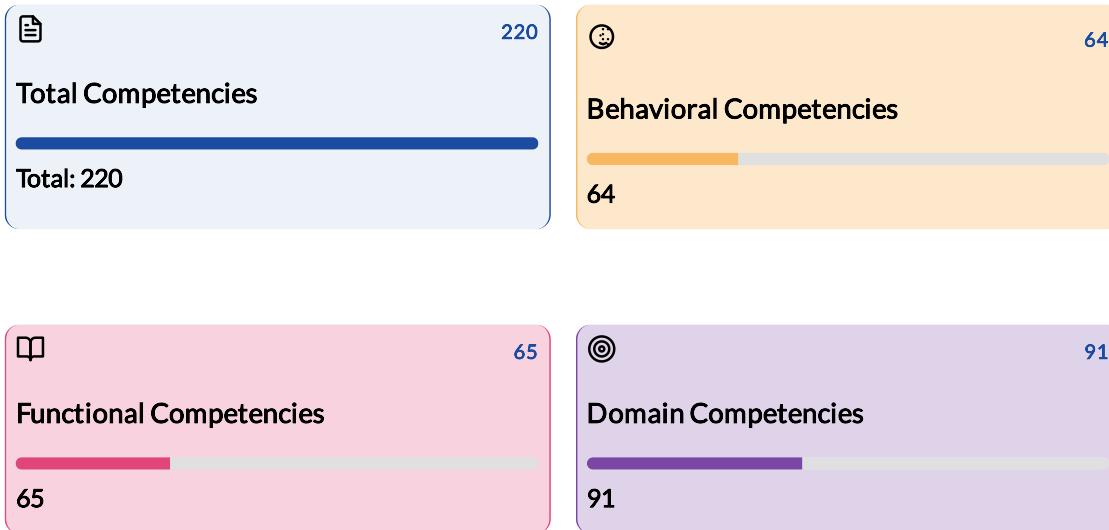


Directorate of Education - Capacity Building Plan

Comprehensive Role-Based Competency Analysis



Detailed Competency Framework by Designation

Secretary (Education)

Secretariat, Education Department

Behavioral: 4 total Functional: 4 total Domain: 7 total

Roles & Responsibilities

- Serve as the administrative head of the Education Department for the Union Territory of Dadra and Nagar Haveli and Daman and Diu.
- Spearhead the formulation, strategic planning, and oversight of all educational policies and programs in alignment with the National Education Policy (NEP) 2020.
- Ensure effective implementation and monitoring of centrally sponsored schemes like Samagra Shiksha, PM POSHAN, and PM SHRI schools.
- Oversee the directorate's budget formulation, allocation, and financial management, ensuring adherence to GFR and other financial regulations.
- Act as the primary liaison between the UT administration, the Ministry of Education (GoI), and other national bodies like NCERT and UGC.
- Drive initiatives for improving educational infrastructure, teacher quality, and learning outcomes across all levels of schooling.
- Coordination with State Governments for scheme implementation, policy feedback, and capacity building, particularly with neighboring states like Gujarat and Maharashtra for inter-state educational matters.
- Chair high-level review meetings to assess the progress of educational initiatives and provide strategic direction.

Activities

- Approving policy documents and cabinet notes.
- Conducting review meetings with the Director of Education and other senior officials.
- Representing the UT in national-level meetings and conferences on education.
- Finalizing the Annual Capacity Building Plan (ACBP) for the department.
- Overseeing large-scale procurement and infrastructure projects.
- Addressing high-level public grievances and parliamentary matters.

Behavioral	Functional	Domain
Strategic Leadership - Forward Thinking	Policy Architecture - Policy design/amendment	Policy Formulation - Adapting National Education Policy (NEP) 2020 to the UT's specific demographic and geographic context.
Collaborative Leadership - Influencing and Negotiation	Financial Management - Budget Formulation & Implementation	Scheme Architecture - Designing and structuring UT-specific schemes for student welfare, scholarships, and digital education.
Decision Making - Sound Judgement	Cabinet note preparation - Rules of business (AoB/ToB)	Strategic Management - Implementation and oversight of Samagra Shiksha Abhiyan across the UT.
Outcome Orientation - Accountability	Monitoring & Evaluation - Evaluation of outcomes/outputs	Legislative & Regulatory Framework - Ensuring compliance with the Right of Children to Free and Compulsory Education (RTE) Act, 2009.
4 total	4 total	7 total
		Financial & Administrative Management - Application of General Financial Rules (GFR) 2017 in large-scale educational projects and procurements.
		Inter-Governmental Coordination - Liaison with Ministry of Education (GoI), NCERT, and Western Zonal Council for policy alignment and resource mobilization.
		International Best Practices - Alignment of UT education goals with UN Sustainable Development Goal 4 (Quality Education).

Recommended Courses:



AI Recommended - iGOT

Provider - Wadhwani Foundation

AI Led Digital Transformation in Education

Domain Competencies

Emerging Technology Synthesis - Emerging Technology Synthesis

Emerging Technology - Emerging Technology

Artificial Intelligence Application - Artificial Intelligence Application

Technology Application - Technology Application

Technology Infrastructure Management and Integration - Technology Infrastructure Management and Integration

Technology and Systems Application - Technology and Systems Application

Technology roadmapping - Technology roadmapping

Technology-enabled Learning Delivery - Technology-enabled Learning Delivery

Cyber Security - Cyber Security

Data Analytics - Data Analysis & Visualization

Data Management - Data Management

Decision-making support systems - Decision-making support systems

Relevancy - **100%**

AI Recommended - iGOT

Provider - Institute of Secretariat Training and Management

Delegation of Authority in Government Administration

Behavioral Competencies

Outcome Orientation - Accountability

Decision Making - Sound Judgement

Operational Excellence - Process Excellence

Functional Competencies

Financial Management - Financial Management

Office Management - Office Procedures

Domain Competencies

General Management - General Management

Relevancy - **95%**

Director (Education)

Directorate of Education (Headquarters)

Behavioral: 4 total Functional: 4 total Domain: 6 total

Roles & Responsibilities

- Function as the Head of the Department, responsible for the overall operational and academic management of the Directorate of Education.
- Execute and monitor the implementation of all educational policies, programs, and schemes (e.g., Samagra Shiksha, PM POSHAN) within the UT.
- Manage all administrative, establishment, and financial matters of the directorate and subordinate offices.
- Supervise the functioning of all government and government-aided schools, ensuring academic standards and quality.
- Oversee teacher recruitment, training, deployment, and performance management.
- Implement the Annual Capacity Building Plan (ACBP) for all staff within the directorate.
- Coordination with State Governments for scheme implementation, policy feedback, and capacity building.
- Ensure timely redressal of public grievances related to education through CPGRAMS.

Activities

- Issuing administrative and financial sanctions.
- Conducting inspections of schools and educational offices.

- Chairing departmental promotion committees (DPCs) and recruitment boards.
- Managing transfers and postings of teaching and non-teaching staff.
- Reviewing progress of scheme implementation with Joint/Deputy Directors.
- Handling parliamentary and assembly questions.

Behavioral	Functional	Domain
Operational Excellence - Planning & Prioritization	Government Program Formulation - Implementation & Outreach	Scheme Implementation - Operational management of the PM POSHAN (Mid-Day Meal) Scheme, ensuring nutritional and quality standards.
Team Leadership - Inspiring others	Project Management - Project Implementation	Educational Administration - Management of school systems, teacher allocation, and academic calendar for the UT.
Solution Orientation - Systems Thinking	Establishment & HR - Handling Establishment Matters	Curriculum Management - Overseeing the implementation of the National Curriculum Framework (NCF) and SCERT guidelines in schools.
Collaboration - Relationship Management	Financial Management - Expenditure Management	HR Management in Education - Managing teacher recruitment processes, transfers, promotions, and APARs.
4 total	4 total	Financial Management - Managing scheme funds through the Public Financial Management System (PFMS).
		Infrastructure Development - Supervision of civil works for school construction and upgradation under Samagra Shiksha and PM SHRI.
		6 total

Joint Director (Education)

Academic & Planning Wing

Behavioral: 4 total Functional: 4 total Domain: 6 total

⌚ Roles & Responsibilities

- Assist the Director in overseeing the academic and planning functions of the directorate.
- Lead the implementation of academic reforms as per NEP 2020, including curriculum updates and pedagogical changes.
- Supervise the functioning of the State Council of Educational Research and Training (SCERT) / equivalent body.
- Oversee the planning and execution of teacher training programs and continuous professional development.
- Monitor learning outcomes and coordinate with schools to implement remedial teaching and support.
- Manage the planning, data collection (UDISE+), and reporting for all educational schemes.
- Coordination with State Governments for scheme implementation, policy feedback, and capacity building.
- Act as the nodal officer for specific flagship programs as assigned by the Director.

👤 Activities

- Developing the annual academic calendar.
- Organizing workshops and training for teachers and headmasters.
- Analyzing student assessment data to identify trends and gaps.
- Preparing proposals and utilization certificates for central schemes.
- Coordinating with NCERT for textbook and curriculum alignment.
- Inspecting schools to monitor academic quality.

Behavioral	Functional	Domain
Creativity & Innovation - Transformation Orientation	Policy Architecture - Policy implementation	Academic Planning - Developing and implementing strategies for the NIPUN Bharat Mission for Foundational Literacy & Numeracy (FLN).
Solution Orientation - Analytical Thinking	Monitoring & Evaluation - Creation of M&E Framework	Data Management & Reporting - Management and analysis of UDISE+ (Unified District Information System for Education Plus) data for planning.
Team Leadership - Mentoring	Data Analytics - Data led Decision making	Teacher Professional Development - Designing and managing training modules on the DIKSHA platform for continuous teacher development.
Communication - Presentation Skills	Project Management - Project Planning	Scheme Management - Formulating the Annual Work Plan & Budget (AWP&B) for Samagra Shiksha.
4 total	4 total	6 total

Deputy Director (Education)

Administration & Establishment Wing

Behavioral: 4 total Functional: 4 total Domain: 6 total

👤 Roles & Responsibilities

- Manage all establishment matters of teaching and non-teaching staff, including recruitment, promotions, and seniority lists.
- Handle all administrative functions of the directorate, including office management, procurement of goods/services, and maintenance.
- Process and manage pension cases, disciplinary proceedings, and vigilance matters.
- Act as the nodal officer for handling RTI applications and CPGRAMS grievances related to administrative issues.
- Oversee litigation matters, including preparing para-wise comments and coordinating with legal counsel.
- Ensure compliance with reservation policies in recruitment and promotions.

- Manage the distribution of grants-in-aid to private aided schools.

👤 Activities

- Processing files related to appointments, DPCs, and retirements.
- Drafting responses to RTI queries and grievance petitions.
- Managing procurement through the GeM portal.
- Supervising the work of Section Officers and administrative staff.
- Liaising with the Law Department for court cases.
- Ensuring timely submission of reports on establishment matters.

Behavioral	Functional	Domain
Operational Excellence - Process Excellence	Establishment & HR - Handling Fundamental Rules /Supplementary Rules	Service Rules - Application of Central Civil Services (CCS) Conduct Rules, 1964 and Classification, Control and Appeal (CCA) Rules, 1965.
Solution Orientation - Attention to Detail	Vigilance Administration - Proposal preparation for disciplinary proceedings	Reservation Policy - Implementation of reservation rosters for SC/ST/OBC/EWS/PwD in recruitment and promotion.
Collaboration - Knowledge Sharing	Litigation Management - Court case management	Transparency & Accountability - Management of RTI requests as per the RTI Act, 2005 and CPGRAMS portal management.
Personal Effectiveness - Stress Management	Public Procurement (GFR) - Procurement Mgmt. through GeM	Financial Administration - Management of Grants-in-Aid rules and disbursement to eligible institutions.
4 total	4 total	6 total

Education Officer / Block Education Officer

Field Office / Block Level

Behavioral: 4 total Functional: 4 total Domain: 6 total

👤 Roles & Responsibilities

- Act as the primary link between the Directorate and schools within a specific geographical block or zone.
- Conduct regular academic and administrative inspections of schools to ensure compliance with departmental norms.
- Monitor the implementation of schemes like PM POSHAN, free textbook distribution, and scholarship disbursement at the school level.
- Support Head Masters in school management, community mobilization, and formation of School Management Committees (SMCs).

- Collect, verify, and consolidate data from schools for submission to the Directorate (e.g., UDISE+ data).
- Address local-level issues and grievances from teachers, parents, and students.
- Organize and supervise block-level teacher training, sports events, and academic competitions.

Activities

- Visiting schools and observing classroom teaching.
- Verifying student enrollment and attendance records.
- Checking the quality and hygiene of mid-day meals.
- Conducting meetings with SMC members and village leaders.
- Compiling monthly progress reports for various schemes.
- Resolving minor administrative issues of teachers at the block level.

Behavioral	Functional	Domain
<ul style="list-style-type: none"> Service Orientation - Responsiveness Communication - Active Listening Outcome Orientation - Initiative and Drive Solution Orientation - Analytical Thinking <p>4 total</p>	<ul style="list-style-type: none"> Project Management - Project Evaluation & Monitoring Grievance Redressal - Public Grievance Handling Data Analytics - Data Management Office Management - Technical Proposal / Report writing <p>4 total</p>	<ul style="list-style-type: none"> Grassroots Scheme Monitoring - On-field monitoring of PM POSHAN scheme implementation, including food grain lifting and cooking standards. School Supervision - Conducting school inspections based on frameworks like Shaala Siddhi (National Programme on School Standards and Evaluation). Community Engagement - Facilitating the functioning of School Management Committees (SMCs) as mandated by the RTE Act, 2009. Data Collection - Ensuring accurate and timely data entry for the UDISE+ portal at the block level. Local Administration - Coordination with local Panchayati Raj Institutions and municipal bodies for school development. Academic Support - Providing on-site academic support to teachers for implementing FLN and other pedagogical initiatives. <p>6 total</p>

Principal / Head Master (Secondary / Hr. Secondary)

School Level

Behavioral: 4 total Functional: 4 total Domain: 6 total

Roles & Responsibilities

- Serve as the academic and administrative head of the school.
- Ensure effective implementation of the curriculum, timetable, and annual academic plan.
- Manage and supervise all teaching and non-teaching staff, including performance assessment (APARs) and leave management.

- Maintain student discipline, safety, and a conducive learning environment.
- Oversees school finances, including management of school grants and local funds, and acts as Drawing and Disbursing Officer (DDO).
- Engages with parents, the School Management Committee (SMC), and the local community.
- Ensures timely implementation of all government schemes and submission of reports to the Block/Directorate.

Activities

- Conducting morning assembly.
- Supervising classroom instruction and taking teaching periods as required.
- Chairing staff meetings and SMC meetings.
- Maintaining school records, including admission, attendance, and examination results.
- Procuring lab equipment, library books, and sports materials.
- Ensuring upkeep and maintenance of the school building and infrastructure.

Behavioral	Functional	Domain
Team Leadership - Inspiring others	Office Management - Office Procedures	School Leadership - Developing and implementing a School Development Plan (SDP) in consultation with the SMC.
Operational Excellence - Resource Management	Financial Management - Expenditure Management	Financial Management at School Level - Managing school composite grants and other funds received under Samagra Shiksha.
Service Orientation - Service Excellence (wrt citizens)	Establishment & HR - Handling APAR matters	Pedagogical Leadership - Promoting competency-based education and experiential learning as per NEP 2020.
Decision Making - Sound Judgement	Digital Fluency - Digital Tools (MS office, Excel, PPT & AI tools) & Platforms	Child Safety and Security - Implementation of guidelines for child safety in schools, including POSH and anti-bullying policies.
4 total	4 total	6 total

Teacher (PGT/TGT/PRT)

School Level

Behavioral: 4 total Functional: 4 total Domain: 6 total

Roles & Responsibilities

- Delivers curriculum effectively in the classroom using appropriate teaching methodologies and aids.
- Plans daily lessons, conducts formative and summative assessments, and provides constructive feedback to students.

- Maintain records of student attendance, progress, and performance.
- Create a positive, inclusive, and stimulating classroom environment.
- Participate in staff meetings, parent-teacher meetings, and professional development programs.
- Contribute to co-curricular activities, school events, and other duties assigned by the Head Master/Principal.
- Integrate technology in teaching and learning processes.

Activities

- Teaching subjects as per the timetable.
- Preparing lesson plans and teaching aids.
- Evaluating answer sheets and class assignments.
- Interacting with parents to discuss student progress.
- Organizing and participating in school functions and sports.
- Undergoing training on new pedagogical approaches and digital tools.

Behavioral	Functional	Domain
<p>Communication - Verbal & Non-Verbal Fluency</p> <p>Service Orientation - Empathy</p> <p>Outcome Orientation - Commitment to Quality</p> <p>Self-Awareness - Self-Learning</p> <p>4 total</p>	<p>Digital Fluency - Digital Tools (MS office, Excel, PPT & AI tools) & Platforms</p> <p>Citizen Centricity - Design Thinking</p> <p>Information & Communication Management - Dissemination of Information</p> <p>Office Management - Noting & Drafting of official Communications</p> <p>4 total</p>	<p>Pedagogy and Classroom Management - Applying subject-specific teaching methods and managing a diverse classroom.</p> <p>Curriculum Knowledge - Understanding and implementing the National Curriculum Framework (NCF) and CBSE/State Board syllabus.</p> <p>Assessment Techniques - Using various tools for Continuous and Comprehensive Evaluation (CCE) and competency-based assessment.</p> <p>Digital Pedagogy - Using digital resources from platforms like DIKSHA and SWAYAM in teaching.</p> <p>Inclusive Education - Techniques for teaching Children with Special Needs (CWSN) in an inclusive classroom setting.</p> <p>Foundational Learning - Implementing activities and assessments related to the NIPUN Bharat mission for early grades (for PRTs).</p> <p>6 total</p>

Section Officer

Administration / Accounts Section

Behavioral: 4 total Functional: 4 total Domain: 6 total

Roles & Responsibilities

- Supervise the work of Assistants and Clerks within the assigned section.

- Ensure proper maintenance of files, records, and registers as per the Manual of Office Procedure.
- Scrutinize and process files, notes, and drafts submitted by subordinates before forwarding to senior officers.
- Handle correspondence, prepare drafts of letters, and ensure timely dispatch.
- Monitor the movement of files using e-Office and ensure adherence to timelines.
- Assist the Deputy Director in preparing reports, statements, and handling RTI/grievance cases.

Activities

- Marking incoming DAK (correspondence) to concerned assistants.
- Reviewing and signing off on notes and drafts.
- Guiding staff on rules and procedures.
- Maintaining confidentiality of sensitive documents.
- Tracking file status on e-Office.
- Compiling data for monthly and quarterly reports.

Behavioral	Functional	Domain
Operational Excellence - Planning & Prioritization	Office Management - E-Office	Office Procedures - Expertise in the Manual of Office Procedure (MoP) for file management and correspondence.
Solution Orientation - Attention to Detail	Office Management - Noting & Drafting of official Communications	Service Rules - Working knowledge of Fundamental Rules (FR) and Supplementary Rules (SR) for processing leave, travel, and other claims.
Team Leadership - Sharing constructive feedback	Establishment & HR - Handling Establishment Matters	Digital Office Management - Proficient use of e-Office for file creation, movement, and tracking.
Outcome Orientation - Accountability	Handling RTI Matters - RTI Responsiveness	Financial Rules - Basic knowledge of General Financial Rules (GFR) for processing bills and procurement proposals.
4 total	4 total	6 total

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Planning & Training Wing

Behavioral: 5 total Functional: 5 total Domain: 6 total

Roles & Responsibilities

- Assisting in the development and implementation of Monitoring & Evaluation (M&E) frameworks for Women and Child Development (WCD) schemes.

- Analyzing data from sources like Poshan Tracker and other scheme-specific Management Information Systems (MIS) to identify trends, gaps, and insights.
- Preparing periodic monitoring reports, evaluation studies, and data-driven policy briefs for senior management and stakeholders.
- Providing technical support and capacity building to field functionaries on data collection protocols, tools, and reporting standards.
- Coordinating with various departmental wings (ICDS, Women Empowerment, Child Protection) to ensure seamless data flow and alignment of M&E activities.
- Contributing to evidence-based policy formulation by providing actionable insights derived from program evaluations and data analysis.
- Managing and maintaining databases for key performance indicators related to departmental schemes and missions.
- Supporting the preparation of responses for RTI queries, parliamentary questions, and audit reports with accurate program data. *AI Suggested*

Activities

- Drafting data collection tools such as questionnaires, survey forms, and checklists for field use.
- Entering, cleaning, and validating programmatic data received from districts and field units.
- Using digital tools like MS Excel or other statistical software to perform analysis on key performance indicators (KPIs).
- Writing sections of monthly, quarterly, and annual progress reports and evaluation summaries.
- Creating data visualizations, including charts, graphs, and dashboards, to communicate findings effectively.
- Conducting field visits to verify data quality and understand implementation challenges at the grassroots level. *AI Suggested*
- Assisting in organizing training workshops for Anganwadi workers and supervisors on new M&E tools and processes. *AI Suggested*
- Compiling and structuring data required for official reports and inter-departmental communications.

Behavioral	Functional	Domain
Solution Orientation - Analytical Thinking	Monitoring & Evaluation - Creation of M&E Framework	WCD Program Knowledge - Understanding of ICDS, Poshan Abhiyan, and Beti Bachao Beti Padhao schemes
Solution Orientation - Attention to Detail	Data Analytics - Data Analysis & Visualization	M&E in Social Sector - Knowledge of M&E frameworks for social development programs (e.g., Logic Models, Theory of Change)
Communication - Presentation Skills	Data Analytics - Data led Decision making	Data Management Systems - Proficiency in using government portals like Poshan Tracker and other scheme-specific MIS
Collaboration - Knowledge Sharing	Office Management - Technical Proposal / Report writing	Child and Women's Rights Indicators - Knowledge of key indicators for child protection and women empowerment (e.g., Child Sex Ratio, Malnutrition rates)
Outcome Orientation - Commitment to Quality	Digital Fluency - Digital Tools (MS office, Excel, PPT & AI tools) & Platforms	Public Policy Analysis - Ability to connect program data to policy outcomes and suggest improvements
5 total	5 total	6 total

Joint Director (Child Protection)

Child Protection Wing

Behavioral: 4 total Functional: 4 total Domain: 6 total

👤 Roles & Responsibilities

- Oversee the implementation of the Integrated Child Protection Services (ICPS) scheme across the region.
- Supervise the functioning of all statutory bodies under the Juvenile Justice Act, including Child Welfare Committees (CWCs) and Juvenile Justice Boards (JJBs).
- Ensure effective management and responsiveness of the Child Helpline (1098) services for children in distress.
- Manage and monitor all adoption-related matters, ensuring compliance with Central Adoption Resource Authority (CARA) regulations.
- Conduct oversight and ensure compliance of all Child Welfare Institutions (CWIs) with prescribed standards of care and protection.
- Coordinate with law enforcement, the judiciary, and civil society organizations to create a robust child protection ecosystem.
- Develop and implement state-level strategies and action plans for the prevention of child abuse, trafficking, and exploitation.
- Report to the Director, WCD on progress, challenges, and outcomes related to all child protection initiatives.

👤 Activities

- Conducting periodic inspections and audits of Child Welfare Institutions, Observation Homes, and Special Homes.
- Reviewing case files and progress reports from District Child Protection Units (DCPUs).
- Analyzing data from the Child Helpline to identify trends and areas requiring intervention.
- Chairing meetings to review pending adoption cases and resolve procedural bottlenecks.
- Drafting guidelines and circulars for the effective implementation of child protection laws and schemes.
- Organizing capacity-building workshops for CWC members, JJB officials, and CWI staff.
- Preparing detailed reports and presentations for state-level review meetings and for submission to the central government.
- Responding to legal notices and coordinating with legal counsel on matters related to the JJ Act and POCSO Act.

Behavioral	Functional	Domain
Decision Making - Sound Judgement	Policy Architecture - Policy implementation	Child Protection Legal Frameworks - Expertise in Juvenile Justice Act, POCSO Act, and Child Labour (Prohibition and Regulation) Act
Collaboration - Relationship Management	Project Management - Project Evaluation & Monitoring	Child Welfare Schemes & Programs - In-depth knowledge of Integrated Child Protection Services (ICPS) and Mission Vatsalya guidelines
Service Orientation - Empathy	Litigation Management - Legal Know-How	Adoption Regulations & Procedures - Comprehensive understanding of CARA guidelines and the Hindu Adoptions and Maintenance Act (HAMA)
Outcome Orientation - Accountability	Monitoring & Evaluation - Evaluation of outcomes /outputs	Institutional Care Standards - Knowledge of standards for Child Welfare Institutions (CWIs) and homes as per JJ Model Rules
4 total	4 total	International Child Rights Conventions - Familiarity with the UN Convention on the Rights of the

		Child (UNCRC) and its optional protocols
		Stakeholder Coordination in Child Protection - Knowledge of coordinating with Police (SJP), Judiciary (CWC/JB), and civil society organizations
		6 total

Deputy Director / Assistant Director

Women and Child Development Department

Behavioral: 4 total Functional: 4 total Domain: 6 total

👤 Roles & Responsibilities

- Provide operational support to Joint Directors for the implementation and monitoring of WCD schemes (ICDS, Poshan Abhiyaan, BBBP).
- Draft operational guidelines, circulars, and instructions for field functionaries to ensure standardized scheme implementation.
- Compile, verify, and analyze Management Information System (MIS) reports from districts, including data from the Poshan Tracker.
- Conduct regular field visits to Anganwadi Centers and other implementation sites to monitor service delivery and identify operational challenges.
- Prepare preliminary evaluation studies and impact assessment reports on departmental programmes to support policy review.
- Assist in coordinating training programs for field staff in collaboration with institutions like NIPCCD.
- Process files and proposals related to scheme implementation, including financial and administrative matters.
- Facilitate inter-departmental coordination at the operational level for convergent action on health, nutrition, and education.

👤 Activities

- Reviewing and consolidating monthly progress reports received from district-level officers.
- Drafting notes and official correspondence related to scheme implementation for approval by senior officers.
- Analyzing data from the Poshan Tracker to identify high-burden areas and trends in service delivery.
- Preparing detailed field visit reports with actionable recommendations for improving service quality.
- Collecting and analyzing primary and secondary data for preparing evaluation study reports.
- Liaising with State ATI/NIPCCD for logistical arrangements and content finalization for training sessions.
- Scrutinizing proposals for procurement of supplementary nutrition and other scheme-related materials.
- Responding to RTI queries and parliamentary questions related to specific schemes under supervision.

Behavioral	Functional	Domain
Solution Orientation - Analytical Thinking	Project Management - Project Evaluation & Monitoring	WCD Program Management - Implementation of ICDS and Poshan Abhiyaan
Outcome Orientation - Commitment to Quality	Data Analytics - Data Analysis & Visualization	Child Nutrition & Health - Monitoring of Supplementary Nutrition Protocols
Operational Excellence - Planning & Prioritization	Office Management - Noting & Drafting of official Communications	Digital Governance in WCD - Poshan Tracker Data Management and Analysis
Collaboration - Knowledge Sharing	Monitoring & Evaluation - Evaluation of outcomes / outputs	
4 total		

	4 total	Social Sector M&E - Field-Level Monitoring and Evaluation Techniques Women Empowerment - SHG Formation and Livelihood Promotion Child Protection Frameworks - Operational Knowledge of ICPS and Juvenile Justice Act 6 total
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Joint Secretary and Financial Adviser

Finance and Accounts Wing, Directorate of Education

Behavioral: 5 total Functional: 6 total Domain: 6 total

👤 Roles & Responsibilities

- Serve as the principal financial advisor to the Secretary/Director of Education on all matters involving financial implications.
- Oversee the formulation of the annual budget for the Directorate of Education, ensuring alignment with educational policies and schemes.
- Manage the allocation and release of funds for Centrally Sponsored Schemes like Samagra Shiksha, PM-POSHAN, and various scholarship programs.
- Monitor expenditure across all divisions and educational institutions to ensure financial propriety and adherence to General Financial Rules (GFR).
- Ensure timely submission of Utilization Certificates (UCs) and compliance with all internal and external audit observations.
- Provide financial concurrence for new projects, procurements, and policy initiatives within the education sector.
- Lead financial planning and resource mobilization for the implementation of the National Education Policy (NEP) 2020 within the UT.
- Supervise the management of government accounts, treasury operations, and financial reporting for the department.

👤 Activities

- Conducting pre-budget consultations with heads of various educational divisions and institutions.
- Scrutinizing financial proposals, expenditure statements, and contract agreements from schools and administrative units.
- Operating and managing fund flow for educational schemes through the Public Financial Management System (PFMS).
- Preparing detailed responses and Action Taken Reports (ATRs) for audit paragraphs from the office of the Accountant General.
- Reviewing and approving procurement proposals for educational infrastructure, technology, and services via the Government e-Marketplace (GeM).
- Analyzing financial data to identify expenditure trends, forecast requirements, and recommend measures for fiscal discipline.
- Drafting financial guidelines and advisories for subordinate offices and grant-in-aid institutions.
- Liaising with the UT Finance Department for budget approvals, re-appropriations, and overall fund flow management.

Behavioral	Functional	Domain
Decision Making - Sound Judgement Outcome Orientation - Accountability	Financial Management - Budget Formulation & Implementation Financial Management - Expenditure Management	Education Sector Financing - Knowledge of Centrally Sponsored Schemes (Samagra Shiksha, PM-POSHAN) Public Financial Management - General Financial Rules (GFR) and

Solution Orientation - Attention to Detail	Public Procurement (GFR) - Contract Management	Delegation of Financial Powers Rules (DFPR)
Operational Excellence - Planning & Prioritization	Monitoring & Evaluation - Evaluation of outcomes / outputs	Education Policy Implementation - Financial Planning for National Education Policy (NEP) 2020
Collaborative Leadership - Influencing and Negotiation	Financial Management - Government accounts	Audit and Compliance - Management of Public Accounts Committee (PAC) and Audit Paragraphs
5 total	6 total	Grant-in-Aid Management - Rules and Procedures for Grants to Educational Institutions
	Data Analytics - Data led Decision making	Treasury and Accounts Management - UT Treasury Rules and Accounting Procedures
		6 total

Additional Comptroller and Auditor General

Education Sector Audit Wing

Behavioral: 5 total Functional: 4 total Domain: 6 total

👤 Roles & Responsibilities

- Overseeing the strategic planning and execution of performance, compliance, and financial audits of the education sector, including central and state government schemes.
- Providing leadership and direction to audit teams, ensuring adherence to the highest standards of public audit as prescribed by CAG and INTOSAI.
- Reviewing and approving draft audit reports, ensuring findings are evidence-based, impactful, and offer actionable recommendations for systemic improvement.
- Engaging with senior government officials (e.g., Secretaries to GoI, Chief Secretaries) to discuss significant audit findings and promote good governance.
- Representing the CAG of India in high-level national and international forums, and briefing parliamentary committees like the Public Accounts Committee (PAC) on audit reports.
- Driving innovation in audit practices through the adoption of data analytics, forensic audit techniques, and other emerging technologies.
- Guiding the preparation of the CAG's annual Audit Report chapters pertaining to the Ministry of Education and related bodies.
- Mentoring and developing the capacity of senior officers (Directors General, Principal Directors) within the education audit vertical.

👤 Activities

- Approving the annual audit plan and risk assessment framework for the education sector.
- Chairing entry and exit conferences for major performance audits of national education schemes (e.g., Samagra Shiksha, PM SHRI).
- Conducting final reviews of audit paras and inspection reports before issuance to the audited entities.
- Finalizing thematic audit reports on critical areas such as learning outcomes, digital education infrastructure, and teacher training effectiveness.
- Preparing briefs and leading discussions for the defense of audit reports before the Public Accounts Committee (PAC).
- Monitoring the status of Action Taken Notes (ATNs) submitted by ministries on past audit recommendations.
- Commissioning and overseeing the use of data analytics and forensic tools to identify financial irregularities or systemic inefficiencies.
- Leading capacity-building workshops and knowledge-sharing sessions on emerging trends in education and public audit.

Behavioral	Functional	Domain
Strategic Leadership - Forward Thinking	Policy Architecture - Policy monitoring & impact assessment	Public Sector Auditing - INTOSAI and CAG's Auditing Standards
Decision Making - Sound Judgement	Monitoring & Evaluation - Evaluation of outcomes / outputs	Performance Auditing - Audit of Government Schemes and Programs
Collaborative Leadership - Influencing and Negotiation	Data Analytics - Data led Decision making	Education Sector Governance - National Education Policy (NEP) and its Implementation Framework
Outcome Orientation - Accountability	Handling Parliamentary Matters - Submission of briefs, supply of information	Public Financial Management (PFM) - Government Accounting, Budgeting, and Expenditure Analysis
Solution Orientation - Systems Thinking		Parliamentary Oversight - Functioning of Public Accounts Committee (PAC) and COPU
5 total	4 total	6 total

Additional Controller of Accounts

Finance and Accounts Wing, Directorate of Education

Behavioral: 4 total Functional: 5 total Domain: 6 total

👤 Roles & Responsibilities

- Oversee the financial management and accounting operations of the Directorate of Education, ensuring adherence to financial regulations. (AI Suggested)
- Manage the timely preparation and consolidation of departmental budgets, revised estimates, and expenditure reports for submission to higher authorities. (AI Suggested)
- Supervise the disbursement, utilization, and monitoring of funds for centrally sponsored and UT-specific educational schemes like Samagra Shiksha and Mid-Day Meal. (AI Suggested)
- Ensure accurate and timely processing of payroll, pensions, and other emoluments for all teaching and non-teaching staff under the Directorate. (AI Suggested)
- Act as the primary point of contact for all audit matters, ensuring compliance with observations from both internal and AG Audit. (AI Suggested)
- Provide expert financial advice to the Director of Education on new proposals, resource allocation, and financial implications of policy decisions. (AI Suggested)
- Monitor the financial progress of educational infrastructure projects and large-scale procurement, ensuring value for money and adherence to GFR. (AI Suggested)

👤 Activities

- Reviewing and approving monthly and quarterly expenditure statements received from various educational zones and institutions. (AI Suggested)
- Operating and managing all departmental transactions through the Public Financial Management System (PFMS) portal. (AI Suggested)
- Preparing detailed proposals for budget allocation, re-appropriation of funds, and supplementary grants. (AI Suggested)
- Verifying and processing grant-in-aid bills for government-aided schools and ensuring timely release of funds. (AI Suggested)

- Drafting comprehensive responses and compliance reports for audit paras raised by statutory audit bodies. (AI Suggested)
- Conducting periodic internal financial reviews and inspections of subordinate offices to ensure financial discipline. (AI Suggested)
- Scrutinizing financial proposals for new educational initiatives for rule compliance and financial viability. (AI Suggested)
- Overseeing the reconciliation of departmental accounts with Treasury and bank statements to ensure accuracy. (AI Suggested)

Behavioral	Functional	Domain
Solution Orientation - Attention to Detail	Financial Management - Budget Formulation & Implementation	Education Sector Financing - Scheme Fund Management (Samagra Shiksha, MDM)
Outcome Orientation - Accountability	Financial Management - Expenditure Management	Public Financial Management (UT) - UT Treasury Rules and Accounting Codes
Decision Making - Sound Judgement	Financial Management - Government accounts	Audit and Compliance - Statutory and Internal Audit in Government Education Sector
Operational Excellence - Resource Management	Financial Management - PFMS Portal Management	Grant-in-Aid Management - Rules and Procedures for Aided Educational Institutions
4 total	5 total	6 total

Additional Comptroller and Auditor General

Office of the Comptroller and Auditor General of India

Behavioral: 5 total Functional: 5 total Domain: 6 total

👤 Roles & Responsibilities

- Oversee the planning and execution of performance, compliance, and financial audits of Union and State governments. *AI Suggested*
- Formulate and update audit policies, standards, and methodologies in line with national priorities and international best practices (INTOSAI). *AI Suggested*
- Provide strategic direction and leadership to the Indian Audit and Accounts Department (IA&AD) for enhancing audit quality and impact. *AI Suggested*
- Supervise the finalization and submission of key Audit Reports to the President/Governors for presentation to Parliament/State Legislatures. *AI Suggested*
- Manage international relations and collaborations with Supreme Audit Institutions (SAIs) of other countries and global bodies like the UN and World Bank. *AI Suggested*
- Lead capacity building, training, and digital transformation initiatives within the IA&AD to foster a culture of continuous improvement. *AI Suggested*
- Ensure the integrity, independence, and quality assurance of the entire audit process across all field offices. *AI Suggested*

👤 Activities

- Reviewing and approving the annual audit plans for various ministries, departments, and public sector undertakings. *AI Suggested*

- Chairing high-level meetings to deliberate on significant audit findings and finalize draft audit reports. *AI Suggested*
- Issuing authoritative guidelines and manuals on emerging audit areas such as environmental audit, IT audit, and data analytics. *AI Suggested*
- Conducting periodic reviews of the performance of Zonal and State Accountant General (AG) offices. *AI Suggested*
- Engaging with senior government functionaries, including Secretaries to GoI, on critical audit observations and recommendations. *AI Suggested*
- Leading Indian delegations in international conferences and forums like INTOSAI and ASOSAI to share and learn best practices. *AI Suggested*
- Approving the strategic framework for the National Academy of Audit and Accounts (NAAA) and other regional training institutes. *AI Suggested*
- Overseeing the implementation of data analytics tools and IT systems to enhance audit efficiency and effectiveness. *AI Suggested*

Behavioral	Functional	Domain
Strategic Leadership - Forward Thinking	Policy Architecture - Policy monitoring & impact assessment	Public Sector Auditing Standards - INTOSAI Framework and C&AG's DPC Act, 1971
Decision Making - Sound Judgement	Financial Management - Financial Management	Government Financial Management - Union & State Government Accounting Rules and FRBM Act
Outcome Orientation - Accountability	Monitoring & Evaluation - Evaluation of outcomes / outputs	Performance & Compliance Audit - Methodologies for Auditing National Schemes and Programs
Collaborative Leadership - Influencing and Negotiation	Data Analytics - Data led Decision making	Specialized Audit Practices - Environmental, IT, and Forensic Audit Techniques
Solution Orientation - Systems Thinking	Change Management - Change Implementation	International Relations & Global Practices - Engagement with Supreme Audit Institutions (SAIs) and UN/World Bank Audit Panels
5 total	5 total	6 total



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