



No. F. 7-4/91-NVS(Estt.)

Dated: May 6, 1991

To

The Deputy Directors
All Regional offices of the
Navodaya Vidyalaya Samiti

Sub. : Duties and Responsibilities of the Various Non-Teaching Posts of the Navodaya Vidyalayas – reg.

Sir,

We have been receiving a number of references from the Regional Offices as well as from the Navodaya Vidyalayas about the duties and responsibilities of the various posts of non teaching staff of Navodaya Vidyalayas. The problems being faced by the Regional Offices as well as by the Navodaya Vidyalayas in the absence of any defined duties and responsibilities of the various posts in the Vidyalayas have been appreciated by the Samiti and it has been decided in consultation with the Administration and Finance & Accounts Wings of the Samiti to list out the detailed duties and responsibilities of the various posts of non teaching staff. The duties and responsibilities so formulated were also discussed during Deputy Director's Conference held on 20th April, 1991 at New Delhi. Taking all aspects into consideration the duties and responsibilities attached to the various posts of non teaching staff of the Vidyalayas have been listed out and is forwarded herewith for ready reference and records.

The Director, Navodaya Vidyalaya Samiti has desired that the concerned employees may please be suitably informed about the duties and responsibilities assigned to them.

Yours faithfully,

(S.S. GAURI)
DEPUTY DIRECTOR(PERS.)

Copy for information to :

1. All the Principals of the Navodaya Vidyalayas
2. All the Officers of the Headquarters office of the Samiti
3. Finance & Accounts Wing of the Samiti
4. Guard file

Encl : a/a



DUTIES & RESPONSIBILITIES OF NON-TEACHING POSTS

OFFICE SUPERINTENDENT

1. The Office Superintendent is basically the Incharge of the Vidyalaya Office and will be responsible mainly for its proper organisation and smooth and efficient functioning under the overall guidance of the Principal concerned.
2. He will work directly under the Principal, to ensure smooth and efficient functioning of the main office and for quick disposal of cases, files and correspondence, he will also work as a co-ordinator of duties.
3. He will be broadly responsible for the following :
 - (a) For proper organisation of the office, correct delegation and balanced distribution of work amongst Group 'D' and clerical staff of the Vidyalaya.
 - (b) To maintain strict discipline in the office.
 - (c) To supervise the work of the office staff under him.
 - (d) To keep all confidential files and documents under the safe custody.
 - (e) To issue necessary orders and instructions w.r.t. the directives from Hqrs./Regional Office.
 - (f) To maintain personal files of the school staff and of the students.
 - (g) To keep office files, registers, records etc. properly and in safe custody.
 - (h) Proper filing, indexing and updating of Rules and of orders issued by the Samiti and its Regional Offices.
 - (i) To ensure compliance over timely submission of accounts, audit observation, reports and returns prescribed by the Hqrs./Regional office.
 - (j) To ensure that subsequent orders and instructions, or amplifications issued by the Principal from time to time, are kept in a separate file, and amendments to office orders are issued as and when necessary.
 - (k) To maintain stock and account register in respect of all the stores, furniture and equipments of the Vidyalaya.
 - (l) To make arrangements for proper security of the Vidyalaya building and its assets.
 - (m) To observe proper procedure in the matter of purchase, accounts, maintenance of record etc.
 - (n) To ensure prompt and timely action towards correspondence pertaining to administrative arrangements made for dispersal of students, proceeding on vacation and for their reception in the school on return from vacation.
 - (o) To arrange bulk purchase of office stationery and ensure that the stationery purchased is correctly received and accounted for in the stationery ledger. He will also maintain proper record of the issue of stationery to various branches.
 - (p) Proper and regular maintenance of accounts of the Vidyalayas in the manner prescribed and to get them audited.



- (q) To assist the Principal in procurement and purchase of furniture, Hostel equipment etc.
- (r) To maintain and supervise telephone bills and trunk call register/payment of outstanding bills.
- (s) To assist the Principal in preparation of quarterly reports pertaining to court cases etc.
- (t) To forecast the requirement of Vidyalayas for purchase of catering items, store fixed asset items and arrange to procure in a logical manner to avoid waste of expenditure at the close of the year.
- (u) To make arrangement for proper storage and safe custody of all cash, stores and equipments as well as other valuable documents.
- (v) To carry out periodical checks, including surprise check and verification of cash, stores and accounts.
- (w) To rectify accounting mistakes and procedural irregularities, if any, detected in the Vidyalaya accounts.
- (x) To ensure preparation and submission of monthly reconciliation of bank statement, Annual Account Statement etc. to the Principal for his approval.
- (y) To maintain all relevant registers and accounting documents auditable or otherwise, in the Vidyalaya.
- (z) To assist and advise to the Principal in the matters connected with cash, accounts, stores, administration etc.

Besides exercising supervisory control of the Vidyalayas Offices and sending necessary advice to the Principal in Admn./Financial matters, the Office Supdt. will also be responsible for the preparations, proper maintenance and upkeep of the following office/accounts records :

- (1) Service Books, personal files and leave accounts of the Vidyalaya staff.
- (2) Maintenance of all correspondence files on administrative matters as well as purchases etc.
- (3) Preparation of Vidyalaya budget.
- (4) Preparation of Vidyalaya monthly and annual accounts.
- (5) All accounts registers required to be maintained including Asset Register and Property Register.
- (6) Stamp and despatch account.
- (7) Timely remittance of all deductions, with schedules to Samiti, various departments.
- (8) Payment of L.S./P.C. and obtain refund of salary paid to deputationists.
- (9) Timely submission of all returns prescribed by Regional Offices/Hqrs.
- (10) Maintenance of log book of the vehicle and maintenance and repairs of the vehicles.

UPPER DIVISION CLERK

- (1) UDC will be responsible to handle cash and to maintain the ledgers and cash book
- (2) Cash book of the Vidyalaya Accounts (Main and Petty) and vouchers files and reconciliations of entries i.e. Cash Book with the Bank.



- (3) Yearly ledger accounts of the Vidyalaya.
- (4) Mess Account of the Vidyalaya
- (5) Stock registers and submission of annual verification report to RO
- (6) Pay bills etc.
- (7) They will provide necessary assistance—administrative, secretarial and typing – to the Principal and Office Superintendent in discharge of their duties.
- (8) UDC will also keep and maintain the office records viz. files, registers etc. properly in the manner, as directed by the Office Superintendent/Principal.
- (9) UDC will work under the direct guidance and supervision of the Office Superintendent.

LOWER DIVISION CLERK

- (1) Typing
- (2) Filing work and maintenance of files and records
- (3) Diary and dispatch

NURSE

- (1) Nurse shall be incharge of first aid and sick room of the Vidyalaya and shall look after its maintenance.
- (2) He/she will assist the Medical Officer during his/her visit to the Vidyalaya and carry out instructions given by him/her with regard to the treatment of the patients, if any.
- (3) He/she will maintain a record of all the children who report sick and the treatment given to them, if any.
- (4) In the event of a child requiring specialised medical treatment, the Nurse shall immediately inform the Principal.
- (5) Nurse shall keep a record of medicine purchased and administered to the children/employees of the Vidyalaya. For this purpose, a register containing the details of medicines purchased and issued shall be maintained by him/her which should be counter-signed by the Principal at least once in a fortnight.
- (6) Nurse shall also visit the Vidyalaya Mess daily to guide Catering Assistant to maintain proper hygienic conditions in and around the dining hall and dormitories and to give suitable dietary instructions in case of sick students.
- (7) He/she shall be the ex-officio member of the Mess Committee of the Vidyalaya.
- (8) To take care of all cleanliness in the vidyalaya premises.
- (9) He/she shall carry out any other duty assigned by the Principal.
- (10) He /she shall maintain a regular clinic with necessary first aid.

CATERING ASSISTANT

- (1) To manage the Mess of the Vidyalaya under strict hygienic conditions.
- (2) To formulate daily menu considering local conditions/customs/tastes/availability.
- (3) To provide special diet (as recommended by Nurse/MO) to sick children.



- (4) To prepare and submit requisitions of provisions for Mess to the Principal/competent authority.
- (5) To assist in the procurement of provisions as per laid down purchase procedure.
- (6) At the time of taking delivery of material purchased, he should ensure that the material received are counted, measured or weighed, as the case may be. He should also ensure that the quantities received are correct. Their quality good and they are according to approved specifications.
- (7) Catering Assistants should exercise utmost economy and ensure that wastage of food is reduced to minimum.
- (8) To maintain mess stock/stock register and issue register.
- (9) To receive and issue provisions, to cooks as per the menu and the number of dining members.
- (10) To supervise cooking and to inspect preparation before they are served.
- (11) To put up list of consumable/non consumable items for writing off as per rules.
- (12) To look after maintenance of Mess, Dining Hall, utensils, cutlery, crockery etc.
- (13) To look after cleanliness of Mess and its surroundings.
- (14) To assign duties to Mess staff with the approval of the Principal and supervise their working.
- (15) To keep a watch on discipline and turn out of mess staff.
- (16) To arrange periodic medical check up of the mess staff and maintaining such records.
- (17) To perform any other duty assigned by the Principal.

STORE KEEPER

- (1) To maintain stock register for each item of store.
- (2) To prepare indents in respect of all consumable and non consumable items of stores required for Vidyalaya, hostel, Mess, Staff Quarters etc.
- (3) To maintain files for procurement of stores and submission of proposals thereof for approval.
- (4) To procure and disburse stationery items and other items of stores.
- (5) To submit proposals for condemnation of unserviceable items of store for its write off.
- (6) To submit proposals for disposal of condemned articles through auction etc.
- (7) Any other duty assigned by the Office Superintendent/Principal.
- (8) At the time of taking delivery of the material purchased, he shall ensure that the materials received are counted, measured or weighed, as the case may be. He should also ensure that the quantities received are correct, their quality is good and they are according to approved specifications.
- (9) To get verified the stores physically from Physical Verification Committee once in a year.

LABORATORY ATTENDANT

- (1) Cleaning of laboratory and dusting of its furniture.
- (2) Maintenance of laboratory furniture including its polishing and painting.
- (3) Maintenance of Botanical Garden, Forgery, Aquarium etc. in the Vidyalaya.



- (4) Cleaning, setting and arranging of apparatus in the laboratory under the guidance of concerned teacher.
- (5) Carrying the apparatus to classroom as required by the concerned teacher.
- (6) Minor repairs of apparatus.
- (7) Collecting material (including frogs etc.) for practical work.
- (8) Making local purchases for laboratory and for the Vidyalaya as directed by the concerned authority.
- (9) Maintenance of proper stock registers of the laboratory.
- (10) Reporting of any accidental damage or loss of apparatus to the in charge of the laboratory.
- (11) Making arrangements for the functions exhibitions etc. organised in the Vidyalaya under the guidance of the concerned in charge.
- (12) Assisting examination incharge of the Vidyalaya during examination days.
- (13) Any other work assigned by the Principal of the Vidyalaya.
- (14) Whenever laboratories are closed or there is no work in the laboratories, the Laboratory Attendant will be attached with the Administrative Office of the Vidyalaya so that their services can be utilised for miscellaneous work of the Vidyalaya.