

Powers and Duties of Officers & Employees

Sl. No.	Name of the Post	Job Responsibilities / Chart
1.	Additional Director (AE)	<ol style="list-style-type: none"> 1. To implement A.E. Programme as per guidelines given by the Government of India, Ministry of Human Resource Development, New Delhi. 2. To formulate plans and schemes for successful implementation of the Literacy Programme in the State. 3. To arrange to set up linkage of the department with other development departments and agencies. 4. To organize motivational programme for people participation. 5. To involve youths and students in implementation of the programme. 6. To direct, control and supervise the projects in the districts, government and voluntary agencies. 7. To arrange to develop resource personnel and resource materials for Literacy programme. 8. To monitor and evaluate the programme regularly at State level.
2.	Senior Project Officer	<ol style="list-style-type: none"> 1. To assist the Director of Adult Education in taking up post literacy and follow-up programme for both State Adult Education Projects (SAEPs) and Literacy programmes in all the districts of Manipur State. 2. To assist the Director of Adult Education in the formation and implement of action of AE Programme/Schemes for SAEPs and Literacy programmes in the State. 3. To assist the Director of Adult Education in overseeing the activities of the Development of literacy materials. 4. To assist the Director of Adult Education in monitoring & evaluation of AE Programme in the State. 5. To assist the Director of Adult Education in the general administration of the Department. 6. To look after the routine affairs of the Directorate of Adult Education during Director's absence on tour or leave. 7. To carry out other works instructed by the Director time to time.
3.	Assistant Director (Monitoring)	<ol style="list-style-type: none"> 1. To be the Head of Office of the Directorate of Adult Education. 2. To assist the Director of Adult Education in monitoring the A.E Programme in the State. 3. To assist the Director of Adult Education in the establishment preparation of the plan schemes of the Department. 4. To assist the Director of Adult Education in planning and organization of various literacy programme through District Lok shiksha Samities. 5. To assist the Director of Adult Education in evaluation and overseeing the activities of Adult Literacy Programmes and Adult Education Centers. 6. To assist the Director of Adult Education in monitoring and evaluation of the activities of the AE centers and Project Offices.

4.	Assistant Director (Training)	<ol style="list-style-type: none"> 1. To assist the Director of Adult Education in designing training modules for Directorate and AE Centers in the Districts. 2. To assist the Director of Adult Education in organizing various trainings at Directorate and AE Centers in the Districts. 3. To conduct the Training programmes of Adult Education functionaries including training programme of Instructors for effective implementation of AE programme in the State. 4. To organize workshops seminars and conference relating to the successful implementation of AE Programme in the State. 5. To take up other training activities as may appear appropriate from time to time.
5.	Assistant Director (MPFL)	<ol style="list-style-type: none"> 6. To assist the Director of Adult Education in development of various materials for literacy programmes. 7. To assist the Director of Adult Education in organizing various workshops for the development of materials based on ground situation/ grass root level. 8. To organize workshops for preparation of teaching and learning materials, flash cards, posters, pumplets etc. for using in the AE programme. 9. To take suitable action for production of primers and neo-literates books in different dialects for use in AE Centers. 10. To take up field studies and field visits in relation to production of various literacy materials.
6.	Finance Officer (FO)	To assist the Head of Department in Financial matters.
7.	Programme Assistant (PA) Up-graded to Project Officer (P.O) (AE)	<ol style="list-style-type: none"> 1. To act as the Nodal Officer of State Literacy Mission Authority (SLMA) Manipur. 2. To assist the Director in the Fund, Accounts, Administrative works of SLMA, Manipur 3. To assist the Director in Trainings of key level and organization of conference, seminars, group discussion, public meetings, etc 4. To assist the Director in Co-ordination and linkage with other development Department and Voluntary organizations. <p>To assist the Director in over all activities of the programme.</p>

8.	Project Officer (PO) at District Level	<ol style="list-style-type: none"> 1. To work as Head of Offices & DDOs in respect of their respective Project Offices. 2. They will be responsible for detailed survey of the villages in their respective project areas for opening of AE centers and plan out phase programme to ensure eradication of illiteracy in the project areas within the scheduled time. 3. They will identify instructors and other interested adult education workers, select and place them in charge of adult education centers. They will involve local leaders at the time of selection of instructors. 4. They will supervise, monitor and evaluate the learners' performance and transmit periodical progress reports to the Directorate in time. 5. They will arrange training and orientation programme for all adult education functionaries i.e instructors and preraks for smooth functioning of AE Programme under the projects. 6. They will organize social & cultural activities and other activities like rallies, fairs and festivals which will promotes mass mobilization and create a climate conducive to literacy learning. 7. They will be responsible to co-ordinate the management and functionaries of JSNs and AE Centres. 8. They will be responsible to ensure that the necessary teaching/learning and other materials are timely supplied to the AE centers. They will have inventory control and proper maintenance of these materials to the AE Centers. 9. They will collaborate with different development and welfare agencies within their project areas for establishing linkage between AE Centers and the developmental programme. 10. They will be responsible to undertake other activities for achieving the objectives of the NLM within the specified time frame.
9.	Assistant Project Officer (APO)	<p>The Assistant Project Officer will assist the Project Officer at the Project level by discharging the following duties:-</p> <ol style="list-style-type: none"> 1. To assist the Project Officer of the District. 2. Identification of places where Centres may be opened. 3. Training of Instructors at District level and grass root level. 4. Preparatory action for starting of Centres. 5. Supervision of the works of Supervisors and instructors. 6. Establishment of contact with other development Departments at District level. 7. Monitoring and evaluation of centres. 8. Planning and organization of Post Literacy and follow up Literacy activities. 9. To assist in publish the programme. 10. To keep open channels of communication.

10.	Supervisor	<ol style="list-style-type: none"> 1. To be in-charge of Sub-division/ Zone/ selected areas. 2. To make the instructors effective in the field of Adult Education to get the programme moving to improve in every respect and see that it does not deviate from the very important objectives of awareness-functions-literacy. 3. To enlist community Co-operation and support. 4. To arrange free and suitable accommodation for the centres 5. To prepare a list of the learners with their age and occupation. 6. To secure the co-operation of the local resource persons to participate in the learning programme and discussions. 7. To help the project officer in the task of supervision. 8. To help survey of the area and assess the learner's needs. 9. To help in the training programme of instructors. 10. To help prepare flexible, need based curricular and materials. 11. To plan and organize the programme to ensure that the programme runs smoothly and deal with obstacle as they arise. 12. To evaluate and guide the work of the learning centre. 13. To form the local Adult Education Committee and formulate the duties and functions of the committee.
11.	Statistical Assistant (SA) Re-named as Inspector Statistics (IS)	<ol style="list-style-type: none"> 1. To assist Assistant Director (Monitoring)/ Project Officer (DAE) in preparation of plan, programme of various schemes to be executed in the State of Manipur. 2. Collection and compilation of all Statistical data of adult literacy centers and other follow-up schemes etc. 3. Collection and compilation of work achievement- physical and financial for all schemes executed in the State under adult education. 4. Collection and compilation of all respects and returns of the Department of Adult Education, Manipur. 5. Maintenance of all statistical data of the Department.
12.	Artist	<ol style="list-style-type: none"> 1. To assist the concerned Officers of Adult Education Department to conduct the training programme of field functionaries for effective implementation of AE programme in the State. 2. To assist in the organization of workshop for preparation of teaching and learning materials, flash cards, posters, pamphlets etc. for use in the AE Centers. 3. To assist in taking suitable action in process for production of primers and neo-literate books in different dialects for use in the AE programme. 4. To design and illustration works of the primers, neo-literate books and other publication related with AE programme. 5. To assist in preparation of aids in advertisement of Literacy programmes.
13.	Machine Operator/ Cinema operator	<ol style="list-style-type: none"> 1. To take snaps/photographs of all important activities/functions/campaigns undertaken by the Department in the implementation of A.E. programmes. 2. To operate the Xerox machines, T.V. VCR machines etc and audio- visual teaching aids as and when required. 3. Documentation of the literacy programme in Video/film, etc. 4. Documentation of field visits in still and video/film etc.

14.	Head Clerk	<ol style="list-style-type: none"> 1. To assist the Director of Adult Education in administration works of the Department. 2. To assist the DDO/HOO in the administration works of the Department.
15.	Senior Accountant	<ol style="list-style-type: none"> 1. To assist the Director of Adult Education in Account matters including Audit of the Department. 2. To assist the DDO/HOO in Account matters of the Department.
16.	Assistant Private Secretary (APS)	<ol style="list-style-type: none"> 1. To assist the Director of Adult Education in administration and programme works of the Department. 2. Other Official Works allocated time to time by the Director.
17.	UDC	<ol style="list-style-type: none"> a. To assist the Head Clerk of Adult Education in Administration works. b. To assist the Sr. Accountant in Account matters including Audit of the Department.
18.	LDC	<ol style="list-style-type: none"> 1. To assist the Head Clerk/ Sr. Accountant of Adult Education in Administration works and Account matters including Audit of the Department. 2. To assist the UDCs of Adult Education in Administration works and Account matters of the Department.
19.	Driver	<ol style="list-style-type: none"> a. To be delivered official duties of Director and other Officers and official works. b. Official Works allocated time to time
20.	Grade-IV	<ol style="list-style-type: none"> 1. To assist and maintenance of office. 2. Official Works allocated time to time