

Manual 2 - Powers and Duties of Officers and Employees

Kendriya Vidyalaya STPS Suratgarh

RTI Act, 2005 - Section 4(1)(b)

1. Introduction

Section 4(1)(b)(ii) of the Right to Information Act, 2005 requires every public authority to publish the powers and duties of its officers and employees. Kendriya Vidyalaya STPS Suratgarh functions under the administrative control of Kendriya Vidyalaya Sangathan (KVS), Ministry of Education, Government of India, and all officers and employees perform duties as prescribed in the KVS Education Code, CCS Rules, CBSE Bye-laws, and instructions issued by KVS Headquarters and Regional Office.

2. Powers and Duties of the Principal:

Powers:

The Principal is the Head of the Vidyalaya and exercises academic, administrative, and financial powers delegated by KVS.

Major powers include:

- Overall administration of the Vidyalaya.
- Supervision of academic activities.
- Implementation of KVS and CBSE policies.
- Admission of students as per KVS Admission Guidelines.
- Maintenance of discipline.
- Supervision of examinations.
- Financial powers delegated under KVS.
- Procurement of stores as per GFR/KVS norms.
- Constitution of school committees.
- Performance appraisal of employees.
- Maintenance of service records.
- Correspondence with Regional Office and Headquarters.
- Disaster management and safety supervision.
- Child protection and implementation of POCSO guidelines.
- Ensuring implementation of Government initiatives.

Duties:

- Ensure quality education.
- Conduct morning assembly.

- Monitor classroom teaching.
- Ensure syllabus completion.
- Conduct internal inspections.
- Organize training programmes.
- Supervise co-curricular activities.
- Ensure maintenance of infrastructure.
- Ensure financial discipline.
- Conduct School Management Committee/VMC meetings.
- Maintain transparency in administration.

3. Powers and Duties of Vice Principal:

Powers:

- Assist the Principal in all academic and administrative matters.
- Act as Principal during absence of the Principal.
- Supervise examination work.
- Coordinate timetable preparation.
- Monitor attendance.

Duties:

- Supervise classroom teaching.
- Monitor discipline.
- Coordinate departmental activities.
- Conduct inspections.
- Organize substitute arrangements.
- Coordinate Board examination work.

4. Powers and Duties of Head Master (Primary):

Powers:

- Supervise Primary Section.
- Monitor classroom teaching.
- Coordinate Primary teachers.

Duties:

- Academic supervision.
- Conduct CLA.
- Maintain records.
- Prepare reports.

- Ensure student discipline.

5. Powers and Duties of PGT (Post Graduate Teacher):

Powers:

- Teach allotted subjects.
- Evaluate students.
- Guide practical work.
- Mentor students.

Duties:

- Lesson planning.
- Classroom teaching.
- Conduct practicals.
- Prepare question papers.
- Evaluate answer sheets.
- Maintain attendance.
- Participate in committees.
- Conduct remedial classes.
- Organize CLA activities.
- Parent interaction.
- Career guidance.
- Use ICT in teaching.
- Continuous assessment.
- Maintain records.

6. Powers and Duties of TGT:

Duties

- Teach middle and secondary classes.
- Maintain lesson plans.
- Conduct assessments.
- Participate in school programmes.
- Maintain discipline.
- Parent interaction.
- Committee work.

7. Powers and Duties of PRT:

Duties:

- Teach primary classes.
- Maintain child-friendly environment.
- Conduct activity-based learning.
- Maintain student records.
- Continuous assessment.
- Parent counselling.
- House duties.

8. Librarian:

Powers:

- Management of library.

Duties:

- Issue and return books.
- Maintain accession register.
- Reading promotion.
- Digital library.
- Library periods.
- Book procurement recommendations.

9. Physical Education Teacher:

Duties:

- Organize sports.
- Conduct fitness programmes.
- Prepare teams.
- Organize Annual Sports Day.
- Maintain sports equipment.

10. Computer Instructor / Computer Teacher:

Duties:

- Conduct ICT classes.
- Maintain computer lab.
- Assist in online examinations.
- Maintain school website (if assigned).
- Technical support.

- Promote cyber safety awareness.

11. Music Teacher / Art Teacher:

Duties:

- Organize cultural programmes.
- Train students.
- Prepare school teams.
- Maintain activity records.

12. Office Superintendent / Administrative Officer:

Powers:

- Supervise office staff.
- Administrative control of office.

Duties:

- Establishment matters.
- Salary bills.
- Pension cases.
- Leave records.
- Service books.
- Budget.
- Procurement.
- Audit compliance.
- Office correspondence.

13. Senior Secretariat Assistant (SSA):

Duties:

- Accounts.
- Cash book.
- Bills.
- PF/NPS.
- Income Tax.
- Budget files.

14. Junior Secretariat Assistant (JSA):

Duties:

- Diary & dispatch.
- Student records.
- Admission files.
- Correspondence.
- Office registers.

15. Sub Staff / Multi-Tasking Staff:

Duties:

- Office assistance.
- Record movement.
- Cleanliness.
- Support during examinations.
- Maintenance assistance.

16. Staff Nurse (where applicable):

Duties:

- First aid.
- Student health records.
- Medical emergencies.
- Health awareness.

17. Security Staff (if outsourced):

Duties:

- Entry control.
- Visitor management.
- Security.
- Safety monitoring.

18. Sanitation Staff:

Duties:

- Cleanliness.
- Hygiene.
- Waste disposal.
- Maintenance of toilets.

19. Accountability:

All officers and employees are accountable to:

- Principal
- Deputy Commissioner, KVS Regional Office
- Commissioner, KVS Headquarters

They are required to follow:

- KVS Education CodeCCS Rules
- CCS (Conduct) Rules
- CCS (Leave) Rules
- General Financial Rules (GFR)
- CBSE Affiliation Bye-laws
- RTI Act, 2005
- POCSO Act
- RTE Act (where applicable)

20. Summary Table:

Sl. No.	Post	Major Powers	Major Duties
1	Principal	Administrative, Academic & Financial	Overall Head of School
2	Vice Principal	Supervisory	Academic Coordination
3	Head Master	Primary Supervision	Primary Administration
4	PGT	Academic	Teaching Senior Secondary
5	TGT	Academic	Teaching Secondary
6	PRT	Academic	Teaching Primary
7	Librarian	Library Management	Library Services
8	PET	Sports	Physical Education
9	Computer Teacher	ICT	Computer Education
10	Office Superintendent	Administration	Office Management
11	UDC	Accounts	Financial Records
12	LDC	Clerical	Office Records
13	MTS/Sub Staff	Support	Office Assistance