

Powers and Duties of officials

DIRECTOR

- Academic and Technical Resource Support to the National Literacy Mission.
- Development of teaching learning materials.
- Organization of training and orientation programmes.
- Monitoring of the process and status of literacy campaigns in the entire country
- Undertaking media initiatives both electronic and print.
- Overseeing the overall work of DAE.

JOINT DIRECTOR

- To conduct research and evaluation in the field of literacy.
- To prepare guidelines for teaching/learning material for adult education.
- To organize orientation and training programmes.
- To monitor literacy programmes.
- Correspondence with State Directorates of Mass/Adult Educations and Districts.
- To coordinate with national and international organisations.
- To plan and implement media activities of literacy programmes.
- To provide material/information for parliament questions and preparation of periodical reports from time to time.
- Plan of action to be prepared and getting it approved.
- Preparation of the proposals for organizing the workshops, meetings and programmes etc. with State Directorates of Mass Adult Education.
- Correspondence with the participants and Resource persons for organizing the programmes.
- Submission of the accounts of workshops, meetings and Training programmes and its reports.
- Preparation of papers for policy guidelines.
- Handling day to day correspondence with the different agencies.
- Deal with the matters and provide information under the RTI Act.
- Bring out annual progress report of DAE.

DEPUTY DIRECTOR

- To organize orientation and training programmes.
- To monitor literacy programme.
- To conduct research and evaluation in the field of literacy.
- To coordinate with national and international organisations.
- To plan and implement media activities of literacy programmes.
- To provide material/information for parliament questions and preparation of periodical reports from time to time.
- To prepare guidelines for teaching/learning material for adult education.

ASSISTANT DIRECTOR (Publication)

- To assist the Director in all matters concerning with the printing and publication of the Directorate of Adult Education.
- To assist in editing and publication of the periodical entitled and the 'DAE Newsletter'.
- To arrange for receipt and distribution of publication of the DAE.
- To supervise the working of Publication unit, Photocopy Unit, Binding Unit, Photography Unit, Art Cell etc. in the Directorate of Adult Education..
- To assist in organization and conduct of National Poster Competition every year.

ASSISTANT DIRECTOR (Official Language)

- To implement official language policy of Government of India.
- Translation work of manuals, letters, documents and other relevant document.

SENIOR TECHNICAL ASSISTANT

- Responsible for collection, tabulation, analysis and interpretation of research data in Adult Education/education or related field.
- Preparation of Annual Action Plan for Unit as per Budget allocation.
- Preparation of schedule for organisation workshops, meetings and training and submission of accounts etc.
- Preparation of policy guidelines provided technical supports for all programmes, workshops and training etc. Senior Technical Assistant is also responsible for collecting Data and compiling the same for submission to the higher authorities.