

Government of West Bengal
DEPARTMENT OF SCHOOL EDUCATION
STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
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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.