Circular

Attention of all administrative co-ordinators for training programmes conducted by SCERT is invited to circular no.DE(380)Sch.Br./08/Vol.II/ Pt.file/1048 dated 27-9-2012 regarding duties assigned to Administrative Co-ordinators, DDEs, EOs, RDs & SCERT. Reference s.l.no.3 of (A) i.e. Duties of Training Co-ordinators (SCERT) and Principals (Administrative Coordinator) during In-service Training Programme from July, 2012 onwards vide which Administrative Coordinators will ensure that participating teachers attend the training programme strictly as per scheduled timings. It is solely the responsibility of the Administrative Coordinators that the ‘Attendance’ of the participants is marked regularly & they are attending programme strictly as per scheduled timings. The attendance report of the teachers is sent to the concerned DDE within one hour of the beginning of training programme and its copy is to be forwarded to Education Officer, of the concerned zone.

It has been observed that most of the Administrative Co-ordinators have not furnished the attendance and list of absentees to the concerned DDEs and Secretary (Education) has shown a very serious concern on this lack of duty on the part of various administrative co-ordinators.

Accordingly, All the Administrative Co-ordinators are once again directed to send the attendance record of participants and list of absentees in respect of training programmes conducted at their schools from 1-4-2013 onwards till date to concerned DDEs alongwith a copy to Education Officer of the concerned zone and Joint Director SCERT (e-mail id : pratibha.scert@gmail.com) within 3 days of the issuance of this circular.

All Administrative Coordinators must comply with above directions as and when any Training Programme is conducted in their school.

This issue with the prior approval of the Secretary (Education).

(Amita Satia)
Director SCERT

Copy to :-
1. P.S. to Secretary (Education)/Chairperson, SCERT Delhi.
2. P.S. to Director (Education), DoE, GNCTD, Old Secct., Delhi.
3. All DDEs. The contents of the above circular may kindly be brought to the notice of all concerned including all Administrative Co-ordinators for ensuring strict compliance on their part.
4. Joint Director, SCERT Delhi.
6. O.S.-I.T. to paste the above circular on website of DoE., GNCTD please.

Director SCERT