

Section 4(1)(b)(ii)**The Powers and Duties of Officers:**

Sl.No	Designation	Powers and Duties
1.	Director	Policy Implementation: Drives the execution of the National Education Policy (NEP) and coordinates with the National Council of Educational Research and training (NCERT) on State level education frameworks. Teacher Education: Oversees preserve and in-service training for teachers across the state through DIETs (District Institutes of Education and training) Curriculum & Textbooks: Heads committees responsible for designing and publishing state committees responsible for designing and publishing state specific textbooks, foundational stage frameworks and general knowledge books. Examinations Research: Directs the Board of Elementary Teacher Education Examination and manages educational research, evaluation, and surveys. Administrative Oversight: Manages the overall day-to-day administration of the directorate, including staff recruitment rules, departmental examinations, budget allocation and infrastructure development for allied institutes.
2.	Joint Director (NFE)	To assist the official function and duties of the Director.

Section 4(1)(b)(iii)**Procedure followed in decision making process**

Administrative and financial procedure in decision making are followed as per the Government of Manipur Service Rules and Regulations, guidelines and Office procedure to the extent possible.

Section 4(1)(b)(iv)

The norms set by it for discharge of its function

All efforts are made to clear the proposal, complete the assigned task at the earliest possible. Norms are indicated in the relevant Rules, manual, Guideline.

The Director of SCERT is basically entrusted with administrative and the other Academic works for smooth functioning of the Department. Its Constituted 11 Units are as follows.

1. Teacher Training and Extension service unit.
2. Educational Technology Unit.
3. Educational Research and Survey Unit.
4. Evaluation & Examination Reforms Unit.
5. Information Technology Unit.
6. Population Education Unit.
7. Science and Mathematics Unit.
8. Guidance and Counselling Unit.
9. Library & Documentation Services.
10. Publication Unit.
11. Centrally Sponsored Scheme.

Section 4(1)(b)(v)

The Rules Regulations Instruction, manuals and records held by its or used by its employees for discharging its function:

1. RRs of Joint Directors (NFE), SCERT
2. RRs of Project Officer(NFE), SCERT
3. RRs of Project Officer, SCERT
4. New SCF-FS (available on SCERT website: scertmanipur)
5. Annual Administrative Reports (SCERT website)
6. Leave Rules 1934 as amended
7. Pension Rule
8. G.P.F. rule
9. Revision of Pay Rule (R.O.P)

Section 4(1)(b)(vi)

A Statement of the categories of documents that are held by it or under its control:

1. State Curriculum Frameworks and Curriculum & Syllabus for School education.
2. Curriculum of [D.El.Ed](#) course for Teacher Education.
3. Annual Administrative Report.
4. Annual Work plan and Budget.

Section 4(1)(b)(vii)

Details of arrangements for public Consultation or representation in policy formulation

The policy decisions are taken at the Government level, However, SCERT Directorate arranges Platforms for public and experts' opinion/ views/ suggestions through various workshops/ seminars / surveys for projects/ documents and draft documents are forwarded to the Government for approval.

Section 4(1)(b)(viii)

A Statement of Boards, Councils, Committee and other bodies consisting two or more persons constituted as its part or the purpose of its advice, and as to whether meetings of these Boards, Councils Committees and other bodies are open to the Public, or the minutes of such meeting are accessible for public:

Boards and Committees:

Examination Board of Elementary Teacher Education of SCERT.
Programme Advisory Committee of SCERT.
State Level Academic Committee of SCERT.
State level Steering Committee on School Leadership Development, Manipur.
(available on SCERT website- Annual Administrative Reports 2013-14)

Section 4 (1)(b)(ix)

Directory of its officers and employees.

Sl. No	Name	Designation	Contact No	email address
1	A . Romel Singh	Director	9436667958	scertmanipur@gmail.com

2	Kh. Ashokkumar Singh	Joint Director(NFE)	9612818313	manipurscert@gmail.com
3	Natalidita Ningthoukhongjam	Senior Finance Officer	8131036135	

Section 4 (1)(b)(x)

The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulation.

The pay scales of the officers and employees of the Department are given below:

Sl. No	Designation of the Post	Pay Scale of post/remarks
1	Director	78800 - 209200 (Level-14)
2	Joint Director	67700 - 208700 (Level-13)
3	Finance Officer	53100 - 167800 (Level-12)
4	Project Officer	38800 - 123100 (Level-8)

Section 4 (1)(b)(xi)

The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made.

The budget provision meant for State Council of Education Research and Training is provided by the state and Central Government. The Budget provision is meant mostly for payment of pay and allowance of SCERT Department office maintenance only. Detail of allocation of budget and expenditure for the year 2024 to 2026.

	Heads	Amount (Rs) (2024-2025)	Amount (Rs) (2025-2026)
Salaries (Estimate)	10-2202-80-003-01-00-01	21721000	19022000
Expenditure		20801179	17764155
Allowances	10-2202-80-003-07-00-01	8702000	9310000
Expenditure		8553909	9234430
Salaries (Estimate)	10-2202-80-003-02-00-01	524100	5248000
Expenditure		5083200	4762400
Allowances	10-2202-80-003-07-00-01	2317000	2827000
Expenditure		2203991	2704454
Salaries (Estimate)	10-2202-80-003-03-00-01	10341000	9874000
Expenditure		9856350	9272563

Allowances	10-2202-80-003-07-00-01	5411000	5800000
Expenditure		5298493	5779713

Section 4 (1)(b)(xii)

Execution of subsidy programs. Including amount and beneficiaries

No such scheme and subsidiary program are implemented by the Directorate of SCERT Manipur at present.

Section 4 (1)(b)(xiii)

Details of particulars of recipients of concessions permits or authorizations granted by it.

No such concessions, permit or authorization is granted by the Directorate of SCERT Manipur.

Section 4 (1)(b)(xiv)

Details in respect of Information, available to or held by it, reduced in an electronic form.

Sl. No	Type of Document	In which electronic format it is kept	Mode of retrieval
1.	Administrative Report	On website	Internet
2.	New State Curriculum Frameworks	On website	Internet

Section 4 (1)(b)(xv)

The particulars of Facilities available to citizens for obtaining information including the working hours of a library or reading room if maintained for public use:

Libraries at the Directorate of SCERT and DIETs can be used by the Public during the office hours with the prior permission of the Director and Principals respectively.

Section 4 (1)(b)(xvi)**Names, designation and other particulars of the Public Information Officers:**

Sl. No	Name of Officer	Designation	Designation as	Remarks
1	A . Romel Singh	Director	SPIO	
2	W. Indrajit Singh	Principal, DIET Imphal East	APIO	
3	R.K. Tondonsana Singh	Principal, DIET Imphal West	APIO	
4	T. Biswalata Devi	Principal, DIET Tamei	APIO	
5	Th. Sharmila Devi	Principal, DIET Ukhrul	APIO	
6	Ch. Taru Devi	Principal, DIET Kakching	APIO	
7	S. Aruna Devi	Principal, DIET Senapati	APIO	
8	N. Ranjaa Devi	Principal, Chandel	APIO	

Section 4 (1)(b)(xvii)

**Any Other Information and as may be prescribed.
Information uploaded on the SCERT website.**