

From

The Financial Commissioner & Principal Secretary,
Govt. Haryana, School Education Department,
Chandigarh.


To

- All the
1. District Education Officers
 2. District Elementary Education Officers
 3. District Project Coordinators
 4. Block Education Officers
 5. Block Elementary Education Officers
in the State of Haryana.

No. 18/68-2012 Admn. (3)
Dated : Panchkula, the 16-07-2012

**Subject : Powers/Functions of Block Education Officers and Block Elementary
Education Officers-cum-Block Resource Coordinators.**

Kindly find enclosed herewith a copy of the order demarcating the powers of
Block Education Officers & Block Elementary Education Officers. The same shall be
discussed in the meeting to be held on 17th & 18th July 2012. These orders shall come into
force with immediate effect.



Joint Secretary cum-
Director Elementary Education, Haryana
for Financial Commissioner & Principal Secy. to
Govt. Haryana, School Education Department.

Endst : Even

Dated : Panchkula, the 16-07-2012

A copy of the above is forwarded to the following for information & necessary action
please :

1. PS/FCSE for information of Financial Commissioner & Principal Secretary to Govt.
Haryana, School Education Department please.
2. PA/Director Secondary Education, Haryana, Panchkula.
3. PA/State Project Director, SSA/RMSA, Haryana, Panchkula.


Superintendent Admn.
for Financial Commissioner & Principal Secy. to
Govt. Haryana, School Education Department.

ORDER

After coming into existence of the post of Block Elementary Education Officer-cum-Block Resource Coordinator, **Block Education Officer** will perform following functions and exercise following powers in his/her jurisdiction:-

1. He/She will deal with establishment matters of all teaching and non-teaching staff working in the Senior Secondary Schools. He/she will forward the matters to District Education Officers concerned if required to do so as per procedures/rules and directions issued from time to time.
2. He/She will deal with all Commission/Court matters and assist the concerned District Education Officer and higher authorities in proper and effective defence of various court cases pertaining to Secondary Education Department.
3. He/She will function as State Public Information Officer under Right to Information Act.
4. He/She will be the Grievance Redressal Officer (GRO) pertaining to all grievances and complaints related to Senior Secondary schools.
5. He/She will deal with the matters pertaining to recognized & aided private schools and recognized & un-aided private schools at Senior Secondary Level.
6. He/She will exercise the powers as Drawing & Disbursing Officer (DDO) for all teaching and Non-teaching staff working in Senior Secondary Schools provided that the Senior Secondary school having the post of Principal, or in the absence of the Principal, the DDO power for teaching and Non-teaching staff will vest with him/her.
7. He/She will maintain the accounts statements, cashbook and expenditure reports etc. in respect of funds/grants received under Rashtriya Madhyamik Shiksha Abhiyan (RMSA) and Directorate of Secondary Education (DSE) for various types of activities, salaries, loans and advances etc. He/she will be responsible to facilitate the audit and reply the audit paras.
8. He/She shall adhere to the financial rules and procurement procedures laid down by the State Govt. He/she will also follow the rules/procedures laid down under Rashtriya Madhyamik Shiksha Abhiyan (RMSA) for the implementation of the activities under it.
9. He/She will be responsible that meeting of Block Level Education Committee constituted under Rashtriya Madhyamik Shiksha Abhiyan (RMSA) and School Management and Development Committees (SMDCs) at school level is held regularly as per the procedures and within the stipulated period.
10. He/She will make sincere efforts to strengthen the School Management & Development Committees (SMDCs) and arrange training & orientation programmes to empower them in all respect.
11. He/She will ensure the protection of child rights pertaining to all schools.
12. He/She will supervise and monitor all activities of Rashtriya Madhyamik Shiksha Abhiyan (RMSA).



13. He/She will ensure timely completion of all approved activities under Rashtriya Madhyamik Shiksha Abhiyan (RMSA) like preparation of Annual Work Plan & Budget, monitoring, submission of utilization certificates.
14. He/She will assign the duty and work to Information-cum-Office-cum-Library Manager (IOLM) and other staff deputed under RMSA. He/she will also coordinate with faculty of District Institute of Education & Training for improvement in quality education. He/she should create a data bank of experts/subject specialists etc. for providing support to the teaching and non teaching staff in their capacity buildings and issues addressing the learning enhancements among students.
15. He/She will ensure cent percent enrolment, retention, transition of students and hundred percent attendance of teachers and students. He/She will also ensure identification and provision for children with special needs (CWSN) and identify special focused areas in block which needs special attention.
16. He/She will ensure the collection of Secondary Education Management Information System (SEMIS) and educational statistics on time as per the requirement and ensure 100% coverage of all schools in it.
17. He/She will ensure the timely completion of all civil works and repair & maintenance works. He/She will further ascertain the completion of pending civil work. He/She will also monitor and supervise the quality of civil works. He/She will monitor the functioning of Junior Engineers working under Rashtriya Madhyamik Shiksha Abhiyan (RMSA). He/She will also coordinate with School Management & Development Committees (SMDCs) as and when required.
18. He/She will be the Chief Coordinator to organize any event or activity assigned by the department from time to time.
19. He/She will ensure the active community participation and convergence of schemes with other Departments such as Health, Public Health & Engineering Department, Civil Societies, for their support under various schemes like Mahatma Gandhi National Rural Employment Guarantee Act (MANREGA), National Rural Health Mission (NRHM), Public Works Department (PWD), Integrated Child Development Services (ICDS) etc.
20. Any other assignments assigned by the District Education Officer, District Programme Coordinator, Rashtriya Madhyamik Shiksha Abhiyan (RMSA) and any other higher authorities.
21. He/She shall visit each Senior Secondary School in the Block once a quarter and ensure proper enforcement of all programmes and policies of the department in each school
22. He/She shall exercise above powers pertaining to the Secondary Education Department under the direct supervision of the District Education Officer of the district.

SURINA RAJAN

**Financial Commissioner and Principal Secretary
to Govt. Haryana, School Education Department.**

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ORDER

After coming into existence of the post of Block Elementary Education Officer-cum-Block Resource Coordinator. He/She will perform following functions & exercise following powers in his/her jurisdiction:-

1. He/She will deal with establishment matters of all teaching (JBT, Masters and C&V) and non-teaching staff working in the elementary schools or upto elementary sections. He/she will forward the matters to District Elementary Education Officers concerned if required to do so as per procedures/rules and directions issued from time to time.
2. He/She will deal with all Commission/Court matters and assist the concerned District Elementary Education Officer and higher authorities in proper and effective defence of various court cases pertaining to Elementary Department.
3. He/She will function as State Public Information Officer under Right to Information Act.
4. He/She will be the Grievance Redressal Officer (GRO) pertaining to all grievances and complaints related to Elementary schools.
5. He/She will deal with the matters pertaining to recognized & aided private schools and recognized & un-aided private schools upto elementary level.
6. He/She will exercise the power as Drawing & Disbursing Officer (DDO) for all teaching and Non-teaching staff working upto elementary schools provided that the elementary school having the post of Head Master, the DDO power for teaching and Non-teaching staff will vest with him/her.
7. He/She will maintain the accounts statements, cashbook and expenditure reports etc. In respect of funds/grants received under Sarv Shiksha Abhiyan (SSA) and Directorate of Elementary Education (DEE) for various types of activities, salaries, loans and advances, Mid-Day-Meal (MDM) etc. He/she will be responsible to facilitate the audit and reply the audit paras.
8. He/She shall adhere to the financial rules and procurement procedures laid down by the State Govt. He/she will also follow the rules/procedures laid down under Sarv Shiksha Abhiyan for the implementation of the activities under it.
9. He/She will ensure the enforcement of Right of Children to Free and Compulsory Education Act, 2009.
10. He/She will act and function as Local Authority within the meaning of "Right of Children to Free & Compulsory Education Rules Haryana, 2011."
11. He/She will be responsible that meeting of Block Level Education Committee constituted under Sarv Shiksha Abhiyan and School Management Committees (SMCs) at school level is held regularly as per the procedures and within the stipulated period.
12. He/She will make sincere efforts to strengthen the School Management Committees (SMCs) and arrange training & orientation programmes to empower them in all respect.



13. He/She will ensure the protection of child rights pertaining to all schools.
14. He/She will supervise and monitor all activities of Sarv Shiksha Abhiyan (SSA).
15. He/She will ensure timely completion of all approved activities under Sarv Shiksha Abhiyan (SSA) like preparation of Annual Work Plan & Budget, monitoring, submission of utilization certificates, distribution of free entitlements under RTE Act, proper and transparent utilization of funds etc.
16. He/She will assign the duty and work to Assistant Block Resource Coordinators (ABRCs) and coordinate with Cluster Resource Centers (CRCs). He/she will also coordinate with faculty of District Institute of Education & Training for improvement in quality education. He/she should create a data bank of experts/subject specialists etc. for providing support to the ABRCs in their capacity buildings and issues addressing the learning enhancements among students.
17. He/She will ensure cent percent enrolment, retention, transition of students and hundred percent attendance of teachers and students. He/She will also ensure identification and provision for children with special needs (CWSN) and identify special focused areas in block which needs special attention.
18. He/She will ensure the collection of District Information School Education data and educational statistics on time as per the requirement and ensure 100% coverage of all schools in it.
19. He/She will ensure the timely completion of all civil works and repair & maintenance works. He/She will further ascertain the completion of pending civil work. He/She will also monitor and supervise the quality of civil works. He/She will monitor the functioning of Junior Engineers working under Sarv Shiksha Abhiyan (SSA). He/She will also coordinate with School Management Committees (SMCs) as and when required.
20. He/She will ensure proper and effective implementation of Mid-day-Meal scheme.
21. He/She will be the Chief Coordinator to organize any event or activity assigned by the department from time to time.
22. He/She will ensure the active community participation and convergence of schemes with other Departments such as Health, Public Health & Engineering Department, Civil Societies, for their support under various schemes like Mahatma Gandhi National Rural Employment Guarantee Act (MANREGA), National Rural Health Mission (NRHM), Public Works Department (PWD), Integrated Child Development Services (ICDS) etc.
23. Any other assignments assigned by the District Elementary Education Officer, District Programme Coordinator, Sarv Shiksha Abhiyan and any other higher authorities.
24. He/She shall visit each Elementary School in the Block once a quarter and ensure proper enforcement of all programmes and policies of the department in each school

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25. He/She shall exercise above powers pertaining to the Elementary Education Department under the direct supervision of the District Elementary Education Officer of the district.
26. He/She shall also function as ex-officio Block Resource Coordinator (BRC) for all Schemes/Programmes under Sarv Shiksha Abhiyan (SSA). He/She shall work under the District Programme Coordinator (DPC) Sarv Shiksha Abhiyan for this purpose.

SURINA RAJAN
Financial Commissioner and Principal Secretary
to Govt. Haryana, School Education Department.

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