

REVISED CHARTER OF DUTIES
DIRECTORATE OF INSPECTION AND AUDIT
EDUCATION DIVISION
MINISTRY OF EDUCATION

Director

1. To act as administrative head and is responsible for overall administrations of the Directorate of Inspection and Audit.
2. To act as an adviser to the administrative Ministry on technical matters and on formulation of policies concerning the Directorate of Inspection and Audit.
3. To act as Principal Accounting Officer of the Directorate within the budget provision.
4. To be responsible for the administration and execution of function of the Directorate as per Acts, Ordinance, Rules and Regulations and Directives issued by the Government from time to time.
5. To be responsible for proper functioning and discipline of the Directorate.
6. To provide executive and operational guidance to staff and exercise control and supervision over them.
7. To be responsible for appointing Classes II, III and IV employees of the Department as per existing procedure.
8. To be responsible for issuing clear standing orders laying down the maximum extent of delegation of powers to the Officers serving under him.
9. To control and supervise the work of the Directorate.
10. To represent the Directorate and where personal representation is not possible to select representative on his behalf.
11. To grant earned leave etc. to all staff working under him.
12. To meet all officers under him located in the same station once in a month to review cases pending for disposal for over a month.
13. To inspect his office atleast once in a month in addition to annual inspection.
14. To allocate duties of officers as and when required.
15. Ensure revenue collection where applicable and safeguard Government property under his charge.
16. To be responsible for maintaining proper security measures of the Directorate.
17. To Inspect Educational Institutions.

18. To ensure submission of final inspection reports to Government and other agencies.
19. Any other duties assigned by the Government.

Joint Director

1. To assist the Director in the Planning and general administration of the Directorate.
2. To ensure execution of the policies, plans & programmes.
3. To co-ordinate and supervise work of all Deputy Directors/Inspecting Officers.
4. Final checking of Inspection & Audit Reports drawn up by the Deputy Directors.
5. Co-ordination/approval of tour programmes, tour diaries etc. of the Inspecting Officers.
6. Writing of Confidential Reports on all Inspecting Officers.
7. Granting of casual leave to all Inspecting and Audit Officers.
8. Any other duties assigned by the Director/Government.

Deputy Director

1. To be responsible for the overall Inspection & Audit Work of the respective divisions.
2. Execution of outlined plans, programmes and policies.
3. Preparation of tour programme of Inspecting Officers for the respective Divisions.
4. Examination of Inspection Reports submitted by Inspecting Officers and preparation of final reports for submission to Government and other agencies.
5. Checking of tour diaries of Inspecting Officers and receipt of Inspection reports in time.
6. General administration and initiating disciplinary action against officers/staff working in the respective, divisional section.
7. Custody/disposal of seized documents.
8. Initiate disciplinary action against educational institutions.
9. Inspection of educational institutions.
10. Maintenance of statistics and other information in regard to educational institutions of the concerned division.
11. Writing of Confidential reports of all non-gazetted employees attached to their respective sections.
12. Granting of casual leave to Class III & IV employees under his control.
13. Correspondence with Educational Institutions in regard to queries and clarifications on the reports submitted by Inspecting Officers.

Other work as and when assigned.

Inspectors of Education & Assistant Inspectors of Education.

1. Inspection of Educational Institutions of the country and audit of their accounts as per approved tour programmes.
2. Writing and submission of inspection reports on the educational institutions visited by them as per requirements of the Directorate.
3. Pointing out defects/irregularities of educational institution inspected by them.
4. On the spot advice to heads of institutions about overall improvement in the administration as and when required.
5. Other work as and when assigned.

Audit Officer:

1. Auditing of accounts of educational institutions as per approved tour programmes.
2. Submission of reports on the accounts of the institutions visited by them.
3. Examination of audit reports submitted by the educational institutions.
4. Examination of Account Books/Cash Books/Registers etc. seized from educational institutions and submission of reports on them.
5. Any other work as and when assigned.

Administrative Officer :

1. To help the Director and Joint Director, in the general administration etc. of the Directorate.
2. Supervision of the work of all non-gazetted employees & Class—IV employees and preparation of their duty roster.
3. Overall In-charge of the office administration/Accounts/Reference sections etc. of the Directorate ; he will be responsible for supervision of the work of the custody's of furniture, equipment, stationeries and other stores and arrange for procurement/distribution/disposal thereof.
4. Disbursement of establishment and contingent bills and signing of office Cash books.
5. Stock taking of furniture, equipment stores etc.
6. All works/drafting of correspondence relating to the administration and management of the Directorate viz. budget, accounts, administration etc.
7. Granting of Casual Leave to Class III and Class IV employees under his control.
8. Any other work as and when assigned.

