

Manual-2
Powers and Duties of Officers and Employees
[Section 4(1) (b) (ii)]

SL. NO.	DESIGNATION OF POST	POWERS				DUTIES ATTACHED
		Administrative	Financial	Statutory	Others	
1.	Director, Technical Education & Training, Orissa	Director, has been entrusted to dispose of the all cases at his level related to DTET, Orissa	#	#	#	He is the head of the Office and exercises over all supervision of different activities of DTET,Orissa
2.	Additional Director (SPIU)	To assist the DTE&T in the matter of Craftsman Training Scheme (Govt. & Private)				
3.	Additional Director (Technical Education)	To assist the DTE&T in the TT Scheme (Govt. & Private)				
4.	Joint Director (Academic)	To assist the Addl. DTE&T(TE) in respect of the Technical Education, Diploma & Placement				
5.	Joint App. Advisor	To assist the DTE&T for implementation of App. Scheme				
6.	Deputy Director (Admn.)	Deputy Director (Admn.) has been delegated to exercise powers in disposing of the all cases related to Establishment & PIO	*	*	*	
7.	Deputy Director (Inspection)	To assist the Addl Director (SPIU) in the matter of inspection of ITIs is both Govt. & Pvt.				Disposal of Scrap Materials
8.	Deputy Director (Trg) SPIU	To assist the Addl. Director (SPIU) in the matter of State Employ. Mission				Principal I/c ITT, Choudwar, Cuttack
9.	Deputy Director (Tech. Trg.)	To assist Addl. Director(TE) in the matter of Degree Scheme				
10.	Deputy Director (MPP)	To assist DTE&T Orissa in implementation of CSP Schemes CoE, MES, PPP as Nodal Officer and other matters relating to Scheme & Budget				All matters relating to O.L.A
11.	Deputy Director (Procurement)	To assist Addl Director (SPIU) for Procurement of tools, equipment & Machineries for Engg. Schools/ Polytechnics & ITIs				

12.	Deputy Director (CDC&FD)	To assist Addl. Director (SPIU) for implementation of state Employment Policy, 2005 and Curriculum & Faculty Development Programme.				All Legal Matters & FSC Member Secretary
13.	Deputy Director (B&M)	To assist DTE&T, Orissa for implementation of Building Construction & Maintenance of it is and Polytechnics				
14.	Accounts Officer	To assist DTE&T, Orissa all matter of Financial Administration & Audit.				
15.	Asst Director(General)	To assist Dy. Director (Admn.) all matter of Establishment Section-I				
16.	Establishment Officer	To assist Dy. Director (Admn.) all matter of Establishment Section-II				
17.	Asst Director (Trg.)	To assist Dy. Director (MPP) & Dy. Director (Inspection) all matter of academic control of ITIs/ITCs(both Govt. & Private)				
18.	Asst Inspector of Trg-I	To assist Dy. Director (Inspection) all matter of inspection of ITIs/ITCs(both Govt. & Private)				
19.	Asst Inspector of Trg-II	To assist Dy. Director (MPP) all matter of Self Employment programme, manpower Planning and C.P Schemes.				
20.	Asst. Director (Technical)	To assist Dy Director (TT) all mater of Diploma Scheme				
21.	Asst. App. Advisor	To assist Joint App. Advisor all matter of App. Works.				
22.	Section Officer	To assist the concerned branch officers				
23.	Audit Supdt.	To assist Accounts Officer all matter of Audit & Accounts.				

PART-I

Cases to be disposed of by the Director of Technical Education & Training, Orissa

1. Appointment & Promotion of all Non-Gazetted Officers Head Qrs as well as Sub-Ordinates offices.
2. Disciplinary action against Group D & C employees
3. According permission for purchase of movable and immovable property by Class-III (Non-gazetted) and Class-IV staff
4. Sanction of House Building Advance, motor cycle advance, moped advance of all (Non gazette) Class-III and Class-IV staff
5. Petitions/representations from public addressed to the Director
6. Approval of tour programme & tour dairies of Class-II & I field staff
7. Sanction of Pension & DCRG of non-gazetted Class-III and Class-IV staff
8. Ways and means forecast
9. Deputation to foreign service of non-gazetted Class-III staff
10. All the financial powers up to a financial limit of Rs.20,000/- (Rupees Twenty thousand)only
11. Fixation of pay of non-gazetted officers
12. Approval of journey of Class-III officers outside the State (except by air)
13. Sanction of GPF advance of gazetted and non-gazetted staff exceeding the limit delegated to the Dy. Director (Admn.)
14. Forwarding of application of Class-III of this Directorate.
15. Sanction of E.L of non-gazetted & Gazetted officers beyond 60 days
16. Sanction of investigation of arrear claims
17. To sanction LTC of all Class- I,II,III and Class-IV employees
18. Confirmation of Group D employees
19. Transfer & posting of Group D&C employees

N.B. In absence of the Director, all his power will be exercised by the Senior Most Additional Director of the Directorate.

***PART –II**

Cases to be Disposed of by Dy. Director (Admn.)

1. Sanction of E.L. to all non gazetted officers under the control of Directorate to the extent of 60 days
2. Hiring of vehicles of officers and staff
3. Grant of leave/surrender leave/annual increment of non-gazetted officers
4. Matters relating to Vigilance cases
5. Sanction of GPF advance to Non-gazetted Class-III and Class-IV staff of the Directorate
6. Observation of review returns
7. Sanction of festival/cycle advance to Class-III and Class-IV employees
8. Trunk call and telephones bills
9. Indent of stationary articles
10. Purchase of materials up to a financial limit of Rs.20,000/- only
11. Forwarding of application of Class-IV employees
12. To exercise power of head of office for Class-III and Class-IV officers
13. To sanction LTC of all Class-IV employees
14. Monthly, quarterly and annual inspection reports
15. Inter transfer and posting of Class-IV staff
16. Fixation of pay in respect of Class-III and Class-IV employees
17. Appointment of all Class-IV staff of the Directorate with approval of the DTE&T of the Directorate.

INFORMATION OF EXISTING CADRE RULE OF DIFFERENT POSTS OF DTE&T,Orissa

1. Director I.A.S. Cadre, controlled by G.A. Department with Rules
2. Addl. Director (TE) OTE&T, Cadre
3. Addl. Director (SPIU) OTE&T, Cadre
4. Joint Director (Academic) OTE&T, Cadre
5. Joint Director (SPIU) OTE&T, Cadre
6. Joint Apprenticeship Advisor OTE&T, Cadre
7. Principals (Govt. Engg. School) OTE&T, Cadre
8. Dy. Director (Administration) OAS Cadre controlled by Revenue Department with Rules
9. Dy. Director (TT) OTE&T, Cadre
10. Dy. Director (Inspection) OTE&T, Cadre
11. Dy. Director (Training) SPIU OTE&T, Cadre
12. Dy. Director (S&B) OTE&T, Cadre
13. Dy. Director (B&M) OTE&T, Cadre
14. Dy. Director (Procurement) OTE&T, Cadre
15. Dy. Director (MPP) OTE&T, Cadre

16. Dy. Director (CDC&FD) OTE&T, Cadre
17. Senior Lecturer OTE&T, Cadre
18. Training Supdt. OTE&T, Cadre
19. Vice-Principal OTE&T, Cadre
20. Principals (Govt. I.T.I) OTE&T, Cadre
21. Lecturer OTE&T, Cadre

22. Asst. Director (Training) OTE&T, Cadre
23. Asst Inspector of Training, OTE&T Cadre
24. Asst. Apprentice Advisor OTE&T, Cadre
25. Research Officer OTE&T, Cadre
26. Asst Director (General), Ministerial Cadre with Rules
27. Asst Director (Non-Technical) No Cadre Rules
28. Establishment Officer, Ministerial Cadre with Rules
29. Register, SCTE&VT, Ministerial Cadre with Rules
30. Section Officer, Ministerial Cadre with Rules
31. Senior Asst. Ministerial Cadre with Rules
32. Audit Superintendent
33. Auditor
34. Superintendent Level-II Typist cadre with Rules
35. Sr. Grade Typist cadre with Rules
36. Jr. Grade Typist cadre with Rules
37. Diarist No Cadre Rule
38. Record Keeper No Cadre Rule
39. Asst Record Keeper No Cadre Rule
40. Record Supplier No Cadre Rule
41. Treasury Sarkar No Cadre Rule
42. Driver No Cadre Rule
43. Sr. Driver No Cadre Rule
44. Head Clerk Subordinator Ministerial Cadre
45. Senior Clerk Subordinator Ministerial Cadre
46. Junior Clerk-cum-Typist Subordinator Ministerial Cadre
47. Junior Accountant Subordinator Ministerial Cadre
48. Asst. Store Keeper Subordinator Ministerial Cadre
49. Junior Store Keeper Subordinator Ministerial Cadre
50. Jr. Stenographer
51. Sr. Stenographer
52. Librarian
53. Junior Librarian
54. System Analyst
55. Senior Programmer
56. Programmer
57. Asst. Training officer
58. Training Officer
59. Asst. Apprentice Advisor (Jr.)
60. Demonstrator
61. Sr. Instructor
62. Lab Instructor
63. Library Attendant
64. Lab Attendant
65. Peon
