

I. Particulars of Organisation Functions and Duties

Name of the Organization – SCERT (State Council of Educational Research and Training, Punjab)

Address- Block-E, 6th floor, Vidya Bhawan Phase-8, Mohali

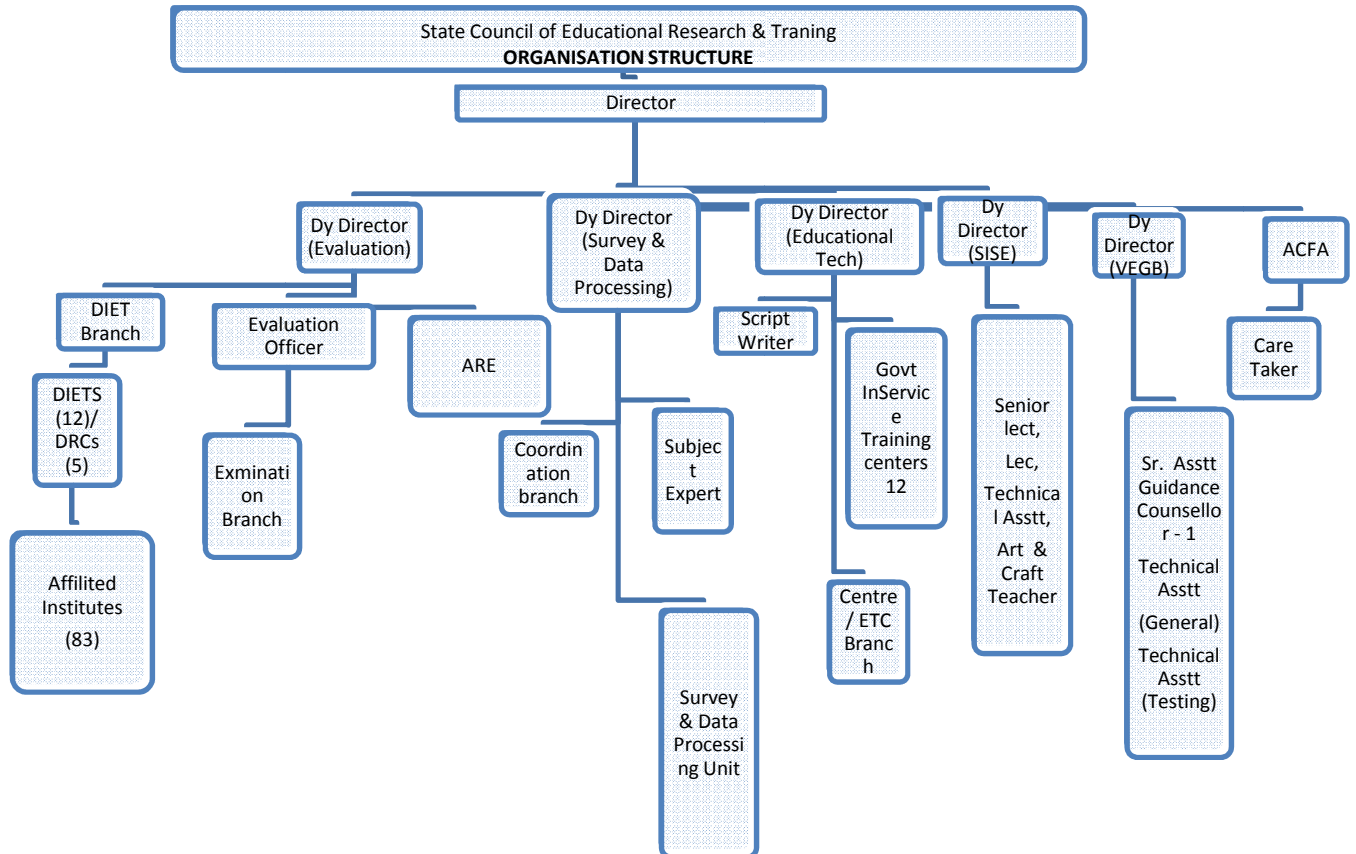
Ph. No: 0172-2212221

Fax No: 0172-2212793

Functions and Duties:-

SCERT deals mainly with teacher education. It conducts Diploma in Elementary Education (D.El.Ed) and in-service teacher trainings. Being the academic authority of the State (as per the notification no 02/04/10/2 Ed- VII/2010/7963 dated 29.09.2010 of the Govt of Punjab Endst no 2/4/1PO-2 Edu 7/3452-96 dtd chd 21.9.2012) it is responsible for developing State curriculum framework, age appropriate syllabie, revision of text books and evaluation at elementary level. It also conducts PSTET for various posts. It also conducts research, action researches, surveys and develops study material related to teacher trainings and teaching learning processes.

The Organisation Structure of SCERT is as under:-



State Bureau of Educational and Vocational and Guidance

1. It develops guidance services in high and senior secondary schools and district head quarters offices.
2. It chalks out Annual Guidance Counselling Programme in the State.
3. It implements the targets through District Guidance Counsellors.

State Institute of Science Education

I Its main objective is to raise the standard of Science and Mathematics in the schools and to inculcate scientific attitude among students. It organizes Science Exhibitions and Science Seminars in the State.

II Distribution of work according to various levels of office bureau and officials.

II. Distribution of work according to various levels of office bureau and officials is as follows:-

Sr No	Office/Level	APIO	PIO	Ist Appellant Authority
1	Director SCERT	Assistant of the concerned branch	Superintendent of the concerned branch	Director SCERT
2	State Institute of Science Education (SISE)	Smt Geeta Gulati Senior Lecturer	Smt Satinder Kaur Senior Lecturer	Director SCERT
3	Guidance Bureau	Technical Assistant	Senior Assistant Counselor	Director SCERT

iii. Procedures Followed in Decision Making: The process includes channelized supervision and accountability. All the cases are placed on files by the concerned assistants. These ultimately are decided by Director SCERT. The channel is as follows:-

Assistant, Superintendent, Deputy Director and Director SCERT is the line of decision making. All the decisions are taken as per the manuals of Instruction, Punjab Civil Service Rules, Punjab Financial Rules, Departmental Service Rules and Standing order of Govt.

iv. The Names, Designation And Other Particulars Of the Public Information Officers:

Assistant Public Information Officers and Appellate authority have been designated at various levels of the office of Director SCERT, Punjab.

Sr No	Name of the branch	Name of APIO	Name & Designation of PIO/Branch	First Appellate Authority
1	Examination Branch	Assistant (S) Smt Karamjeet Kaur Smt Neelam Sharma Smt Kiran Kaur Sh Jugal Kishore	Superintendent Sh Joginder Singh Chahal	Director SCERT

2	DIET Branch	Sh Ashwani Kumar Smt Parmjeet Kaur Sh Narinder Singh Sh Kesar Singh	Superintendent Smt Madhu Sharma	Director SCERT
3	Centre Branch	Smt Shashi Kanta	Superintendent Sh Joginder Singh Chahal	Director SCERT
4	Coordination Branch	Smt Sukhjeet Kaur Smt Daljit Kaur	Superintendent Smt Balbir Kaur	Director SCERT

Deputy Director (ETC) is Nodal PIO to coordinate the whole work related to information under RTI Act.

V. Norms Set for Discharge of Duties:-

All the duties are discharged by the office as per Govt. Policies, directions and Departmental Service Rules.

VI. Administrative Set up:-

The division of work among the branches of SCERT as follows:-

- 1 Examination Branch
- 2 DIET Branch
- 3 Co-ordination Branch
- 4 Centre Branch

Branch Work:-

1. Examination Branch
 - I. It conducts D.El.Ed. Admission in private and government colleges in the state.
 - II. It notifies the admission policy of D.El.Ed.
 - III. It conducts D.El.Ed. Examinations, prepares results and issues certificates.
 - IV. It also deals with migration cases.
2. DIET Branch
 - I. It deals with administrative work of DIETs.
 - II. It deals with RTI cases, assembly question and court cases related to DIET branch.
 - III. It has budgetary control of the DIETs.
 - IV. It conducts Teacher Eligibility Test and also issues its certificates.
3. Coordination Branch
 - I. It circulates all Govt circulars and instructions.
 - II. It collects and circulates all information in the office.
 - III. It conducts all the official meetings of SCERT.
 - IV. It coordinates the official duties during the State Assembly Session.
 - V. It coordinates with all the branches of SCERT office.

4. Centre Branch

- I. It deals with the administrative work of teaching and non-teaching staff of the Govt. In-Service Training Centers GISTCs.
- II. It deals with the RTI cases and sends them to the concerned branches and deposits postal orders and the money in Govt Treasury.
- III. It deals with the diary and dispatch of all official letters of the SCERT.

Vii Categories of documents held by the office:-

Sr No	Name of the document and its instruction in one line	Brief introduction of the document
1	Punjab Civil Services Rules corrected up to 31.03.1984	Vol I Part-I:-Main rules Part-II:-Pay, allowances, leave, general Conduction of services etc. Vol II Relating to pensions and provident funds. Vol III Relating to TA rules.
2	P.F.R.S.	Corrected upto 31.03.1984 by Department of Finance, Punjab, printed by Controller of Printing & Stationary, Punjab, Chandigarh. Vol-I Main rules. Vol-II Appendices & Forms
3	Departmental Service Rules	It contains rules for the recruitment/establishment of various cadre of the Education Department.
4	Punjab Education Code 13 th Edition, 1990	It contains information on grant in aid, scholarship, general and recognition rules, appendices and other useful annexure.

VIII. Names and contact numbers of the officers of SCERT, Punjab. ਝੰਡੀ-ਓ

IX. Cadre wise pay scale of Teaching and Non-teaching staff of SCERT, Punjab.
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DIET Branch

Sr.No	Name	Designation	Telephone No.	Mobile No.
1.	Madhu Sharma	Superintendent	0172-2212221	9815741367
2.	Paramjit Kaur	Senior Astt.	0172-2212221	9855493288
3.	Ashwini Kumar	Senior Astt.	0172-2212221	9876500453
4.	Narinder Singh	Senior Astt.	0172-2212221	9417248739
5.	Kesar Singh	Senior Astt.	0172-2212221	9417923764
6.	Sandeep Singh	Clerk	0172-2212221	9915161555

Examination Branch

Sr.No	Name	Designation	Telephone No.	Mobile No.
1.	Joginder Singh Chahal	Superintendent	0172-2212221	9505162495
2.	Neelam Sharma	Senior Astt.	0172-2212221	9988734790
3.	Kiran Kaur	Senior Astt.	0172-2212221	9855432760
4.	Karamjit Kaur	Senior Astt.	0172-2212221	9417712002
5.	Jugal Kishore	Senior Astt.	0172-2212221	9855553024
6.	Manider Singh	Clerk	0172-2212221	9888761587
7.	Naseeb Kaur	Peon	0172-2212221	9888201652

Centre Branch

Sr.No	Name	Designation	Telephone No.	Mobile No.
1.	Joginder Singh Chahal	Superintendent	0172-2212221	9505162495
2.	Shashi Kanta	Senior Astt.	0172-2212221	9988313253
3.	Shavinderpreet Singh	Clerk	0172-2212221	9781302387
4.	Jai Singh Rana	Junior Astt.	0172-2212221	7508525779
5.	Des Raj	Daftari	0172-2212221	9988714611

Co-ordination Branch

Sr.No	Name	Designation	Telephone No.	Mobile No.
1.	Balbir Kaur	Superintendent	0172-2212221	9855522760
2.	Daljit Kaur	Senior Astt.	0172-2212221	9780714520
3.	Sukhjot Kaur	Senior Astt.	0172-2212221	9592991589
4.	Mohan Singh	Senior Astt.	0172-2212221	9417222477
5.	Neelam	Computer Operator	0172-2212221	9501200630
6.	Harmanjeet Singh	Clerk	0172-2212221	9781910303
7.	Damanjit Kaur	Legal Advisor	0172-2212221	9530750221

Name and Contact No. of The officers of SCERT Punjab

Officers

Sr.No	Name	Designation	Telephone No.(office)	Mobile No.
1.	Sukhdev Singh	Director, SCERT Punjab	0172-2212221	9815956834
2.	Inderbir Kaur	Deputy Director (E.T.C.)	0172-2212221	9878649633
3.	Ginni Duggal	Deputy Director (Evaluation)	0172-2212221	9814612576
4.	Daisy	Deputy Director(S.D.P)	0172-2212221	8427779190
5.	Gagandeep Singh	Evaluation Officer	0172-2212221	946425010
6.	Balwinder Singh	ASSISTANT CONTROLLER (F &A)	0172-2212221	9814800954

Subject Expert and Employees

Sr.No	Name	Designation	Telephone No.(office)	Mobile No.
1.	Baljeet Kaur	Subject Expert	0172-2212221	9780107971
2.	Manjeet Kaur	Subject Expert	0172-2212221	9814413848
3.	Sukhwant Singh	Technical Astt.	0172-2212221	9814667913
4.	Savtantar Karir	Technical Astt.	0172-2212221	9872614641
5.	Sukhdeep Kaur	Librarian	0172-2212221	8427101318

PA Staff

Sr.No	Name	Designation	Telephone No.(office)	Mobile No.
1.	Rajesh Kumari	P.A.	0172-2212221	9779068753
2.	Sandeep Kaur	Steno Typist	0172-2212221	8727800822
3.	Harpreet Singh	Steno Typist	0172-2212221	9781208830
4.	Bhagat Singh	Driver	0172-2212221	9872994242
5.	Prem Singh	Peon	0172-2212221	9914698950
6.	Surinder Kumar	Peon	0172-2212221	7508327696
7.	Sant Singh	Peon	0172-2212221	9517446336

Office State Institute of Science Education, Punjab, Chandigarh.

Sr.No	Name	Designation	Telephone No.(office)	Mobile No.
1.	Jagtar singh,	Deputy Director	0172-2780141	99881-06489
2.	Satinderjit Kaur	Senior Lecturer	0172-2780141	98151-97353
3.	Geeta Gulati	Senior Lecturer	0172-2780141	98151-38899
4.	Surinder Kumar	Senior Lecturer	0172-2780141	94178-71378
5.	Santosh Rani	Lecturer	0172-2780141	94177-28846
	Rajesh Jain	Lecturer	0172-2780141	94645-41288 94175-68806
7.	Anand Gupta	Lecturer	0172-2780141	93565-11518
8.	Seema Khera	Lecturer	0172-2780141	98766-93850
9.	Preetinder Saini	Lecturer	0172-2780141	98722-11616
10.	Poonam	Lecturer	0172-2780141	94171-12713
11.	Garima Prabhakar	Lecturer	0172-2780141	99158-87687
12.	Gurvinder Kaur	Lecturer	0172-2780141	99158-10818
13.	Harpreet Kaur	Lecturer (coordinator)	0172-2780141	84277-06200
14.	Rumkeet Kaur	Lecturer	0172-2780141	86991-18919
15.	Afsan Ranchal	Lecturer	0172-2780141	94176-04805
16.	Jarnail Singh	Lecturer	0172-2780141	99153-37788
17.	Rama Kumari	Lecturer	0172-2780141	95015-74200
18.	Davinder Singh Sheena	Lecturer	0172-2780141	98880-06363
19.	Nirmala Rani	Senior Asstt.	0172-2780141	81466-61017
20.	Darshana Rani	Senior Asstt.	0172-2780141	98153-72075
21.	Rajinder Kaur	Junior Scale Stenographer	0172-2780141	82880-04180
22.	Meenakshi Rani	Assistant Librarian	0172-2780141	98039-33133
23.	Inderpal Kaur	Junior Asstt.	0172-2780141	82838-59944
24.	Karandeep Kaur	Clerk	0172-2780141	98153-97730
25.	Suresh Kumar	Clerk	0172-2780141	094684-37056
26.	Baldev Singh	Projectnlist	0172-2780141	82848-22006
27.	Rajinder Mohan	S.L.A.	0172-2780141	98556-16485
28.	Jaswinder Kaur	S.L.A.	0172-2780141	99159-85777
29.	Gurmandeep Singh	S.L.A.	0172-2780141	88723-00220 86993-05340
30.	Badri Parshad	Peon	0172-2780141	94786-63243
31.	Bhag Singh	Peon	0172-2780141	82848-88334
32.	Manoj Kumar	Peon	0172-2780141	89689-43503

Sr.No	Name	Designation	Telephone No(office)	Mobile No.
1	Shruti Shukla	Deputy Director	0172-2212221	9592401000
2H	Balbir Kaur	Senior Assistant (Counselor)	0172-2212221	7508656238
3H	Balvinder Kaur	Technical Assistant (G) Lecturer Grade	50172-2212221	7508011471
4H	Babanjeet Kaur	Technical Assistant (T) Master Grade	0172-2212221	9501488366
5H	Rekha Chandra	Lecturer (English)	0172-2212221	9988010325
6	Adarshdeep Kaur	Junior Assistant	0172-2212221	9988353053
7H	Mohan Chander	Peon	0172-2212221	9463302897
8H	Vijay Kumari	Peon	0172-2212221	9915371428
9H	Suraj Bhan	Peon-Chowkidar	0172-2212221	8427670110

Office of Deputy Director, State Bureau of Educational and Vocation Guidance Punjab, S.A.S. Nagar

Director SCERT, Punjab SAS Nagar

**Director,
SCERT Punjab, SAS Nagar.**

Cadre	Post	Group	Pay Scale+Grade Pay
Teaching	Director	A	15600-39100+8900
Teaching	Deputy Director(Evaluation)	A	15600-39100+6600
Teaching	Deputy Director (S.D.P)	A	15600-39100+6600
Teaching	Deputy Director(ETC)	A	15600-39100+6600
Teaching	Evaluation Officer	A	15600-39100+6600
Teaching	Subject Expert	A	15600-39100+6600
Teaching	Assistant Controller (Finance & Account)	A	15600-39100+5400
Non Teaching	Assistant Registrar (Examination)	A	15600-39100+5400
Non Teaching	Superintendent Grade-1	A	15600-39100+5400
Non Teaching	Superintendent Grade-2	B	10300-34800+4800
Non Teaching	Senior Assistant	B	10300-34800+4400
Non Teaching	Technical Assistant	B	10300-34800+4400
Non Teaching	Senior Scale Steno	B	10300-34800+4400
Non Teaching	Artist	C	10300-34800+3800
Non Teaching	Script Writer	C	10300-34800+3800
Non Teaching	Junior Scale Steno	C	10300-34800+3600
Non Teaching	Steno Typist	C	10300-34800+3200
Non Teaching	Clerk	C	10300-34800+3200
Non Teaching	Assistant Librarian	C	10300-34800+3000
Non Teaching	Driver	C	10300-34800+2400
Non Teaching	Restorer	C	10300-34800+2400
Non Teaching	Book Binder	C	4900-10680+1900
Non Teaching	Machine Man	C	4900-10680+1650
Non Teaching	Daftari	D	4900-10638+1650
Non Teaching	Peon	D	4900-10680+1650

ਆਰਜ਼ੀ ਤੌਰ ਤੇ ਅਧੀਨ ਦਫਤਰਾਂ ਤੋਂ ਆਏ ਕਰਮਚਾਰੀਆਂ ਦੀ ਸੂਚੀ

ਲੜੀ ਨੰ	ਕਰਮਚਾਰੀ ਦਾ ਨਾਮ ਸਰਵ ਸ਼੍ਰੀ / ਸ਼੍ਰੀਮਤੀ	ਸਕੂਲ ਦਾ ਪਤਾ	ਸੰਪਰਕ ਨੰ:	ਘਰ ਦਾ ਪਤਾ	ਇਸ ਦਫਤਰ ਵਿਖੇ ਜਿਸ ਸ਼ਾਖਾ/ ਅਧਿਕਾਰੀ ਅਧੀਨ ਕੰਮ ਕਰਦਾ ਹੈ
1.	ਕੁਲਦੀਪ ਕੁਮਾਰ ਵਰਮਾ (ਲੈਕ.)	ਸੀਨੀਅਰ ਸੈਕੰਡਰੀ ਸਕੂਲ ਹੰਬੋਵਾਲ ਬੇਟ (ਲੁਧਿ.)	9781700131	30, ਗਾਂਧੀ ਕਲੋਨੀ ਰਾਜਪੁਰਾ ਟਾਊਨ	ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ (ਮੂਲਅੰਕਣ)
2.	ਅੰਜਨਾ ਕੁਮਾਰੀ	ਸਰਕਾਰੀ ਸੀਨੀਅਰ ਸੈਕੰਡਰੀ ਸਕੂਲ, ਖੇੜੀ ਸਲਾਬਤਪੁਰ, ਰੋਪੜ	9592771089	215/ਐਫਐਫ, ਸੈਕਟਰ 37ਏ ਚੰਡੀਗੜ੍ਹ।	ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ (ਮੂਲਅੰਕਣ)
3.	ਪਰਮਿੰਦਰ ਕੌਰ (ਲੈਕ.)				
4.	ਰੁਮਕੀਤ ਕੌਰ(ਲੈਕ.)	ਐਸ.ਆਈ.ਐਸ.ਈ.,ਪੰਜਾਬ	8699118919	1618 ਫੇਜ਼ 10, ਸੈਕਟਰ 64 ਮੋਹਾਲੀ	ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ (ਮੂਲਅੰਕਣ)
5.	ਰਮਾ ਕੁਮਾਰੀ(ਲੈਕ.)	ਐਸ.ਆਈ.ਐਸ.ਈ.ਪੰਜਾਬ	9501574200	2016, ਸੈਕਟਰ 23ਸੀ, ਚੰਡੀਗੜ੍ਹ	ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ (ਮੂਲਅੰਕਣ)
6.	ਸੰਜਮ (ਲੈਕ.)	ਸਰਕਾਰੀ ਇੰਨ ਸਰਵਿਸ ਟ੍ਰੇਨਿੰਗ ਸੈਂਟਰ ਰੋਪੜ	9872035655	2431 ਫੇਜ਼ 11 ਮੋਹਾਲੀ	ਮੂਲਅੰਕਣ ਅਫਸਰ, ਪ੍ਰੀਖਿਆ ਸ਼ਾਖਾ
7.	ਇੰਦਰਜੀਤ ਕੌਰ (ਪੰਜਾਬੀ ਮਿਸਟ੍ਰੈਸ)	ਸ.ਮ.ਸ. ਤ੍ਰਿਵੇਦੀ ਕੈਂਪ,ਕੰਪਲੈਕਸ ਸ.ਸ.ਸ.ਸ. ਡੇਰਾਬਸੀ	9914702387	1275 ਫੇਜ਼ 5, ਮੋਹਾਲੀ	ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ(ਮੂਲਅੰਕਣ) ਪ੍ਰੀਖਿਆ ਸ਼ਾਖਾ
8.	ਮੰਗਲੇਸ਼ ਕੁਮਾਰੀ(ਲੈਕ.ਮੈਥ)	ਸਰਕਾਰੀ ਸੀਨੀਅਰ ਸੈਕੰਡਰੀ ਸਕੂਲ ਝੱਜ, ਰੋਪੜ	226, 37ਏ ਚੰਡੀਗੜ੍ਹ।	9888934486	ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ (ਸ.ਡ.ਪ.)
9.	ਮੰਜੂਲਾ ਧੀਰ(ਲੈਕ.)		31, ਸੈਕਟਰ 12ਏ ਪੰਚਕੂਲਾ	9780268155	ਮੂਲਅੰਕਣ ਅਫਸਰ ਪ੍ਰੀਖਿਆ ਸ਼ਾਖਾ
10.	ਨਿਰਮਲ(ਲੈਕ.)	ਸਰਕਾਰੀ ਇੰਨ ਸਰਵਿਸ ਟ੍ਰੇਨਿੰਗ ਸੈਂਟਰ ਰੋਪੜ	407,ਫਸਟ ਫਲੋਰ ਫੇਜ਼ 9 ਮੋਹਾਲੀ		ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ (ਮੂਲਅੰਕਣ)
11.	ਸੁਨੀਲ ਕੁਮਾਰ				
12.	ਸਵਤੰਤਰ ਕਰੀਰ				
13.	ਅਸ਼ਵਨੀ ਕੁਮਾਰ				
14.	ਹਰਿੰਦਰ ਪਾਲ (ਕਲਰਕ)				
15.	ਸੰਜੀਵ ਕੁਮਾਰ ਕਾਲੜਾ(ਜੂ.ਸਹਾ.)				

