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**STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING**  
(An Autonomous organization of Education Department Govt. of NCT of Delhi)  
**VARUN MARG, DEFENCE COLONY, NEW DELHI-110024**

F.No. 12(222)/Circular-order/Acad./SCERT/2412-2430

Dated 26/05/2022

**Order**

**Sub:- Regarding allotment of file numbers against branch head of Academic Branch to academic faculty/their departments.**

In pursuance of order No.7(6)/SCERT/Admn./16/1996-2011 dated 16-7-2021 of Dy. Director, SCERT, I am directed to convey the file numbers against branch head of Academic Branch to various faculty of SCERT/their departments who have not been allotted any specific Branch Head vide above stated order and pursuing Academic Branch, SCERT time & again for providing them Branch Head or File Number.


The concerned faculty members/ departments at SCERT are required to maintain further record of file numbers and subject of their files at their respective level against the initial number being allotted to them as per following details :-

Sr. No.	Branch	File Number to be allotted
1.	Research Forum	3(1)
2.	Material Development Cell (MDC)	3(2)
3.	INSET Cell	3(3)
4.	New Education Policy (NEP)	3(4)
5.	Academic Branch	3(5)

**Note:** The method to be adopted by various faculty members/departments for maintaining record of file numbers at their respective level against above allotted number will be as under :-

For Example, the concerned faculty/department desire to allot any further number for their files, it should be as 3(1)(i), 3(1)(ii), 3(1)(iii) and so on for Branch-Research Forum and as 3(2)(i), 3(2)(ii), 3(2)(iii) and so on for Branch Material Development Cell (MDC) and likewise to be adopted by other faculty/departments/branches to whom the file number against branch head is being allotted as per this order. A detailed illustration regarding giving file number by faculty/department at their own level including maintenance of the record for the same is also enclosed herewith as Annexure 'A'.

This issues in prior consultation with Nodal Officer-INSET Cell and with the approval of Joint Director, SCERT.

  
(Dr. Nahar Singh)  
Joint Director-Academic

F.No. 12(222)/Circular-order/Acad.,/SCERT/24/2-2430

Dated 26/05/2022

Copy to:-

1. P.S. to Director, SCERT
2. PA to Joint Director, SCERT
3. S.O. Admn, SCERT
4. Nodal Officer INSET Cell
5. All faculty members, SCERT

6. Guard File

7. Web Information Manager (WIM),  
SCERT, Delhi.



Joint Director-Academic

D.77/INSET,  
SCERT  
26/5/22

**Annexure A**  
**Illustration table for giving file numbers**  
**INSET CELL**

For smooth functioning of official procedure the file Numbers for INSET CELL are as appended.

SN	Branch	Branch/Programme	File Number
1.	INSET Cell	-	3(3)
2.		MISSION BUNIYAAD	3(3)(i)
3.		TDC Programme	3(3)(ii)
4.		Cell for Human Values & Transformative Learning (CHVTL)	3(3)(iii)
5.		Cell for School Leadership (CSL)	3(3)(iv)
6.		SAMAGRA SHIKSHA	3(3)(v)
7.		EMC	3(3)(vi)
8.		STEP	3(3)(vii)
9.		DIKSHA	3(3)(viii)
10.		SMC	3(3)(ix)
11.		STC	3(3)(x)
12.		NISHITHA	3(3)(xi)
13.		FDP	3(3)(xii)
14.		NATIONAL EXPOSURES	3(3)(xiii)
15.		INTERNATIONAL EXPOSURES	3(3)(xiv)
16.		MT Programme	3(3)(xv)
17.		DBC	3(3)(xvi)
18.		CMT	3(3)(xvii)
19.		Mentor Teacher	3(3)(xviii)
20.		CMIE	3(3)(xix)