

INFORMATION PUBLISHED BY THE DEPARTMENT
UNDER SUB-CLAUSE (ii)
OF SECTION 4(1)(b) OF THE RTI ACT, 2005

Part I : General

Powers and Duties of Officers and Employees of the Department

Powers and duties of officers and employees working in the Ministries of the Govt. of India are spelt out in Chapter III ("Machinery of Government") of the Central Secretariat Manual of Office Procedure published by the Department of Administrative Reforms and Public Grievances of the Government of India. This Manual is available on the relevant Ministry's website ("darpn.nic.in"). As per the above Manual, function, powers and duties of officers and employees of the Deptt. are as follows :

- (1) **Secretary** – Secretary is the administrative head of the Ministry or Department. He is the principal adviser of the Minister on all matters of policy and administration within his Ministry / Department, and his responsibility is complete and undivided.
- (2) **Additional Secretary** - The Additional Secretary assists the Secretary in the discharge of his functions and supervises the work of such Bureaux / Divisions as may be assigned to him by the Secretary.
- (3) **Joint Secretary / Education Advisor – The Joint Secretary / EA** is entrusted with the maximum measure of independent functioning and responsibility in respect of all business falling within his Bureau subject to the general responsibility of the Secretary for the administration of the Bureau as a whole.
- (4) **Director / Deputy Secretary/ Jt. Dir / DEA** – Director / Deputy Secretary / JD/ DEA holds charge of a Division and is responsible for the disposal of Government business dealt within the Division under his charge. He should, ordinarily be able to dispose of the majority of cases coming upto him on his own. He should use his discretion in taking orders of the Joint Secretary / Secretary on more important cases, either orally or by submission of papers.
- (5) **Under Secretary/Assistant Education Advisor/Assistant Director** – An Under Secretary/ Assistant Education Advisor/Assistant Director is in charge of the Branch consisting of one or more sections / Desk and in respect thereto exercises control both in regard to the dispatch of business and maintenance of discipline. Work comes to him from the sections under his charge. As Branch Officer he disposes of as many cases as possible at his own level but he takes the orders of Deputy Secretary or higher officers on important cases.

- (6) **Section Officer:** Section Officer is over all responsible for maintaining discipline in the Section, distribution of work among the staff management & co-ordination of the work and issuance of letters.
- (7) **Assistant / Upper Division Clerk** - He works under the orders and supervision of the Section Officer and is responsible for the work entrusted to him.
- (8) **Private Secretary/ Personal Assistant/ Stenographer** – He will keep the officer free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meeting and collecting information.
- (9) **Lower Division Clerk** – Lower Division Clerks are ordinarily entrusted with work of routine nature, for example – registration of Dak, typing, despatch and submission of routine and simple drafts etc.

Part II : Bureau Specific Posts

In addition to the posts mentioned in Part I which are generally common to all Bureaux, some Bureaux in the Department have certain posts which are specific to them. These posts along with nature of work assigned to them are as follow:

A. Language Bureau

1. **Director, Official Languages (OL):** He coordinates and monitors the implementation of Official Language Policy of the Union of India in the Departments of Higher Education and the Department of Elementary Education & Literacy as well as in Departments' offices/ Universities/ Boards etc. as per the orders/guidelines issued by the Department of Official Language, Ministry of Home Affairs. He also acts as the Member Secretary of Hindi Salahakar Samiti of Ministry of Human Resource Development.
2. **Assistant Directors (OL):** Vetting of translation from English to Hindi and viceversa. To assist Director (OL) in the work relating to implementation of Official Language Policy of the Union of India in both Education Departments of the Ministry of Human Resource Development. To assist Director (OL) to ensure proper compliance of the provisions of Official Language Act and Orders issued there under.
3. **Senior/Junior Translators:** Translation of material i.e. Parliament Questions, Cabinet Notes, letters emanating from HRM/MOS and offices of other senior officers, delay statements, standing committee, CAGE committee, notification, resolutions, general orders etc.

B. Planning Bureau

4. **Senior Statistical Officer (s):** Collection & Compilation of Educational Statistics covering various topics in this connection.
5. **Statistical Investigator (s):** Collection, scrutiny, compilation and analysis of data relating to Budget provisions and expenditure in Education in publication by Centre and State Govts. Publication of (i) Analysis of Budgeted expenditure on Education and (ii) Annual Financial Statistics on Education after analyzing the data collected. (iii) Coordination in respect of various Plan schemes of Department of Higher Education and liaison with Planning Commission.
(iv)Compilation and preparation of Five Year Plan and Annual Plan.
6. **Computer:** Data Entry work & computerization of data entry work and helping in bringing out the Statistical publications.

C. ICC Bureau

7. **Special Officer (Book Promotion):** This is a specialized post and the duties of Special Officer (Book Promotion) include all policy and planning aspects relating to Book Promotional Activities within India and abroad.
8. **Licensing Officer:** Processing of scholarships offers from China, Japan, Mexico, Israel, Cuba, Czech, Slovak, Iran etc.