

DIRECTORATE OF TEACHER EDUCATION AND STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING, ODISHA, BHUABESWAR

Manual – 1

PARTICULARS OF ORGANIZATIONS, FUNCTIONS AND DUTIES

Section – 4 (1) (b) (i)

1. Objectives and Purpose of TE & SCERT, Odisha, Bhubaneswar

The State Council of Educational Research and Training Odisha serves as the apex academic authority in the state for school education, with the core objective of improving the quality of elementary and teacher education. Its purpose is to design and contextualize curriculum and textbooks in line with national frameworks such as the National Education Policy 2020, while addressing the local needs of Odisha. SCERT Odisha is responsible for planning and conducting pre-service and in-service teacher training, promoting innovative pedagogies, integrating ICT and digital learning, and developing e-content for diverse learners. It also undertakes research, monitoring, and evaluation to strengthen classroom practices, support inclusive and multilingual education, and enhance learning outcomes across the state.

2. Mission and Vision :

- To be a centre for excellence in elementary education and teacher education programme (elementary) in the state.
- To organize pre-service training for prospective teachers, and capacity building programmes for inservice teachers, conferences, meetings, seminars and briefing sessions for State Education Officers and field functionaries.
- To organize induction level training programmes for the new entrants / teaching workforce of the teachers training institutions.
- To restructure syllabus and curriculum used at the elementary education and teacher education sector so as to make it need-based and relevant based and functional.
- To undertake, aid, promote and coordinate research and innovation activities among faculty members of teacher training institutions.
- To generate new ideas, innovations, improved practices in education, quality monitoring and supervision etc. by conducting studies and researches both short term and longitudinal and their dissemination among faculty members of teacher training institutions.
- To produce high quality teaching learning materials and enriched literature for teachers, trainers, supervisors and key educational functionaries.
- To provide academic and professional support and guidance to agencies and institutions working in the field of education, population and development education, child rights and environment protection, and eco-friendly life style, community education etc.
- To collaborate with other agencies, institutions, organizations for the cause of quality in school education and teacher education programme.

3. Brief history of the Organization :

The Directorate of Teacher Education and SCERT came into existence as an independent Directorate on January 15, 1990. It progressively acquired its present status from the State Institute of Education, established in 1964 to State Council of

Educational Research and Training (SCERT) in 1979, and from SCERT to TE and SCERT in 1990. Its progressive evolution from SIE to TE and SCERT was largely mandated by ever expanding and emerging developments in education. Three important developments that accelerated the scale and pace of reforms leading to institutional strength included : (i) unprecedented quantitative expansion of the education system to meet the explosion in people’s expectations; (ii) shift of emphasis from quantity to quality; and (iii) stress on research, innovation and extension as a means for renewal and reform of the existing system. Expansion and deepening of original roles and responsibilities eventually led to its upgradation.

State Institute of Education (1964)	SCERT (1979)	TE and SCERT (1990)
<ul style="list-style-type: none"> ▪ Quality of Primary Education ▪ Extension Services ▪ Induction Level Training ▪ Training of SI of Schools ▪ Development of Instructional Materials 	<ul style="list-style-type: none"> ▪ Quality of Elementary Education ▪ Curriculum and Textbook Development at the elementary stage ▪ Research and Innovation ▪ Implementation of Externally Assisted Project ▪ Production of Learning Materials for Students ▪ Production of Instructional Materials for Teachers ▪ Examination Reforms ▪ Publication 	<ul style="list-style-type: none"> ▪ Quality of School Education ▪ Management and Control of Teacher Education Institutions ▪ Curriculum and Textbook Development at the elementary stage ▪ Production of Teaching Learning Materials for learners and teachers ▪ UEE / EFA ▪ District Primary Education Programme / Sarva Shiksha Abhiyan ▪ Research and Innovation ▪ Implementation of Externally Assisted Project ▪ Examination Reforms ▪ Publications

4. Duties of the Organisation

The State Council of Educational Research and Training Odisha and the Teacher Education (TE) wing perform several key duties to strengthen school and teacher education in the state. Its important responsibilities include curriculum development and contextualization in alignment with the National Education Policy 2020 and national frameworks, along with preparation of textbooks, teacher handbooks, and learning materials. It designs and implements pre-service and in-service teacher education programmes through DIETs and other institutions, ensuring continuous professional development of teachers.

It also promotes innovative pedagogical practices, integration of ICT and digital learning, and development of e-content for platforms like PM e-Vidya. Another major duty is conducting research, action research, and evaluation studies to improve teaching-learning processes and student outcomes. SCERT and TE ensure academic monitoring, mentoring, and support to schools and teacher education institutions, while also focusing on inclusive education, multilingual education, and competency-based learning. Additionally, they collaborate with national bodies like National Council of Educational Research and Training and other stakeholders to bring quality and equity in education across Odisha.

5. Main Activities :

- i) Curriculum Development and Revision in alignment with National Education Policy and National Frameworks.
- ii) Development of Textbooks (Sishu Vatika – Class VIII) to suit Odisha’s local needs and culture.
- iii) Preparation of Workbook, Teacher Handbooks, and TLMs for School Education.

- iv)** Design and Implementation of Elementary Pre-service Teacher Education (D.El.Ed.).
- v)** In-service teacher training and Continuous Professional Development (CPD) programmes.
- vi)** Capacity building of teacher educators in DIETs, BIETs and ETEIs.
- vii)** Development of Digital Content and e-Learning materials for platforms like PM e-Vidya, DIKSHA and Youtube.
- viii)** Integration of ICT in Teaching-learning Processes and Digital Pedagogy Promotion.
- ix)** Conducting Educational Research and Action Research for Quality Improvement.
- x)** Monitoring and Academic Support to Elementary Schools and Teacher Education Institutions.
- xi)** Assessment Reforms and Competency-based Evaluation Practices.
- xii)** Promotion of Inclusive Education (CWSN, gender, equity-focused initiatives).
- xiii)** Academic Support towards Implementation of Multilingual Education Programmes, especially for Tribal Learners.
- xiv)** Collaboration with National bodies like National Council of Educational Research and Training and other agencies.
- xv)** Organization of Workshops, Seminars, and Academic Discussions for Policy Dissemination and Innovation.
- xvi)** Implementing the National Means-cum-Merit Scholarship Scheme in the State.

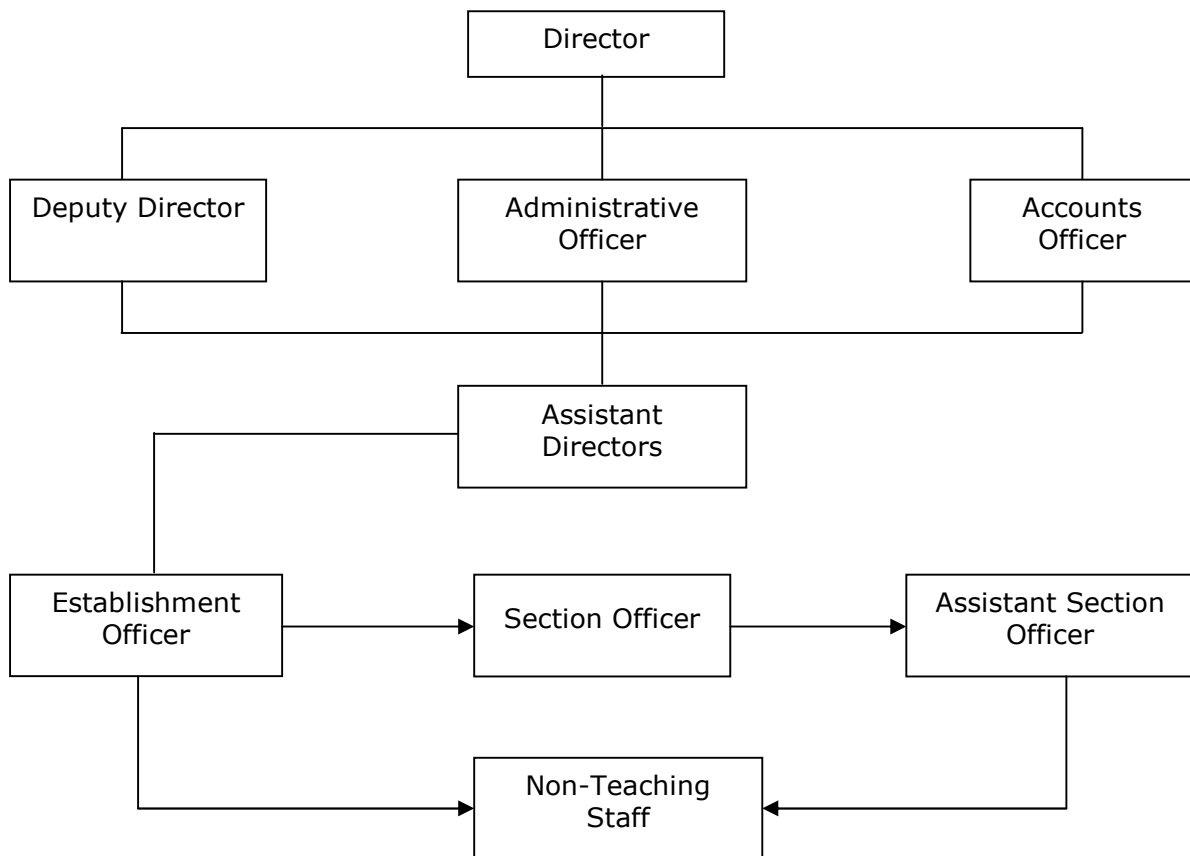
6. List of Services being provided

Sl. No.	Activities	Major Functions
1.	Curriculum Revision, Syllabus Preparation and Textbook Preparation	<ol style="list-style-type: none"> 1. Revisiting the National Education Policy and preparation of State Education Policy 2. Preparation of State Curriculum Framework at par with National Curriculum Framework 3. Designing and preparing syllabus for the school education of the state. 4. Preparing and reviewing the Textbook and workbook for school education and elementary teacher education. (D.El.Ed.) 5. 55 Number of Textbooks have been prepared for Class-I to VIII students. 6. Training Module have been prepared to orient the Teachers on New Textbooks. 7. Revisiting and vetting the learning materials.
2.	Development of Preschool Education	<ol style="list-style-type: none"> 1. Preparation of Curriculum and Teaching methods for Sishu Vatika classes.
3.	Cell of ICT, DIKSHA & NISTHA	<ol style="list-style-type: none"> 1. Production Programmes on development of e-content, digital library and e-library 2. Orientation Programmes on DIKSA, PM-E-VIDYA and other digital aspects for teachers, CRCCs, Teacher Educators. 3. Live Programmes on MATHAN, GYANALOKA and QUIZEES 4. Monitoring and Hand-holding Programmes for promotion of Digital Approach of teaching and learning.
4.	Foundational Literacy and Numeracy	<ol style="list-style-type: none"> 1. Material Development and Preparation of Training modules and manuals. 2. Orientation programmes for Teachers and Teacher Educators 3. Monitoring and Mentoring of the Elementary Schools 4. Programme awareness
5.	NTS / NMMS Examination	<ol style="list-style-type: none"> 1. Preparation, finalization and approval of the Guidelines for the NTS & NMMS in the state. 2. Orientation of DSS & BEOs on process of ensuring applications and award for the students. 3. Conduct of examination throughout the state. 4. Publication of NMMS result and up-dation in the website for payment of scholarship.
6.	Department of Science and Mathematics	<ol style="list-style-type: none"> 1. Organization of Science and Math Mela 2. Monitoring the Activities of RAA 3. Preparation and Review of Math Kit & Science Kit 4. Observation of Important Days on Science and Mathematics 5. Organization of quiz, poster competition on Science and Math

Sl. No.	Activities	Major Functions
7.	Inservice & Field Interaction	<ol style="list-style-type: none"> 1. Needs Assessment: <ul style="list-style-type: none"> ▪ Conducting surveys, interviews, and performance reviews to identify the training needs of employees. ▪ Analyzing organizational goals and aligning training programs to meet those objectives. 2. Program Development: <ul style="list-style-type: none"> ▪ Designing and developing training programs based on needs. ▪ Creating curriculum and course that are relevant and up-to-date. 3. Training Delivery: <ul style="list-style-type: none"> ▪ Organizing workshops, seminars, webinars etc.. ▪ Utilizing various training methods, including classroom training, online learning, on-the-job training, and mentoring. 4. Evaluation and Feedback: <ul style="list-style-type: none"> ▪ Assessing the effectiveness of training programs through feedback, evaluations, and performance metrics. ▪ Continuously improving training programs based on feedback. 5. Resource Management: <ul style="list-style-type: none"> ▪ Managing training resources, including trainers, training materials. 6. Technology Integration: <ul style="list-style-type: none"> ▪ Incorporating technology into training programs, such as e-learning platforms, virtual simulations, and interactive tools. ▪ Ensuring that employees are proficient in using new technologies.
8.	Population Education Project	<ol style="list-style-type: none"> 1. Understanding population size, density, distribution, birth rates, death rates, fertility rates, and life expectancy. 2. Studying the factors contributing to population growth and the implications of rapid population increase. 3. Examining the causes and effects of migration, including internal and international movements. 4. Understanding the process of urbanization and its social, economic, and environmental impacts.
9.	Research & Innovation	<ol style="list-style-type: none"> 1. Conducting large-scale and small-scale research in the state. 2. Orientation of faculties on conducting different research. 3. Compilation of Research Works and Preparation of Abstract 4. Seminar and Presentation of Findings of Research in State and District Level 5. Dissemination of research results for updating of curriculum, syllabus and textbook in the state. 6. Promoting research work especially Collaborative Action Research in the district.
10.	Survey & Assessment	<ol style="list-style-type: none"> 1. Conducts state-level achievement surveys to assess students' learning levels across grades and subjects, often aligned with national exercises of PARAKH. 2. Develops assessment frameworks, tools, and test items based on competency-based learning, and supports districts and schools in implementing both formative and summative assessments. 3. Carries out baseline, midline, and endline surveys to track progress of various educational interventions. 4. Prepares reports highlighting learning gaps and provides evidence-based recommendations for policy and classroom improvement. 5. Conducts research studies and action research, builds the capacity of teachers and officials in assessment practices. 6. Promotes assessment reforms aligned with the National Education Policy 2020. It also monitors implementation of assessment programmes, ensures quality and standardization, and supports the development of question banks and digital assessment systems to enhance the overall evaluation process in the state.
11.	Extension Activities	<ol style="list-style-type: none"> 1. Organisation of different educational activities of NCERT, NCTE, NEUPA and MOE 2. Supporting Odisha School Education Programme Authority, DEE, HSE activities in the state. 3. Co-ordinating the activities of SCERT with support of NGOs like UNICEF, CSF, LLF and others. 4. Organization of State Level Youth Parliament Competition 5. Organization of different competitions for State Level SURAVI Programme.

Sl. No.	Activities	Major Functions
12.	Annual Work Plan & Budget	<ol style="list-style-type: none"> 1. Preparation of Annual Work Plan. 2. Preparation of Budget 3. Distribution of Work. 4. Preparation of Annual activity Calender. 5. Coordination of different Departments.
13.	Publications	<ol style="list-style-type: none"> 1. Invitation of Articles/write-ups from faculties, Teachers, CRCCs & other eminent educationists. 2. Scrutiny of all the articles by Editorial Board. 3. Publication of Journals and magazines. 4. Dissemination to a among all the stakeholders. 5. Make the content available to the public.

7. Organizational Structure of TE and SCERT



SCERT :

Sl. No.	Name of the post	Sanctioned Post	Men-in-position	Vacancy
1.	Director	01	01	-
2.	Deputy Director	02	-	02
3.	Administrative Officer	01	01	-
4.	Finance Officer	01	-	01
5.	Assistant Director	16	16	-
6.	Assistant Director (Legal)	01	01	-
7.	PA to Director	01	01	-
8.	Establishment Officer	01	-	01
9.	Section Officer	03	-	03
10.	Assistant Section Officer	04	03	01
11.	Non-teaching staff	58	09	49
Total		89	32	57

DIETs / BIETs (30 Nos. + 04 Nos.) :

Sl. No.	Name of the post	Sanctioned Post	Men-in-position	Vacancy
1.	Principal	34	29	05
2.	Senior Teacher Educator	208	121	87
3.	Teacher Educator	383	174	209
4.	Other Non-teaching staff	533	131	402

ETEIs (31 Nos.) :

Sl. No.	Name of the post	Sanctioned Post	Men-in-position	Vacancy
1.	Principal (in the rank of Senior Teacher Educator)	31	08	23
2.	Teacher Educator	358	37	321
3.	Other Non-teaching staff	304	144	160

Notes : **DIET** : District Institute of Education and Training, **ETEI** : Elementary Teacher Education Institution, **BITE** : Block Institute of Education and Training

8. Expectations from Public :

The State Council of Educational Research and Training Odisha and its Teacher Education (TE) wing expect active cooperation and constructive engagement from the public to enhance effectiveness and efficiency in education. This includes parents ensuring regular attendance and a supportive learning environment at home, communities participating in school activities and monitoring, and stakeholders providing timely feedback on curriculum, textbooks, and teaching practices.

The public is also expected to encourage the use of digital learning platforms, support inclusive and multilingual education, and collaborate with teachers and institutions for continuous improvement. Such collective responsibility helps strengthen the quality, relevance, and accountability of the education system across the state.

9. Approaches of Public Participation

- Organizing Community Consultations and stakeholder workshops at state and district levels to gather inputs on curriculum, textbooks, and educational reforms.
- Strengthening collaboration with School Management Committees (SMCs) and local bodies helps ensure grassroots participation and accountability.
- Gathering online feedback portals, mobile apps, social media, and e-learning platforms like DIKSHA to reach a wider audience and collect suggestions in real time.
- Conducting surveys, opinion polls, and action research involving teachers, parents, and students also ensures evidence-based participation.
- Conducting awareness campaigns, exhibitions, and community outreach programmes can help people understand SCERT's initiatives and motivate them to contribute.
- Encouraging partnerships with NGOs, academic institutions, and civil society organizations will widen the participation base.
- Regular sharing of reports, achievements, and progress updates will build transparency and trust, ultimately leading to stronger public ownership and improved educational outcomes.

10. Mechanism of Monitoring

The State Council of Educational Research and Training Odisha follows a structured and multi-layered mechanism to monitor Teacher Education Institutions (TEIs) and schools to ensure quality and accountability. It works through a network of district and sub-district institutions such as DIETs, in coordination with state directorates, to provide continuous academic supervision and support.

Regular academic monitoring visits and inspections are conducted to observe classroom practices, teaching methods, use of TLMs, and institutional functioning. SCERT also uses standard monitoring tools, checklists, and reporting formats to maintain uniformity and quality. Data-driven monitoring is emphasized through collection and analysis of information from schools and TEIs, often supported by digital platforms.

Periodic review meetings, workshops, and feedback sessions are organized to assess progress and address gaps. SCERT promotes mentoring and handholding support rather than only inspection, guiding teachers and teacher educators for improvement. It also undertakes learning assessments and surveys to evaluate student outcomes and institutional effectiveness.

11. Address of TE & SCERT and Other Offices

Directorate of TE and SCERT,

Unit 4, Odisha, Bhubaneswar

Phone : 0674 – 2502928

E-mail : tescertodisha[at]gmail[dot]com

E-mail : scert_Odisha[at]yahoo[dot]com

Addresses of the TEIs

Name of the District	Address of the DIETs	Address of the BIETs	Address of the ETEIs
Angul	DIET, Angul at Chhendipada	-	ETEI, Kishore Nagar
Balangir	DIET, Balangir	-	ETEI, Balangir ETEI, Patnagarh ETEI, Titilagarh
Balasore	DIET, Balasore, Remuna	-	ETEI, Bagudi ETEI, Langaleswar ETEI, Tudigadia
Baragarh	DIET, Baragarh	-	-
Bhadrak	DIET, Bhadrak, Agarpada	-	ETEI, Pahimahura
Boudh	DIET, Boudh	-	-
Cuttack	DIET, Cuttack, Narasinghpur	-	ETEI, Athagarh ETEI, Ragadi RN ETEI, Cuttack ETEI (Urdu), Cuttack
Deogarh	DIET, Deogarh	-	-
Dhenkanal	DIET, Dhenkanal	-	-
Jajpur	DIET, Jajpur, Dolipur	-	-
Jagatsinghpur	DIET, Jagatsinghpur	-	-
Jharsuguda	DIET, Jharsuguda	-	-
Gajapati	DIET, Gajapati	-	-
Ganjam	DIET, Ganjam, Khallikote	-	ETEI (W), Berhampur ETEI, Bhanjanagar ETEI, Chikiti ETEI, Polasara
Kalahandi	DIET, Kalahandi	-	ETEI, Dharmagarh

Name of the District	Address of the DIETs	Address of the BIETs	Address of the ETEIs
Kandhamal	DIET, Kandhamal, Tikabali	-	ETEI, Phulbani ETEI, Baliguda
Kendrapara	DIET, Kendrapara, Balia	-	ETEI, Kendrapara
Keonjhar	DIET, Keonjhar	-	ETEI, Remuli ETEI, Fakirpur
Khurda	DIET, Khurda	-	ETEI, Bankoi ETEI, Bhubaneswar ETEI, Tangi
Koraput	DIET, Koraput, Jeypore	-	-
Malkangiri	DIET, Malkangiri, Chitrakonda	-	-
Mayurbhanja	DIET, Mayurbhanja Baripada	BIET, Gorumahisani	ETEI, Baripada ETEI, Kushalda ETEI, Gorumahisani
Nawarangpur	DIET, Nawarangpur	BIET, Umerkote	-
Nayagarh	DIET, Nayagarh Rajsunakhala	-	-
Nuapada	DIET, Nuapada	-	-
Puri	DIET, Puri	-	ETEI, Nimapara ETEI, Pipili ETEI, Sakhigopal
Rayagada	DIET, Rayagada	BIET, Gunupur	-
Sambalpur	DIET, Sambalpur	-	-
Sonepur	DIET, Sonepur	-	-
Sundargarh	DIET, Sundargarh	BIET, Kuanrunda	ETEI, Kundukela

12. Morning hours of the Office : 10.00 AM

13. Closing hours of the Office : 5.30 PM

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POWERS AND DUTIES OF OFFICERS & EMPLOYEES

Section – 4 (1) (b) (ii)

Sl. No	Designation of the Post	Powers				Duties Attached
		Administrative	Financial	Statutory	Others	
1	Director	Overall control on functioning of the Directorate	Overall control and Sanctioning Authority	The Statutory power given by Administrative Department		
2	Deputy Director 1	Supports The Director on Establishment Administration				
3	Deputy Director 2				Supports The Director on Training and Management	
4	Administrative Officer	Supports Director on Administrative Task				
5	Finance Officer		Budget, Bills, Cashbooks			
6	Assistant Director 1		NATIONAL EDUCATION POLICY, Bill-Budgets, Accounts, Audit			
7	Assistant Director 2				Curriculum & Textbook	
8	Assistant Director 3				Pre-Service Training	
9	Assistant Director 4				In-Service Training	
10	Assistant Director 5				Research & Innovation	
11	Assistant Director 6				Assessment and Survey	
12	Assistant Director 7				ICT & Technology in Education	
13	Assistant Director 8				National Education Policy	
14	Assistant Director 9				Population Education	
15	Assistant Director 10				DEP, AISHE, Liaison	
16	Assistant Director 11				IED & CWSN, Miscellaneous	
17	Assistant Director 12				Library & Grievance	
18	Assistant Director 13				Seminar, Publication	
19	Assistant Director 14				National Education Policy	
20	Assistant Director 15				Office Establishment, Building etc.	
21	Assistant Director 16				Science & Mathe Edn.	

Sl. No	Designation of the Post	Powers				Duties Attached
		Administrative	Financial	Statutory	Others	
22	Assistant Director 17	Legal Matters				
23	Establishment Officer					
24	P A to Director					
25	Section Officer					
26	DEMONSTRATOR					
26	Craft Teacher					
27	Librarian					
28	Coordinator					
29	ASO 1					
30	ASO 2					
31	ASO 3					
32	ASO 4					
33	Junior Assistant 1					
34	Junior Assistant 2					
35	Junior Assistant 3					
36	Junior Assistant 4					
37	Junior Assistant 5					
38	Junior Assistant 6					
39	Junior Assistant 7					
40	Junior Assistant 8					
41	Assistant Teacher 1					
42	Junior Steno					
43	Junior Typist					
44	Peon 1					
45	Peon 2					
46	Peon 3					
47	Peon 4					
48	Peon 5					
49	Peon 6					
50	Peon 7					
51	Peon 8					

Manual – 3

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

[Section-4 (1) (b) (iii)]

Sl. No.	Activity	Level of action	Time frame
1	Receipt of application/ letters	Diary Clerk	Same day
2	Perusal of Daks	Administrative Officer	Same day
3	Marketing of Daks	Section Officer	Same day
4	Diary and delivery	Diary Clerk	Same day
5	Entering of the letter in the log book and put up in the file	D.A concerned	3 days (Immediately in case of matter of urgent nature)
6	File endorse to Assistant Director	Section Officer	1 day
7	Approval or rejected	Administrative Officer / Addl. Director / Director	Immediately in case of matter of urgent nature
8	If approved, return for dispatch	Dispatch Clerk	1 day

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NORMS FOR DISCHARGE OF FUNCTIONS

[Section-4 (1) (b) (iv)]

Sl. No.	Activity	Time frame/Norm	Remarks
1	Diary of letters	3 minutes per letter	
2	Dispatch of letters	5 minutes per letter	
3	Typing of fair copy	20 pages per day	
4	Put up a letter	Within 3 days in ordinary cases. It is withing 24 hours in urgent cases.	

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RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS FOR DISCHARGING FUNCTIONS

[Section-4 (1) (b) (v)]

Sl. No.	Name of the Act, Rules, Regulations	Brief gist of the contents	Reference No. if any	Price in case of priced publications
1	Odisha Records Manual, 1964	Office and File Maintenance Procedure		
2	Odisha Service Code	Establishment and service matter of employee		
3	OGFR	Accounting procedure		
4	Odisha Leave Rule, 1966	Sanction of leave taken by an employee		
5	OCS(Pension) Rules, 1992	Sanction of pension and other pensionary benefits		
6	OCS(CC&A) Rules, 1962	Initiation of Disciplinary Proceedings		

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CATEGORIES OF DOCUMENTS UNDER CONTROL

[Section 4 (1) (b) (vi)]

A Statement of the Categories of Documents held

Sl. No	Nature Of Records	Details Of Information Available	Units/Sections Where Available	Retention period where available
1	Allotment, Bill, Contingent, U.C, Registers	Details of funds received and expenses	D.A Concerned	Permanent
2	Correspondence files	Correspondence & note sheets	D.A Concerned	As per provision of Odisha Records Manual, 1964

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PARTICULARS OF ARRANGEMENT IN FORMULATION OF POLICY

[Section 4 (1) (b) (vii)]

Sl. No.	Subject/ Topic	Is it mandatory to ensure public participation (Yes/ No)	Arrangements for seeking public seeking public participation
1	2	3	4
Not Administered			

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A STATEMENT OF BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES CONSTITUTED

[Section 4 (1)(b)(viii)]

Sl. No.	Name and address of the body	Main functions of the body	Constitution of the body	Date of constitution	Date up to which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meeting	Remarks
NOT APPLICABLE									

Manual – 9

DIRECTORY OF OFFICERS AND EMPLOYEES

[Section 4 (1) (b) (ix)]

Sl. No.	Name of the Employee	Designation	Contact No.	Mobile No.	Address
1.	Smt. Madhusmita Sahoo, IAS	Director	0674-2502928		Heads of Department Building, Unit-V, Bhubaneswar, PIN - 751001
2.	Ms. Rupalika Dash	Administrative Officer		9437764029	
3.	Ms. Lipika Sahu	Assistant Director		9437170677	
4.	Dr. Sudarsan Santara	Assistant Director		9437238901	
5.	Shri Manoranjan Mohapatra	Assistant Director		8763187075	
6.	Shri Dilip Kumar Sahoo	Assistant Director		9437276608	
7.	Ms. Sabita Sahoo	Assistant Director		9437141772	
8.	Ms. Chandrika Nayak	Assistant Director		9338034356	
9.	Dr. Snehaprava Mohapatra	Assistant Director		9438612325	
10.	Dr. Prasana Kumar Sahoo	Assistant Director		9861102923	
11.	Dr. Bamadeba Tripathy	Assistant Director		9437985889	
12.	Dr. Purna Ch. Brahma	Assistant Director		9438319738	
13.	Shri Manas Chandra Rout	Assistant Director		8763763867	
14.	Shri Manas Kumar Nayak	Assistant Director		9178033004	
15.	Ms. Pralipita Mishra	Assistant Director		9778922463	
16.	Ms. Bandita Pattanaik	Assistant Director		8456959598	
17.	Ms. Jasmine Pattnaik	Assistant Director		6371620547	
18.	Ms. Bharati Tudu	Assistant Director		9668742857	
19.	Radha Damodar Satapathy	PA to Director		9439860753	
20.	Prasanna Kumar Rout	Assistant Section Officer		9237000947	
21.	Dillip Kumar Moharatha	Assistant Section Officer		7504690873	
22.	Debaranjan Bhoi	Assistant Section Officer		9438320465	
23.	Bijay Kumar Moharana	Technical Assistant		9861084650	
24.	Dinabandhu Nayak	Peon		9437153224	
25.	Dullav Kishore Murmu	Peon		9438674462	
26.	Shri Rudraditya Panda	Peon		8887856952	
27.	Basudev Gochhayat	Sweeper		9556469641	
28.	Yudhisthir Nayak	Duftary		9178309437	
29.	Jogendra Kumar Naik	Sweeper		8144821597	
30.	Pabitra Kumar Swain	Gardener		7894344369	
31.	Sanatan Munda	Darwan		9437470059	

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MONTHLY REMUNERATION AND COMPENSATION OF OFFICERS AND EMPLOYEES

[Section 4 (1) (b) (x)]

Sl. No.	Name of the Employee	Designation	Level (as per ORSP Rules 2017)	Salary Received (in Rs.)
1.	Smt. Madhusmita Sahoo, IAS	Director	Cell-3 Level – 13	154225
2.	Ms. Rupalika Dash	Administrative Officer	Cell-4 Level – 13	91866
3.	Ms. Lipika Sahu	Assistant Director	Cell-18 Level – 12	106298
4.	Dr. Sudarsan Santara	Assistant Director	Cell-18 Level – 12	62298
5.	Shri Manoranjan Mohapatra	Assistant Director	Cell-18 Level – 12	106498
6.	Shri Dilip Kumar Sahoo	Assistant Director	Cell-17 Level – 12	104760
7.	Ms. Sabita Sahoo	Assistant Director	Cell-18 Level – 12	106298
8.	Ms. Chandrika Nayak	Assistant Director	Cell-18 Level – 12	116298
9.	Dr. Snehaprava Mohapatra	Assistant Director	Cell-18 Level – 12	116298
10.	Dr. Prasana Kumar Sahoo	Assistant Director	Cell-18 Level – 12	55544
11.	Dr. Bamadeba Tripathy	Assistant Director	Cell-18 Level – 12	87998
12.	Dr. Purna Chandra Brahma	Assistant Director	Cell-18 Level – 12	89434
13.	Shri Manas Chandra Rout	Assistant Director	Cell-3 Level – 12	63063
14.	Shri Manas Kumar Nayak	Assistant Director	Cell-3 Level – 12	79139
15.	Ms. Pralipta Mishra	Assistant Director	Cell-3 Level – 12	90129
16.	Ms. Bandita Pattanaik	Assistant Director	Cell-3 Level – 12	62129
17.	Ms. Jasmine Pattnaik	Assistant Director	Cell-3 Level – 12	79683
18.	Ms. Bharati Tudu	Assistant Director	Cell-3 Level – 12	69574
19.	Sankalpa Rath	Assistant Director (Legal)	Cell-03 Level – 10	75303
20.	Radha Damodar Satapathy	PA to Director	Cell-15 Level – 10	56089
21.	Prasanna Kumar Rout	Assistant Section Officer	Cell-11 Level – 09	51622
22.	Dillip Kumar Moharatha	Assistant Section Officer	Cell-04 Level – 09	42530
23.	Debaranjan Bhoi	Assistant Section Officer	Cell-03 Level – 09	29314
24.	Bijay Kumar Moharana	Technical Assistant	Cell-28 Level – 06	82291
25.	Dinabandhu Nayak	Peon	Cell-25 Level – 04	50630
26.	Dullav Kishore Murmu	Duftary	Cell-25 Level – 04	51221
27.	Shri Rudraditya Panda	Peon	Cell-09 Level – 01	26422
28.	Basudev Gochhayat	Sweeper	Cell-25 Level – 03	40402
29.	Yudhisthir Nayak	Duftary	Cell-25 Level – 04	55595
30.	Jogendra Kumar Naik	Sweeper	Cell-08 Level – 01	25054
31.	Pabitra Kumar Swain	Gardener	Cell-16 Level – 01	29888
32.	Sanatan Munda	Darwan	Cell-25 Level – 04	50676

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BUDGET ALLOCATED TO EACH AGENCY

[Section 4 (1) (b) (xi)]

Sl. No.	Name of the Scheme	Budget Provision, 2024-2025	Expenditure, 2024-2025	Budget Provision, 2025-2026	Expenditure, 2025-2026 (up to 31.03.2026)
1.	Direction and Administration (Headquarters Organization)	96043000	56365000	65768000	43112000
2.	Government S.T. Schools (ETEIs)	259200000	198105000	272222000	201854000
3.	Science and Mathematics Education	6785000	6533000	9752000	9449000
4.	NTS / NMMS Examination	13000000	11846000	13000000	9789000
5.	Curriculum and Material Development	5000000	2817000	471410000	471388000
Total		380028000	275666000	832152000	735592000
Centrally Sponsored Scheme of Samagra Shiksha (Teacher Education) Ratio – 60 (Central) : 40 (State)					
1.	Samagra Shiksha (Teacher Education)	955591000	698955000	885947000	690262000

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MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

[Section 4 (1) (b) (xii)]

Decisions are being taken as per Govt. rules of Business and on standing orders issued from time to time and other codal provision / executive instruction etc.

Sl. No.	Name & address of the institution	Purpose for which subsidy provided	No. of beneficiaries	Amount of subsidy	Previous years utilization progress	Previous years
Not Administered						

List of individual given subsidy

Sl. No.	Name & address of the	Purpose for which subsidy provided	Amount of subsidy	Scheme & Criterion for selection	No. of time subsidy given in past with purpose
Not Administered					

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PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED

[Section 4 (1) (b) (xiii)]

Decisions are being taken as per Govt. rules of Business and on standing orders issued from time to time and other codal provision / executive instruction etc.

List of beneficiaries

Sl. No.	Name and address of the Beneficiaries	Nature of concession / permit / Authorization provided	Purpose for which granted	Scheme and Criterion for selection	No of time similar concession given in past with purpose
Not Admissible					

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INFORMATION AVAILABLE IN ELECTRONIC FORM

[Section 4 (1) (b) (xiv)]

Decisions are being taken as per Government rules of Business and on standing orders issued from time to time and other codal provision / executive instruction etc.

Sl. No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Available on web site or is being used as back-end data
1	2	3	4	5
1	Important files up to 2026	Scanned and reserve in digitized mode	No	No
2	All files 2023 onwards	Available in OSWAS	No	No
3	Training Materials	Information P.P.T. & PDF	No	Yes

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PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

[Section 4 (1) (b) (xv)]

Decisions are being taken as per Govt. rules of Business and on standing orders issued from time to time and other codal provision / executive instruction etc.

Sl. No.	Facilities available	Nature of Information available	Working hours
1	SCERT Website : https://scert.odisha.gov.in/	Institute profile & related information	24 hours
2	Office Notice Board	Different notices, Office Orders, Tender Call Notice etc. displayed from time to time as required	During Office hours i.e. 10.00 a.m. to 05.30 p.m.

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NAMES, DESIGNATIONS AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICER (PIO)

[Section 4 (1) (b) (xvi)]

Sl. No.	Name	Designation	STD Code	Office Phone No.	Fax No.	E-mail	Address
1.	Shri Manas Kumar Nayak	Assistant Director (Nodal PIO)	0674	2502928	2502929	tescertodisha@gmail.com	Heads of Department Building, Unit-4, PIN - 751001

List of Assistant Public Information Officer

Sl. No.	Designation of the Officer designated as APIO	Postal Address	Telephone No.	E-mail Address
1.	Shri Basudev Giri, Storekeeper	Directorate of TE and SCERT	2502928	tescertodisha@gmail.com

First Appellate Authority

Sl. No.	Designation of the Officer designated as 1 st Appellate Authority	Postal Address	Telephone No.	E-mail Address	Demarcation of area / activities, if more than one PIO in there
1.	Shri Mohapatra, Director Manoranjan Assistant	Directorate of TE and SCERT	2502928	tescertodisha@gmail.com	No

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OTHER USEFUL INFORMATION

[Section 4 (1) (b) (xvii)]

GEOGRAPHY & DEMOGRAPHY OF SCERT, ODISHA

Location:- **Latitude:** 20.275508 **Longitude:** 85.833398

1. Geographical Area : 1.5 Acre
2. Location Map:

