



# State Council of Educational Research and Training

(An autonomous body under Department of Education, Govt. of NCT of Delhi)

Varun Marg, Defence Colony, New Delhi 110024

<http://scert.delhi.gov.in>, Email- [insetcellscert@gmail.com](mailto:insetcellscert@gmail.com)

No. F.3(3)(iv)/HOS/INSET/SCERT/2022-23/4770-76

Date: 08.07.2022

## CIRCULAR

**Subject:** Training Programme on administrative skills for Principals/ Vice Principals of Govt. and Aided Schools of District South East.

SCERT, Delhi is going to organize a Four days Training Programme on administrative skills of Principals/ Vice Principals of Govt. and Govt. Aided Schools of District South East., Directorate of Education, GNCT of Delhi in offline (in person) mode from 12<sup>th</sup> July, 2022 to 15<sup>th</sup> July, 2022. The details of the program are given below.

**Date :** 12.07.2022 to 15.07.2022

**Time :** 09:30 AM to 5:30 PM

**Reporting time :** 09:15 AM

**Venue :** Veer Savarkar,SKV,No-1.Kalkaji (School ID 1925029)


**Participants/Beneficiaries:** Principals/ Vice Principals of Govt. and Aided Schools of District South East.

**No. of participants:** 112

	Type of Schools	Principal	Vice Principal	Total
Zone-25	Govt. Schools	03	32	35
Zone-29	Govt. Schools	10	55	65
Zone-25	Govt. Aided Schools	04	07	11
Zone-29	Govt. Aided Schools	00	01	01
<b>Total</b>		<b>17</b>	<b>95</b>	<b>112</b>

Concerned officers of DoE are hereby requested to ensure that all the principals and vice principals whose names appear in list are to be deputed to attend the training without fail. Dr V K Pathak, Nodal Officer, INSET, SCERT will be the Overall Programme Incharge.

List of participants and schedule of the programme are attached herewith.

  
(Dr. Nahar Singh)  
Joint Director (Academic)

**No. F.3(3)(iv)/HOS/INSET/SCERT/2022-23/4770-76**

**Date: 08.07.2022**

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7. Guard File



**(Dr. Nahar Singh)**  
**Joint Director (Academic)**

## Schedule of the programme:

### Schedule of Training Programme for the Principals & Vice Principals

Session 2022-23

Day 01 - 12th July, 2022

(REGISTRATION ) 09:30A.M – 10:00 A.M

10:00 A.M. – 11:00 A.M. :- Inauguration by Hon'ble Deputy C.M.

Hon'ble MLA Kalkaji Constituency :- Ms. Atishi

Guest of Honour : Sh. Ashok Kumar, IAS :- Secretary (Education)

Guest of Honour : Sh. Himanshu Gupta, IAS :- Director (Education)

Guest of Honour : Ms. Nandini Maharaj IAS, Additional DE

Guest of Honour : Sh. Rajanish Kumar Singh :- Director (SCERT)

Guest of Honour : Sh. Shailendra Sharma :- Principal Advisor to the Director of Education (DoE)

Guest of Honour : Dr. Rita Sharma:- Addl. Director (Schools)

Guest of Honour :- Sh. K.S. Upadhyay:- RDE (EAST)

S.No	Name of Topic	Time Slot	Resource Person	Contact No.
1	Assessment & Evaluation System	11:00 A.M – 12:15 P.M (Slot – 01)	Dr. Rita Sharma (Addl. Director)	9650798761
2	Assessment & Evaluation System	12:15 P.M – 01:30 PM (Slot – 02)	Dr. Rita Sharma (Addl. Director)	9650798761
<b>01:30 P.M - 02:30 PM (LUNCH)</b>				
3	Conduct rules	02.30 A.M – 3:45 P.M (Slot – 03)	Sh. Aseem Kumar Goel (Dy Director-SCERT)	9811337577
<b>03:45 P.M - 04:00 PM (TEA BREAK)</b>				
4	Procedure & Rules for Vigilance Inquiries	04:00 P.M – 05:15 P.M (Slot – 04)	Sh. Aseem Kumar Goel (Dy Director-SCERT)	9811337577

## Schedule of Training Programme for the Principals & Vice Principals

Session 2022-23

Day 02 - 13th July, 2022

S.No	Name of Topic	Time Slot	Resource Person	Contact No.
1	New Education Policy	09:30 A.M – 10:45 A.M (Slot – 01)	Dr Sanjay Kumar, Assistant Professor SCERT	9717374038
<b>10:45 A.M - 11:00 AM (TEA BREAK)</b>				
2	Financial Procedures/ GFR/ Maintenance of Cash Book/ MACP/ Arrears/ Retirement Benefits	11:00 A.M – 12:15 PM (Slot – 02)	Sh. Rohtash Sharma, DCA	8750186282
3	Purchase Committee Constitution & Role/ Preparation & Putting up of various bills	12:15 PM – 01:30 P.M (Slot – 03)	Sh. Rohtash Sharma, DCA	8750186282 8595110084
<b>01:30 P.M - 02:30 PM (LUNCH)</b>				
4	Private Schools (Recognition & Upgradation) Roles and Responsibilities of DE Nominee	2:30 P.M – 03:45 P.M (Slot – 04)	Sh. Yogesh Pratap Singh (Advisor, PSB)	9810122892
<b>03:45 P.M - 04:00 PM (TEA BREAK)</b>				
5	Procedure for EWS Re-imbursement to Private Schools	04:00 P.M – 05:15 P.M (Slot – 05)	Sh. Yogesh Pratap Singh (Advisor, PSB)	9868875758

**Schedule of Training Programme for the Principals & Vice Principals**  
**Session 2022-23**  
**Day 03 -14th July, 2022**

<b>S.No</b>	<b>Name of Topic</b>	<b>Time Slot</b>	<b>Resource Person</b>	<b>Contact No.</b>
1	Budget Planning & Preparation	09:30 A.M – 10:45 A.M (Slot – 01)	Sh. N.T Krishna Planning Branch	9868852625
<b>10:45 A.M - 11:00 AM (TEA BREAK)</b>				
2	Office Procedure & File Management	11:00 A.M – 12:15 PM (Slot – 02)	Mr. N.K Gautam	9810811628
3	Maintenance of School Records	12:15 PM – 01:30 P.M (Slot – 03)	Dr. C S Verma Principal	9871714366
<b>01:30 P.M - 02:30 PM (LUNCH)</b>				
4	Leave Rules/ Maintenance of Service Book/ Personal File	02:30PM-03:45PM (Slot – 04)	Sh. Raj Kishor Sharma (Retd. Vice Principal)	9811824746
<b>03:45 P.M - 04:00 PM (TEA BREAK)</b>				
5	LTC & Medical Re-Imbursement	04:00 P.M – 05:15 P.M (Slot – 05)	Sh. Raj Kishor Sharma (Retd. Vice Principal)	9811824746

**Day 04 -15th July, 2022**

<b>S.No</b>	<b>Name of Topic</b>	<b>Time Slot</b>	<b>Resource Person</b>	<b>Contact No.</b>
1	Role of DDO, Pay Fixation & Income Tax	09:30 A.M – 10:45 A.M (Slot – 01)	Sh. Yogesh Kapoor A.O. (District SE)	9868356956
<b>10:45 A.M - 11:00 AM (TEA BREAK)</b>				
2	EOR- Rules & File Mgmt, Issues Related with land and Estate	11:00 A.M – 12:15 PM (Slot – 02)	Sh Tahir Hussain OSD-CT/ESTATE (SCERT)	9818114894
3	Happiness Curriculum	12:15 PM – 01:30 P.M (Slot – 03)	Ms Nandini Maharaj, IAS	-
<b>01:30 P.M - 02:30 PM (LUNCH)</b>				
4	Procedure for Condemnation of Unserviceable Items	2:30 P.M – 03:45 P.M (Slot – 04)	Dr. Sanjay Chaturvedi, DDE (South East)	9868465788
<b>03:45 P.M - 04:00 PM (TEA BREAK)</b>				
5	Inclusive Education, Latest Scheme of DOE/ Samgra Shiksha for Differently able students (IEB)	04:00 P.M - 05:15 PM (Slot – 05)	Mr. Ajay OSD, IEB Smt. Stuti Gaur [Distt.Coordinator- IEB (SE)]	9810944959
6	Feedback of Training, Vote of Thanks & Certificate Distribution	05:15 P.M- 06:00PM	Dr. Nahar Singh Joint Director SCERT  Mr. Shailendra Sharma, Principal Advisor to DE  Dr. Sanjay Chaturvedi, DDE (SE) & Dr V K Pathak, N.O., INSET (SCERT)	9871397465  9312255381  9868465788

**LIST OF PARTICIPANTS FOR TRAINING,**  
**DISTRICT SOUTH EAST**

GOVT. SCHOOLS

Sr. No.	Zone	School ID	School Name	Name of HOS
1	25	1924001	GB Pant SBV Srinivas Puri	Dr Hasnain Akhtar
2	25	1924003	SV ALIGANJ	PUSHIPA HORO
3	25	1924004	GBSSS JANGPURA	HAROON ALI
4	25	1924009	SBV Sadiq Nagar	Brij Mohan Panchal
5	25	1924014	GBSSS Varun Marg Defence Colony	Ramendra Mohan Chitranshi
6	25	1924018	GBSS Sarai Kale Khan	Vinod Kumar Tomar
7	25	1924023	GSRSKV C-Block Defence Colony	Lovely Wadhwa
8	25	1924025	SISTER NIVEDITA SKV, A-BLOCK, DEFENCE COLONY	SUMIT
9	25	1924027	SKVNO.2EAST OF KAILASH	Sudesh Rani
10	25	1924027	SKVNO.2EAST OF KAILASH	NEERU CHADHA Posted as OSD at District SE
11	25	1924031	GGSSS Srinivaspuri	Poonam chawla
12	25	1924032	GGSSS NO 1 East of kailash	Radhica Arora
13	25	1924033	SKV Andrews Ganj	Sonia sikka
14	25	1924037	Kamla nehru skv jangpura	Neeru Sharma
15	25	1924038	Rpvv ina colony	Harish Chand
16	25	1924039	SV RD KIDWAI NAGAR	VANDANA BHARDWAJ
17	25	1924039	SV RD KIDWAI NAGAR	MARIAM LAKRA
18	25	1924041	Govt Coed SSS Nehru Nagar	Renu Bala Meena
19	25	1924042	GBSS,GARHI Jharia MARIA DELHI 66	SANJAY GUPTA
20	25	1924043	Sarvodaya (Co-Ed) Vidyalaya Hari Nagar Ashram	Madhu Sachdeva
21	25	1924044	Jangpura-S (CO-ED)V JANGPURA BHOGAL	Kanta
22	25	1925003	Chirag Enclave - Sarvodya(Co-Ed) vidyalaya (Kautilya)	Dr. Chitender Singh Verma
23	25	1925005	CSA GBSSS NFC	VINEET KUMAR
24	25	1925005	CSA GBSSS NFC	DR. KHALEEQ AHMAD (Authorized Officer) at SRSD
25	25	1925029	Veer Savarkar SKV No.1 kalkaji	Kiran Bala
26	25	1925029	Veer Savarkar SKV No.1 kalkaji	Menka Joshi
27	25	1925033	New friends colony skv	Indira Sagar
28	25	1925049	SKV JOGABAI	Usha Kiran
29	25	1925052	GBSSS JOGABAI	Quayamuddin
30	25	1925059	SHK SBV LAJPAT NAGAR RING ROAD	BIJESH KUMAR SHARMA (PAY PURPOSE)
31	25	1925059	SHK SBV LAJPAT NAGAR RING ROAD	N K SHARMA



Zone	School ID	School Name	Name of HOS
2	25	1925246	
33	25	1925334	Sarvodaya Co-ed Vidyalaya Masjid Moth
34	25	1925335	RPVV Lajpat Nagar
35	25	2026005	Govt coed sss lajpat ngr 1
36	29	1923346	S.V.JOR BAGH
			S.K.V J-block Sangam vihar New Delhi
37	29	1923357	
38	29	1925002	SBV J BLOCK SANGAM VIHAR
			SBV NOOR NAGAR
39	29	1925006	GBSSS (R.K.) MADANPUR KHADAR NEW DELHI 110076
40	29	1925007	SVBP SBV TKD EXTENSION
41	29	1925009	S B V No -1 Molarband
42	29	1925009	S B V No -1 Molarband
43	29	1925014	SBV, TKD VILLAGE
44	29	1925015	GBSSS No.1 Badarpur
45	29	1925017	SBV RAILWAY COLONY TKD
46	29	1925020	GBSSS No 2 TKD EXTN
47	29	1925027	GGSSS TEKHAND
48	29	1925031	Rani Jhansi SKV
49	29	1925035	SKV NOOR NAGAR
50			
51	29	1925037	SKV, No-1, MOLARBAND
			Sarvodaya (Co-Ed.) Vidyalaya No-2 Kalkaji
52	29	1925038	
			Govt. (Co-Ed.) Senior Secondary School, No-3 Kalkaji
53	29	1925039	
54	29	1925040	SKV Tughlakabad Village
			Govt. (Co-Ed.) Senior Secondary School, Phase-II, DDA Flat Kalkaji
55	29	1925041	
56	29	1925042	Ggsss no 1 badarpur
			Govt. (Co-Ed.) Secondary School, Phase-II, DDA Flats, Kalkaji
57	29	1925045	
58	29	1925046	GGSSS NO 2 RAILWAY COL. TKD
59	29	1925048	GGSS Tkd extn
60	29	1925050	GBSSS MOLARBAND
61	29	1925051	GBSSS NO 2BADARPUR
62	29	1925053	GGSSS, No-2, Molarband
63	29	1925054	GGSSS NO.2 BADARPUR
64	29	1925056	SBV TKD EXTN
65	29	1925057	GBSSS 2, MOLARBAND
66	29	1925057	GBSSS 2, MOLARBAND
67	29	1925058	GBSSS NO2 RAILWAY COL. TKD.

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6. Zone	School ID	School Name	Name of HOS
68	29	1925060 SPM, Sarvodaya(Co-Ed.) Vidyalaya, C.R Park	USHA RANI
69	29	1925060 SPM, Sarvodaya(Co-Ed.) Vidyalaya, C.R Park	Arun Kumar
70	29	1925061 AAA, SKV, TKD EXTN.	Bhupinder kaur
71	29	1925062 SKV,MADANPUR KHADAR SARITA VIHAR	ANJU BALA
72	29	1925190 GGSSS NO-3 MOLARBAND	BEENA SATSANGI
73	29	1925247 G B S S S No 3 BADARPUR	RAJENDER KUMAR
74	29	1925248 GG SSS NO3 Badarpur	Kirti Kaul
75	29	1925249 GBSSS No.3 Tughlakabad Extn.	ROOP RAM MEENA
76	29	1925250 GGSSSNO2 TKD EXTN	Minakshi Sharma
77	29	1925339 GBSSS JJ COLONY MADANPUR KHADAR	LAKHAN LAL MEENA
78	29	1925339 GBSSS JJ COLONY MADANPUR KHADAR	OM PRAKASH YADAV
79	29	1925340 Ggsss jjcolony Madanpur Khadar ext	Anita kumari
80	29	1925341 GGSSS Harkesh Nagar	Vineeta Kashyap
81	29	1925342 GBSSS HARKESH NAGAR	Dr. Hari Ram
82	29	1925345 GGSSS Jasola Village	Kavita Saini
83	29	1925353 GBSSS, JASOLA VILLAGE	Khan Shahid Wahab
84	29	1925356 GBSSS TEKHAND	NAVEEN KUMAR
85	29	1925359 GGSSS TAJPUR PAHARI	Sheela Rani Batra
86	29	1925360 GBSSS, Badarpur, Tajpur Pahari	Mukesh Kumar
87	29	1925399 GBSSS No3 Molarband	KESHAV KARAN DEO
88	29	1925399 GBSSS No3 Molarband	Suraj Pal Singh
89	29	1925400 GGSSS NO.4 MOLARBAND	Dr. leena Asthana
90	29	1925401 GGSSS NO.1 MOLARBAND	MADHU KUMARI
91	29	1925402 S V NO2 MOLARBAND ND44	Pradeep Kumar Gupta
92	29	1925402 S V NO2 MOLARBAND ND44	Kiran Bage (PAY PURPOSE) Authorized Officer at DAV Jungpura
93	29	1925403 Gbsss madanpurkhadar	Vijay kumar
94	29	1925404 GGSSS MADANPUR KHADAR	Ms. Geeta Devi
95	29	1925430 School of Excellence Kalkaji	Mohd Shariq
96	29	1925431 G. Co. Ed. S. V. Mpk. LII	Rukhsana Parveen
97	29	1925432 SOE, MPK	Sudesh kumari
98	25	1925437 SOSE, Lajpat Nagar	Dr Santhosh Kumar N
99	29	1925438 SOSE, KALKAJI	Mohd Shariq
100	29	1925439 SOSE, J.J. Colony Phase-II, Madanpur Khadar	Sudesh kumari
101	29	1925440 Molarband No-2, SKV	Savita Prabhaker Siddique

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Zone		School ID	School Name	Name of HOS
02	29	1925442	SV, Middle, Jaitpur Extn. Part-II, Gaddha Colony	Birbal Singh Poonia
103	29	1925443	SOSE, INA Colony	Harish Chand
104	29	1925444	SOSE ANDREWS GANJ	Sonia sikka

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**LIST OF PARTICIPANTS FOR TRAINING,**  
**DISTRICT SOUTH EAST (GOVT. AIDED SCHOOLS)**

S. N.	ZONE	SCHOOL ID	SCHOOL NAME	NAME OF PRINCIPALS/VICE PRINCIPALS
1	25	1924115	DAV Sr. Sec. School, JANGPURA, New Delhi 14 (Govt. Taken Over School)	Sh. Kiran Bage
2	25	1924116	G.A. QUETTA DAV SSS NIZAMUDDIN EAST	H V SINGH
3	25	1924117	SATYAWATI SOOD ARYA GIRLS SR. SEC. SCHOOL, NIZAMUDDIN EAST, NEW DELHI	MS. SHASHI BALA
4	25	1924118	CHANDRA ARYA SSS EAST OF KAILASH	AASHIA GOEL OFFICIATING
5	25	1924119	Diwan Chand Arya Senior Secondary School	Sh HitLal
6	25	1924120	SGTB KHALSA GR SR SEC SCHOOL	MRS POONAM MALIK
7	25	1925191	SES BABA NEBHRAJ SSS, LAJPAT NAGAR	POONAM BHATNAGAR
8	25	1925192	SIRI GURU SINGH SABHA SEC SCHOOL	MRS. SATINDER KAUR
9	25	1925193	BALWANTRAY MEHTA VIDYA BHAWAN SR. SEC. SCHOOL	MUKESH CHAND
10	25	1925194	SRSD Senior Secondary School Lajpat Nagar 4 New Delhi	Dr Khaleeq Ahmad. Authorised Officer
11	25	1925195	S.S.KHALSA SR. SEC. SCHOOL	MR. SUDHAKAR
12	25	1925196	Kasturba Balika vidyalaya	Anita Sharma
13	25	1925349	INSTITUTE OF BLIND ANDH VIDYALAYA	SURENDRA PAL SINGH
14	29	1925198	Raisina Bengali School	Manisha Roy PGT