

INTRODUCTION

Information and Public Relation Department is the Administrative Department for Implementation of the provisions of the Right to Information Act, 2005. Important information relating to Directorate of TE and SCERT, Orissa, Bhubaneswar is elaborated in the following chapters.

Background of this Hand-Book (Right to Information Act. 2005):

As per RTI Act-2005 and Odisha RTI Rules, 2005.

Objective / Purpose of this Hand-Book:

As per RTI Act-2005 and Odisha RTI Rules, 2005.

Who are the Intended users of this hand-book?

As per RTI Act-2005 and Odisha RTI Rules, 2005.

Organization of the information in this hand-book.

As per RTI Act-2005 and Odisha RTI Rules, 2005.

Definitions of various terms used in the handbook.

As per RTI Act-2005 and Odisha RTI Rules, 2005

Contact person.

As per RTI Act-2005 and Odisha RTI Rules, 2005

Procedure and Fee Structure.

As per RTI Act-2005 and Odisha RTI Rules, 2005

CHAPTER 1

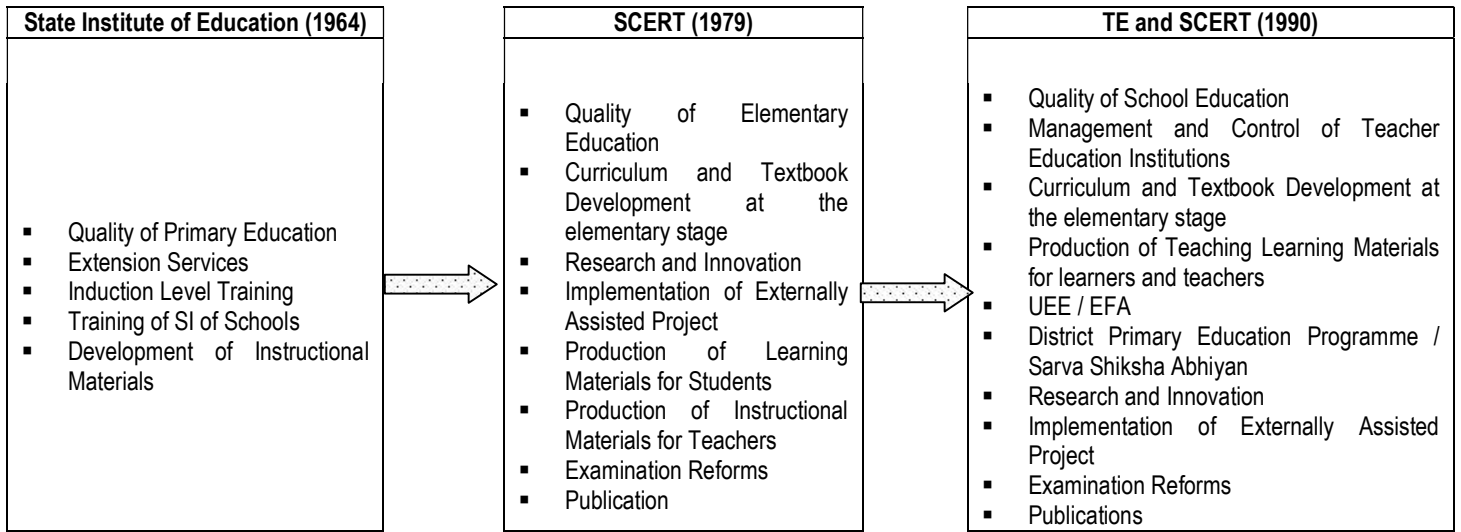
PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

Mission and Vision :

- To be a centre for excellence in elementary education and teacher education programme (elementary and secondary) in the state.
- To organize pre-service training for prospective teachers, and capacity building programmes for inservice teachers, conferences, meetings, seminars and briefing sessions for State Education Officers and field functionaries.
- To organize induction level training programmes for the new entrants / teaching workforce of the teachers training institutions.
- To restructure syllabus and curriculum used at the elementary education and teacher education sector so as to make it need-based and relevant based and functional.
- To undertake, aid, promote and coordinate research and innovation activities among faculty members of teacher training institutions.
- To generate new ideas, innovations, improved practices in education, quality monitoring and supervision etc. by conducting studies and researches both short term and longitudinal and their dissemination among faculty members of teacher training institutions.
- To produce high quality teaching learning materials and enriched literature for teachers, trainers, supervisors and key educational functionaries.
- To provide academic and professional support and guidance to agencies and institutions working in the field of education, population and development education, child rights and environment protection, and eco-friendly life style, community education etc.
- To collaborate with other agencies, institutions, organizations for the cause of quality in school education and teacher education programme.

The Backdrop :

The Directorate of Teacher Education and SCERT came into existence as an independent Directorate on January 15, 1990. It progressively acquired its present status from the State Institute of Education, established in 1964 to State Council of Educational Research and Training (SCERT) in 1979, and from SCERT to TE and SCERT in 1990. Its progressive evolution from SIE to TE and SCERT was largely mandated by ever expanding and emerging developments in education. Three important developments that accelerated the scale and pace of reforms leading to institutional strength included : (i) unprecedented quantitative expansion of the education system to meet the explosion in people's expectations; (ii) shift of emphasis from quantity to quality; and (iii) stress on research, innovation and extension as a means for renewal and reform of the existing system. Expansion and deepening of original roles and responsibilities eventually led to its upgradation.

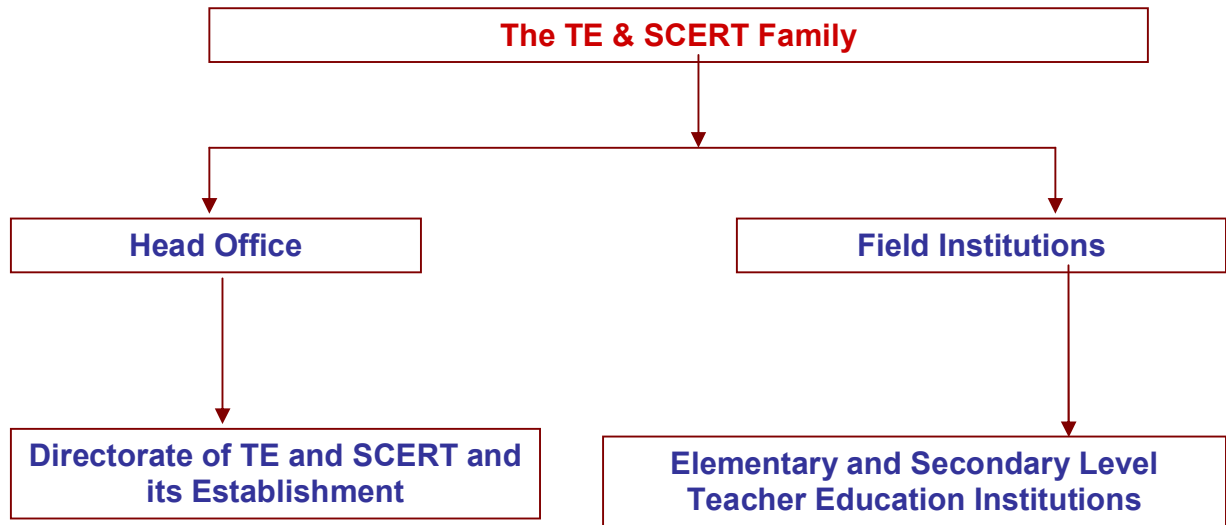


Important Activities :

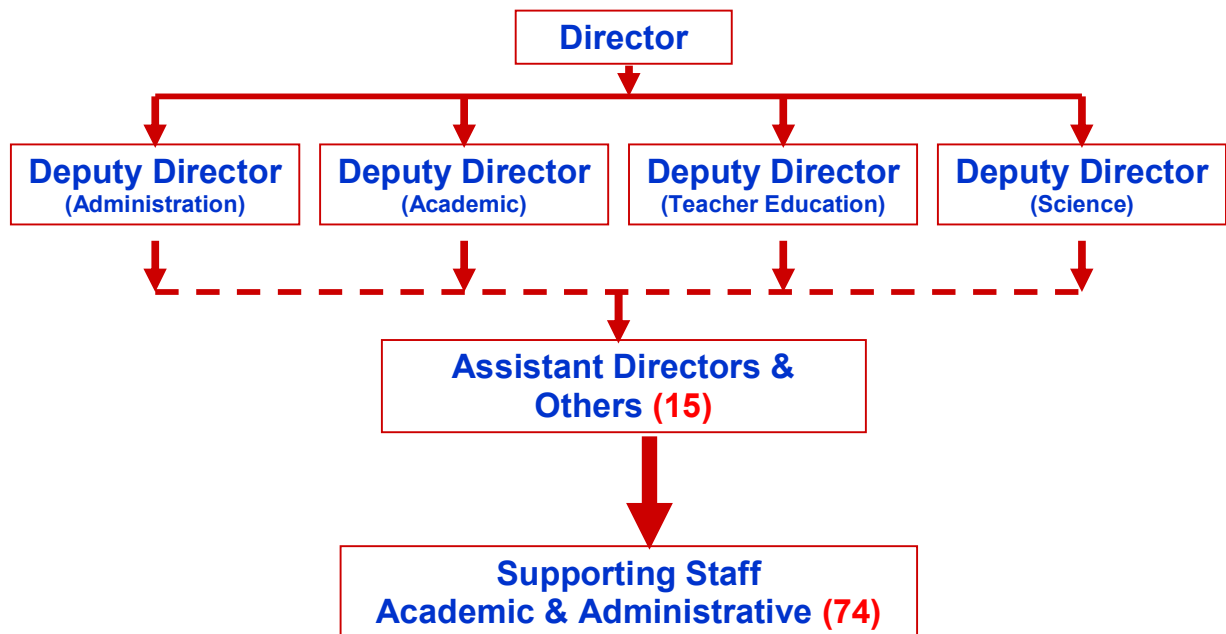
Sl. No.	Activities	Major Functions
1.	Curriculum Revision and Textbook Preparation	<ul style="list-style-type: none"> Preparation of State Curriculum Framework in the light of National Curriculum Framework – 2005. Subject specific curriculum renewal for elementary and secondary classes. Textbook Revision
2.	Distance Education Programme	<ul style="list-style-type: none"> Imparting CT Training to untrained elementary school teachers and SC / ST Shiksha Sahayaks through Distance Mode. 3402 number of teachers trained in first phase. Training in second phase is continuing.
3.	Pre-School Teacher Education	<ul style="list-style-type: none"> Preparation of pre-school teachers NCTE recognition obtained. No. of students to be trained during 2008-2009 : 500.
4.	NTS / NMMS Examination	<ul style="list-style-type: none"> Conducting State Level Screening Test of NTS and NMMS Examination.
5.	Teacher Education Courses (CT, B.Ed., M.Ed., M.Phil (Education))	<ul style="list-style-type: none"> Admission to pre-service teacher education courses. Selection of candidates to Teacher Education Courses CCT, B.Ed., M.Ed. and M.Phil (Education) offered by Teacher Education Institutions. Revision of pre-service CT, B.Ed. and M.Ed. Courses. Inclusion of content upgradation, new interactive pedagogy and other contemporary concerns in the context and process of teacher education courses.
6.	BAS, MAS and TAS Projects	<ul style="list-style-type: none"> To assess achievement status of primary school students.
7.	Time-on-Task Study for Students	<ul style="list-style-type: none"> To study task-wise utilization of time by teachers and students in schools.

Sl. No.	Activities	Major Functions
8.	Quality Enhancement Unit	<ul style="list-style-type: none"> ▪ To develop the capacity of teacher educators of DIETs about different pedagogic issues relating to elementary education. ▪ To plan, develop and carryout the teacher training programmes of the state.
9.	Inservice Training Programme	<ul style="list-style-type: none"> ▪ To build the capacity of and infuse professionalism to primary and secondary teachers.
10.	Department of Science and Mathematics	<ul style="list-style-type: none"> ▪ To improve Science education and to popularize Science. ▪ Conducting Science Seminars, Science Exhibitions, Science Drama, Science and Mathematics Olympiad and Science Club activity programmes.
11.	Population Education Project	<ul style="list-style-type: none"> ▪ Making learners aware of the Inter-relationship between population and sustainable development. ▪ Developing in them an understanding of critical nature of essential conditions of population, stabilization for better quality of life at present and future generations. ▪ Inculcating in them rational attitude and responsible behaviour towards population and development issues. ▪ Making them understand the crucial aspects of adolescent reproductive health, focusing on the elements of process at growing up and implication of HIV / AIDS and drug abuse. ▪ Inculcating in them rational attitude towards sex and drugs and promoting respect on the opposite sex. ▪ Empowering them to take informal decisions on issue of population and development including those of reproductive health.

STRUCTURE OF TE AND SCERT

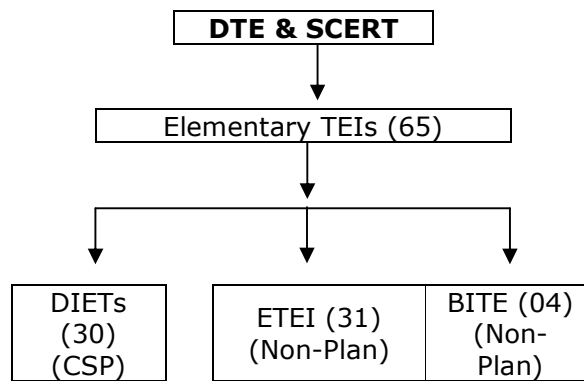


Directorate of TE and SCERT and its Establishment



STRUCTURE OF FIELD LEVEL INSTITUTIONS UNDER DIRECTORATE OF TE AND SCERT, ORISSA, BHUBANESWAR

Institutions under Administrative Control and Management :



Notes : DIETs : District Institute of Education and Training, ETEI : Elementary Teacher Education Institution, BITE : Block Institute of Education and Training

CHAPTER 2

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

Designation / Powers	Administrative	Cases to be disposed off by different officers of this Directorate as per standing order and rules.
	Financial	As delegated under rules of OGFR, DPR, Rules Regulating Control and use of Government Vehicles, Service Code, GPF Rules, Treasury Code, Concurrent and Consultation in financial matters.
	Others	
Duties	As indicated in Chapter 2 above	

CHAPTER 3

**PROCEDURE FOLLOWED IN DECISION MAKING
PROCESS**

[Section-4 (1) (b) (iii)]

Decisions are being taken as per Govt. rules of Business and on standing orders issued from time to time and other codal provision / executive instruction etc.

CHAPTER 4

NORMS FOR DISCHARGE OF FUNCTIONS

[Section-4 (1) (b) (iv)]

Decisions are being taken as per Govt. rules of Business and on standing orders issued from time to time and other codal provision / executive instruction etc.

CHAPTER 5

RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS FOR DISCHARGING FUNCTIONS BY DIRECTORATE OF TE AND SCERT, ORISSA, BHUBANESWAR

Sl. No.	Name / Title of the Documents	Brief Write up of the Documents	From whom one can got a copy of the Rules, Regulations etc.	Address / Telephone No. / Fax etc.	Fee charged by the Directorate for a copy of the Rules
1.					

Decisions are being taken as per Government rules of business and on standing orders issued from time to time and other Codal provisions / exertive instructions etc.

CHAPTER 6
CATEGORIES OF DOCUMENTS UNDER CONTROL

[Section 4 (1) (b) (vi)]

As per need of the Government.

CHAPTER 7

PARTICULARS OF ARRANGEMENT IN FORMULATION OF POLICY

[Section 4 (1) (b) (vii)]

Decisions are being taken as per Govt. rules of Business and on standing orders issued from time to time and other codal provision / executive instruction etc.

CHAPTER 8
BOARD, COUNCILS, COMMITTEES AND OTHER BODIES
CONSTITUTED

[Section 4 (1) (b) (viii)]

Decisions are being taken as per Govt. rules of Business and on standing orders issued from time to time and other codal provision / executive instruction etc.

CHAPTER 9 DIRECTORY OF OFFICERS AND EMPLOYEES

[Section 4 (1) (b) (ix)]

Sl. No.	Name of the Employee	Designation	Contact No.	Mobile No.	Address
1.	Shri Raghuram R. Iyer	Director	0674-2502928		Heads of Department Building, Unit-5, Bhubaneswar- 1, pin751001
2.	Ms. Aparna Mishra	Assistant Director		9437173825	
3.	Shri Prasanta Kumar Rath	Assistant Director		9040538918	
4.	Ms. Sabita Sahoo	Assistant Director		9437141772	
5.	Dr. Minakshi Panda	Assistant Director		9437630650	
6.	Ms. Lipika Sahu	Assistant Director		9437170677	
7.	Ms. Chandrika Nayak	Assistant Director		9338034356	
8.	Shri Manoranjan Mohapatra	Assistant Director		8763187075	
9.	Shri Dilip Kumar Sahoo	Assistant Director		9437276608	
10.	Dr. Sudarsan Santara	Assistant Director		9437238901	
11.	Radha Damodar Satapathy	PA to Director		9439860753	
12.	Shibu Soren	Establishment Officer			
13.	Laxman C. Murmu	Section Officer		9861149389	
14.	Sushant Kumar Mohapatra	Assistant Section Officer		9437560442	
15.	Jatindra Kumar Behera	Statistical Assistant		9438328588	
16.	Mrunalkanta Jena	Statistical Assistant		9437668458	
17.	Namita Chhotray	Junior Assistant		9437133452	
18.	Prasanna Kumar Rout	Junior Assistant		9237000947	
19.	Dillip Kumar Moharatha	Junior Assistant		7504690873	
20.	Kunja Bihari Pradhan	Junior Assistant		9438291218	
21.	Debaranjan Bhoi	Junior Assistant		9438320465	
22.	Prasant Kumar Kar	Library Attendant		9338223990	
23.	Abhimanyu Behera	Assistant Teacher		9937118844	
24.	Bijay Kumar Moharana	Technical Assistant		9861084650	
25.	Shri Chinuja Mallick	Junior Stenographer		9938632433	
26.	Amareswar Pradhan	Peon		9853085650	
27.	Dinabandhu Nayak	Peon		9437153224	
28.	Dullav Kishore Murmu	Peon		9438674462	
29.	Shri Rudraditya Panda	Peon		8887856952	
30.	Basudev Gochhayat	Sweeper		9556469641	
31.	Yudhisthir Nayak	Sweeper		9178309437	
32.	Jogendra Kumar Naik	Sweeper		8144821597	
33.	Basanta Kumar Behera	Water Bearer		7894415725	
34.	Satrugan Sethi	Nightwatchman		9938411899	
35.	Pabitra Kumar Swain	Gardener		7894344369	
36.	Sanatan Munda	Darwan		9437470059	

CHAPTER 10

MONTHLY REMUNERATION AND COMPENSATION OF OFFICERS AND EMPLOYEES

[Section 4 (1) (b) (x)]

Sl. No.	Name of the Employee	Designation	Scale of Pay	Salary Received (in Rs.)
1.	Shri Raghuram R. Iyer	Director	37400-67000	
2.	Shri Prasanta Kumar Rath	Assistant Director	15600-39100	
3.	Dr. Minakshi Panda	Assistant Director	15600-39100	
4.	Ms. Aparna Mishra	Assistant Director	15600-39100	
5.	Ms. Sabita Sahoo	Assistant Director	9300-34800	
6.	Ms. Lipika Sahu	Assistant Director	9300-34800	
7.	Ms. Chandrika Nayak	Assistant Director	9300-34800	
8.	Shri Manoranjan Mohapatra	Assistant Director	9300-34800	
9.	Shri Dilip Kumar Sahoo	Assistant Director	9300-34800	
10.	Dr. Sudarsan Santara	Assistant Director	9300-34800	
11.	Shibu Soren	Establishment Officer	9300-34800	
12.	Laxman C. Murmu	Section Officer	9300-34800	
13.	Sushant Kumar Mohapatra	Assistant Section Officer	9300-34800	
14.	Jatindra Kumar Behera	Statistical Assistant	9300-34800	
15.	Mrunal Kanta Jena	Statistical Assistant	9300-34800	
16.	Namita Chhotray	Junior Assistant	5200-20200	
17.	Prasanna Kumar Rout	Junior Assistant	5200-20200	
18.	Dillip Kumar Moharatha	Junior Assistant	5200-20200	
19.	Kunja Bihari Pradhan	Junior Assistant	5200-20200	
20.	Prasant Kumar Kar	Library Attendant	4930-14680	
21.	Abhimanyu Behera	Assistant Teacher	5200-20200	
22.	Radha Damodar Satapathy	PA to Director	9300-34800	

CHAPTER 11

BUDGET ALLOCATED TO EACH AGENCY

[Section 4 (1) (b) (xi)]

Head	Budget Provision during 2020-2021	Proposal submitted for 2021-2022
10-2202-80-001-0618-Headquarters Organization (EOM)		
136 – Pay	30900	31827
855 – Arrear Pay	2960	2960
156 – DA	7416	8912
403 – HRA	2074	2240
516 – RCM	102	102
523 – OA	70	70
06001 – Travel Expenses	34	34
01004 – Salaries for consolidated	210	231
07001 – LTC	30	1
08001 – Office Expenses		
074 – Electricity	400	400
149 – Water Charges	90	90
154 – Telephone Charges	56	56
397 – Motor Vehicle	440	440
943 – Motor Vehicle Hiring Charges	324	324
506 – Other Contingencies	1316	210
09001 – RRT	6	6
20002 – Other Charges	30	1
78118 – Upgradation of Computer	1500	100
78012 – Computer Consumables	50	50
33011 – Spare and Services	10	10
12001 – Consulting Charges	180	1
12003 – Legal Charges	228	50
Total	48426	48115
10-2202-02-105-1262-Government Secondary Training School (Programme Expenditure State Sector Scheme)		
136 – Pay	127772	131605
855 – Arrear Pay	4129	1
156 – DA	33060	36850
403 – HRA	5876	5746
516 – RCM	673	673
523 – OA	11271	10000
01004 – Salaries for consolidated	10000	11000
06001 – Travel Expenses	323	323

07001 – LTC	60	1
074 – Electricity	3930	3930
149 – Water Charges	600	600
154 – Telephone	1230	1230
Head	Budget Provision during 2020-2021	Proposal submitted for 2021-2022
506 – Other Contingencies	366	366
09001 – RRT	30	30
18034 – Purchase of Library Books	80	80
78118 – Upgradation of Computer	1750	1750
78012 – Computer Consumables	175	175
33011 – Spare and Services	35	35
12001 – Consulting Charges	1	1
18035 – Purchase of Furniture	3300	3300
Total	204661	207696
10-2202-02-105-0555-Government Training College (Programme Expenditure State Sector Scheme)		
136 – Pay	143299	38460
855 – Arrear Pay	2611	1
156 – DA	35630	10769
403 – HRA	8674	2459
516 – RCM	381	95
523 – OA	28600	700
01004 – Salaries for consolidated	1168	63
06001 – Travel Expenses	130	33
07001 – LTC	1	-
074 – Electricity	1327	332
149 – Water Charges	265	60
154 – Telephone	370	90
506 – Other Contingencies	245	60
09001 – RRT	50	13
32004 – Equipments	75	19
18034 – Purchase of Library Books	31	8
Total	222857	53162
10-2202-80-800-1476-Training for All India Competitive Examination (IAS) (Programme Expenditure State Sector Scheme)		
136 – Pay	461	1
855 – Arrear Pay	8	1
156 – DA	112	1
403 – HRA	1	1
516 – RCM	2	1

523 – OA	1	1
06001 – Travel Expenses	1	-
07001 – LTC	-	-
506 – Other Contingencies	14	-
Head	Budget Provision during 2020-2021	Proposal submitted for 2021-2022
12006 – Payment for Professional and Special Services	204	-
Total	804	6
10-2202-80-General-003-Training-1067-Popularization of Science and Technology Programme – 18022 – Other Expenditure		
519 – Other Miscellaneous Charges	5500	5500
10-2202-80-108-Examination-1012- Other Expenditure – 78277 – NTS / NMMS Examination		
519 – Other Miscellaneous Charges	6000	7200
10-2202-80-108-003-Training-1483-Training of Inspecting Officer – 78491 – Curriculum Development of Textbook		
519 – Other Miscellaneous Charges	1000	1000
10-2202-80-003-3381-Samagra Shiksha – Centrally Sponsored Plan Scheme		
136 – Pay	149679	119224
855 – Arrear Pay	3427	1
156 – DA	36880	33382
403 – HRA	6218	3550
516 – RCM	500	381
523 – OA	231	222
01004 – Salaries for consolidated	15000	15452
06001 – Travel Expenses	200	200
07001 – LTC	30	-
506 – Other Contingencies	1	1
20002 – Other Charges	65611	50000
Total	277777	222413
10-2202-80-789-3381-Samagra Shiksha – Centrally Sponsored Plan Scheme		
136 – Pay	58568	47510
855 – Arrear Pay	1133	1
156 – DA	14400	13302
403 – HRA	1742	713
516 – RCM	200	150
523 – OA	120	86
01004 – Salaries for consolidated	5000	4801
06001 – Travel Expenses	150	150
07001 – LTC	30	-
506 – Other Contingencies	1	1
20002 – Other Charges	26120	25000

Total	107464	91714
10-2202-80-796-3381-Samagra Shiksha – Centrally Sponsored Plan Scheme		
136 – Pay	87731	89016
855 – Arrear Pay	2270	1
156 – DA	19000	24925
Head	Budget Provision during 2020-2021	Proposal submitted for 2021-2022
403 – HRA	2706	2664
516 – RCM	300	296
523 – OA	120	117
01004 – Salaries for consolidated	5000	5208
06001 – Travel Expenses	200	200
07001 – LTC	30	-
506 – Other Contingencies	1	1
20002 – Other Charges	49800	40000
Total	167158	162428
10-2202-80-001-3381-Headquarters (CSP)		
20002 – Other Charges	13400	20000
Total	13400	20000

CHAPTER 12

MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

[Section 4 (1) (b) (xii)]

Decisions are being taken as per Govt. rules of Business and on standing orders issued from time to time and other codal provision / executive instruction etc.

CHAPTER 13

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED

[Section 4 (1) (b) (xiii)]

Decisions are being taken as per Govt. rules of Business and on standing orders issued from time to time and other codal provision / executive instruction etc.

CHAPTER 14

INFORMATION AVAILABLE IN AN ELECTRONIC FORM

[Section 4 (1) (b) (xiv)]

Decisions are being taken as per Govt. rules of Business and on standing orders issued from time to time and other codal provision / executive instruction etc.

CHAPTER 15

PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

[Section 4 (1) (b) (xv)]

Decisions are being taken as per Govt. rules of Business and on standing orders issued from time to time and other codal provision / executive instruction etc.

CHAPTER 16

NAMES, DESIGNATIONS AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICER

[Section 4 (1) (b) (xvi)]

Sl. No.	Name	Designation	STD Code	Office Phone No.	Fax No.	E-mail	Address
1.	Shri Shibu Soren	Establishment Officer (Nodal PIO)	0674	2502928	2502929	tescertodisha@gmail.com	Heads of Department Building, Unit-5, Bhubaneswar-1, pin751001

CHAPTER 17

OTHER USEFUL INFORMATION

[Section 4 (1) (b) (xvii)]

Decisions are being taken as per Govt. rules of Business and on standing orders issued from time to time and other codal provision / executive instruction etc.