

National Council of Educational Research and Training  
Sri Aurobindo Marg, New Delhi

Dated the 5th August, 2014

प्रशासन अनुभाग के पी. प्रो. व.  
आयची संख्या 7046  
दिनांक 13/8/14

**ORDER**

The role and functions of administrative/Establishment Sections at NCERT Headquarter have been re-organised with immediate effect as indicated below.

Sl. No	Section	Role and function
1	<b>Recruitment-I Section</b>	<ul style="list-style-type: none"> <li>• Maintaining Reservation Rosters for faculty recruitment,</li> <li>• Floating advertisement for filling up vacancies of faculty after obtaining <b>data from E-I, CIET, CIVE and R.Is.E.,</b></li> <li>• Sorting out of applications according to subject area/category, Preparing statement of bio data of applicants, getting the applications pre-screened at the level of Department concerned and final screening by the approved Committee of the Council, , sending call letters to the shortlisted candidates for interview/Selection &amp; arranging interview with the approval of the competent authority</li> <li>• Forwarding application of the selected candidate after approval of minutes of the Selection Committee by the Director to E-I for issuing offer of appointment,</li> <li>• <b>Processing promotion cases under CAS, (earlier dealt by E-I)</b></li> </ul> <p>Furnishing quarterly/half yearly/ annual returns relating to recruitment of SC/ST/OBC/Persons with Disabilities to <b>Reservation in Services Monitoring Cell</b> and Annual reports to PMD.</p> <ul style="list-style-type: none"> <li>• Furnishing reply to parliament questions concerned to the Section to C&amp;P</li> <li>• Processing RTI applications pertaining to the Section</li> <li>• Submission of para wise information to Court cases related to the Section.</li> <li>• Submission of agenda for the Finance/Establishment Committee to EC/C&amp;P as and when required.</li> </ul>

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15/AS/CIET  
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Head, IET

Pl. upload on NCERT website.

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Also give 9 copy to all DAs of Admp. Sec.  
MS. Sanghamitra  
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UP  
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Please circulate  
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2	Establishment-I Section	<ul style="list-style-type: none"> <li>• Processing Personnel/personal matters of all Assistant Professors, Associate Professors, Professors and Librarians working at NCERT HQ and <b>R.Is.E. (earlier dealt by RIEFA)</b>, which also include processing of medical bills/advances of all working and retired faculty of NCERT HQ including CIET and <b>referral medical bills/advances of all working and retired faculty of R.Is.E., PSSCIVE.</b></li> <li>• Issuing offer of appointment, processing medical examination, verification of antecedents, verification of school teaching experience and issuing formal appointment orders,</li> <li>• Processing confirmation cases,</li> <li>• Preparation of seniority list of all faculties of NIE, CIET, PSSCIVE and R.Is.E.</li> <li>• Transfer &amp; postings of faculty members.</li> <li>• Preparing subject-wise vacant position of NIE Departments/Division/Unit/Cells, CIET, PSSCIVE and R.Is.E. according to need based requirement of faculty and onward transmission to R-I</li> <li>• Furnishing quarterly/half yearly/ annual returns relating to recruitment of SC/ST/OBC/ Persons with Disabilities to <b>Reservation in Services Monitoring Cell</b> and Annual reports to PMD</li> <li>• Furnishing reply to parliament questions concerned to the Section to C&amp;P</li> <li>• Processing RTI applications pertaining to the Section.</li> <li>• Submission of para-wise information to Court cases related to the Section.</li> <li>• Submission of agenda for the Finance/Establishment Committee to EC/C&amp;P as and when required.</li> <li>• Also act as Nodal Section in respect of aforementioned staff of R.Is.E., CIVE and CIET.</li> </ul>
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3	<b>Recruitment –II</b> <b>Section</b> <b>(newly created</b> <b>In place of E-IV)</b>	<ul style="list-style-type: none"> <li>• Maintaining Reservation Rosters for direct recruitment and Limited Department Examination quota of ministerial posts as per Recruitment Rules including Group-C (MTS) posts (earlier dealt by E-IV),</li> <li>• Floating advertisement for filling up vacancies of all ministerial and Group-C(MTS) obtaining data from E-II, CIET, CIVE and R.Is.E. (including RPDC),</li> <li>• Scrutinising applications, preparing statement of bio data of applicants, getting the applications screened, sending call letters to shortlisted candidates, arranging written examination/ interview as per Recruitment Rules.</li> <li>• Issuing offer of appointment and after receipt of acceptance forwarding them to E-II for further processing.</li> <li>• Furnishing quarterly/half yearly/ annual returns relating to recruitment of SC/ST/OBC/ Persons with Disabilities to <b>Reservation in Services Monitoring Cell</b> and Annual reports to PMD</li> <li>• Furnishing reply to parliament questions concerned to the Section to C&amp;P</li> <li>• Processing RTI applications pertaining to the Section.</li> <li>• Submission of para-wise information to Court cases related to the Section.</li> <li>• Submission of agenda for Finance/Establishment Committee to EC/C&amp;P as and when required.</li> </ul>
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4	<b>Establishment-II Section</b>	<ul style="list-style-type: none"> <li>• Maintaining Reservation Rosters for promotion against Group-A, B &amp; C ministerial posts as per R.R.</li> <li>• Processing Personnel/personal matters of all ministerial staff Group-A, B, C including Group-C <b>(MTS) staff (earlier dealt by E-IV)</b> i.e. Secretary, D.S., U.S., S.O., APC, PA, Stenographers, Assistant, UDC, LDC, personnel of Hindi Cell, PRO office etc. working at NCERT HQ including processing of medical bills/advances of all working and retired staff referred to above of NCERT HQ (<b>excluding CIET</b>) and <b>referral medical bills/advances of all working and retired ministerial staff of R.Is.E. (including RPDC), CIVE</b></li> <li>• Processing medical examination and verification of antecedents after receiving copy of offer of appointment and acceptance letter from R-II and issuing formal appointment orders,</li> <li>• preparing Seniority lists,</li> <li>• processing promotion/MACP cases of all ministerial and Group-C(MTS) staff by convening DPC/Screening Committee,</li> <li>• Processing confirmation cases,</li> <li>• Processing Compassionate appointment cases after receipt of verification reports from Welfare Officer, C&amp;W</li> <li>• Transfer &amp; posting of ministerial and Group-C staff</li> <li>• Furnishing quarterly/half yearly/ annual returns relating to recruitment of SC/ST/OBC/ Persons with Disabilities to <b>Reservation in Services Monitoring Cell</b> and Annual reports to PMD</li> <li>• Furnishing reply to parliament questions concerned to the Section to C&amp;P</li> <li>• Processing RTI applications pertaining to the Section.</li> <li>• Submission of para-wise information to Court cases related to the Section.</li> <li>• Submission of agenda for the Finance/Establishment Committee to EC/C&amp;P as and when required.</li> <li>• Also act as Nodal Section in respect of aforementioned staff of R.Is.E.(including RCPD), CIVE and CIET.</li> </ul>
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5	Establishment-III Section	<ul style="list-style-type: none"> <li>• Maintaining Reservation Rosters for direct recruitment and promotion against technical/ancillary posts as per Recruitment Rules.</li> <li>• Floating advertisement for filling up vacancies of all technical/ancillary posts after obtaining data from CIET, CIVE and R.Is.E., Head, Publication Division ( for RPDC also) and Head, DEK,</li> <li>• Scrutinising applications, preparing statement of bio data of applicants, getting the applications screened, sending call letters to shortlisted candidates, arranging written examination/ interview as per Recruitment Rules.</li> <li>• Issuing offer of appointment and after receipt of acceptance initiating verification of antecedents, category certificate and issuing formal appointment order.</li> <li>• Processing Personnel/personal matters of all technical staff working at NCERT HQ which also include processing of medical bills/advances of all working and retired technical/ancillary staff of NCERT HQ (<b>excluding CIET</b>) and <b>referral medical bills/advances of all working and retired technical/ancillary staff of R.Is.E. (including RPDC), CIVE</b></li> <li>• Preparing Seniority lists,</li> <li>• Processing promotion/MACP cases of technical/ancillary staff by convening DPC/Screening Committee,</li> <li>• Processing confirmation cases,</li> <li>• Transfer &amp; posting of technical/ancillary staff</li> <li>• Furnishing quarterly/half yearly/ annual returns relating to recruitment of SC/ST/OBC/ Persons with Disabilities to <b>Reservation in Services Monitoring Cell</b> and Annual reports to PMD</li> <li>• Furnishing reply to parliament questions concerned to the Section to C&amp;P</li> <li>• Processing RTI applications pertaining to the Section.</li> <li>• Submission of para-wise information to Court cases related to the Section.</li> <li>• Also act as Nodal Section in respect of aforementioned staff of R.Is.E. (including RPDC), CIVE, CIET</li> <li>• Submission of agenda for the Finance/Establishment Committee to EC/C&amp;P as and when required.</li> </ul>
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6	<b>Establishment Coordination Section</b>	<ul style="list-style-type: none"> <li>• Coordination with MHRD relating to service conditions, of Council's employees and Misc. matters</li> <li>• Adoption of Pay Commission recommendations and Notifications/orders of Ministry on various service matters common to all Establishment/administrative Sections</li> <li>• Processing and Notification of Recruitment Rules,</li> <li>• Review/circulation of Delegation of powers</li> <li>• Adoption of Govt. of India orders/circulars/O.M.</li> <li>• Convening meeting of the Committee on Sexual harassment.</li> <li>• Recognition matters of Employees Associations</li> <li>• Air/Rail ticket booking of staff on tour</li> <li>• Issuance of invitation cards for Independence/Republic Day functions</li> <li>• Submission of agenda for the Finance/Establishment Committee to C&amp;P as and when required.</li> <li>• Follow up on the draft Bill of Institute of National Importance &amp; Road Map</li> <li>• <b>Public Grievances Cell will be monitored by EC Section as Nodal Section.</b></li> <li>• <b>RTI Cell will be monitored by EC Section as Nodal Section</b></li> <li>• Furnishing of Annual reports to PMD</li> <li>• Furnishing reply to parliament questions concerned to the Section to C&amp;P</li> <li>• Processing RTI applications pertaining to the Section.</li> <li>• Submission of para-wise information to Court cases related to the Section.</li> <li>• Also act as Nodal Section for providing clarification on service matters with reference to query from R.Is.E.(including RPDC), CIVE, CIET.</li> </ul>
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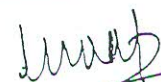


7	D.M.Schools/ R.Is.E. administration Section	<ul style="list-style-type: none"> <li>• Pursuing promulgation of R.Rs. for the D.M. School teachers in the light of RRs of KVS as per Regulation of NCERT.</li> <li>• Maintaining Reservation Rosters for direct recruitment and promotion against Headmasters, Assistant Headmasters and other Group-B teaching posts in D.M. Schools, i.e. PGTs, TGTs, PRTs and Nursery teachers for Nursery Section at IIT Campus, New Delhi as per R.R.</li> <li>• <b>Floating advertisement for filling up vacancies of all teaching posts of D.M. Schools and Nursery Section at IIT Campus after obtaining data from R.Is.E.</b></li> <li>• Scrutinising applications, preparing statement of bio data of applicants, getting the applications screened, sending call letters to shortlisted candidates, arranging written examination/ interview as per Recruitment Rules.</li> <li>• Issuing offer of appointment and after receipt of acceptance forwarding them to concerned R.Is.E. for further processing.</li> <li>• Processing Promotion/Recruitment of school teachers by convening DPC/Selection Committee meeting as per Recruitment Rules.</li> <li>• Processing Personnel/personal matters of D.M. School teachers, which also include processing of <b>referral medical bills/advances of all working and retired teachers of D.M. Schools.</b></li> <li>• Preparing Seniority lists of school teachers,</li> <li>• Processing promotion/MACP cases of school teachers and confirmation cases</li> <li>• Transfer &amp; postings of teachers,</li> <li>• Furnishing quarterly/half yearly/ annual returns relating to recruitment of SC/ST/OBC/ Persons with Disabilities to <b>Reservation in Services Monitoring Cell</b> and Annual reports to PMD</li> <li>• Furnishing reply to parliament questions concerned to the Section to C&amp;P</li> <li>• Processing RTI applications pertaining to the Section.</li> <li>• Submission of para-wise information to Court cases related to the Section.</li> <li>• Processing Annual sports meet for D.M. School students.</li> <li>• Also act as Nodal Section for common administrative issues of D.M. Schools/R.Is.E. which includes preparing agenda for Principals and Headmasters meeting as and when called by the Director.</li> <li>• Submission of agenda for the Finance/Establishment Committee to EC/C&amp;P as and when required.</li> </ul>
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8	<b>Campus &amp; Welfare Section</b>	<ul style="list-style-type: none"> <li>• As Nodal Section, process proposals relating to issue of financial sanction for construction/renovation of campus and buildings of <b>NCERT HQ and R.Is.E.(including RPDC), CIVE, CIET</b> and obtaining expenditure statements and utilization certificates.</li> <li>• Submit agenda for the Finance/Building &amp; Works Committee to C&amp;P as and when required.</li> <li>• Process allotment of staff quarters at NCERT HQ as per Allotment Rules &amp; coordinate with CPWD for maintenance and upkeep of residential/non-residential buildings including water and electricity supply.</li> <li>• Processing CGHS registration issues of serving employees and pensioners of NCERT HQ</li> <li>• Processing welfare measures/activities such as Annual sports meet for employees, Observation of Foundation/Independence Day, conducting Health camps, Verification of compassionate application.</li> <li>• Maintaining lawns and gardens in the Headquarter campuses</li> <li>• Furnishing reply to parliament questions concerned to the Section to C&amp;P</li> <li>• Processing RTI applications pertaining to the Section.</li> <li>• Submission of para-wise information to Court cases related to the Section.</li> <li>• <b>Guest House, Canteen Steward's Section</b> will be part of C&amp;W and C&amp;W Section will monitor day to day maintenance of Guest House and Canteen .</li> <li>• Hiring of MTS for cleaning and maintenance of lawns &amp; gardens purpose on contract basis.</li> <li>• Submission of quarterly/half yearly/ annual returns relating to the Section.</li> </ul>
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9	<b>Stores &amp; Supplies Section</b>	<ul style="list-style-type: none"> <li>• As Nodal Section, process/scrutinise proposals relating to purchases of stores and supplies to various Department/Sections of NCERT HQ, and process proposals <b>received from R.Is.E., CIVE</b> obtaining concurrence of CAO/IFA and issue of sanction orders with the approval of competent authority</li> <li>• Maintenance of Stores, equipments of NCERT HQ excluding Stores of Publication Division, DEK and CIET,</li> <li>• Purchase and maintenance of Vehicles,</li> <li>• Maintenance of Telephones/PBX at NCERT Headquarter</li> <li>• Condemnation/disposal of unserviceable stores at NCERT HQ</li> <li>• Also act as <b>Nodal Section</b> for such matters of R.Is.E.(including RPDC), CIVE, CIET,</li> <li>• Furnishing reply to parliament questions concerned to the Section to C&amp;P</li> <li>• Processing RTI applications pertaining to the Section.</li> <li>• Submission of para-wise information to Court cases related to the Section.</li> <li>• Hiring of vehicles, Desert Coolers as and when necessary</li> <li>• Submission of agenda for the Finance Committee to C&amp;P as and when required.</li> <li>• Submission of quarterly/half yearly/ annual returns relating to the Section.</li> </ul>
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10	<b>Committees &amp; Parliament Section</b>	<ul style="list-style-type: none"><li>• Processing Parliament Questions and VIP references,</li><li>• Arranging visit of Parliament Standing Committees</li><li>• Follow up and maintaining collaboration with MHRD on such matters</li><li>• Prepare draft agenda and Convene meetings of General Body, Executive Committee, Establishment Committee, finance Committee, National Monitoring Committee(CABE),</li><li>• Conveying High level Committee meetings</li><li>• Finalising minutes and maintenance records of such meetings.</li><li>• Obtaining Nomination of members for various Committees from President, NCERT</li><li>• Preparing Hand Book on decisions taken by the aforementioned Committees.</li><li>• Tracing/providing reference on old decisions requisitioned by Departments/Sections</li><li>• Processing/preparation of electoral lists of Academic &amp; Non-academic staff for election to Establishment Committee</li><li>• Processing RTI applications pertaining to the Section.</li><li>• Submission of para-wise information to Court cases related to the Section.</li><li>• Submission of quarterly/half yearly/ annual returns relating to the Section.</li><li>• Processing for obtaining I.Cards from MHRD for higher officers of NCERT</li></ul>
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11	<b>Reservation in Services Monitoring Cell</b>	<ul style="list-style-type: none"> <li>• Liaison with MHRD, SC/ST Commission relating to applications of Govt. instructions on reservation of vacancies for SC/ST/OBC/Persons with Disabilities and Minority communities.</li> <li>• Maintenance and upkeep of reservation Rosters Persons with Disabilities against Group-A, B &amp; C posts as per Govt. of India orders</li> <li>• Periodical inspection of reservation Rosters for SC/ST/OBC</li> <li>• Furnishing of consolidated quarterly/half yearly/ annual returns relating to recruitment of SC/ST/OBC, Persons with Disabilities and Minorities and Annual reports to PMD</li> <li>• Furnishing reply to parliament questions concerned to the Section to C&amp;P</li> <li>• Processing RTI applications pertaining to the Section.</li> <li>• Submission of para-wise information to Court cases related to the Section.</li> </ul>
12	<b>Vigilance &amp; Litigation Section</b>	<ul style="list-style-type: none"> <li>• Liaison with CVC, MHRD on V&amp;L matters</li> <li>• Conducting on the spot visit in vigilance cases and submission of reports thereon.</li> <li>• Processing and monitoring/ follow up on Court case matters</li> <li>• Submission of para-wise information relating to Court cases</li> <li>• Furnishing reply to parliament questions concerned to the Section to C&amp;P</li> <li>• Processing RTI applications pertaining to the Section.</li> <li>• Furnishing quarterly/half yearly/ annual returns relating to the Section to CVC &amp; MHRD</li> <li>• <b>C.R. Cell will be part of V&amp;L Section</b> and maintain up-to-date A.C.R. of all Group-A, B staff of Headquarter &amp; all constituent units and Group-C staff of Headquarter duly reported and reviewed.</li> </ul>
13	<b>Security Section</b>	<ul style="list-style-type: none"> <li>• 24 hours watch and ward of Council's property, and office buildings at NCERT HQ and Campus at Nasirpur, Dwarka, New Delhi</li> <li>• Liaison with local Police Station relating to law &amp; order matters</li> <li>• Hiring Security personnel</li> <li>• Issue of Identity Cards</li> </ul>

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14	<b>Internal Work Study Unit</b>	<ul style="list-style-type: none"> <li>• Conducting work study from time to time for assessment and posting of required staff strength with reference to SIU reports .</li> <li>• Inviting weekly/monthly arrear statement</li> <li>• Furnishing reply to parliament questions concerned to the Section to C&amp;P</li> <li>• Processing RTI applications pertaining to the Section.</li> <li>• Organising training programme for ministerial staff</li> <li>• Furnishing information for Annual Report of the Council.</li> </ul>
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All the Section Officers are directed to transfer concerned files to the respective Sections obtaining receipt.

Staff of RIE Section dealing with personal files of faculty of R.Is. E. will move to E-I Section with their files and will function under the Section Officer, E-I.

Staff of E-IV will move to E-II Section with their files and will function under the Section Officer, E-II. Staff for Recruitment-II Section is being provided by separate order.

This issues with the approval of the Director.

  
 (U.K.Pati) 5/8/14  
 Deputy Secretary

Copy to:

1. The Joint Director, CIET/PSSCIVE
2. The Principal, Regional Institute of Education, Ajmer/Bhopal/Bhubaneswar/Mysore/Shillong
3. All the Head of the Departments
4. All Deputy Secretaries
5. All Under Secretaries
6. Senior Stores Officer, S&S
7. All Section Officers
8. CAO
9. VSO
10. P.S. to the Director
11. P.S. to the Joint Director
12. P.A. .to the Secretary
13. Head, ICT, CIET for placing in the web site.