Government of West Bengal
DEPARTMENT OF SCHOOL EDUCATION
STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
25/3, Ballygunge Circular Road, Kolkata-700019
Tele –fax -033-2486- 5114 & 4377
www.scertwb.org ## director@scertwb.org

No. 711 /F.No.845/SCERT Dated Kolkata the 21.01.2022

ORDER

For smooth functioning of PTTIs 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 the 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 Institute.
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 institute.
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 HOO. After placing the file the HOO may or may not consider the proposal and accordingly the HOO 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 PTTIs 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 PTTIs should be made either by cheque / NEFT after producing proper vouchers and money receipts. In this case Principals/In-charges should follow the extant guidelines of the Govt.
9. **Principals/In-charges should conduct periodic meetings with the staff to discuss various issues related to teaching learning process, programmes etc. Also the heads of PTTIs 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 monthly to the HOO. 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 the date of 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.
13. Principals/In-charges will assign an academic staff who will act as a Librarian where Librarian post remains vacant or not available.. Library should remain open at least 4 days in a week for being accessed by the trainees and teachers. Also maintain accession register.
14. Principals/In-charges will update website of the PTTIs periodically and visit the SCERT (WB) portal regularly.
15. Submission of UCs in due time after completion of work should be done.
16. Maintain stock registers of the materials placed in the computer lab and any other labs (if available).
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 PTTIs 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 PTTIs (if available).
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 of 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.

All are to act accordingly.

21/1/2022

Director, SCERT (WB)

No. /F.No.845/SCERT Dated Kolkata the

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.
2. The Commissioner of School Education , Govt. Of West Bengal, Bikash Bhaban , Kolkata – 91 for his kind information
3. The Principal/ Lecturer in Charge / Teacher in Charge- He/She is instructed to follow the guideline strictly and take necessary action.

Director, SCERT (WB)