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**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.scert@wb.gov.in**

No: 1364/F.No. 867/SCERT

Dated, Kolkata - 20.11.2024.

**NOTIFICATION**

Whereas the office of the undersigned has been entrusted with both the administrative and academic control of all the Government/Sponsored /Aided PTTIs (henceforth will be referred as PTTI) throughout the State vide no. 06-ES/EE/PTTI-7/ 2011(Pt-I) dt- 07/01/2022.

Whereas updating the service book of the employees concerned of the said PTTIs is purely an administrative function.

Whereas all the DDOs of the said PTTIs act within the administrative jurisdiction of the office of the undersigned.

Whereas the entries in Service Book like that of increment, service verification etc. are based on acquaintance roll.

Whereas any kind of leave being finally approved by the office of the undersigned on the basis of meeting resolution of Governing Body (as applicable).

Whereas all the DIETs and its Head of the Institutes (HOIs) function under the administrative control of the office of the undersigned and are the extension of this office throughout the state.

Now, therefore, exercising the power conferred upon me, the undersigned do hereby delegate the power of updating as well as authenticating the Service Book of "HOI" of the said Sponsored and Aided PTTIs to the Head of Office (HOO) of the said DIETs of the respective districts except the PTTIs situated in Kolkata which will be authenticated by the office of the undersigned and at the same time the respective 'HOIs' of the said PTTIs are empowered to do the same for all the other employees of the respective PTTIs.

This is issued in the interest of public service and come into force w.e.f 07/01/2022 until further order.

*Uday*  
20/11/2024  
Director, SCERT, WB

No: 1364/1(5)/F/No. 867/SCERT  
Copy forwarded to:

Dated, Kolkata - 20.11.2024.

1. The Commissioner of School Education, Directorate of School Education, Govt. of West Bengal, Bikash Bhavan, 7<sup>th</sup> Floor, Salt Lake, Kolkata- 7000 91 for information- He is requested to instruct the respective DIs (PE) of the concerned districts to act as PSA as earliest and take corrective measures if necessary for onward action until further notification issued from the competent authority.
2. The Additional Secretary to the Govt. of West Bengal, Elementary Education Branch, School Education Department, Bikash Bhavan, Salt Lake, Kolkata-700091 for information.
3. The HOIs of DIETs (All District) for information and necessary action.
4. The HOIs of PTTIs (All Districts) for information and necessary action
5. The DIs of the Schools (PE) (All districts) for information and necessary action.

*Uday*  
20/11/2024  
Director, SCERT WB