



GOVERNMENT OF SIKKIM  
SIKKIM STATE TEACHERS RECRUITMENT BOARD  
GANGTOK-737101

Ref. No: 868/ADM/HRDD

Dated: 16/08/2018

OFFICE ORDER

With the approval of the Competent Authority, the following working allocations have been made amongst the various Sections of Human Resource Dev. Department:

**1. Planning:**

i. Data collection & Maintenance of data records. ii. Maintenance of Seniority list of Principals, Headmasters SS/JHS/PS/PGT/GT & Primary Teachers. iii. Post creation & Up gradation. iv. Fairs and Festivals. v. Records to be maintained by Planning. vi. Approval & issuing of all Notifications of HRDD. vii. Maintenance of Notifications. viii. Manpower Guidelines, preparation of Annual Report and Achievement Report. ix. Matters pertaining to Parliamentary and State Legislative Assembly questions to be routed through Planning by Section heads.

**2. Secondary Education:**


i. All matters related to Secondary & Senior Secondary School ii. Issues related to Adhoc PGT/GT Teachers. iii. Matters related to up gradation, land registration/ acquisition, disputes in consultation with Engineering cell and all court cases concerning Secondary Education.

**3. Primary Education:**

i. All Matter related to Primary Schools. ii. Issues related to Adhoc Primary & Pre-Primary Teachers. iii. Matters related to land registration/ acquisition, disputes in consultation with Engineering cell and all court cases concerning Primary Education.

**4. Language:**

i. Posting & Transfer of Language Teachers falling under all categories i.e Primary Teachers, GT & PGT (except PGT Nepali, English and Hindi) in coordination with Administration section. ii. Matters related to Language Section. iii. Appointment of Language Adhoc Teachers in coordination with Administration. iv. Issues related to Adhoc Language Teachers. V. All court cases concerning Language section.

  
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## **5. Administration:**

- i. Posting & Transfer of Principal-SSS;HM- SS,JHS, Primary School; Post Graduate Teachers, Graduate Teachers, Primary Teachers & Pre-Primary Teachers.
- ii. Process for Annual increments, crossing of probation period, Compassionate ground, Court cases related to Administrative Section, Disciplinary action, Pay fixation, conduct meeting for DPC, Absorption cases, ACPs three tier, Service confirmation, all Matters related to C&D Employees, Coordinate with DoPART/SPSC/Vigilance/Law & other line Department, Land Donor issues, obtain approval & issue NOC(Foreign Visit, appearing exams, study leave obtaining Passport etc.
- iii. Promotion cases, Service extension cases of Temporary Employees (C&D), Proposal for Re-employment.
- iv. Co-ordination with SSTRB for all recruitments (except Lab Assistant and D category employees).
- v. Review of Cadre & Sanction strength for all categories.
- vi. Deputation Cases.
- vii. Conduct regular recruitment process for Group C & D employees.

## **6. Head Quarter:**

- i. Matters related to Retirements of all teaching and non-teaching staff.
- ii. Maintenance of Seniority List falling under Education Cadre Service other than Principal, Headmaster, PGT, GT & Primary Teachers.
- iii. Correspondences.
- iv. Allotment of vehicles and Drivers.
- v. Other miscellaneous works.

## **7. Higher Education:**

All matters relating to Higher & Technical School including acquisition and land disputes.

## **8. Technical Education:**


- i. Deals with the administration of two polytechnics of CCCT & ATTC & SIST.
- ii. Counseling and allotment of state quota seats for various courses.
- iii. Empanelment of private college with HRDD after through verification.
- iv. State Board of Technical Education.

## **9. Accounts:**

1. All matters related to Finance and Audit.
2. Grant in aid to PRT in consultation with RMDD.

## **10. Engineering:**

All matters related to Engineering Cell and acquisition of land in consultation with Directorate of HE, SE & PE.

  
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### 11. Directorate of Textbook/Scholarship/Exams:

- i. Scholarship section: All types of scholarships like HCMMSS, Post Metric, Pre-matric centrally sponsored scholarships, etc.
- ii. Examination Section: CBSE Exams, affiliations, attestation of documents, STET Exam, Private Schools registration and renewals, CBSE evaluation related issues ,etc
- iii. Text Books section: Procurement and supply of text books(Private),CBSE & NCERT text books, uniform, etc

### 12. SCERT:

1. Development of Curriculum and Textbooks for elementary level in collaboration with national and international organization.
2. Development of Curriculum and study material for pre service Diploma in Elementary Education (D.EL.Ed) Programme.
3. organises and conducts orientation programme, workshops, seminars, conference etc in collaboration with National and International Organisation like UNESCO, Azim Premji Foundation, Creatnet, Jodogyan, NCERT, NIEPA, NERIE, CCRT etc. for professional development of teachers.
4. Provides subject wise training for in service teachers of elementary and secondary level.
5. Provides academic support to Flagship Programmes like SSA and RMSA
6. Provides onsite support to schools by conducting one day training for teachers at school campus itself.
7. Academic monitoring of schools and to provide suitable academic support.
8. Administrative supervision and academic monitoring of programmes and activities of DIETs and other Teacher Education Institutions.
9. Acts as Nodal Agency for organising training programmes for teachers under Centre for Cultural Resource and Training (CCRT), New Delhi.
10. Organises programmes and activities for adolescence students under National Population Education Programme (NPEP)
11. Organises Student centric Programmes such as Science Exhibition and Science Seminar.
12. SCERT being the State Leadership Academy organises training for school heads for development of school leadership.
13. SCERT conduct research on different areas of school education and assist the HRD Department in policy planning.

  
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14. Conducts National and State level achievement survey and assess the achievement level of students.
15. Provides academic support to SPSC and Teacher Recruitment Board
16. Organises teacher educators' conference to provide a platform to discuss ideas and experience, share research findings.
17. Documents and reports good practices and innovation done by schools.

**13 Mid Day Meal:**

Monitoring and Financial matters of Midday meal.

**14. Joint Director/Legal Officer:**

All section heads to coordinate and cooperate with Joint Director, Legal and RUSA; for furnishing of information. Legal Retainers of HRDD to assist the Joint Director/Legal & RUSA.

**15. Information Technology:**

i. All IT related projects. ii. Technical support to all sections of HRDD.

**16. NCC &SLMA-**


All matters related to NCC, Scout, Guides and NLM/SLMA.

**17. Higher Education:**

i. All matters relating to University and colleges of Sikkim.  
ii. All Administrative matters relating to teaching and non-teaching staff of University and colleges of Sikkim.

**18. Technical Education:**

1. Deals with the administrative of two polytechnics of CCCT&ATTC&SIST.
2. Counselling and allotment of state quota seats for various courses.
3. Empanelment of private colleges with HRDD after thorough verification.
4. All matters of State Board of Technical education.

  
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➤ All Concerned heads are to ensure the following:

(a) submission of attendance and leave of the Officers and Staff to Joint Secretary, HQ every month, who will compile and put it up to Head of Office.

(b) Administrative approval mandatory for all files.

(c) Annual Confidential Report to be routed through proper channel

(d) Matters related to land registration/ acquisition/ disputes to be done in consultation with Engineering Cell by concerned Directorates.

(e) Approval & issue of Notifications of HRDD from all sections to be moved through Director, Planning.

(f) All outgoing files to be routed through HOD and in case of emergency by HOO.

(g) Matters pertaining to Land Disputes & Acquisition to be routed through Planning by Section Heads.

All section heads shall strictly adhere to their above allocated works for proper functioning of their respective Sections.

This order shall come into force with immediate effect.

**By Order,**

**Sd/-**

**Additional Chief Secretary cum Principal Secretary  
Human Resource Development Department**

**Copy to:**


1. All sections Heads

2. The Joint Directors/Additional Director (East/West/North/South)

3. The Deputy Director(IT)/HRDD

4. Guard file&

5. File

  
16.8.18

**Deputy Secretary (Adm)  
Human Resource Development Department  
Deputy Secretary (Admin)  
Human Resource Dev. Deptt.  
Govt. of Sikkim**