

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

A.P. Educational Services (APES) and A.P. School Educational Sub-ordinate Services (AP SESS) Officers-Powers and Functions Rules, 2002- Orders -Issued.

EDUCATION (SER.V) DEPARTMENT

G.O.Ms.No.40

Dated: 07-05-2002

Read :

From the C&DSE,Hyd. Lr.Rc.No.484/C3-1/2002,dt.4.3.2002.

ORDER :-

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The Commissioner and Director of School Education, in the reference read above, has reported that the issue of Delegation of Powers to various functionaries namely the Head Masters of Primary Schools, Upper Primary Schools, High Schools, Mandal Educational Officers / Deputy Inspectors of Schools and Deputy Educational Officers, has been discussed at the District Education Officers Conference held on 13.2.2002 and 14.2.2002, and subsequently with the all Teachers Organization and proposed the rules for A.P. Educational Service and A.P. School Educational Sub-ordinate Services.

2. Government, after careful examination have decided to accept the proposed rules for A.P. Educational Service and A.P. School Educational sub-ordinate services and accordingly the following notification will be published in the extra-ordinary issue of the Andhra Pradesh Gazette dated 09.05.2002.

BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

L.V.SUBBA RAO,
SECRETARY TO GOVERNMENT.

Di. of Printing Stationery & Stores Purchases, Hyderabad.

is requested to print the extra-ordinary Gazette dt. 09.05-2002 and send 230 copies Government.)

C&DSE,Hyd.(He is requested to take necessary action in the matter.)

to P.S. to M(SE)

to P.S. to Secy.(SE)

to all Admn. sections in the Deptt.

// FORWARDED :: BY ORDER //

K. Srinivas
SECTION OFFICER

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NOTIFICATION

In exercise of the powers conferred by the section 99 read with sections 78, 85 and 93 of the Andhra Pradesh Education Act 1982 (Act No.1 of 1982) and in supersession of all corresponding rules, proceedings, orders and instructions issued on the subject the Governor of Andhra Pradesh hereby makes the following rules relating to the Powers and Functions of the Head Masters of Primary Schools, Upper Primary Schools, High Schools, Mandal Educational Officer / Deputy Inspector of Schools, Deputy Educational Officer and District Educational Officer of the Department of School Education.

1. (i) These rules may be called the Andhra Pradesh Educational Services and Andhra Pradesh School educational Sub-Ordinate Services Officers Powers and Functions Rules, 2002.

(ii) These rules shall come into force with immediate effect.

2. The following shall be the Powers and Functions of the Officers of the Andhra Pradesh Educational Services and Andhra Pradesh School Educational Sub-ordinate Services.

(1) Head Master of Primary School:

The Head Master of Primary School shall grant Casual leave, Special Casual Leave to the Teachers of Primary School.

(2) Head Master of Upper Primary School:

(i) The Head Master of Upper Primary School shall grant Casual Leave, Special Casual Leave to Teachers of Upper Primary School.

(ii) Condone the Age relaxation to VIIIth Class students;

(iii) Change the Media / Language to students;

(iv) Condone the shortage of attendance to the students;

(v) Admit the students from ICSE/CBSE syllabus or other syllabi to State Syllabus.

(3) Head Master of High School:

The Head Master of High School shall have Powers in respect of all teachers working in High School and he shall

(i) grant Casual Leave, Special Causal Leave.

(ii) sanction of Earned Leave /Half Pay leave/Commuted Leave /Maternity Leave /and Extraordinary Leave;

(iii) sanction Increments and Pay fixations;

(iv) sanction of Automatic Advancement Scheme, Leave Travel Concession and Joining Permissions;

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- (v) Issue regular Pay Scales on completion of apprentice Service.
- (vi) sanction General Provident Fund Loans and General Provident Fund Part-finals and forwarding of General Provident Fund Final withdrawals;
- (vii) sanction Family Benefit fund and Group Insurance Scheme Amounts;
- (viii) sanction Pension and forwarding of proposals to Accountant General and forwarding of A.P. Government Life Insurance applications;
- (ix) draw the Medical Advance/Reimbursement after sanction by the Commissioner & Director of School Education;
- (x) condone the age relaxation to viith & xth Class students;
- (xi) change the Media or Language to the students;
- (xii) condone the shortage of Attendance to the students;
- (xiii) admit the students from ICSE /CBSE syllabus or other syllabi to state syllabus;

(4) Mandal Educational Officers / Dy. Inspector of Schools:

The Mandal Educational Officer / Dy. Inspector of Schools shall have powers in respect of Head Masters of Primary and Upper Primary Schools and Teachers working in Primary and Upper Primary Schools, and he shall

- (i) sanction Earned leave /Half Pay leave /Commuted Leave /Maternity Leave & Extra ordinary leave;
- (ii) sanction Increments and Pay fixations;
- (iii) sanction Automatic Advancement Scheme, Leave Travel Concession and Joining Permissions;
- (iv) Issue Regular Pay Scales on completion of apprentice Service;
- (v) sanction General Provident Fund Loans and General Provident Fund Part-finals and forwarding of General Provident Fund Final withdrawals;
- (vi) sanction Family Benefit fund and Group Insurance Scheme Amounts;
- (vii) sanction Pension and forwarding of proposals to Accountant General and forwarding of A.P. Government Life Insurance applications;
- (viii) draw the Medical Advance/Reimbursement after sanction by the Commissioner and Director of School Education;
- (ix) grant the casual leave, special casual leave to Head Masters of Primary and Upper Primary Schools.

(5) Deputy Educational Officer:

The Deputy Educational Officer shall have Powers in respect of Head Masters of High Schools and he shall

- (i) grant casual leave, Special casual leave;
- (ii) sanction the Earned leave /Half Pay leave/Commuted Leave/Maternity Leave and Extra ordinary leave;
- (iii) sanction the Increments and Pay fixations;
- (iv) sanction the Automatic Advancement Scheme, Leave Travel Concession and Joining permissions;

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- (v) sanction the General Provident Fund Loans and General Provident Fund Part-finals and forwarding of General Provident Fund Final withdrawals;
- (vi) sanction the Family Benefit fund and Group Insurance Scheme amounts;
- (vii) sanction the Pension and forwarding of Proposals to Accountant General and forwarding of A.P. Government Life Insurance applications;
- (viii) draw the Medical Advance /Reimbursement after sanction by the Commissioner and Director of School Education;
- (ix) attest the Transfer Certificates of students seeking admission in other States.

(6) District Educational Officer:

a. The District Educational Officer shall have powers in respect of Mandal Educational Officer /Deputy Inspector of Schools and he shall

- (i) grant the casual Leave, Special casual Leave;
- (ii) sanction the Earned Leave /Half Pay leave /Commuted Leave /Maternity Leave and extraordinary leave;
- (iii) sanction Increments and Pay fixations;
- (iv) sanction the Automatic Advancement Scheme, Leave Travel Concession and Joining permissions;
- (v) sanction the General Provident Fund Loans and General Provident Fund Part-finals and forwarding of General Provident Fund final withdrawals;
- (vi) sanction Family Benefit fund and Group Insurance Scheme Amounts.
- (vii) sanction the Pension and Forwarding of proposals to Accountant General and forwarding of A.P. Government Life Insurance applications;
- (viii) draw the Medical Advance/ reimbursement after sanction by the Commissioner and Director of School Education;
- (ix) attest the Transfer Certificates of students seeking admission in other Countries;
- (x) impose minor punishments as per A.P. Civil Services (CCA) Rules, 1991 in respect of Mandal Educational Officers /Deputy Inspector of Schools and Head Masters of High Schools.

b. He shall have also Powers in respect of teachers in Primary, Upper Primary and High Schools for regularization of their service and declaration of Probation as per existing service rules.

I.V. SUBBA RAO,
SECRETARY TO GOVERNMENT.

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