registers, Court Case Register and RTI Registers.</p>
	<p>The Section Assistants are expected to attend to routine items and to take care that there is no delay in the initial action and to take continuous and regular follow-up action on their file. They also attend the work such as despatching, indexing and docketing and close paper, apart from the duties assigned to them.</p>
vi	<p>The typists are expected to type notes and drafts and fair copy all communications to be despatched. They should maintain the fair copy register in the prescribed format.</p>
vii	<p>The Record Assistant or Record Clerk in Tapal Section is responsible for receiving all tapals during the working hours and make necessary entries in the concern registers without fail and to send the tapals to the concerned officers.</p>

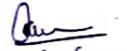
viii

**The Record clerks are responsible for stitching of records for their office allotted.**

**A separate register shall be maintain by them for the records stitched and sent. Record clerks concern should maintain the stationary Registers, stationary items, despatch and the stamp account register properly. If the Tapal Assistant is on leave., the tapal duty will be attended by the Record clerk in the office on rotation basis.**

All Officers/Staff are requested to take immediate action in all types of files in time, without delay following the existing rules, Government orders and instructions issued by the higher officials time to time. Also periodical inspection should be conducted and maintaining of files and records to be verified by the inspecting officers and if any discrepancies found, action has to be initiated against the erring officials.

  
Directorate of School Education

  
15/12/2020

To

All Joint Directors in this Directorate.

All Chief Educational Officers/

All District Educational Officers.

Copy submitted to the Principal Secretary to Government,

School Education Department, Secretariat, Chennai-9