

# COUNCIL OF HIGHER SECONDARY EDUCATION

## Manipur

(The statutory body under Department of Education)  
Government of Manipur

INFORMATION PUBLISHED UNDER  
SUB-CLAUSE (ii)  
OF SECTION 4(1)(b) OF THE RTI ACT, 2005.

### **Powers and Duties of Officers and Employees of the Council**

Powers and Duties of officers and employees working in the Council of Higher Secondary Education, Manipur are as follows:

- 1) **Chairman:** The Chairman is the head of the Council. He is authorized to take decision on all matters of policy and administration of the Council. The Chairman can convene meeting of the Council. The Chairman can exercise such other powers as may be prescribed by the regulation. The Chairman shall oversee and monitor all the Council related works and ensure that all decisions taken in the Council are strictly complied or implemented.
- 2) **Secretary:** The Secretary is the administrative head of the office. He executes all policy decisions of the Council in consultation with the Chairman. He supervises overall functioning of the office and also subordinate officers and staff.
- 3) **Controller of Examinations:** The Controller of examinations shall be the principal officer-in-charge of the conduct of Class XI and Higher Secondary examinations. He/she is responsible for preparation and printing of confidential materials and also custodian of such examination related materials. He shall work in consultation with the Secretary and the Chairman of the Council.
- 4) **Joint Secretary:** The Joint Secretary is responsible for overall supervision of all works related to their Section(s) and shall work in consultation with the Secretary and the Chairman of the Council.
- 5) **Deputy Secretary:** The Deputy Secretary is responsible for supervision of the section and disposal of Council business under his/her section. He/she should use his/her discretion in taking orders of the Joint Secretary/ Secretary on more important cases, either orally or by submission of papers.

- 6) **Under Secretary:** The Under Secretary is responsible for disposal of works related to his/her Section with the orders of the Deputy Secretary or higher officers of the Council.
- 7) **Section Officer:** Section Officer is responsible for maintaining discipline in the Section, distribution of works among the subordinate staff; management and co-ordination of the work and issuance of letters.
- 8) **Assistant Section Officer:** He/She works under the orders and supervision of the Section Officer and is responsible for the work entrusted to him/her.
- 9) **Upper Division Assistant:** He/She works under the orders and supervision of the Section Officer and is responsible for the work entrusted to him/her.
- 10) **Lower Division Assistant:** Lower Division Assistant are ordinarily entrusted with work of routine nature, for example- registration of Dak, typing, dispatch and submission of routine and simple drafts etc.