

**STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING, NEW DELHI**  
(An Autonomous Organization of Department of Education, GNCT of Delhi)  
**VARUN MARG, DEFENCE COLONY, NEW DELHI**

F.No.7(1)/Misc/Admn/SCERT/Gr'A/11623-11637

Dated: 29-11-2024

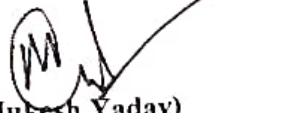
**WORK ALLOCATION**

Work allocation among the all the Section Officer and Section Officer (Consultant) of Administration Branch, is as under with immediate effect:-

S.No.	Name of Officer	Nature of Work	Link Officer
1.	Sh. Prem Chand, SO (Deputation)	Overall In-charge of Admn. Branch and will look after the work of Group-A seat and put up the file directly to Dy. Director & Secretary/HOO, SCERT.	Sh. Bir Singh
2.	Sh. Bir Singh, SO (Diverted)	OSD to Deputy Director (Admn.) Court Cases, reimbursement of Medical Bill File and put up the file directly to Dy. Director & Secretary/HOO, SCERT.	Sh. Prem Chand
3.	Ms. Neera, SO	Group B, C & D, Policy and Recruitment, work related to Executive Committee and Miscellaneous and put up the file directly to Dy. Director & Secretary /HOO, SCERT.	Sh. Bir Singh or Sh. Prem Chand.
4.	Sh. L.S. Rawat, SO (Consultant)	ACP/MACP and work related to Group A,B,C & D (Contractual/Outsource) and salary etc files will be routed through SO, Admn in respective category addition charge of Estate Branch.	Sh. Rajesh Batra
5.	Sh. Rajesh Batra, SO (Consultant)	OSD/Cons. to Secretary/Head of Office, SCERT and Coordination of Admn /CTB/Store/Vigilance.	Sh. L.S. Rawat

\*All the dealing Assistant are hereby directed to put up their Seats file through their Section Officer mentioned above. If any SO/SO (Consultant) is on leave then Link Officer mentioned against their name will look after the work assigned to them.

This issues with the prior approval of Competent Authority, SCERT.

  
(Dr. Mukesh Yadav)  
Secretary/Head of Office  
SCERT

Copy for information and necessary action:-

1. PS to Chairman, SCERT
2. PS to Director, SCERT
3. Joint Director, SCERT

4. Dy. Director, SCERT
  5. DCA/DDO, SCERT
  6. Vigilance Officer, SCERT
  7. Officers Concerned
  8. All dealing assistants of Admn, Branch for strict compliance.
  9. Guard File.
10. WIM, SCERT.



(Section Officer)  
Admn, SCERT