



STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING
(An Autonomous Organization of Education Department, GNCT of Delhi)

VARUN MARG, DEFENCE COLONY, NEW DELHI- 110024

<https://scert.delhi.gov.in>

F.No.3(3)(xxxix)/HoS/INSET/SCERT/2024-25/ 7260-69

Date: 24/09/2024

CIRCULAR

Subject: Three-Day Capacity Building Program on Administrative Skills for HoSs of Directorate of Education (DoE), Delhi.


SCERT Delhi is going to organize the Three Days Capacity Building Program on Administrative Skills for HoSs of Directorate of Education (DoE), GNCT of Delhi in offline (in person) mode.

Objective & strategy:

- To enlighten the participants with NEP 2020.
- To make the participants aware of the Procedure & Rules for Vigilance Inquiries.
- To awaken the participants about the Financial Procedures/ GFR/ Maintenance of Cash Book/ MACP/ Arrears/ Retirement Benefits.

Schedule of the program

1. **Timing:** 9:30 AM to 05:00 PM
2. **Reporting Time:** 9.00 AM
3. **Duration:** Three Days

S.No	Particulars	Link	QR Code
1	List of Participants	https://bit.ly/4daSWJu	

Concerned authorities are requested to ensure that all the participants must attend the training program without fail. The training program may also be attended by the concerned HoSs of schools whose school name is included in the list.


Dr. Nahar Singh
Joint Director

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Copy to:

1. PS to Secretary (Education)/ Chairperson SCERT
2. PS to Director (Education)
3. PS to Director (SCERT)
4. Addl DE (Schools), School Branch, DOE
5. Principals of Concerned DIETs
6. Nodal Officer INSET Cell
7. S. O. Acad.
8. OS (IT to upload on MIS)
9. WIM SCERT
10. Guard file


Dr. Nahar Singh
Joint Director