Government of West Bengal
DEPARTMENT OF SCHOOL EDUCATION
STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
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Memo No.111 /F.No.386 (Pt)/SCERT Dated Kolkata the 04.05.2018

ORDER

For smooth functioning of DIETs in respect of office procedures, class room process etc. all Heads/In-charges and staff are hereby to abide by the following guidelines:

1. Principal/ In-charge should put his/her attendance in the attendance register and authenticate the attendance of all staff including guest faculties, DEOs and MTSs. Also he/she will mark daily (if required) late arrival of the staff, leave, early departure, absence etc on the basis of extant govt. Norms.
2. Principals/In-charges will issue an office order regarding job distribution of the staff specially regarding the one who will handle the cash book or cash of the DIETs.
3. Principals/In-charges should update the cash book regularly as per the extant guidelines of the Govt. for the DDO.
4. Principals/In-charges should introduce the proper filing process in the DIETs.
5. Principals/In-charges should maintain stock register, docket register, issue register, bill transit register, allotment register, file directory, guard file, personal/service file of each staff etc. as per extant Govt. Norms.
6. Principal/In-charges should not bear entire onus regarding processing of file. Every proposal issue to be addressed should be placed to the concerned responsible staff as per the direction of the HOD. After placing the file the HOD may or may not consider the proposal and accordingly the HOD will give clear direction in the file positively.
7. As per extant Govt. norms no works/purchase will be allowed without approval of the administrative department. In case of emergency work it should be communicated to Director, SCERT (WB) through mail/phone. After getting the verbal/written consent of the administrative department, the emergency work may be undertaken by the DIETs by maintaining proper procedures. After completion of the work the entire proposal should sent to the SCERT (WB) for post facto approval.
8. All payments from the DIETs should be made either by cheque / NEFT after producing proper vouchers and money receipts. In this case Principals/In-charges should follow the extant guideline of the Govt.
9. As the DDO, Principals/In-charges should conduct periodic meetings with the staff to discuss various issues related teaching learning process, programmes etc. Also the heads of DIETs conduct meetings on a half yearly basis with the parents of the trainees to discuss their issues. Any grouping among the students & staff is strictly prohibited.
10. Every employee must maintain the case book/ work diary and submit it weekly to the HOD. All Principals /In- charges must also maintain case book/ work diary as per extant Govt. norms and send a report monthly to SCERT (WB) the administrative department.
11. No work will be kept pending regarding service matters, ACR/OPR, Leave records of the employees. All files should be disposed within 7 working days from receipt.
12. Principals/In-charges must reply to the letters and submit information in due time which are issued by the administrative authority from time to time. SCERT (WB) had observed that some heads of DIETs did not follow the timeline to furnish data/ reply to queries.

13. Principals/In-charges will assign an academic staff who will act as a Librarian where Librarian post remains vacant. Library should remain open at for least 4 days in a week for being accessed by the trainees and teachers. The team of SCERT (WB) had observed that in many DIETs they did not open the Library and did not maintain the accession register.
14. Principals/In-charges will update website of the DIETs periodically and visit the SCERT (WB) portal regularly.
15. Submission of UCs in due time after completion of work should be done.
16. Properly maintain the computer lab and any other labs, with stock registers, properly updated.
17. Initiative should be taken to set up labs as per NCTE norms.
18. Principals/In-charges should make a plan and draw an estimate from the competent authority to renovate the DIETs building as well as new construction (if required) as per NCTE norms.
19. One academic staff should be assigned as Hostel superintendent for both Boys and Girls Hostels preferably who will reside in the campus of the DIETs (if possible).
20. Station- leave will not be allowed without the permission of the competent authority.
21. Principals/In-Charge/ Faculty members may function as the nominee WBBPE on the selection committee for recruitment of faculty / staff of Govt./ Govt. Sponsored Aided Teacher Education Institutes of West Bengal on receiving the approval from the administrative authority.
22. No heads/ member of faculty from the DIETs in West Bengal should perform as nominee of WBBPE on the selection committee for recruitment of faculty/ staff in Private Teacher Education Institutes.

All are to act accordingly.

Sd/—
Director, SCERT (WB)

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Copy forwarded to:

1. The Principal Secretary to the Govt. of West Bengal, Department of School Education, 6th Floor, Bikash Bhavan, Kolkata- 91 for his kind information. This has emerged from the meeting held with all the Principals/In-Charges of DIETs (Main & 2nd Campuses) at the instruction of the Principal Secretary, SED, GoWB.
2. The Principal/ In-Charges (All DIETs) (Main & Second Campus)- He/She is instructed to follow the guideline strictly and take necessary action.
3. Guard File

Director, SCERT (WB)