



नवोदय विद्यालय समिति

(शिक्षा मंत्रालय, स्कूल शिक्षा एवं साक्षरता
विभाग का एक स्वायत्त संस्थान)

भारत सरकार,

क्षेत्रीय कार्यालय, सैक्टर 5, (शांति नगर, मेट्रो मास हॉस्पिटल के पास
जयपुर (राज.)-302020



NAVODAYA VIDYALAYA SAMITI

(An Autonomous Organization under Ministry of
Education, Department of School Education &
Literacy)

Govt. of India,

Regional Office, Sec. 05, Shanti Nagar, Behind
Metro Mas Hospital, Mansarovar, Jaipur
(Rajasthan) - 302020

Phone : 0141 - 2375110, Email nvsroipr@mail.com, Visit us at <https://navodaya.gov.in/nvs/ro/Jaipur/en/home>

F. No. 49-62-(53)/Duties of JNV-Staff/NVS-JR/Admn./2024/

Date: 24.10.2024

प्रति, / To,

प्राचार्य, / Principal,

पी. एम. श्री स्कूल, / PM Shri School,

समस्त जवाहर नवोदय विद्यालय, / All JNVs,

अन्तर्गत जयपुर संभाग। / Under Jaipur Region.

विषय: विद्यालय प्रशासन में कार्यालय अधीक्षक की भूमिका एवं दायित्व के संबंध में।

Sub: Role and Responsibilities of Office Superintendent in Vidyalaya administration -
regarding.

महोदय / महोदया,

Sir / Madam,

उपर्युक्त विषय के संदर्भ में जैसा कि आप अवगत हैं कि कार्यालय अधीक्षक, जवाहर नवोदय विद्यालय के कार्यालय का प्रभारी है और मुख्य रूप से संबंधित प्राचार्य के समग्र मार्गदर्शन में अपने कार्यालय के सुचारु और कुशल कामकाज के लिए जिम्मेदार है।

With reference to the subject mentioned above, as you are aware that Office Superintendent is the incharge of office of JNV and is responsible mainly for its smooth & efficient functioning under the overall guidance of the Principal concerned.

कार्यालय अधीक्षकों के कर्तव्यों और जिम्मेदारियों के संबंध में समिति-मुख्यालय द्वारा दिनांक 06.05.1991, 15.06.2005 एवं 18.09.2024 को परिपत्र जारी किये गये हैं (परिपत्रों की प्रतियाँ सुलभ संदर्भ एवं आवश्यक कार्यवाही हेतु संलग्न हैं)। परन्तु, ऐसा संज्ञान में आया है कि कुछ कार्यालय अधीक्षकों द्वारा उक्त परिपत्रों में वर्णित कर्तव्यों और जिम्मेदारियों का निर्वहन नहीं किया जा रहा है। ऐसी व्यवस्था अच्छे प्रशासन का स्वस्थ संकेत नहीं है।

Samiti-Hqrs. has issued the circulars on dated 06.05.1991, 15.06.2005 and 18.09.2024 regarding duties and responsibilities of Office Superintendent (xerox copies of the said circulars are enclosed herewith for ready reference). But it has been noticed that the duties and responsibilities mentioned in the said circulars are not being performed /discharged by some of the Office Superintendents. Such a practice is not a healthy sign of good administration.

उपरोक्त के मद्देनजर यह निर्देश दिया जाता है कि नवोदय विद्यालय समिति-मुख्यालय द्वारा आवंटित कर्तव्यों के अलावा कार्यालय अधीक्षक निविदा नोटिस जारी करने से लेकर, मानदंडों के अनुसार विभिन्न आपूर्तिकर्ताओं और हितधारकों को भुगतान जारी करने तक विद्यालय के लिए खरीद से संबंधित सभी मामलों में अनिवार्य रूप से शामिल होंगे। यदि किसी कार्यालय अधीक्षक द्वारा आवंटित कर्तव्यों का पालन नहीं किया जाता है तो उसे दूरभाष पर या ई-मेल (dcjr.nvs@gov.in) के माध्यम से तुरन्त अधोहस्ताक्षरी के संज्ञान में लाया जा सकता है और इस तरह के प्रकरणों को विद्यालय दौरे के समय सहायक आयुक्त/संकुल प्रभारी के संज्ञान में भी लाया जा सकता है।

कृ०पृ०उ०/P.T.O.

पूर्व पृष्ठ से लगातार... Continued from pre page ...

In view of the above, it is directed that apart from the duties allotted by NVS-Hqrs. letters referred above, the Office superintendent shall inevitably be involved in all the matters relating to purchases for Vidyalaya right from the issuance of tender notice to till the release of payments to various suppliers and stakeholders as per the norms. If Office superintendent is not performing the allotted duties, the same may be brought to the notice of undersigned immediately over telephone or email at dcjr.nvs@gov.in and such kind of issue may also be brought to the notice of Assistant Commissioner/cluster Incharge during their visit to Vidyalaya.

इस पत्र के साथ संलग्न परिपत्रों को पावती के तहत कार्यालय अधीक्षकों को दिया जाना है और पावती को विद्यालय रिकार्ड में सुरक्षित रखा जाना है जो इस पत्र के जारी होने के बाद सहायक आयुक्त/संकुल प्रभारी की अगली विद्यालय यात्रा के दौरान उन्हें दिखाया जाना है।

The circulars annexed with this letter are to be served to the Office Superintendent under acknowledgment and the acknowledgement is to be preserved in the school records which is to be shown to the Assistant Commissioner/cluster Incharge during the next school visit after issue of this letter.

इसे गंभीरता से लिया जाए एवं अक्षरशः अनुपालन सुनिश्चित किया जाए।

It must be taken seriously and compliance ensured in letter and spirit.

भवदीय, / Yours sincerely,


(डॉ अजय कुमार / Dr. AJAY KUMAR)
उपायुक्त / Deputy Commissioner

प्रतिलिपि / Copy to :

1. राजभाषा हिन्दी प्रकोष्ठ (विद्यालय प्रशासन अनुभाग), नविस, क्षेत्रीय कार्यालय जयपुर को अभिलेखार्थ।
Rajbhasha Hindi Cell (School Admn. Wing), NVS, RO, Jaipur for record.
2. समस्त सहायक आयुक्त, नविस, क्षे.का., जयपुर को सूचनार्थ एवं आवश्यक कार्रवाई हेतु।
All Assistant Commissioner, NVS, RO, Jaipur - for information and necessary action.

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

Dated: May 6, 1991

To

The Deputy Directors
All Regional offices of the
Navodaya Vidyalaya Samiti

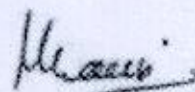
**Sub. : Duties and Responsibilities of the Various Non-Teaching Posts of the
Navodaya Vidyalayas – reg.**

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.



F. No.2-17/05-NVS(Estt.)

Dated : 15.06.2005

To,

The Deputy Commissioner,
All Regional Offices of the
Navodaya Vidyalaya Samiti.

**Subject : Duties & Responsibilities of Office Superintendent in Jawahar Navodaya
Vidyalaya – regarding**

Sir/Madam,

At present duties of House system and residential component in Vidyalayas are being looked after by the teachers in Navodaya Vidyalayas. It has been frequently represented to the Samiti that this is causing excessive burden on the performance of teachers in the area of academics. With a view to relieve teachers from making physical arrangements for students in the hostels, it has been decided to assign following additional duties to Office Superintendents to make them responsible for activities relating to maintenance of hostels and buildings, procurement and distribution of articles to students and to maintain appropriate records :-

- i) To maintain stock and account register in respect of all stores, furnitures and equipments in the Vidyalaya including hostels.
- ii) To make arrangement for proper issue of stores, uniform and other articles to students and to maintain proper records thereof.
- iii) To make arrangements for proper security and maintenance of the Vidyalaya buildings including dormitories, Mess and other assets.

The above duties are assigned to Office Superintendent in addition to duties and responsibilities notified vide Samiti letter No. 7-4/91-NVS(Estt.) dated 6.5.1991.(copy enclosed). Office Superintendent will perform their duties under supervision and direction of Principal. Office Superintendent will be assisted by the existing LDC/Storekeeper of the Vidyalaya in discharge of these duties.

You are advised to ensure that all teachers are relieved of the above duties at the earliest.

Yours faithfully,

(M.S. Khanna)

Deputy Commissioner (Admn.)

Copy for information to :

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



Construction Circular- 06/2024

Maintenance and Repair of Infrastructure in JNV Campus.

1. The timely maintenance and repair of buildings and infrastructure is crucial to ensure functionality of buildings and other civil/electrical services. Funds are being provided for essential/periodical/annual maintenance to JNVs every year. Funds are also being provided to Regional Offices for sanction of Spl M&R works costing up to Rs. 30 lakhs. NVS HQ also sanctions Spl M&R works costing more than Rs. 30 lakhs on requirement basis on receipt of need from ROs/JNVs.

2. As it can be seen from the above, sufficient provisions/arrangement of funds already exists for timely maintenance and repair of all the buildings and other infrastructure in the JNV campus. However, it is seen that standard of maintenance in the several JNVs is far below the befitting standard of JNVs. The same has been observed by several senior visiting officers and adversely been commented. The following are the some of the commonly observed reasons for low standard of maintenance:-

- (a) Lack of initiative, awareness and vision at JNV level leading to under utilization /improper utilisation of allotted maintenance funds.
- (b) Lack and systematic approach to identify and plan the repair and maintenance before commencement of financial year.
- (c) Adhoc/improper procurement procedure, poor record maintenance and non-adherence to laid down instructions.
- (d) Neglect of periodic/preventive maintenance.
- (e) Non-functional/ineffective M&R committee at JNV level.
- (f) Lack of communication and trust deficit among the school administration, students and staffs.
- (g) Improper prioritisation of maintain funds and complete neglect of staff quarters.

3. In view of the above, following instructions are issued for effective maintenance and repairs of infrastructure in JNVs:-

(a) **JNV M&R Committee:** M&R committee consisting of representation of all stake holders including representatives of student and staff shall be made functional in all JNVs. The following is the suggested composition of M&R committee:-

- (i) Principal-Chairman.
- (ii) Vice Principal/Senior Teacher.
- (iii) Representative of students (junior/senior separately for boys and girls).
- (iii) Representative of teachers and office staff.
- (iv) House master/mistress.
- (v) Representative of Parent Teacher Counsel (PTC).

(b) Annual Maintenance Plan (AMP): All the JNVs shall finalize a comprehensive Annual Maintenance Plan (AMP) for JNV campus through M&R committee before commencement of every financial year. AMP shall include all the maintenance and repairs required of the JNV campus including preventive maintenance and periodicals. All the annual maintenance funds shall be utilized as per the Annual Maintenance Plan (AMP). The progress of repair and maintenance works and utilization of M&R funds shall be reviewed through Monthly Progress Review meetings of M&R Committee.

(c) Prioritisation of Annual Maintenance and Repair works: The repair/maintenance works identified by M&R committee as included in AMP shall be segregated in to 3 parts, Priority-I, II and III which shall include Vital, Essential and Desirable maintenance/repairs respectively.

(d) Utilization of Annual M&R Fund:

(i) The annual maintenance funds shall be utilized as per the following suggested distribution:-

(aa) Procurement of stores (through GeM) for day to day maintenance and petty repairs -1/3rd of annual allotment.

(ab) Maintenance and repair of buildings as identified in Annual Maintenance Plan -1/3rd of annual allotment

(ac) Painting and periodical services -1/3rd of annual allotment.

(ii) As far as possible annual maintenance funds shall be spent proportionate to the plinth area of buildings. Amount proportionate to plinth area of staff qtrs. shall be utilized for repair and maintenance of staff qtrs.

(iii) M&R funds shall not be used for new works.

(iv) No maintenance funds shall be utilized without issuing administrative approval/ sanction order by the principal.

(v) All purchases shall be recommended and reasonability shall be certified by M&R committee.

(vi) All payments shall be made after verification of works done and certification by M&R committee.

(vii) As far as possible all maintenance works shall be got executed through CPWD/Govt. agencies/empanelled PSUs.

(viii) All the maintenance and repairs shall be executed as per the specifications approved by NVS and as per standard norms of construction.

(ix) Completion certificate issued by Construction Agency and final settlement claim indicating the completion cost shall mandatorily be obtained and kept on record. Any excess savings amount must be got deposited back to JNV/NVS from the Construction Agency before signing necessary handing and taking over documents.

(e) JNV Maintenance Cell: Each JNV shall have functional Maintenance Cell and must ensure the following:-

(i) Vice Principal shall be overall incharge of Maintenance Cell and he will be assisted by Office Superintendent (OS) and Electrician Cum Plumber (ECP).

(ii) Maintenance cell shall be located at the main gate/guard room for easy access of students, staff and their family members even after school hours.

(iii) M&R complaint register shall be maintained in Maintenance Cell such that it is easily accessible to all student representatives, staff members and their families. Office Superintendent shall be responsible for maintenance of complaint register.

(iv) Facility of lodging complaints on phone shall also be made available.

(v) A unique docket number shall be assigned to all complaints and shall be closed only on satisfactory resolution of the complaint and on obtaining the signature of the complainant.

(vi) All complaints related to essential services such as electric supply, water supply and sewage disposal shall be accorded priority and shall be attended with in shortest possible time on receipt of complaint. All the essential stores required for attending urgent/essential complaints shall be available in the maintenance store at all times.

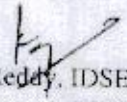
(vii) The ECP shall attend all complaints and report status to OS by 5 PM every day. The status/summary of complaints shall be compiled by Office Superintendent and put up to Vice Principal on every working day at 11 AM along with the details of pending complaints and reasons for pendency and likely date/time of completion. Vice Principal shall put up complaint register along with status of various complaints for perusal of Principal.

(viii) Office Superintendent and M&R committee members shall randomly cross check physically the repairs/completed complaints on ground.

4. While the above are some of the aspects/steps to be ensured school administration at JNV level shall take all necessary steps to ensure that all necessary maintenance is taken up timely and maintenance funds are put to best use through systematic planning and hearing to the laid down procedures.

5. DC, ROs to ensure that all JNVs adhere to above guidelines and same shall be checked/verified by the inspecting officer during panel inspections/other inspections. Any violations shall be brought to the notice of RO/NVS HQ.

6. Issued for strict compliance with immediate effect.


(K.V. Reddy, IDSE)
GM (Const.), NVS

Copy to:

1. PA to Commissioner, NVS- for information please.
2. The Deputy Commissioner, Regional Office, Navodaya Vidyalaya Samiti.
3. All Construction Agencies.
4. All EE's/AE's/JE's, NVS, HQ.
5. AC (IT) uploading on NVS website.