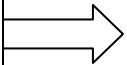
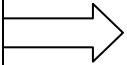
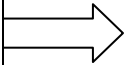
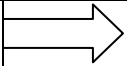
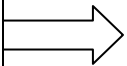
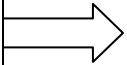
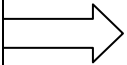
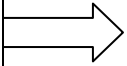
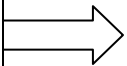
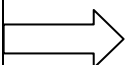
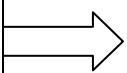
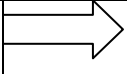
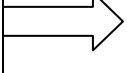
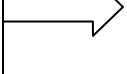
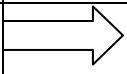


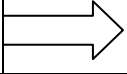
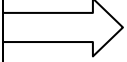
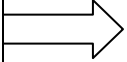
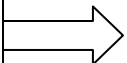
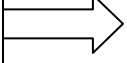
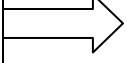
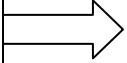
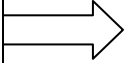
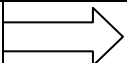
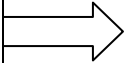
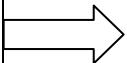
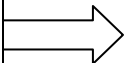


FUNCTIONS OF SECTIONS OF COUNCIL SECRETARIAT OF NCERT HQ.

Section/ Unit/ Cell		Function
<u>Establishment -I</u>		Personnel service matters of Academic Staff of NCERT Hqrs.
<u>Establishment -II</u>		Personnel service matters and recruitment of Administrative Ministerial, Stenographic and Accounts Group 'A', 'B' and 'C' staff of NCERT Hqrs.
<u>Establishment -III</u>		Personnel service matters and recruitment of Ancillary(Technical) Group 'A', 'B' and 'C' Staff of NCERT Hqrs.
<u>Establishment -IV</u>		Personnel service matters and recruitment of Group 'D' Staff of NCERT Hqrs.
<u>Establishment Coordination</u>		Coordination of miscellaneous matters of all Establishment Sections and Coordination with the Ministry of Human Resource Development and other Ministries/organizations. Also deals with holding of meetings of committee on prevention of Sexual Harassment to women at work place and Grievance Committee.
<u>Recruitment -I</u>		Recruitment / promotion of all academic Group 'A' posts of NCERT
<u>Regional Institute of Education</u>		Controlling and coordination section dealing with matters of Regional Institute of Education(RIEs) and appointment of academic Group 'A' & 'B' staff of RIEs/PSSCIVE, Bhopal.
<u>Committee & Parliament</u>		Deals with Parliament/ Rajya Sabha Questions and VIP references. Holding of meetings of General Body, Executive Committee, Establishment Committee, Finance Committee, Monitoring Committee for text books and maintenance of records of such meetings.
<u>Vigilance and Litigation</u>		Matters relating to Vigilance and Litigation of NCERT.
<u>Campus and Maintenance</u>		Allotment of quarters and maintenance of campus and its various buildings.

<u>Welfare</u>		Issue of Health Scheme Cards, matters relating to GLIS and Death Relief Scheme for staff of NCERT. Miscellaneous matters relating to NCERT Departmental Canteen, NIE Guest House and Horticulture.
<u>Receipt and Issue</u>		Receipt and Issue of Dak of all Departments/Sections of NCERT.
<u>Confidential Record Cell</u>		Maintenance of ACRs of Staff.
<u>IWSU with Central Record</u>		Arranging in service training for non-academic staff and processing of proposal for staff requirements. Maintenance of old records of NCERT.
<u>SC/ST Cell</u>		Coordination of data relating to reservation of staff in NCERT. Monitoring of reservation policy and Liaison Office for SC/ST etc.
<u>Hindi Cell</u>		Dealing with implementation of Raj Bhasha and arranging Hindi teaching classes / workshop on Hindi.
<u>S&S-I</u>		Procurement and supply of stationary items for NCERT.
<u>S&S- II</u>		Procurement and supply of furniture/ equipments for NCERT.

<u>Establishment -I</u>		Personnel service matters of Academic Staff of NCERT Hqrs.
<u>Establishment -II</u>		Personnel service matters and recruitment of Administrative Ministerial, Stenographic and Accounts Group 'A', 'B' and 'C' staff of NCERT Hqrs.
<u>Establishment -III</u>		Personnel service matters and recruitment of Ancillary(Technical) Group 'A', 'B' and 'C Staff of NCERT Hqrs.
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		House and Horticulture.
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