

This is not to log the work

All these institutions are being administered as one unit under one Manager.

The actual work of the Manager is delegated to the diocesan Superintendent of Schools by the Manager, who acts on behalf of the Manager in matters connected with the functioning of schools throughout the Diocese. The respective correspondents administer the day-today functions of the schools, but within the framework of the directives issued by the Manager.

3. I humbly submit that the following are some of the important duties discharged by the manager:

- i) To appoint, remove or transfer correspondents in respect of all categories of schools under the management.
- ii) To appoint teachers and non-teaching staff both in permanent posts and in temporary vacancies in all categories of schools under the management.
- iii) To transfer from one school to another within the management (Vide Memorandum No. 45181 E2/60 education dated 11.06.2060)
- iv) To appoint teachers coming from another management and relieve teachers going to another management, with mutual consent of the management concerned.
- v) To appoint and transfer religious priests, brothers and sisters in the Diocesan Schools and relieve them from our management.
- vi) To relieve teachers seeking voluntary retirement from service.

4. I humbly submit that the above Guidelines empower the manager to transfer teachers and other employees from one school to another for