

F.No.1-2/2014/CRC/APAR /287 -364
Confidential Report Cell
National Council of Educational Research & Training
Sri Aurobindo Marg, New Delhi-110016


Dated: 16th September, 2015

ORDER

This is in supersession to Council's Order No.F 1-2/2014/CRC/APAR dated 8/20th August, 2014 regarding Reporting & Reviewing Officers in respect of different categories of posts existing in the Council and its constituents Units. The Order stands effective from the year 2015-16 and onward.

The Circular contains details list of Reporting and Reviewing Officers in respect of various categories of posts of the Council and its constituents Units which may be followed strictly for the year 2015-16 and onward.

This issues with the approval of the Competent Authority.


(Krishna Kumar)
Section Officer

Encl: As above

Copy to:

1. All Heads of Departments/Units of NIE
2. All Principal of RIEs/OSD. NERIE, Shillong
3. PS to Director, NCERT
4. Joint Director, NCERT
5. Secretary, NCERT
6. Joint Director, CIET
7. Joint Director, PSSCIVE, Bhopal
8. Deputy Secretaries/VSO/OSD
9. CAO, NCERT
10. All under Secretaries/Adm. Officer/Sr. Accounts Officer of the Council's Hqr. and RIEs for their information and circulation amongst all the concerned officers.
11. All concerned SOs/APCs of the Council/RIEs

Reporting/Reviewing Officers in Respect of Different Categories of NCERT Staff.

Department/ Units etc. Of NIE at Council Headquarters (Academic)

S.No.	Designation of the post to be reported upon	Existing		Revised	
		Reporting Officer	Reviewing Officer	Reporting Officer	Reviewing Officer
1	2	3	4	5	6
1.	Dean(A)	-	-	Joint Director	Director
2.	Head of the Department	Dean(A)	Joint Director	Joint Director	Director
3.	Professor	Head of the Department	Dean(A)	Joint Director	Director
4.	Associate Professor's & Assistant Professor's	Head of the Department concerned	Dean(A)	Head of the Department concerned	Joint Director
5.	Headmistress	Head of the Department Concerned	Dean(A)	Head of the Department Concerned	Joint Director
6.	Nursery School Teacher	Head of the Department	Head of the Department to which attached	Headmistress	Head of the Dept. to which attached

Regional Institute of Education (Academic)

1	2	3	4	5	6
1	Principal	Joint Director, NCERT	Director, NCERT	Joint Director	Director
2.	Dean (Instruction)	Principal	Joint Director	Joint Director	Director
3.	Head of the Department	Dean (Instruction)	Principal	Joint Director	Director
4.	Professor	Head of the Department	Principal	Joint Director	Director
5.	Associate Professor's & Assistant Professor's	Head of the Department	Principal	Principal	Joint Director
6.	Headmaster	Principal	Joint Director, NCERT	Principal	Joint Director
7.	PGTs	Headmaster	Principal	Headmaster	Principal
8.	Demonstrator	Professor/Reader	Principal	Professor/Reader	Head of the Department

9.	Counselor	Headmaster	Principal	Headmaster	Principal
10.	TGTs	Headmaster	Principal	Headmaster	Principal
11.	Primary Teacher	Headmaster	Principal	Headmaster	Principal
12.	Work Experience Teacher	Headmaster/Relevant Superior Officer	Principal	Headmaster/Relevant Superior Officer	Principal
13.	Librarian	Principal	Joint Director, NCERT	Principal	Joint Director
14.	Assistant Librarian	-	-	Principal	Joint Director
15.	Asstt. Headmaster	Headmaster	Principal	Headmaster	Principal
16.	Medical officer	Dean(Instruction)	Principal	Dean (Instruction)	Principal

PSSCIVE Bhopal (Academic)

1	2	3	4	5	6
1.	Head of the Division	Joint Director PSSCIVE	Joint Director, NCERT	Joint Director	Director
2.	Professor	Head of the Department	Joint Director PSSCIVE	Joint Director	Director
3.	Associate Professor	Head of Div./Group Incharge	Joint Director, PSSCIVE	Joint Director PSSCIVE	Joint Director
4.	Assistant Professor	Head of Div./Group Incharge	Joint Director, PSSCIVE	Joint Director PSSCIVE	Joint Director
5.	Librarian	Professor/Deputy Secretary (as the case may be)	Joint Director, PSSCIVE	Professor Incharge	Joint Director, PSSCIVE
6.	Assistant Librarian	-	-	Professor Incharge	Joint Director, PSSCIVE

CIET(Academic)

1	2	3	4	5	6
1.	Professor/Head of the Division	Joint Director CIET	Director, NCERT	Joint Director	Director
2.	Associate Professor	Head of Div.CIET	Joint Director, CIET	Joint Director CIET	Joint Director
3.	Assistant Professor	Head of Div.CIET	Joint Director, CIET	Joint Director CIET	Joint Director

Council Secretariat(Administrative/Ministerial Staff)

1	2	3	4	5	6
1.	Deputy Secretary	Secretary	Joint Director, NCERT	Secretary, NCERT	Joint Director
2.	VSO	Secretary, NCERT	Joint Director, NCERT	Secretary, NCERT	Joint Director
3.	PRO	Secretary, NCERT	Joint Director	Head of the Publication Division	Joint Director
4.	APRO	PRO	Secretary, NCERT	PRO	Head of the Publication Division
5.	Under Secretary	Deputy Secretary, NCERT	Secretary, NCERT	Deputy Secretary	Secretary, NCERT
6.	Section Officer	Branch Officer/US/ VSO	Deputy Secretary/ VSO	Under Secretary/ VSO	Deputy Secretary
7.	Private Secretary	Officer to whom attached	—	Officer to whom attached	—
8.	PA/Steno Gr.III	Officer to whom attached	—	Officer to whom attached	—
9.	Asstt./UDC/LDC	Section Officer	Branch Officer	Section Officer	VSO/Under Secretary
10.	Sr. Analyst	Deputy Secretary	Secretary	Deputy Secretary	Secretary
11.	Jr. Analyst	Sr. Analyst	Deputy Secretary	Sr. Analyst	Deputy Secretary
12.	Asstt Analyst	Jr. Analyst	Sr. Analyst	Jr. Analyst	Sr. Analyst
13.	Guest House Manager	Chairperson	Joint Director, NCERT	Chairperson, NIEGH	Joint Director
14.	Receptionist	V S O	Secretary	Manager Guest House/ S.O. concern section/ Unit	US Concern Section

Departments/Units(Administration)

1	2	3	4	5	6
1	Administrative Officer/Under Secretary (Publication Division)	Head of the Department	Joint Director NCERT/ Secretary	Head of the Department	Joint Director

