

GREATER CHENNAI CORPORATION  
PARTICULARS OF EDUCATION DEPARTMENT

FUNCTIONS AND DUTIES

The Commissioner of Greater Chennai Corporation shall function as the Administrative Head of Education Department GCC services subject to the rules notifications or orders that may be passed by the Government from time to time.

The Deputy Commissioner (Edn.) of GCC shall function as the entire incharge of the Education Department and for its growth and development.

The Educational Officer, Education Department shall function as Head of the Department Drawing Officer and administrator for the Head Quarters and carrying out all proposals relating to Teaching/Non Teaching staff.

The Additional Educational Officer shall assist the Educational Officer in carrying out the normal functions of the Schools and overall in charge of implementing the Nutrition's Noon Meal Programme.

281 Schools are maintained by the Greater Chennai Corporation comprising 119 Primary Schools, 92 Middle Schools, 38 High Schools and 32 Higher Secondary Schools.

There are more than 83,000 students studying during the academic year 2019-2020. Salary to the staff is being paid by the Government funds. The terminal benefits and cost of maintenance of schools are being met from the funds of Greater Corporation as per Government Order.

a) Community Colleges: The Greater Chennai Corporation has made a historic and significant contribution of Community Education in India through the establishment of Community colleges in from February 1999. The motto of the community colleges "Including the Excluded and giving the best to the least". The Community Colleges are Job oriented, work related and Skill based institutions. After completion of the training the trainees are placed in reputed concerns.

b) Industrial Training Institute: Greater Chennai Corporation, Education Department running the Industrial Training Institute with the following six trades under NCVT pattern affiliated to New Delhi are: 1) Computer Operator & Programming Assistant 2) Plumber 3) Fitter 4) Electrician 5) Mechanic Motor Vehicle 6) Electronic Mechanic. After completion of the courses the trainees are placed at various industries through Campus Interview held at ITI Campus. Division-120, Zone-9, Lloyds colony, Royapettah, Chennai-14.

To improve the performance of the students in the Public Examinations, special coaching classes are conducted and printed assignments with probable questions are supplied in all subjects to equip the student for better performance. Variety sundal (chickpeas) are supplied to the Students of Standard X,XI and XII in High & Higher Secondary Schools during the periods of special classes.

The Powers and Duties of GCC, Education Department Officers and Employees.

i) The Commissioner, GCC is the Administrative head of the Education Department, as per G.O. Ms. No.131, Education dated 01/03/91 and the clarification letter from the Secretary to Government Lr. Memo.675/c I/91 dated 18.06.91.

ii) The candidate allotted by Tamil Nadu Teachers Recruitment Board, Tamil Nadu Public Service Commission will be appointed by the Commissioner, Greater Chennai Corporation at the suitable places. Promotion and periodical transfers will be done by him. All establishment matters like sanction of leave, increment, giving promotion, taking disciplinary action, in position of penalties, payment of salaries administration of school, maintenance of school and the buildings, payment of rent to private buildings, purchase of equipment, stationary and other infrastructure also forms the part of his duties.

iii) Separate set of service rules will be framed for Teaching and non teaching staff except for the post which comes under the preview of Tamil Nadu Public Service Commission.

iv) The Government of School Education Department will be the Appellate Authority / Reviewing authority in all administration matters including disciplinary cases and also to be consulted in matters involving Educational Policies of the Government.

### **Deputy Commissioner (Edn.,)**

Shall function as incharge of Education and its improvement in the day today affairs administration, construction of school buildings, appointment and transfer of staff subject to the power delegated by the Commissioner, GCC time to time.

### **Educational Officer :**

**Shall function as Head of the Department**

**Pay Matrix: 59300 – 187700**

### **Duties**

Overall incharge of Education Department and incharge of High/Higher Secondary Schools. Inspection of all Chennai High and Higher Secondary schools. All establishment matters relating to High & Higher Secondary schools including preparation of seniority list, panel preparation for promotions, collection and maintenance of statistical details regarding school environment, teachers particulars, building particulars, necessity for various basic amenities and legal matters. Deletion of audit objections both local fund and A.G. Resident Audit in respect of Chennai High and Higher Secondary Schools. All disciplinary matters relating to High and Higher Secondary Schools. Adjustment of temporary advances. Reconciliation of all bills to P.A.O. Attending all meeting convened by Honourable Mayor and Commissioner. Disposal of grievances in respect of High Schools and Higher Secondary schools. Drawing Officer of Education department Indoor staff. Conducting of all seminars and refresher courses and inservice training programmes. Arranging for all the functions such as Chennai School Annual Day, Teachers Day, Independence Day, Republic Day, Childrens Day Rally etc. To deal with all matters and demands relating to all recognized Associations. Granting of permission for conducting night classes, B.Ed., training practice and all miscellaneous items of work etc. Incharge of all establishment matters relating to UNICEF. Overall in charge of CGHSS Saidapet residential school.

### **Additional Educational Officer (Noon Meals)**

**Pay Matrix: 59300 – 187700**

### **Duties**

Incharge of all Noon Meal centers in the Chennai City. i.e. Corporation, Government aided and A.D. Welfare Schools Noon Meal Centers. Incharge of deletion of Noon Meal & Audit. Checking of attendance and punctuality at Head Quarters. Surprise checking of noon meal centres by the Director of social welfare. Claiming of contingent

amount and advance grants from the Commissioner of Municipal administration. All disciplinary matters relating to Noon Meal Employees. Maintenance of S.R. of all noon meal employees and settlement of their retirement/death benefits. Overall incharge of Primary Schools and Middle Schools. Inspection of all Chennai Schools. Monitoring and Supervising the community colleges, looking after the establishment matters of community colleges & I.T.I. Overall incharge of CHSS, Subburayan street, residential school. Releasing of grant from the Commissioner of Social welfare Department, Deletion of audit objections in noon meal centers. Incharge of disciplinary proceedings in respect of CPS and CMS. Deletion of audit objections both L.F.Audit and A.G.Resident Audit in respect of CPS and CMS. Supply of uniform to office Assistants, Night Watchman and conductress. Supply of Stationery and books to the department and schools. Disposal of staff grievances to the staff of CPS and CMS. Timely adjustments of advances taken.

**Assistant Educational Officer-1**

**Pay Matrix: 56900 – 180500**

**Duties**

Inspection of all Primary , Middle , High and Higher Secondary Schools in Zone 4 (New Divn 34 to 41 ). Inspection of all Primary, Middle, High, and Higher Secondary Schools Chennai, Government, Government Aided and A.D Welfare schools NM center in Zone – 4 (New Divn 34 to 41). Implementation of Special announcements by Worshipful Mayor. Matters related to G.P.F & C.P.S (Contributory Pension Scheme). Respective Zone Pay Drawing Officer for primary and middle schools. Monitoring the activity of the NGOs Tech Mahindra, Agastya. All Types of Evening Coaching's Permission to the Schools. File Work of Teachers Awards Function, Students Awards Functions. Periodical Work on RTI Complaints and Watchman Salary.

**Assistant Educational Officer-2**

**Pay Matrix: 56900 – 180500**

**Duties**

Inspection of all Primary, Middle ,High and Higher Secondary Schools in New Zone – 4 & 5 (New Divisions 42 to 48 & 49 to 52 ).Inspection of all Primary, Middle ,High and Higher Secondary Schools in Chennai, Government, Government aided, and A. D Welfare schools NM centres.Voters day , Independence day and Republic day functions. Respective Zone Pay drawing Officer for primary and middle schools. NGO ACTIVITIES- Ramcharan Trust , Permission for Teaching Practices (B.Ed., M.Ed.,Others).File Work : Computer Assistant , Computer Teacher, Junior Assistant, PTA Teacher Salary, Republic Day Celebration. Periodical Collection Works : Minutes of D.C Meeting , Computer Assistant and Junior Assistant

**Assistant Educational Officer-3**

**Pay Matrix: 56900 – 180500**

**Duties**

Inspection of all Primary, Middle, High, and Higher secondary schools in New Zone- 5 (New Divisions 53 to 63). Inspection of all primary, middle, High and Higher secondary schools chennai, Government, Government aided and A.D.Welfare Schools NM centers in New Zone- 5(New Divisions 53 to 63). Schools Stationeries. Special schools. Deletion of Audit objection in Education Department. Respective Zone Pay drawing officer for primary and middle schools. NGO ACTIVITIES – America India Foundation, Educational Trips & Bus Arrangements Dakshinchitra, National Green Corps, Metro Rail, EY Foundation, Surabi, ISHA (RO PLANT). File Work- Scholarship for students, sports Articles, NCLP monthly report completion and submission, on 2<sup>nd</sup> of

every month 2<sup>nd</sup> to DC. (Edn.) Periodical Works related to - CM PETITIONS, MAYOR/SPECIAL OFFICER PETITION, PGR PETITION.

**Assistant Educational Officer-4**

**Pay Matrix: 56900 – 180500**

**Duties**

To inspect all primary, Middle, High & Higher Secondary schools in New Zone-6A (New Division 64-72). To inspect all primary, Middle, High & Higher Secondary schools in Chennai, Government, Government Aided & A.D welfare schools NM centres in New Zone Zone-6A (New Division 64-72). To act as Pay Drawing Officer for Primary & Middle Schools (21 Schools).NGOs-P.T. Rajan Trust,Samsung Smart Class, ACT Fiber Net Project, Wings to fly by Rotary club of Madras East.File Work:To prepare file for temporary KG Techers & KG Ayah.Periodical Collection (Monthly) PTA Teachers salary receipt, Computer Teachers Salary receipt Updating details of Education Department in Drive, Budget schemes related to individual beneficiaries.

**Assistant Educational Officer-5**

**Pay Matrix: 56900 – 180500**

**Duties**

Inspection of all Primary, Middle, High and Higher Secondary Schools in New Zone – 6B ( New Dns. 73 to 78 ). Inspection of all Primary, Middle, High and Higher Secondary Schools chennai, Government, Government aided, and A.D. Welfare Schools NM centers in New Zone – 6B ( New Dns. 73 to 78 ). Maintenance list of pending settlement to retired and deceased cases. Sanctioning of Electricity bills for Primary, Middle High and Higher Secondary Schools. Respective Zone pay drawing officer for Primery and Middle Schools. NGO activities – V-Set, Permissions related to subjects coaching (English , Maths & Science). NGO annual request – Vidyarambam, Natri , Samskriya Foundation , Asha for Education , the Candles. File Work – KG Uniform & Books , Uniform Purchase (9<sup>th</sup> to 12<sup>th</sup>). Periodical Collection Works – News Paper.

**Assistant Educational Officer-6**

**Pay Matrix: 56900 – 180500**

**Duties**

Inspection of all Primary, Middle, High and Higher Secondary Schools in New Zone – 8 ( New Div. 94 to 108 ). Inspection of all Primary, Middle, High and Higher Secondary Schools Chennai, Government, Government aided, and A.D. Welfare Schools NM centers in New Zone – 8 (New Div. 94 to 108). Hostels, Preparation and Presentation of all types of Educational and Administrative Statistics. Roll and New Admission. Respective Zone Pay drawing officer for primary and middle schools. NGO Activities –SNF at School , Nalandaway Foundation ,Diplomo Courses ,IP Rings .Independence Day ,100% Attendance , 1 lakh Cash Award. Permanent KG Teacher, Ayah & OA Salary & Other Benefits, Budget Estimate.

**Assistant Educational Officer-7**

**Pay Matrix: 56900 – 180500**

**Duties**

Inspection of all Primary, Middle, High, and Higher secondary schools in New Zone- 9 (New Divisions 109 to 118). Inspection of all primary, middle, High and Higher secondary schools chennai, Government, Government aided and A.D.Welfare Schools NM centers in New Zone- 9(New Divisions 109 to 118). Schools Stationeries. Special schools. Respective Zone Pay drawing officer for primary and middle schools. Hall Booking for Review Meetings, NGO Activites –

All Types Of Psychology Counselling. Adolescent And All Type Of Psychology Councils. Ulagammai, Don Bosco, Vashikatti, Sevaikaigal).

FILE WORK- Sundal Supply Collection Of Report On School Mental Health Program I Hots Programs. PERIODICAL WORKS - Infrastructure, Reconciliation, Record Note & Answer Sheet.

**Assistant Educational Officer-8**

**Pay Matrix: 56900 – 180500**

**Duties**

Inspection of All Primary, Middle, High and Higher Secondary Schools In New Zone 9B (New Div 119 To 126), Inspection of all Primary, Middle, High and Higher Secondary Schools Chennai, Government, Government Aided and A.D. Welfare Schools NM Centers In New Zone 9B (New Div 119 To 126). News Paper Complaints, All Grievance Readdressed, GCC Council and Secretriare Assembly Question and Answer, Teachers Day Function, Respective Zone Pay Drawing Officer for Primary and Middle Schools, NGO Activities-Teach for India, Winner Bakery, Permissions regarding donations to the school and students, File work-Teachers day CSR activities and procedures, Periodical collection works- Website Updating, Number Statement.

**Assistant Educational Officer-9**

**Pay Matrix: 56900 – 180500**

**Duties**

Inspection of all Primary, Middle, High and Higher Secondary schools in New Zone-10 (New Division 127 to 141). Inspection of all Primary, Middle, High and Higher Secondary schools Chennai, Government, Government aided and A.D. Welfare schools Noon Meal centers in New Zone-10 (New Division 127 to 141). Establishment matters and preparation of seniority list panel preparation of promotions for all categories (SG.Asst., BT., Asst., PG.Asst., HMs for High and Higher Secondary schools, AEO's Additional EO and EO). Respective Zone Pay drawing officer for Primary and Middle Schools. NGO Activities British Council, Extra Curricular Activites (Rhasody, Anmajothy, Tamil Nadu Eyal Esai Nadaka Mandram), Pension, Voters Day, National Tour.

**Assistant Educational Officer-10**

**Pay Matrix: 56900 – 180500**

**Duties**

Inspection of all Primary, Middle, High and Higher Secondary Schools in New Zone – 10 & 13 ( New Dns. 142 and 170 to 182 ). Inspection of all Primary, Middle, High and Higher Secondary Schools Chennai, Government, Government aided, and A.D. Welfare Schools Noon Meal centers in New Zone – 10 & 13 ( New Dns. 142 and 170 to 182 ). Scout & Guides, N.C.C, N.S.S, J.R.C. Laptop & Cycle Distribution. For Impress amount and expenditure. Respective Zone Pay Drawing Officer for Primary and Middle Schools. NGO Activites- MADHI FOUNDATION, permission regarding yoga, Karate & Health topics, ( Acupuncture home, Aims, V-Excel Sahaja yoga, Mohan Diabetes Centre, Foot Ball Coaching ) Cricket, Sports, Events, Computation, and reporting. FILE WORK: Reimbursement of imprest, Annual day, Sports day, NEET Coaching, Hostel. Periodical Works: Minimum Learning Material Result analysis, Diary, NEET, IIT, JEE Coaching.