

COMPENDIUM OF CIRCULARS

1987-2004

Volume-II

- **Administration**
- **Establishment**
- **Finance**
- **Construction**



NAVODAYA VIDYALAYA SAMITI

I.G.I. Stadim, I.P. Estate, New Delhi-11002

THE CONSTITUTION OF INDIA

PREAMBLE

WE, THE PEOPLE OF INDIA, having solemnly resolved to constitute India into a ***Sovereign Socialist Secular Democratic Republic***¹ and to secure to all its citizens:

JUSTICE, Social, Economic and Political;

LIBERTY of Thought, Expression, Belief, Faith and Worship;

EQUALITY of Status and of Opportunity; and to promote among them all

FRATERNITY assuring the dignity of the individual and the ***Unity and Integrity of the Nation***,²

IN OUR CONSTITUENT ASSEMBLY this twenty-sixth day of November, 1949, do ***hereby Adopt, Enact and Give to ourselves this Constitution.***

1. Subs. by the Constitution (Forty-second Amendment) Act, 1976, Sec. 2, "*Sovereign Democratic Republic*" w.e.f. 3-1-1977.

2. Subs. by the Constitution (Forty-second Amendment) Act, 1976 Sec. 2, for "*Unity of the Nation*" w.e.f. 3-1-1977.

Part IV A

FUNDAMENTAL DUTIES

ARTICLE -51A

Fundamental Duties - It shall be the duty of every Citizen of India :

- A. To abide by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem;
- B. To cherish and follow the noble ideals which inspired our national struggle for freedom;
- C. To uphold and protect the Sovereignty, Unity and Integrity of India;
- D. To defend the country and render national service when called upon to do so;
- E. To promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities; to renounce practices derogatory to the dignity of women;
- F. To value and preserve the rich heritage of our composite culture;
- G. To protect and improve the natural environment including forests, lakes, rivers, wild life and to have compassion for living creatures;
- H. To develop the scientific temper, humanism and the spirit of inquiry and reform;
- I. To safeguard public property and to abjure violence,
- J. To strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavour and achievement.

CERTIFICATE OF REGISTRATION

SOCIETIES ACT XXI OF 1860

No. S/10428

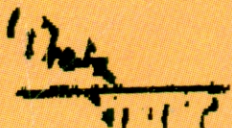
Of 1989

I hereby certify that Navodaya Vidyalaya Samiti has been registered under the **SOCIETIES REGISTRATION ACT XXI OF 1860.**

GIVEN UNDER BY HAND AT DELHI on this **28th** day of **Feb., 86.**

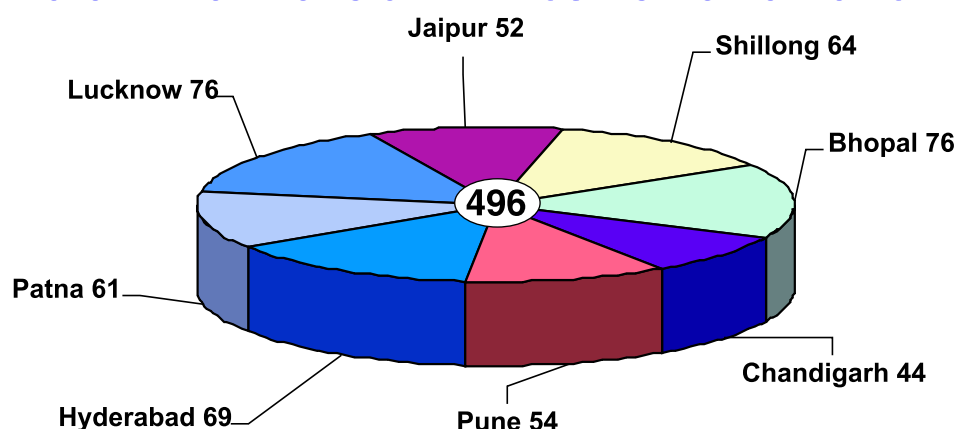
REGISTRATION FEE OF RS. 50/- PAID.




**REGISTRAR OF SOCIETIES
DELHI ADMN., DELHI**

**REGISTRAR OF SOCIETIES
DELHI**

NAVODAYA VIDYALAYA SAMITI REGIONAL OFFICES & THEIR JURISDICTION OF JNVs



(As on date)

Name of Regions	Name of State/UT	No. of JNVs	Total
 Bhopal	Madhya Pradesh Chhattisgarh Orissa	43 10 23	76
 Chandigarh	Punjab Himachal Pradesh J. & K. Chandigarh	17 12 14 01	44
 Hyderabad	Andhra Pradesh Karnataka Kerala Pondicherry Andaman & Nicobar Islands Lakshadweep	22 27 13 04 02 01	69
 Jaipur	Rajasthan Haryana Delhi	32 17+1 02	52
 Lucknow	Uttar Pradesh Uttaranchal	65+1 10	76
 Patna	Bihar West Bengal Jharkhand	36 04 21	61
 Pune	Maharashtra Gujarat Goa Daman & Diu D. & N. Haveli	31 18 02 02 01	54
 Shillong	Meghalaya Arunachal Pradesh Sikkim Assam Nagaland Manipur Mizoram Tripura	06 10 03 20 06 09 06 04	64
	TOTAL	496	496

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- **ADMINISTRATION**
- **ESTABLISHMENT**
- **FINANCE**
- **CONSTRUCTION**



NAVODAYA VIDYALAYA SAMITI

I.G.I. Stadium, I.P. Estate, New Delhi 110002



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FOREWORD

It is indeed a matter of pleasure for me to put forth a wonderful publication like this which consists of vast information in the form of circulars issued by the Samiti from time to time containing references which the Samiti has been using as a precedent for the purpose of framing the future policies for our Regional Offices and for JNVs as well. The very aim of this publication is to bind together all the important and meaningful references in one chord and to prepare a platform for effective implementation of our future planning.

Since our's is a growing organisation, the need for this kind of Compendium was ever being realised for our day to day working which is also a proof of our glorious past and the efforts initiated by our officers associated with this esteemed organisation who came forward with their vast experience and luminous brilliance and engineered such a mechanism in the form of various rules and provisions keeping in mind the well being of this organisation thereby creating an environment of fraternity and brotherhood in the Navodaya family through which we have been successful in meeting every challenge, any organisation can face while it is growing.

I am thankful to all our officers who had been associated with this organisation since its inception and who framed various useful guidelines on different issues which inspired and compelled us to bring out this valuable publication which will always be useful for the future. I am also thankful to our present officers and staff at Hqrs., Regional Offices and JNVs who took initiative and put in their hard work in compilation of all these important circulars through which, I hope, the Navodaya Vidyalaya Samiti will certainly touch the new heights of its growth in the years to come.

It is really a matter of pride for me to introduce this long awaited publication and I hope, the whole Navodaya family will surely be benefited from the contents of this Compendium.

(Dilip Kumar Kotia)
Commissioner



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ADMINISTRATION



Scheme of NVS & Memorandum of Association



NAVODAYA VIDYALAYA SCHEME

1. National integration should inform the activity of the Government and the people alike. One way of bringing this about is to orient the education of boys and girls towards integration at any early age. One important vehicle of integration is the core curriculum adumbrated in the New Education Policy. The core curriculum would naturally and inevitably contain inputs from all regions of the country and contribution from the states in ample measure. In higher and technical education, mobility of students across the country is another crucial factor. Another important measure is the opportunity afforded to students, at an impressionable age, to live and learn alongwith their peers from States other than their own and to get acquainted with, and motivated by, experiences of national integration in action.
2. It has been well accepted that children with special talent or aptitude should be provided opportunities to proceed at a faster pace than others. Such children are in fact found in all section of people, and in all areas including the most backward. However, so far, good quality education has been available only to well-to-do sections of society, the poor have been left out.
3. Keeping in view these considerations, the Education Commission (1964-66) had recommended selection of a certain percentage of schools as pace-setter institutions. It has, however, been noticed from past experience that due to the following reasons it is not practicable to select schools, institutions within the existing system for a pace-setter improvement programme :
 - In view of competing local claims, selection of a few suitable institutions out of many becomes difficult;
 - Transferability of Principals and teachers makes it difficult to maintain continuity and concentrate attention on selected schools; and
 - There are so many claims on the available financial resources that the State Governments are not able to earmark funds to pay special attention to quality.
4. It has, therefore, been decided to set up residential schools, to be called Navodaya Vidyalayas, on an average one in each district, during the Seventh Five Year Plan. The broad aims for establishment of Navodaya Vidyalayas are to serve the objective of excellence coupled with equity, to promote national integration, provide opportunities to the talented children to develop their full potential, and to facilitate the process of school improvement. Within this broad framework, the specific objectives of this Scheme are as follows :
 - (i) to provide good quality modern education-including a strong component of culture, inculcation of values, awareness of the environment, adventure activities and physical education-to the talented children predominantly from the rural areas, without regard to their family's socio-economic condition ;
 - (ii) to ensure that all students of Navodaya Vidyalayas attain a reasonable level of competence in three languages as envisaged in the Three Languages



Formula ; and

- (iii) to serve, in each district, as focal points for improvements in quality of school education in general through sharing of experiences and facilities.
5. Admission to Navodaya Vidyalayas will be at the level of Class-VI. In view of the fact that most of the students so admitted would have been taught earlier through the medium of the mother-tongue/regional language, instruction will be provided through the same medium upto VII or VIII Class, during which time intensive teaching of Hindi/English, both as language subjects and co-media, will be undertaken. Through skilful use of the media and of modern techniques of teaching languages, switch-over to Hindi/English after VII or VIII class would present no difficulty. Thereafter, the common medium would be Hindi/English in all Navodaya Vidyalayas.
6. At this stage, there will be a migration of 20%¹ students from each Navodaya Vidyalaya to another Navodaya Vidyalaya in a different linguistic region. The migration will be, approximately speaking, between Hindi-speaking and non-Hindi speaking Districts. In the Hindi-speaking Districts, the third language is taught in a Navodaya Vidyalaya would be the language of the 20% students migrating to that Vidyalaya from non-Hindi region. This language will be compulsory. In the non-Hindi regions, Navodaya Vidyalayas will follow the normal Three Language Formula, viz., regional language, Hindi and English with Hindi/English as medium from Class-VIII or IX.
7. Teachers of the requisite calibre will be appointed to teach the third language referred to in para 5, in the respective Navodaya Vidyalayas. Efficient and time bound courses in the language would be introduced to acquaint the students, particularly those from outside the language group in the concerned Vidyalaya, with the genius and literary heritage and special characteristics of the language and its area and those who speak it. A whole vista of comparative study and deeper mutual comprehension and appreciation among the different language groups will open up, strengthening national integration. It will also give an impetus to the preparation of massive inter-lingual reference material as well as literary exchange to pull down language barriers and the prejudices built into them.
8. The basis of admission to Navodaya Vidyalayas will be a test conducted in the concerned District, in which all children who have studied in, and passed Class-V from, any of the recognised schools of any Tehsil/Block in that District would be eligible to appear. The test is being designed by N.C.E.R.T.² and they will be associated in its conduct and evaluation. The medium of the test will be the mother-tongue or regional language. Tests would be largely of non-verbal nature, class-neutral and so designed as to ensure that talented children from rural schools are able to compete without suffering a disadvantage.
9. Navodaya Vidyalayas will be co-educational and primarily for children from rural areas. Hence admission of children from urban areas will be restricted to maximum of one-fourth. Efforts will be made to ensure that at least one-third of the students in each

1. Migration increased to 30% students w.e.f. 1991.

2. The admission test is being conducted by CBSE w.e.f. 1998.



Navodaya Vidyalaya are girls.

10. Reservation of seats in favour of children belonging to Scheduled Castes and Scheduled Tribes will be provided in proportion to their population in the concerned District provided that in no District such reservation will be less than the national average. If sufficient number of Children of one of these two categories do not qualify, it would be possible to interchange seats between the two categories. Necessary improvisation will be made in the testing techniques to ensure that SC/ST children secure admission in Navodaya Vidyalayas in accordance with the reservations laid down for them.
11. Education in Navodaya Vidyalayas, including boarding and lodging, as well as the expenses on uniform, text books, stationery, rail/bus fare from and to the homes etc., would be free for all students.
12. The Navodaya Vidyalayas will be affiliated to the Central Board of Secondary Education. There will, ordinarily, be two sections in each class, with a maximum of 40 students in each section. The schools will be for Classes-VI to XII. These will be residential, with hostel facilities provided for all children. They will have adequate laboratories and modern aids to education like radio, TV and Microcomputers which will be provided in sufficient numbers so that all the classes can have the benefit of their use. The schools will have all the four streams, *i.e.* Humanities, Science, Commerce and Vocational. Physical education, Games, Sports, Yoga, Cultural activities and Fine arts, Project work, Hiking, Visit to places of educational, cultural and historical interest and work experience will be assiduously promoted and adequate arrangements were made for them. The students will share responsibility for cleanliness, for plantation of trees, and campus improvement. Specific programmes will be undertaken to imbibe dignity of labour and awareness of the environment. Life in the hostels will be organised as an integral component of the educational process. Full scope will be provided for innovation and experimentation in the Navodaya Vidyalayas. The entire educational activity will be organised, *inter alia*, with a view to removing the psychosocial impediments to the development of personality and educational attainment because of complexes and prejudices transmitted through the social environment and the accident of birth.
13. There will be inter-active teaching in preference to lecture-teaching. Students will be encouraged to identify and take up project activities in areas that interest them. Since such curricular and co-curricular activities will be a crucial input in the development of the potential of the students and for inculcation of values, a teacher would be exclusively provided in each school for such activities. These schools have many sided ambition aims and, therefore, the International Centre for Science and Technology Education, N.C.E.R.T. will be associated for advice regarding curriculum and testing, extra-curricular activities and for training of teachers.
14. It is proposed to provide sufficient buildings for teaching, laboratories, co-curricular activities, boarding houses and staff quarters. Hostel accommodation will be in the form of dormitories with attached living quarters for the warden and his/her family to promote a congenial, family-like atmosphere for students. Separate dormitories and



staff quarters would be provided for girl students. Sufficient facilities for games and gymnastics would also be provided. The location and infrastructure would be provided for girl students. Sufficient facilities for games and gymnastics would also be provided. The location and infrastructure would be selected, based on the offer of the State Governments in the first instance. Existing school building, project buildings not in use, and other similar premises with adequate vacant land will be considered. The location of these schools, as far as possible, would be in rural areas. Efforts will also be made to attract contribution from philanthropists and local people. It is proposed to undertake construction of new buildings only as last resort and only functional structures, using local material as far as possible, would be constructed to minimise cost and to ensure that the students are not alienated from environment from which they come.

15. Recruitment of teachers would be made on all-India basis, and teachers would be transferable among Navodaya Vidyalayas. In-service training courses for these teachers would be organised in institutions like Regional Colleges of Education managed by N.C.E.R.T. It is also proposed to take the services of experienced and meritorious teachers on deputation from K.V.S., State Government and non-Government institutions. To attract and retain talented and highly motivated teachers, special non-monetary incentives will be provided to them, besides financial incentives. At the same time, the accountability of teachers for results (not only examination results, but results in all respects) will be enforced according to a well-thought-out pattern.
16. An autonomous organisation has been set up as a Society under the Societies Registration Act, in the Ministry of Human Resource Development (Department of Education) to establish and run these schools. The Society will also establish appropriate arrangement not only for monitoring and evaluation but also, more importantly, for pilot experimentation and progressive improvement of the Navodaya Vidyalaya System. Minister of Human Resource Development is the Chairman of the Society. Since schools can develop well by developing their own traditions and expertise in the context of the local situation, it is proposed to give day-to-day administrative and academic management powers to individuals schools, to the extent necessary.
17. Once the Navodaya Vidyalayas begin to function at a reasonable level of efficiency, these would be required to establish report with the schools in their vicinity. This could take the shape, *inter alia*, of providing guidance to primary schools for improvement of standards, sharing of facilities such as audio-visual equipment, micro-computer, etc. The role of Navodaya Vidyalayas as pace-setter institutions *vis-a-vis* other schools would be realised through their participation in the training of staff, in jointly organised activities, in the extension of new methods of teaching and in dissemination of information and in evaluation. Funds would be provided for this specific purpose.



ADMISSION TEST FOR NAVODAYA VIDYALAYAS

General Information

To provide good quality modern education-including strong component of culture, inculcation of values, awareness of the environment, adventure activities and physical education—to the talented children, predominantly from the rural areas, without regard to their family's socio-economic condition, the Government of India have evolved a scheme under which residential, co-educational Navodaya Vidyalayas are being established on an average one in each District.

Admission to Navodaya Vidyalayas will be at the level of Class-VI. In view of the fact that most of the students so admitted would have been taught earlier through the medium of the mother-tongue/regional language, instruction will be provided through the same medium upto VII of VIII class, during which time intensive teaching of Hindi/English, both as language subjects and co-media, will be undertaken. Thereafter the common medium would be Hindi/English in all Navodaya Vidyalayas.

A maximum of eighty students will be admitted to Class-VI in each Navodaya Vidyalaya from the concerned District only.

Eligibility

- Admission to the Navodaya Vidyalayas in Class-VI will be on the basis of an admission test.
- A candidate appearing for the prescribed admission test must have passed Class-V from a recognised school in the session just preceding the current one.
- As on May 1 of the year of seeking admission, a candidate's age must not be below 9 years and over 13 years. This will apply to all categories of students, including those belonging to Schedule Castes and Scheduled Tribes.
- At least 75% of the seats in a district will be filled by candidates selected from rural areas and remaining from the urban areas of the district.
- Rural and urban areas are to be determined on the basis of the location of the Schools in a rural or urban area. Urban areas are those which are so defined in 1981¹ Census or in a subsequent Government notification. All other areas will be considered as rural.
- A candidate will be considered to belong to a rural area if he/she has received education in Classes-III, IV and V in recognised school situated in a rural area.
- Seats are reserved for SC/ST candidates only.

How to Apply

Application for admission must be made to the Block Education Officer, through the head of recognised school from where the child passed Class-V, by the prescribed date and in the prescribed application form, obtainable free of charge from the District/Block Education Officer or the Headmaster of the recognised school (having Class-V) in the district or the Principal of the Navodaya Vidyalaya, if already functioning in the district.

1. Now on the basis of 1991 Census.



About the Test

A candidate will appear for the admission test at the examination centre allotted to him/her.

The medium of the test shall be the medium through which the candidate studied the passed Class-V. The admission test will have three papers : one each in Language (20 marks), Arithmetic (20 marks) and Mental Ability (60 marks). In all the three papers all questions will be of objective type.

Paper I : Mental Ability test of 60 minute duration.

Paper II : Language Test of 30 minute duration.

Paper III : Arithmetic Test of the 30 minute duration.

Admission

Qualifying in the admission test will not vest any right on the candidate to secure admission to the Vidyalaya. At the time of seeking actual admission, each selected candidate will be required to produce necessary certificates as prescribed by the Samiti.



NAVODAYA VIDYALAYA SAMITI
(Registered as a Society under the Societies Registration Act, XXI of 1860)

MEMORANDUM OF ASSOCIATION

1. The name of the Society is the “Navodaya Vidyalaya Samiti” (hereinafter referred to as the Society).
2. The registered office of the Society will be situated in Delhi or at such other place or places as the Society shall determine. At present it is at the following address.
Room No. 107, ‘C’ Wing, Shastri Bhawan, New Delhi.
3. The objects for which the Society is established are :
 - (a) To establish, endow, maintain, control, and manage schools (hereinafter called the ‘Navodaya Vidyalaya’) and to do all acts and things necessary for or conducive to the promotion of such schools which will have the following objectives :
 - (i) To provide good quality modern education--including a strong component of inculcation of values, awareness of the environment, adventure activities and physical education--to the talented children predominantly from the rural areas without regard to their family’s socio-economic condition.
 - (ii) To provide facilities, at a suitable stage, for instruction through a common medium, viz., Hindi and English, all over the country.
 - (iii) Offer a common core-curriculum for ensuring comparability in standards and to facilitate and understanding of the common and composite heritage of our people.
 - (iv) To progressively bring students from one part of the country to another in each school to promote national integration and enrich the social content.
 - (v) To serve as a focal point for improvement in quality of school education through training of teachers in live situations and sharing of experience and facilities.
 - (b) To establish, develop, maintain and manage Hostels for the residence of students of Navodaya Vidyalayas.
 - (c) To aid, establish and conduct other institutions as may be required for the furtherance of the Society’s objects in any part of India.
 - (d) To do all such things as may be considered necessary, incidental, or conducive to the attainment of all or any of the objects of the Society.



4. The Government of India in the Ministry of Human Resource Development may, from time to time, appoint one or more persons to review the work and progress of the Society and to hold enquires in to the affairs thereof.
5. The Government of India may *suo moto* or on the report of review referred to in the preceding paragraph issue such directions to the Society as it may consider necessary for the furtherance of the objectives of the Society and for ensuring its proper and effective functioning and the Society shall be bound to comply with such directions.
6. The income and property of the Society, howsoever derived, shall be applied towards the promotion of the objects thereof as set forth in this Memorandum of Association, subject to such conditions or limitations as the Government of India in the Ministry of Human Resource Development may, from time to time, impose. No part of the income and property of the Society shall be paid or transferred, directly or indirectly, by way of dividends bonds or otherwise, howsoever, by way of profit, to the persons who are or at any time have been members of the Society or to any of them or to any persons claiming through them or any of them provided that nothing herein contained shall prevent the payment in good faith, or remuneration to members thereof or other person in return for any services rendered to the Society or of travelling allowance, halting or other similar charges. No member of the Society shall have personal claim on any moveable or immoveable properties of the Society or make any profits whatsoever by virtue of his membership.
7. The names and addresses and occupations of the first members of the Navodaya Vidyalaya Samiti to whom by the Rules of the Society the management of its affairs is entrusted, are as follows as required under Section 2 of the Societies Registration Act XXI of 1860 (as applicable to the Union Territory of Delhi.).



Sl.No.	Name	Designation	Address	Occupation
1.	Shri P.V. Narasimha Rao	Chairman	Minsiter of Human Resource Dev., Govt. of India Shastri Bhawan New Delhi	Public Service
2.	Shri Y.N. Chaturvedi	Representative of the Ministry of Human Resource Development, Govt. of India and Secretary of the Society	Joint Secretary, Ministry of Human Resource of Dev., Govt. of India, Shastri Bhawan New Delhi	Govt. Service
3.	Shri. L.S. Narayan	Financial Member	Financial Adviser, Ministry of Human Resource Dev. Govt. of India, New Delhi	Govt. Service
4.	Dr. P.L. Malhotra	Member	Director, National Council of Educational Research and Training 17-B, Aurobindo Marg, New Delhi	Public Service
5.	Prof. Satya Bhushan	Member	Director, National Instt. of Educational Planning and Admininstration, 17-B, Aurobindo Marg New Delhi.	Public Service
6.	Fr. T.V. Kunnunkal	Member	Chairman, Central Board of Secondary Education, 17, I.P. Estate, New Delhi.	Public Service
7.	Dr. R.C. Sharma	Member	Acting Commissioner, Kendriya Vidyalaya Sangathan, JNU Campus, New Mehrauli Road, New Delhi	Public Service



We the several persons whose names and addresses and occupations are given below, having associated ourselves for the objects mentioned in this Memorandum of Association, do hereby subscribe our names to this Memorandum of Association and set our hands hereto to form ourselves into a Society under Act XXI of 1860 this..... day of 1986 at Delhi.

<i>Sl.</i>	<i>Names, Addresses No. and Occupations of Members</i>	<i>Signature of Members</i>	<i>Names, Addresses and occupations of Witnesses</i>	<i>Signature of Witnesses</i>
1.	Shri. P.V. Narasimha Rao Hon.Minister of Human Resource Development	Sd/-		
2.	Shri. Y.N. Chaturvedi Joint Secretary Ministry of Human Resource Development	Sd/-		
3.	Shri. L.S. Narayanan Financial Adviser Ministry of Human Resource Development	Sd/-		
4.	Dr. P.L. Malhotra Director National Council of Educational Research and Training.	Sd/-		
5.	Shri Satya Bhushan Director NIEPA	Sd/-		
6.	Fr. T.V. Kunnunkal Chairman C.B.S.E.	Sd/-		
7.	Dr. R.C. Sharma Acting Commissioner K.V.S.	Sd/-		



RULES OF NAVODAYA VIDYALAYA SAMITI

DEFINITION

1. In these rules, unless the context otherwise requires :
 - (i) The 'Society' means the Navodaya Vidyalaya Samiti.
 - (ii) 'Schools' means the Navodaya Vidyalaya set up by the Navodaya Vidyalaya Samiti.
 - (iii) The 'Committee' means the Executive Committee constituted under Rule 22 of these Rules.
 - (iv) The 'Chairman' means Chairman of the Navodaya Vidyalaya Samiti or the Committee as the case may be.
 - (v) The 'Director' means the Director of the Society appointed by the Government of India under Rule 14.
 - (vi) Unless where the context otherwise indicates :
 - (a) Words importing the singular number shall include the plural number and vice-versa.
 - (b) Words importing the masculine gender shall include the feminine gender.

MEMBERS OF THE SOCIETY

2. The Society shall consist of the following members :
 - (i) Minister in the Ministry of Human Resource Development...Chairman.
 - (ii) Vice-Chairman of the Society to be nominated by the Government of India.
 - (iii) Representative of the Ministry of Human Resource Development.
 - (iv) Representative of the Ministry of Finance (ex-officio)...Financial Member.
 - (v) Chairman, Central Board of Secondary Education (Ex-officio).
 - (vi) Director, National Institute of Educational Planning and Administration (ex-officio).
 - (vii) Director, National Council of Educational Research and Training (ex-officio).
 - (viii) Commissioner, Kendriya Vidyalaya Sangathan (ex-officio).
 - (ix-x) Two Education Secretaries of State/UT Governments to be nominated by the Ministry of Human Resource Development.
 - (xi-xii) Two Directors of Public Instruction or Directors of Education of State/UT Governments to be nominated by the Ministry of Human Resource Development.
 - (xiii-xvi) Four Educationists/Scientists to be nominated by the Ministry of Human Resource Development.
 - (xvii-xviii) Two representative from the Industry to be nominated by the Ministry of Human Resource Development.
 - (xix-xx) Two Principals of Navodaya Vidyalaya to be nominated by the Ministry of Human Resource Development.



- (xxi-xxiii) Two Members of Parliament from Lok Sabha (out of which one member shall be a Lady Member) and one Member of Parliament from Rajya Sabha, to be nominated by the Government.
- (xxiv) Director of the Society (ex-officio)
- (xxv) Joint Director (Admn.) and ex-officio Secretary of the Society.

FUNCTION OF THE SOCIETY

- 3.(a) To establish, develop, maintain and manage Navodaya Vidyalayas and hostels for the residence of students of these Vidyalayas.
- (b) To aid, establish and conduct other Institutions as may be required for the furtherance of the Society's objects in any part of India.
- (c) To lay down policies regarding curricula, media of instruction, admission of students and other programmes of Navodaya Vidyalayas.
- (d) To commission periodic external evaluation of Navodaya Vidyalayas by competent organisation with a view to determine how far the objectives are being realised and to issue suitable directions.
- (e) To lay down the policies, rules and regulations for the functioning and management of the Society.
- (f) To maintain one or more fund to which shall be credited.
 - (i) Money provided by the Central Government.
 - (ii) Fees and other charges received by the Society.
 - (iii) Money received by the Society by way of grants, gifts, donation, benefactions, requests of transfers; and
 - (iv) Money received by the Society in any other manner or from any other source not inconsistent with the object of the Society or public policy.
- (g) To deposit all moneys credited to the Fund in such banks or to invest in such banks or to invest in such manner as the Society may decide.
- (h) To acquire, hold and dispose of property in any manner whatsoever for the purpose of the Society provided that the prior approval of the Central Government, is obtained in the case of acquisition or disposal of immovable property.
- (i) To deal with any property belonging to the Society in such manner as may be deemed fit for advancing any of the objects aforesaid.
- (j) To borrow or raise moneys with or without securities or on the security of a monthly charge, hypothecation of pledge, over all or any of the immovable or moveable properties belonging to the Society or in any other manner whatsoever.
- (k) To draw, make, accept, endorse and discount cheques, notes or other negotiable instruments, and for this purpose, to sign, execute and deliver such assurances and deeds as may be necessary for the purposes of the objectives of the Society.
- (l) To do all such things as may be considered necessary, incidental, or conducive to the attainment of all or any of the objects of the Society.



ROLL OF MEMBERS

4. The Society shall keep a roll of members giving their addresses and occupations and every member shall sign the same. If a member of the Society changes his address, he shall notify his new address in the roll of members. If the member fails to notify his new address, his address in the roll of members shall be deemed to be his address.

DURATION OF MEMBERSHIP

5. Where a person becomes a member of the Society by reason of the office of appointment he holds, his membership of the Society shall *ipso facto* terminate when he ceases to hold that office or appointment. This rule applies to all members mentioned in Rule 3 above, except those under items (ix) to (xx), who shall be members of the Society for a period of three years from the date of nominated by the Government of India in the Ministry of Human Resource Development provided that a member may be nominated for a further period of three years by the Government of India in the Ministry of Human Resource Development.

TERMINATION AND RESIGNATION

6. The authority which nominates or appoints a person to be a member of the Society shall have the power to terminate that membership at any time and to nominate or appoint another person in his place.
7. A member of the Society or the Committee shall cease to be such a member if :
 - (a) He becomes of unsound mind, becomes insolvent or is convicted of a criminal offence involving moral turpitude; or
 - (b) he does not attend three consecutive meetings of the Society or the Executive Committee without obtaining leave of absence from the Chairman of the Society. However, this provisions will not be applicable to the ex-officio or Government nominees.
8. A resignation from the membership of the Society shall be tendered in writing to the Secretary and shall not take effect until it has been accepted on behalf of the Society by the Chairman.
9. Any vacancy in the membership of the Society caused by any of the reasons mentioned in Rules 6,7 and 8 above or by death shall be filled up by nomination or appointment as the case may be.
10. The Society or the Committee shall function notwithstanding that any person, who is entitled to be a member by reason of his office; is not a member of the Society or the Committee for the time being and notwithstanding any other vacancy whether by non-appointment or otherwise, and no act or proceeding of the Society or the Committee shall be invalidated merely by the reason of the happening of any of the above mentioned events or of any defect in the appointment or nomination of member of the Society or the Committee.

OFFICERS OF THE SOCIETY

11. The officers of the Society shall be the Director¹, the Joint Directors the Deputy Directors, the Assistant Directors and such other persons as may be designated as such by the Committee. The Joint Director Incharge of the administration shall be the ex-officio Secretary of the Society.
12. The Director¹, Joint Directors and such other Officers of the Society as specified by the Govt. of India from time to time shall be appointed by the Govt. of India for such period and on such terms and conditions as the Government of India may think fit and proper.

1. Now Commissioner

**PROCEEDINGS OF THE SOCIETY**

13. Meetings of the Society :
- (i) The Annual General Meeting of the Society shall be held at such time, date and place as may be determined by the Chairman to consider the Annual Report (including Annual Accounts) of the Society and such other matters as may be on the agenda.
 - (ii) The Chairman may convene a special meeting of the Society whenever he thinks fit.
14. All meetings of the Society shall be called by a written notice under the signature of Secretary of the Society.
15. Every notice calling a meeting of the Society shall state the date, time and place at which such meeting will be held and shall, except in the case of a special meeting, be served upon every member of the Society not less than twenty-one clear days before the day appointed for the meeting.
16.
 - (i) If the Chairman is not present at the meeting of the Society, the Vice-Chairman shall be the Chairman of the meeting.
 - (ii) If the Chairman and the Vice-Chairman are both not present, any member of the Society appointed for the purpose by the Chairman in writing, shall be the Chairman of the meeting.
 - (iii) If both the Chairman and the Vice-Chairman are not present, and if there is no authorisation by the Chairman in favour of any member of the Society as provided under (ii) above, a member chosen by the member present at the meeting shall be the Chairman of the meeting.
17. Seven members of the Society present in person shall form a *Quorum* at every meeting of the Society with its present membership.
18.
 - (i) All disputed questions at the meetings of the Society shall be determined by Vote.
 - (ii) In case of an equality of votes, the Chairman shall have a casting Vote.
19. The Secretary shall keep a record of the proceedings of the meetings of the Society and a copy thereof shall be sent to the Government of India in the Ministry of Human Resource Development.

EXECUTIVE COMMITTEE

20. The following members shall form the Executive Committee :
- 1. Minister of Human Resource Development...Chairman.
 - 2. Vice-Chairman of the Society.
 - 3. Director of the Society.
 - 4. Representative of the Ministry of Human Resource Development.
 - 5. Representative of the Ministry of Finance in the Society.
 - 6. Director, National Council of Educational Research and Training.
 - 7. Director, National Institute of Educational Planning and Administration.
 - 8. Chairman, Central Board of Secondary Education.



9. Commissioner, Kendriya Vidyalaya Sangathan.
- 10-11 Two Educationists who are member of the Society.
12. Joint Director (Academic)
13. Joint Director (Admn.) and ex-officio Secretary of the Society.
21. Any person who ceases to be a member of the Society shall *ipso-facto* cease to be a member of the Committee.

FUNCTIONS AND POWERS OF THE EXECUTIVE COMMITTEE

22. The Committee shall generally carry out the objects of the Society as set forth in the Memorandum of Association.
23. The Committee shall be responsible for the management of all affairs and funds of the Society and shall have authority to exercise all the powers of the Society.

REGULATIONS

- 24.(i) The Executive Committee shall have the powers to frame regulations, not inconsistent with these rules, for the administration and management of the affairs of the Society.
- (ii) Without prejudice to the generality of the foregoing provisions such regulations may provide for the following matters :
 - (a) To prepare and sanction budget estimates and sanction expenditure for various activities of the Society.
 - (b) To execute contracts, investment of funds of the Society and sale or alteration of such investment.
 - (c) To get accounts of the Society audited.
 - (d) To create posts and lay down procedure for selection and appointment of the officers and staff of the Society, the schools and the other institutions managed by the Society, subject to the conditions as may be prescribed by the Government of India from time to time, provided that prior consent of the Government of India would be necessary, if the maximum of scale of pay of the post exceeds Rs.1600 per month.
 - (e) To prescribe the terms and tenure of appointment, emoluments, allowance, rules of discipline and other conditions of service of the officers and staff of the Society provided that prior approval of the Government of India would be obtained in cases wherever the maximum of the scale of pay exceeds Rs.1600 per month or where the pay scales adopted are not identical to those adopted for corresponding posts as per the Central Government orders issued from time to time.
 - (f) To lay down terms and conditions governing scholarships, freeships, financial and other concessions, grant-in-aid, deputation, research schemes and projects in relation to students and staff of the schools and other institutions.
 - (g) To constitute Boards, Committees or other bodies as may be deemed fit and to prescribe their functions, tenure, etc., and also dissolve the Boards, Committee or other bodies set up by it.
 - (h) To acquire, hold, deal and dispose off property in any manner what-so-ever for the purpose of the Society.



- (i) To determine procedure for payment of pension, gratuities or provident fund of employees of the Society or to their wives, children or other dependents.
 - (j) To lay down procedures regarding admission of students.
 - (k) To take all such steps as may be necessary for the furtherance of the objectives of the Society and the proper administration of its affairs.
25. It shall be the duty of the Director¹ to see that all decisions taken by the Committee are implemented.
26. The Director¹ shall exercise such other powers as may be delegated to him by the Society or the Committee.
- 27.(i) The Joint Director (Admn.) of the Society shall be the Secretary of the Committee.
- (ii) The Joint Director (Admn.) :
- (a) Shall be Incharge of the registered office of the Society.
 - (b) Shall exercise all administrative and financial powers as may be delegated to him by the Director¹ with the approval of the Executive Committee.
 - (c) Shall prepare the budget for approval of the Executive Committee.
 - (d) Shall attend all the meetings of the Society and the Committee and record proceedings thereof in Minute Books.
 - (e) Shall execute the decisions and resolutions passed by the Society and the Committee.
 - (f) Shall execute and sign of behalf of the Society or the Committee all contracts, deeds and other instruments, except instruments relating to assurance of property, unless duly empowered in this regard by a power of attorney executed by the Committee.
28. The Committee shall provide a seal and also provide its safe custody and the seal shall never be used except by the authority of the Committee previously given and one member of the Committee shall sign every instrument on which the seal is affixed and every such instrument shall, if the Committee so decided, also be signed by the Joint Director (Admn.), or by some other person appointed therefore by the Committee.

PROCEEDINGS OF THE EXECUTIVE COMMITTEE

29. The Committee shall meet whenever the Chairman thinks fit, and least one in every quarter.
30. For every ordinary meetings of the Committee at least ten days notice shall be given in writing to each member.
31. (i) If the Chairman is not present at the meetings of the Committee, the Vice-Chairman shall be the Chairman of the Meeting.
- (ii) If the Chairman and the Vice-Chairman are not present, any member of the Executive Committee appointed for this purpose by the Chairman in writing, shall be the Chairman of the meeting.
- (iii) If both the Chairman and the Vice-Chairman are not present, and if there is no authorisation by the Chairman in favour of any member of the Committee as provided under (ii) above, a member chosen by the members present at the meetings shall be the Chairman of the meeting.

1. Now Commissioner



32. Five members of the Committee present in person shall constitute a *Quorum* at any meeting of the Committee with its present membership.
- 33.(i) Each member of the Committee, including its Chairman shall have one vote.
 - (ii) (a) All disputed questions at meetings of the Committee shall be decided by vote.
 - (b) In case of equality of vote, the Chairman shall have a casting vote.
34. Any urgent business which it may be necessary for the Committee to perform may be carried out by circulation of the draft resolution among all its members, and any resolution so circulated and approved by a majority of the members by affixing their signature thereon shall be as effectual and binding as if such a resolution has been passed at a meeting of the Committee; provided that at least five members of the Committee had recorded their views on the resolution.
35. The Committee shall keep a record of the proceedings of each of its meetings as well as those of the Society and shall send a copy thereof to the Government of India.

FUNCTIONS AND POWERS OF THE DIRECTOR¹

36. The Director¹ shall be the principal executive officer of the Society and, subject to any decision that may be taken by the Committee, he shall be responsible for the proper administration of the affairs of the Society and the properties and institutions, such as the schools, playgrounds, gymnasium, hostels, residential quarters for teachers and other employees etc., under the direction and guidance of the Society and the Executive Committee.
37. It shall be the duty of the Director to co-ordinate and exercise general supervision over all educational, training, residential, administrative, financial and other activities under the Society.
38. The Director¹ shall have such other powers and duties as may be assigned or delegated to him by the Executive Committee in accordance with the objects of the Society.
39. The Director, may, with the concurrence of the Committee, delegate in writing any of his powers and functions to any other officer or authority appointed or established under the rules.
40. The Director shall prescribe the duties of all officers and staff of the Society and shall exercise such supervision and disciplinary control as may be necessary subject to these rules and the regulations that may be framed under them.
41. The Bankers of the Society shall be any one of the nationalised Banks, including its branches. All funds received by the Society and its Regional Offices shall be paid into the Society's account and no money shall be withdrawn from such accounts except through cheques signed by such officer or officers, as may be duly empowered on this behalf by the Director.
42. (a) A representative of the Ministry of Finance in the Society, shall be the Financial Adviser to the Society.
- (b) Before the Society/Executive Committee takes any decision on matters concerning financial aspects of the affairs of the Society, the advice of the Financial Adviser shall be sought.
- (c) If the advice tendered by the Financial adviser on any matter referred to him is not accepted, the issue will be referred to the Government of India.
43. There shall be a Finance Committee, a sub-Committee of the Executive Committee, consisting of six members of which the representative of the Ministry of Human Resource Development,

1. Now Commissioner



the Financial Member, the Director and the Internal Financial Adviser & Chief Accounts Officer of Navodaya Vidyalaya Samiti shall be ex-officio members. I.F.A & C.A.O. will be Member Secretary of this Committee.

44. The Finance Committee, shall have the following duties :
- (i) To scrutinize the accounts and budget estimates of the Society and to make recommendations to the Executive Committee.
 - (ii) To consider and make recommendations to the Executive Committee on proposals for new expenditure on account of major works and purchases which shall be referred to the Finance Committee for opinion before they are considered by the Executive Committee.
 - (iii) To scrutinize re-appropriation statements and audit notes and make recommendations thereon to the Executive Committee.
 - (iv) To review the finances of the Society from time to time and have concurrent audit conducted whenever necessary; and
 - (v) To give advice and make recommendations to the Executive Committee on any other financial questions affecting the affairs of the Society.
45. There shall be an Academic Advisory Committee, with the following members and functions :

MEMBERSHIP

1.	Director ¹ ,	Chairman
2-5	Four persons to be nominated by the Chairman of the Society from amongst outstanding educationists.	Member
6.	Representative of NCERT	Member
7.	Representative of NIEPA	Member
8.	Commissioner/Jt. Commissioner (Academic) Kendriya Vidyalaya Sangathan.	Member
9.	Joint Director (Academic)	Member Secretary

The term of the nominated members of the Academic Advisory Committee shall be three years. The Committee shall function notwithstanding the absence of one of all nominated members.

FUNCTIONS

- (i) To advise the Society/Committee about the academic and co-curricular programmes to be introduced in the Navodaya Vidyalayas.
- (ii) To help prepare guidelines for the implementation of these programme;
- (iii) To review periodically these programmes and suggest measures for overcoming any shortfalls;

1. Now Commissioner



- (iv) To help Navodaya Vidyalayas realise, among others, the following objectives of the Society;
 - (a) To develop the Navodaya Vidyalayas as 'Schools of Excellence' in the context of the national goals of education;
 - (b) To initiate and provide experimentation in education in collaboration with other expert bodies like CBSE, NCERT etc.
 - (c) To promote national integration;
 - (d) To initiate all action necessary for the furtherance of the objectives of the Navodaya Vidyalayas.
- 46. To advise the Committee about the training programmes, both pre-service and in-service for the teachers of the Navodaya Vidyalayas and prepare guidelines for the implementation of the programmes.
 - (vi) To review the publication programmes of the Society and suggest improvements.

ACCOUNTS AND AUDIT

- 47. The accounting year of the Society shall be the same as that of the Government of India.
- 48. The Society shall maintain proper accounts and other relevant records and prepare an annual statement of accounts, including the balance sheet, in such form as may be prescribed by the Government of India.
- 49. The accounts of the Society shall be audited annually in such manner as the Government of India may direct and any expenditure incurred in connection with the audit of the accounts of the Society shall be payable by the Society.
- 50. The accounts of the Society as certified by the Auditors, together with the audit report thereon, shall be forwarded annually to the Government of India.

REGIONAL OFFICES OF THE SOCIETY

- 51. The Committee may establish as many Regional Offices of the Society as may be necessary.
- 52. The Regional Office shall be given functional autonomy under the overall supervision and control of the Director. It shall be given the necessary administrative and financial powers for its smooth functioning as may be determined by the Executive Committee.

ADVISORY COMMITTEE OF THE SCHOOL

- 53. For each school, the Regional Office shall appoint an Advisory Committee for the general supervision of the School within the framework of rules and Regulations and Directives laid down by the Society and Executive Committee.
- 54. The norms for composition of the Advisory Committee of the schools shall be prescribed by the Executive Committee and may vary from school to school.
- 55. The Advisory Committee shall have such functions and powers as may be assigned to it by the Regional Office under the norms laid-down by the Executive Committee provided that the Regional Office may add to, alter or withdraw any of the functions and powers from the Advisory Committee with the approval of the Director.
- 56. The Advisory Committee shall meet at least twice in a year and special meetings may be called by the Chairman of the Committee.



ANNUAL REPORT

57. The Society shall submit annually to the Government of India in the Ministry of Human Resource Development a report on its working, together with the Audit Report on its accounts for the previous year (both English and Hindi version), for laying them, within 9 month of the close of the accounting year, on the Table of both the Houses of Parliament.

ALTERATIONS

58. Subject to the prior approval of the Government of India, the Society may alter, extend or abridge any object or purpose for which it is established, by following procedure prescribed on that behalf by the Societies Registration Act, 1860, (XXI of 1860).
59. The Rules of the Society may be altered, with the prior consent of the Government of India, at any time by a resolution passed by a majority of the members present at any meetings of the Society which shall have been duly convened for the purpose.
60. **Annual list of Managing/Governing Body (Sec. 4 of the Act).**

Once in every year the list of office bearers and members of the Society as required under Sec.4 of the Societies Registration Act, 1860 will be furnished to the Registrar of Societies.

SUITS BY AND AGAINST THE SOCIETY

61. For the purpose of Section 6 of the Societies Registration Act, 1860 (XXI of 1860), the Joint Director (Admn.) shall be considered the Principal Secretary of the Society and the Society may sue or may be sued in the name of the Joint Director (Admn.).

DISSOLUTION AND ADJUSTMENT OF AFFAIRS

62. If the Society needs to be dissolved it shall be dissolved as per provision laid down under Sections 13 and 14 of the Societies Registration Act, 1860 as applicable to the U.T. of Delhi.

APPLICATION OF THE ACT

63. All the provisions under all the sections of the Societies Registration Act, 1860 as applicable to the U.T. of Delhi shall apply to this Society.

Certification

64. We the following members of the Executive Committee certify that the above is a correct copy of the Rules and Regulations of the Society.

<i>Sl.No.</i>	<i>Name</i>	<i>Designation</i>	<i>Signature</i>
1.	Sh.Y.N. Chaturvedi	Representative of the Ministry of Human Resource Development Govt. of India and Secy. of the Society.	Sd/-
2.	Sh. L.S. Narayanan	Finance Member	Sd/-
3.	Dr. P.L. Malhotra	Member & Director of National Council of Educational Research and Training	Sd/-



F.No.1-67/89-(Admn.)

Dated: June 7, 1991

NOTIFICATION

In Exercise of the powers conferred under Rule-24 of the Rules of Navodaya Vidyalaya Samiti, the Executive Committee of the Samiti hereby makes the following rules for regulating the method of recruitment to all the posts in the Navodaya Vidyalaya Samiti.

1. Short Title and Commencement

- (i) These rules may be called Navodaya Vidyalaya Samiti (Recruitment) Rules, 1991.
- (ii) They shall come into force on the date of their notification.

2. Initial Constitution of the Service

- (i) All persons appointed on direct recruitment basis or on permanent transfer basis in accordance with the permanent Absorption Rules of the Samiti shall continue on regular basis in the post held by them before the date of this notification. All such persons shall be adjusted against the existing sanctioned posts in the respective cadres.
- (ii) All persons absorbed on a lower post as per the absorption rules of the Samiti and appointed on a higher post on deputation basis on the basis of a prescribed selection procedure shall be deemed to have joined the higher post on regular basis on the date preceding the date of notification of these rules.

3. Future Maintenance of the Service

- (i) All the appointments made in the Samiti after the notification of these Rules shall be made in accordance with the provisions of these Rules.
- (ii) Persons already working on deputation to various posts in the Samiti shall continue in the same capacity till completion of their deputation period subject to administrative exigencies and/or availability of vacancies.

4. Number, Classifications and Scales of Pay

The number of posts, their classification and the scales of pay attached thereto be as specified in columns 2 to 4 of the Schedules annexed¹ to this notification.

5. Method of Recruitment Age-Limit and other Qualifications

- (i) The method of recruitment, age-limit, qualifications and other matters relating to the said posts shall be as specified in columns 5 to 13 of the said Schedule¹.
- (ii) The crucial date for determining the age-limit for appointment to various posts as mentioned in column 7 of these Rules shall be the last date for receipt of applications from candidates in India.
- (iii) The qualification(s) and/or experience are/is relaxable at the discretion of the Director² of the Samiti in the case of candidates belonging to Schedule Castes and Scheduled Tribes, if at any stage of selection, he is of the opinion that sufficient number of candidates from these communities possessing the requisite qualification(s) and experience are not available to fill up the vacancies reserved for them.

1. Please refer to the Recruitment Rules 1991.

2. Now Commissioner.



- (iv) The composition of the Departmental Promotion Committee as referred to in column 13 of the Schedule is given in Annex.¹ to the said Schedule.
- (v) In cases where transfer on deputation/short-term contract has been prescribed as a method of recruitment the period of deputation including the period of deputation in any other ex-cadre posts held immediately preceding this appointment in the same or some other organisation shall ordinarily not exceed four years in case of posts having a pay scale with a maximum of Rs.4,500 and above and three years for all other lower levels.
- (vi) In cases where promotion has been prescribed as a method of recruitment the eligibility list for promotion shall be prepared with reference to the date of completion by the officers of the prescribed qualifying service in their respective grade/post in the Samiti.

6. Disqualification **No Person -**

- (a) Who has entered into or contracted a marriage with a person having a spouse living, or
- (b) having a spouse living has entered into or contracted marriage with any person shall be eligible for appointment to the said post.

Provided that the Central Government may, if specified that such marriages permissible under the Personnel Law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from any above of these Rules.

7. Power to Relax

When the Chairman of the Samiti upon a recommendation made by the Director to that effect, is of the opinion that it is necessary or expedient to do so, the Chairman may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class/category of the posts or persons.

8. Savings

Nothing in these Rules shall effect reservations, relaxations in age-limit and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Government of India from time to time in this regard.

9. Interpretations

Any question relating to interpretation to these Rules shall be decided by the Director, Navodaya Vidyalaya Samiti.

1. Please refer to the Recruitment Rules 1991.



F.No.6-5/90-NVS(Admn.)

Dated: 25.03.92

CIRCULAR**Sub. : Nomination of the Representative of the Ministry of Finance on the Navodaya Vidyalaya Samiti.**

With the approval of the competent authority, the Financial Advisor in the Department of Education has been nominated as a representative of the Ministry of Finance. (Ex-Officio) and Finance Member of the Samiti under the provision of Rule No.2 (IV) in place of the Additional Secretary in the Deptt. of Expenditure with immediate effect. Consequent upon his nomination in the Navodaya Vidyalaya Samiti, he will also be ex-officio member of the Executive Committee of the Samiti under Rule No.20(5) and Chairman of the Finance Committee of the Samiti under Rule 43 of the Rules of the Samiti.

The present incumbent to the post of Financial Advisor in the Department of Education is Shri. S. Banerjee.

(Dr. S.K. Narang)
Director

Copy to :

1. Shri. S. Banarjee, Joint Secretary and Financial Advisor, Deptt. of Education, New Delhi. A copy of the Memorandum of Association and Rules of Society is enclosed.
2. Joint Secretary (BP and UT) Deptt. of Education, New Delhi.
3. Deptt. of Expenditure, New Delhi- with reference to their O.M. No. 8(1) E-Coord./92 dated 28th January, 1992.
4. All Members of the Navodaya Vidyalaya Samiti/Executive Committee/Finance Committee/Academic Advisory Committee.
5. PS to HRM and Chairman of the Navodaya Vidyalaya Samiti/Education Secretary/Addl. Secretary (Education).
6. UT Section: with reference to their letter No. 5-35/91-UT2 dated 3.2.92.
7. All Regional Offices.
8. All Officers at the Hqrs.



F.No.14-2/93-NVS(Vig.)

Dated: Dec., 20th, 93

NOTIFICATION

The Executive Committee of the Samiti at its meeting held on 12th January, 92 had approved adoption of Central Govt. Rules and Regulations in the service matters of the employees of the Samiti mutatis mutandis till such time the Samiti framed its own rules and regulations. The above decision of the Executive Committee had been notified to all concerned vide No. F.6-1/92-NVS(Admn.) dated 30th March, 1992¹.

It has further been decided with the approval of the Executive Committee that the relevant provisions of the Central Civil Services (Classifications, Control and Appeal) Rules, 1965, as amended from time to time, which are applicable to all members of the staff of the Samiti, mutatis mutandis, shall be suitably amended to provide for special procedure in certain types of cases. Accordingly the provisions of Central Civil Services (Classification, Control and Appeal) Rules, 1965 as applicable to the employees of the Samiti, relating to procedure for imposing penalties will stand amended to provide for special procedure in certain types of cases as enunciated below:

- A- (i) In cases of a purely temporary employee who is known to be of doubtful integrity or conduct but where it is difficult to bring forth sufficient documentary or other evidence to establish the charges, and whose retention in the Vidyalaya, etc. will be prejudicial to the interest of the Institution and,
- (ii) In the case of a temporary employee suspected of grave misconduct, where the initiation of regular proceedings against him in accordance with the provisions of CCS (CCA) Rules, 1965 is likely to result in embarrassment to a class of employees and/or is likely to endanger the reputation of the Institution.

The appointing authority may record the reasons for termination of the services of the employee in its own record and thereafter terminate the services of the employee under the terms of appointment without assigning any reason. Where the appointing authority is the Principal action to terminate the services of an employee under the terms of appointment, shall be taken only after obtaining the prior approval of the Deputy Director.

- B- Whenever the Director is satisfied, after such summary enquiry as he deems proper and practicable in the circumstances of the case, that any member of the Navodaya Vidyalaya is prima facie guilty of moral turpitude involving sexual offence or exhibition of immoral sexual behaviour towards any student, he can terminate the services of that employee by giving him one month's or three months' pay and allowances depending upon whether the guilty employee is temporary or permanent in the services of the Samiti. In such cases, procedure prescribed for holding enquiry for imposing major penalty in accordance with CCS(CCA) Rules, 1965, as applicable to the employees of Navodaya Vidyalaya Samiti, shall be dispensed with, provided, that the Director is of the opinion that it is not expedient to hold regular enquiry on account of serious embarrassment to the student or his guardians or such other practical difficulties. The Director shall record in writing the reasons under which it is not reasonably practicable to hold such enquiry and he shall keep the Chairman of the Samiti informed of the circumstances leading to such termination of services.

1. See Page 66



The above provisions will take effect from the date of issue of this notification.

A handwritten signature in black ink, appearing to read 'Neeru Nanda', is written over a light blue rectangular background.

(Neeru Nanda)
Director

Copy to :

1. All Officers of Samiti.
2. All Regional Offices of the Samiti to bring the contents of this circular to all concerned.
3. Principals of all JNVs to ensure that this notification is read by all the staff of the Vidyalayas and to obtain their full signature as a token of having read the same.



F.No.1-11/94-NVS(Admn.)

Dated: November, 1994

OFFICE ORDER

The Executive Committee of the Samiti at its meeting held on 12 January, 1992, had approved adoption of Central Govt. Service Rules and regulations for NVS employees *mutatis-mutandis* till the Samiti frames its own rules and regulations. Orders in this regard have already been issued earlier vide No.F.6-1/92-NVS (Admn.) Dated 30.3.1992¹. Further to this decision, it has been decided to apply the rules relating to premature retirement in case of NVS employees, as per the guidelines laid down in Fundamental Rule 56(j). For this purpose appropriate Committees for initial review of the cases and also for consideration of representations against the order for premature retirement would be constituted as under:-

<i>Classification</i>	<i>Composition of Review Committee</i>	<i>Composition of Representation Committee</i>
Officers holding posts initial appointment to which is referable to the appointments Committee of the Cabinet	Central establishment Board will make its recommendations which will be placed before the appointment committee of the Cabinet for orders.	The senior selection Board shall make its recommendation to the Appointments Committee of the Cabinet for orders. For this purpose representation of the officers concerned should be sent by Deptt. of Education to the office of the establishment officer.
Other officer working in the Samiti(Deputy Director, Asstt. Director, Principals Executive Engineer, Vice-Principals, Sections officers and comparable posts)	1. Joint Secretary concerned in the Deptt. of Education (Chairman) 2. Director, NVS² 3. Another senior officer (from outside NVS) nominated by Chairman, NVS from officers in the Min. of HRD of affiliated autonomous organisations below rank of Director/Dy. Sec. Final orders will be passed by the Chairman, NVS.	1. Addl. Secretary Deptt. of Education, Chairman 2. An officer of the rank of Joint Secretary to be nominated by the Chairman Final orders will be passed by Chairman, NVS.
All other Officers of the Samiti.	1. Joint Director(Admn.)/Dy. Director(Admn.) Chairman	A Committee of officers of appropriate status unconnected with the original decision to retire the employee prematurely to be constituted.

1. See Page 66
2. Now Commissioner.



2. One senior Officer who does not exercise direct immediate control or supervision over the officers being screened to be nominated by Director¹, NVS Member.
- Final order shall be passed by Director, NVS after obtaining the approval of Addl. Secretary, Deptt. of Education.

where action is proposed to be taken on grounds of lack of integrity the Chief Vigilance Officer of NVS will be associated as a member.

Final orders will be passed by the Director, NVS.

Detailed guidelines for considerations of the cases under above provisions will be circulated separately.

This issues with the approval of the Director.

(M.S. Khanna)
Deputy Director(Admn.)

Copy to :

1. Deputy Directors All Regional Offices.
2. Principals, All JNVs.
3. All Officers at Hqrs. Office.

1. Now Commissioner.



F.No.2-29/94-NVS(Admn.)

Dated: 22nd June, 1995

NOTIFICATION

In exercise of the powers conferred under Rule-24 of the Rules of Navodaya Vidyalaya Samiti, the Executive Committee of the Samiti hereby makes the following rules in modification of the rules notified vide notification No.F.1-67/89-Admn. dated 7 June, 1991, for regulating the method of recruitment to all the posts in the Navodaya Vidyalaya Samiti.

1. Short Title and Commencement

- (i) These rules may be called Navodaya Vidyalaya Samiti Recruitment (Revised) Rules, 1995.
- (ii) They shall come into force on the date of their notification.

2. Future Maintenance of the Service

- (i) All persons appointed on direct recruitment basis in accordance with the Recruitment Rules notified earlier vide notification No.F.1-67/89-Admn. dated 7th June, 1991 or under any administrative instructions existing prior to notification of the Rules or on permanent absorption basis in accordance with the Permanent Absorption Rules of Samiti, shall continue in the substantive posts held by them.
- (ii) All the Appointments in the Samiti after the notification of these Rules shall be made only in accordance with the provisions of these Rules. Appointments to existing posts not covered by these Rules shall continue to be in accordance with the Recruitment Rules notified on 7th June, 1991 mentioned above.
- (iii) Persons who have joined on deputation to various posts in the Samiti one year before the date of notification on these Rules, shall be given one opportunity of consideration for permanent absorption in their respective post after notification of these Rules, against direct recruitment vacancies unless otherwise specified in the Schedule hereto. Such of the deputationists who are not recommended for absorption shall continue in the same capacity till completion of their deputation period subject to administrative exigencies. Thereafter any deputationist seeking permanent employment in the Samiti will have to apply for direct recruitment as per prescribed rules.
- (iv) All teaching staff other than Principals, and Vice-Principals and PGTs and all non-teaching staff upto and including Office Superintendents working in Navodaya Vidyalayas in a region, shall be borne on the concerned Regional Cadre. The seniority of Post Graduate Teacher. Which is a feeder post for promotion to Vice-Principal, would be maintained on all-India basis.
- (v) All Group 'A' and 'B' employees of the Samiti including Principals and Vice-Principals, will be borne on respective all-India Cadre. The seniority of employees borne on Regional Cadre will be maintained at the Regional basis. Notwithstanding anything contained herein any class or category of posts and incumbents thereof, may be placed in the Regional Cadre or All India Cadre, as the case may be, by general or special orders of Director, NVS.

3. Number of Posts, Classification and Scales of Pay

The number of posts, their classification and the scales of pay attached thereto shall be as specified in column 2 to 4 of the Schedule annexed to this notification.

Note : Teachers are entitled for senior scale and selection grade in accordance with Govt. of India orders dated 20th Sept., 1987 and emended from time to time.



4. Method of Recruitment, age-limit and other Qualifications

- (i) The method of recruitment, age-limit, qualifications and other matters relating to the said posts shall be as specified in column 5 to 11 of the said Schedule.

Note : In column 7 and 11 of the Schedule, wherever, regular service in a specific scale of pay is mentioned as part of qualification/experience for the post, the allowances attached to that scale shall be comparable of equivalent to that prescribed by the GOI.

- (ii) For promotion to the various posts under the Samiti, the composition of the departmental promotion committees for different categories of posts will be as given in Appendix-1 A¹ to the Schedule.

The composition of selection committees for appointments to various categories of posts under the Samiti will be as given in Appendix-1B² to the Schedule.

- (iii) The scheme of the Navodaya Vidyalayas provides for admission of girls to the extent of atleast one-third of the students in each Vidyalaya. In order to effectively manage the residential and custodial requirements of girl students, the Director of the Samiti may decide during each selection to enlarge the zone of consideration by upto 50% for female candidates in order to facilitate recruitment of more female candidates for direct recruitment in respect of all teaching posts in the Vidyalayas.
- (iv) In order to encourage more female candidates to apply for teaching jobs in the Samiti, the upper age-limit in case of female candidates applying for teaching posts in the Vidyalayas would be extendable by 10 years while deciding their eligibility.
- (v) In cases where promotion has been prescribed as a method of recruitment, the eligibility list for promotion shall be prepared with reference to the date of completion by the officers of the prescribed qualifying service as on 1st October of the Recruitment year in their respective grade/post. The Recruitment Year for promotions will be the calendar year.
- (vi) Notwithstanding anything contained in these Rules, the Director of the Samiti may, in case of urgent need, permit appointment on short-term contract against any post included in these Rules, on a consolidated remuneration, provided that the amount of remuneration shall not exceed the pay plus dearness allowance admissible at the minimum of the pay of the post. In such cases the contract period shall not normally exceed one year unless otherwise specified.

5. Disqualification

No person -

- (a) Who has entered into or contracted a marriage with a person having a spouse living, or
- (b) having a spouse living has entered into or contracted marriage with any person, shall be eligible for appointment to the said post. Provided that the Samiti may, if satisfied that such marriage is permissible under the Personnel Law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this Rule.

1. Copy enclosed. See page 35
2. Copy enclosed. See page 37



6. Power to Relax

When the Executive Committee of the Samiti upon a recommendation made by the Director to that effect is of the opinion that it is necessary or expedient to do so, it may, for reasons to be recorded in writing, relax any of the provisions of these Rules with respect to any class or category of posts or persons. All administrative orders/instructions providing for any relaxation, exemption etc. of the provisions of Recruitment Rules issued prior to notification of these revised Rules shall stand superseded after notification of these Rules.

7. Savings

Nothing in these Rules shall affect reservations, relaxations in age-limit and other concessions required to be provided by the Samiti for the Scheduled Castes, Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Government of India from time to time in this regard.

8. Interpretations

Any questions relating to interpretation of these Rules shall be decided by the Director, Navodaya Vidyalaya Samiti.

(Neeru Nanda)
Director



Appendix-IA

COMPOSITION OF DEPARTMENTAL PROMOTION COMMITTEES

Sl. No.	Categories of Posts	Composition
1.	(i) Joint Director (ii) Internal Financial Advisor	(i) Additional Secretary (Department of Education) or Equivalent — Chairman (ii) Joint Secretary (Deptt. of Education) — Member (iii) Director, NVS — Member (iv) One Officer to be nominated by the Chairman of the Committee — Member
2.	(i) Deputy Director (ii) Assistant Director	(i) Additional Secretary/ Joint Secretary (Deptt. of Education) or equivalent. — Chairman (ii) Director, NVS — Member (iii) Joint Director/Internal Financial Advisor & Chief Accounts Officer, NVS — Member (iv) One Officer to be nominated by the Chairman of the Committee — Member
3.	(i) Principal (ii) Vice-Principal	(i) Director, NVS — Chairman (ii) Joint Director/IFA & CAO, NVS — Member (iii) Two persons to be Nominated by the Director, NVS (iv) Dy. Director (P) NVS — Member
4.	(i) Section Officer (ii) Sr. Personal Assistant (iii) Jr. System Analyst (iv) Accounts Officer	(i) Joint Director/Internal Financial Advisor & Chief Accounts Officer — Chairman (ii) Deputy Director Incharge, NVS (Hq.) — Member (iii) One Deputy Director to be nominated by Director, NVS. — Member (iv) One Officer to be nominated by the Director, NVS — Member
5.	(i) Post Graduate Teacher (ii) Trained Graduate Teacher and comparable teaching posts (iii) Office Superintendent (iv) All non-teaching posts in the Vidyalayas (except Group 'D')	(i) Dy. Director of the Region — Chairman (ii) An Officer from NVS (Hq.) Nominated by Director, NVS — Member (iii) Assistant Director from the Regional Office concerned to be nominated by Dy. Director of the Region concerned. — Member



	(iv)	One Officer to be nominated by Director, NVS	— Member
6. (i)	(i)	Deputy Director Incharge, NVS	— Chairman
	(ii)	Assistant Director (Hq.)	— Member
	(iii)	Assistant Director (RO)	— Member
	(iv)	One Officer to be nominated by Director, NVS	— Member

Note : A SC/ST Officer may also be nominated on the Departmental Promotion Committee constituted for various posts particularly where DPC has to make selection for a large number of vacancies, in case an Officer from these categories is not already an official member of the DPC as constituted above.



Appendix-IB

COMPOSITION OF SELECTION COMMITTEES

Sl. No.	Categories of Posts	Composition
1.	(i) Joint Director (ii) Internal Financial Advisor	(i) Additional Secretary (Department of Education) or Equivalent — Chairman (ii) Joint Secretary (Deptt. of Education) — Member (iii) Director, NVS — Member (iv) One Officer to be nominated by the Chairman, NVS — Member
2.	(i) Deputy Director (ii) Assistant Director	(i) Additional Secretary/ Joint Secretary (Deptt. of Education) or equivalent. — Chairman (ii) Directors, NVS — Member (iii) Joint Director/Internal Financial Advisor & Chief Accounts Officer, NVS — Member (iv) One Officer to be nominated by the Chairman, NVS — Member
3.	(i) Principal (ii) Vice-Principal	(i) Director, NVS — Chairman (ii) Joint Director/IFA & CAO, NVS — Member (iii) Three Academicians to be nominated by the Director, NVS out of which two should be non officials. — Member (iv) Dy. Director (P) NVS — Member
4.	(i) Section Officer (ii) Sr. Personal Assistant (iii) Jr. System Analyst (iv) Accounts Officer	(i) Joint Director/Internal Financial Advisor & Chief Accounts Officer, NVS — Chairman (ii) Deputy Director Incharge, NVS (Hq.) — Member (iii) One Deputy Director to be nominated by Director, NVS. — Member (iv) One Officer to be nominated by the Director, NVS — Member
5.	(i) Post Graduate Teacher	(i) An eminent educationist nominated by Director, NVS/ Dy Director of the region. — Chairman



	(ii) Trained Graduate Teacher and comparable teaching posts	(ii) An Officer from NVS (Hq.) Nominated by Director, NVS	— Member
		(iii) Dy. Director of the region.	— Member
		(iv) Assistant Director from the Regional Office concerned	— Member
		(v) An educationist to be nominated by Director, NVS	— Member
	6. (i) All Group 'B' & 'C' posts at Headquarters and Regional Offices	(i) Deputy Director incharge, NVS	— Chairman
	(ii) Office Superintendent	(ii) Assistant Director (Hq.)	— Member
	(iii) All non-teaching posts in the Vidyalayas (except Group 'D')	(iii) Assistant Director (RO)	— Member
		(iv) One Officer to be nominated by Director, NVS (For Vidyalaya posts to be nominated by Dy. Director of the region).	— Member

Note :

1. An SC/ST Officer may also be nominated on the Departmental Promotion Committee constituted for various posts particularly where DPC has to make selection for a large number of vacancies in case an Officer from these categories is not already an official member of the Selection Committee as constituted above.
2. In case of appointment by direct recruitment, one subject expert may be co-opted as a member of the Selection Committee with the approval of the Director, NVS in case of all Group 'A' & 'B' posts and with approval of Dy. Director in-charge in case of Group 'C' & 'D' posts.
3. Subject experts for teaching posts shall preferably be taken from CBSE affiliated schools.



F.No.8-64/88-NVS(GA)

Dated: 04.8.1988

Sub. : Amendment to Rule No.43 of the Rules of the Memorandum of Association of Navodaya Vidyalaya Samiti.

In pursuance of resolution passed at the Second Meeting of the Navodaya Vidyalaya Samiti held on 17th May 88, Rule No.43 of the Rules of the Memorandum of Association of the Navodaya Vidyalaya Samiti has been amended as under:-

Existing Rule

"There shall be a Finance Committee, a Sub-Committee of the Executive Committee, consisting of five members of which the representative of the Ministry of Human Resource Development, the Financial Member and the Director shall be ex-officio members."

Amended Rule

"There shall be a 'Finance Committee, a Sub-Committee of the Executive Committee, consisting of six members of which the representative of the Ministry of Human Resource Development, the Financial Member, the Director, and the Chief Accounts Officer & Internal Financial Adviser of Navodaya Vidyalaya Samiti shall be ex-officio members. CAO & IFA will be Member Secretary of this Committee."

2. Consent of the Government of India to amend this Rule has been obtained as required under Rule 59 of the Rules of the Memorandum of Association.

Yours faithfully,

(J.N. Sharma)
Deputy Director (Admn.)

Copy to :

1. All Members of the Navodaya Vidyalaya Samiti/Executive Committee/Finance Committee.
2. Under-Secretary (School-VII), Department of Education, Ministry of Human Resource Development, New Delhi.
3. Registrar of Societies, Delhi Administration, Delhi. The Registration Number of the Samiti as Society under Society Registration Act, 1860 is S/16428.
4. Chief Accounts Officer & Internal Financial Adviser, Navodaya Vidyalaya Samiti, New Delhi. He may please re-constitute the Finance Committee in accordance with the new provision.
5. All Regional Offices of the Navodaya Vidyalaya Samiti.
6. All Officers of the Navodaya Vidyalaya Samiti, New Delhi.

(J.N. Sharma)
Deputy Director(Admn.)



F.No.8-63/88-NVS(Admn.)

Dated: 19.03.91

Sub. : Amendment to Rule No.12 of the Rules of the Memorandum of Association of Navodaya Vidyalaya Samiti.

In pursuance of resolution passed at the Second Meeting of the Navodaya Vidyalaya Samiti held on 17th May 88, Rule No.12 of the Rules of the Memorandum of Association of the Navodaya Vidyalaya Samiti has been amended as under:-

Existing Rule

"The Director, Joint Directors and such other Officers of the Society as specified by the Government of India for such period and on such terms and conditions as the Government of India may think fit and proper."

Amended Rule

"The Director, Joint Directors and such other Officers of the Society as specified by the Government of India from time to time, shall be appointed by the Government of India, for such period and on such terms and conditions as the Government of India may think fit and proper."

2. Consent of the Government of India to amend this Rule has been obtained as required under Rule 59 of the Rules of the Memorandum of Association.

(K.S. Sarma)
Director

Copy to :

1. All members of the Navodaya Vidyalaya Samiti/Executive Committee/Finance Committee/Academic Advisory Committee.
2. Deputy Secretary (UT), Department of Education, Ministry of Human Resource Development, New Delhi.
3. Registrar of Societies, Delhi Administration, Delhi. The Registration Number of the Samiti as Society under Society Registration Act, 1860 is S/16428.
4. All Regional Officers of the Navodaya Vidyalaya Samiti.
5. All Officers of the Navodaya Vidyalaya Samiti, New Delhi.



F.No.6-5/2003-NVS(Admn.)

March 11, 2004

NOTIFICATION

Sub. : Nomination of Members on the Navodaya Vidyalaya Samiti - Reg.

In continuation of Samiti's notification of even number dated 17th November 2003 (copy enclosed) the Ministry of Human Resource Development, Department of Secondary & Higher Education have nominated the following as Members on the Navodaya Vidyalaya Samiti under Rule-2 (xiii-xvi) & (xix-xx) of the Rules of the Samiti.

(A) Two Educationists/Scientists under Rule-2 (xii-xvi)

- (xv) Prof. A.R. Verma, Former Director, NPL, 160, Deepali, Pitampura, Delhi-110034.
- (xvi) Mr. Narendrajit Singh Rawal, GLT Saraswati Bal Mandir Compound, Nehru Nagar, Mahatma Gandhi Marg, New Delhi -110065.

(B) Two Principals under Rule 2 (xix-xx)

- (xix) Ms. Shamim Turkey, Principal, Jawahar Navodaya Vidyalaya, Amravati, Maharashtra.
- (xx) Shri B.S. Bisht, Principal, Jawahar Navodaya Vidyalaya, Haridwar, Uttaranchal.

The tenure of the above mentioned members will be for a period of three years with effect from 17th February 2004.

(M.S. Khanna)
Deputy Director(Admn.)

Copy to :

1. PS to HRM & Chairman, NVS.
2. PS to Secretary, Department of Secondary & Higher Education.
3. All Members of the Samiti.
4. All Members of the Executive Committee of Navodaya Vidyalaya Samiti.
5. PS to Additional Secretary, Department of Secondary & Higher Education.
6. Deputy Secretary (UT 2), Department of Secondary & Higher Education, Ministry of HRD with reference to his letter No. 5-18/2003-UT.2 dated 17-2-2004.
7. Education Secretaries of all States/Union Territories.
8. All District Magistrates and Chairman, Vidyalaya Management Committee.
9. All Regional Offices of the Navodaya Vidyalaya Samiti.
10. All Officers of Navodaya Vidyalaya Samiti.
11. Principals of all Jawahar Navodaya Vidyalayas.



F.No.6-5/2003-NVS(Admn.)

Dated: 17-11-2003

NOTIFICATION

Sub. : Re-constitution of Navodaya Vidyalaya Samiti-Reg.

With the approval of the Ministry of Human Resource Development, Department of Secondary & Higher Education, the Navodaya Vidyalaya Samiti is reconstituted as under with effect from 7th November 2003 under Rule 2 of the Rules of the Samiti.

(i)	Minister in the Ministry of Human Resource Development Chairman	Hon'ble HRM
(ii)	Vice-Chairman of the Society to be nominated by the Government of India	Dr. Vallabhbhai Kathuria M.O.S. (HRD)
(iii)	Representative of the Ministry of Human Resource Development	Sh. S.P. Gaur, Joint Secretary (SE), Department of Education
(iv)	Representative of the Ministry of Finance (ex-officio) Financial Member	Sh. V.K. Pipersania Financial Adviser (HRD)
(v)	Chairman, Central Board of Secondary Education (Ex-officio)	Sh. Ashok Ganguly
(vi)	Director, National Institute of Educational Planning and Administration (ex-officio)	Prof. B.P. Khandelwal
(vii)	Commissioner, Kendriya Vidyalaya Sangathan (ex-officio)	Sh. H.M. Caire
(viii)	Director, National Council of Educational Research and Training (ex-officio)	Dr. J.S. Rajput
(ix-x)	Two Education Secretaries of State/UT Govts. to be nominated by the Ministry of HRD	Education Secretary Government of U.P. Education Secretary Government of Goa
(xi-xii)	Two Directors of Public Instruction or Directors of Education of State/UT Govt. to be nominated by the Ministry of HRD	Director of Public Instruction/ Education, Government of Jharkhand Director of Public Instruction/ Education, Government of Tamil Nadu
(xiii-xvi)	Four Educationists/Scientists to be nominated by the Ministry of HRD	1. Sh. Yogesh Mishra D-17, Butlor Palace Colony, Japling Road, Ghokaley Marg, Lucknow, U.P. 2. Smt. Krishna Gupta Farrukhabad Cold Storage 2, Sila Khora, Tenior Ganj, Allahabad-211004 (U.P.) 3. To be nominated. 4. To be nominated



(xvii-xviii) Two representatives from the Industry to be nominated by the Ministry of HRD

Sh. Jai Prakash Aggarwal,
Joint Managing Director,
Surya Roshni Ltd.
Padma Tower-I
Rajendra Place
New Delhi-110008

Sh. D.K. Jain,
Siddhomal & Sons,
A-6, Connaught Place,
New Delhi-110001

(xix-xx) To Principals of Navodaya Vidyalaya to be nominated by the Ministry of HRD.

To be nominated

(xxi-xxiii) Two Members of Parliament from Lok Sabha (out of which one Member shall be a lady Member) and one Member of Parliament from Rajya Sabha, to be nominated by the Govt.

Dr. (Smt.) Sudha Yadav,
Member of Parliament,
(Lok Sabha)

Ms. D. Mary Vijaya Kumari,
Member of Parliament
(Lok Sabha)

Prof. R.B.S. Verma,
Member of Parliament
(Rajya Sabha)

(xxix) Director of the Society (ex-officio)

Sh. D.K. Kotia

(xxv) Joint Director (Admn.) and Ex-officio Secretary of the Society.

Dr. Rakesh Kumar Sharma

The term of membership of members at (ix) to (xviii) will be three years from the date of nomination.

(M.S. Khanna)

Deputy Director(Admn.)

Copy to :

1. PS to HRM & Chairman, NVS.
2. PS to Secretary, Department of Secondary & Higher Education.
3. All Members of the Samiti.
4. All Members of the Executive Committee of Navodaya Vidyalaya Samiti.
5. PS to Additional Secretary, Department of Secondary & Higher Education.
6. Deputy Secretary (UT-2), Department of Secondary & Higher Education, Ministry of HRD with reference to his letter No. 5-18/2003-UT-2 dated 7-11-2003.
7. Education Secretaries of all States/Union Territories.
8. All District Magistrates and Chairman, Vidyalaya Management Committee of JNVs.
9. All Regional Offices of the Navodaya Vidyalaya Samiti.
10. All Officers of Navodaya Vidyalaya Samiti.
11. Principals of all Jawahar Navodaya Vidyalayas.



General Circulars



F.No.14-15/87-NVS

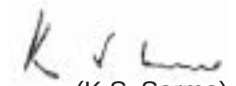
Dated: 14.12.87

CIRCULAR

It has been observed that some Principals and also teachers have been addressing letters to the Prime Minister, Minister of Human Resource Development and other Central/State Ministers. Some times, the copies of the letter addressed to the Director have been endorsed to the Prime Minister and other Ministers. This is against the normal Conduct Rules and under no circumstances can be allowed. Similarly some Principals have organised Inaugural function or Foundation Stone laying ceremony of the Vidyalayas involving the Central/State Ministers and other VVIP without seeking prior permission from the Samiti. Keeping in view the instructions issued by the Central Govt. (Which are being followed in the Navodaya Vidyalaya Samiti.) You are requested to comply the following guidelines.

1. No communication (official personal) should be addressed by any of the employees of the Samiti to the President, Prime Minister and Central/State Ministers direct or even copies of the letters addressed to the Director, should not be endorsed to these authorities at all.
2. Where it is intended to invite distinguished persons at the level of Central/State Ministers for any important event in the Vidyalaya, prior approval of the Director may be obtained. The local Vidyalaya Management Committee may also be informed that Director, Navodaya Vidyalaya Samiti or Deputy Director may be consulted before inviting Central/State Ministers or other VVIPS.

All employees are directed to approach the Navodaya Vidyalaya Samiti only for redressal of any of their grievances.


(K.S. Sarma)
Director

Copy to :

1. Principals of all the Navodaya Vidyalayas.
2. All the Regional Offices of N.V.S.
3. All Officers of Hqrs.
4. Chairman, V.M.C. of All the Navodaya Vidyalayas.



F. No.14-15/87-NVS

October 14, 1987

CIRCULAR

It has been observed that some Principals and also teachers have been addressing letters to the Prime Minister, Minister of Human Resource Development and other Central/State Ministers. Sometimes, the copies of the letter addressed to the Director have been endorsed to the Prime Minister and other Ministers. This is against the normal Conduct Rules and under no circumstances can be allowed. Similarly some Principals have organised Inaugural function of Foundation Stone laying ceremony of the Vidyalaya involving the Central/State Ministers and other VVIPs without seeking prior permission from the Samiti. Keeping in view the instructions issued by the Central Govt. (Which are being followed in the Navodaya Vidyalaya Samiti), you are requested to comply the following guidelines :

1. No communication (official personal) should be addressed by any of the employees of the Samiti to the president, Prime Minister and Central/State Ministers direct or even copies of the letters addressed to the Director, should not be endorsed to these authorities at all.
2. Where it is intended to invite distinguished persons at the level of Central/State Ministers for any important event in the Vidyalaya, prior approval of the Director may be obtained. The local Vidyalaya Management Committee may also be informed that Director, Navodaya Vidyalaya Samiti or Deputy director may be consulted before inviting Central/State Ministers or other VVIPs.

All employees are directed to approach the Navodaya Vidyalaya Samiti only for redressal of any of their grievances.

(K.S. Sarma)
Director



F.No.14-4/95-NVS(Vig.)

Dated: 4.12.95

CIRCULAR

1. In terms of Rule 20 of CCS (Conduct) Rules, 1964, as applicable to the employees of Samiti no Government servant shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the Government. These instructions were reiterated in October, 1987 vide Samiti's Circular No. 14-15/87-NVS dated 14.10.87¹ (copy enclosed). It has however come to notice that the employees of the Samiti continue to resort to bring non-official and other outside influence to further their service interests.
2. Any high dignitary or Member of Parliament normally sponsors the case of an individual Government servant only when he is approached or pressed to do so. If, therefore, any reference is received on behalf of a Government servant from dignitary/Member of Parliament, it would be construed that it has been taken up only at the instance of the employees of the Samiti and action will be taken against the employee for violation of Rule 20 and instructions issued thereunder.
3. The Director NVS desires to make it clear that any instance of violation of these rules/orders would be viewed seriously and the employees responsible for such violation would be severely dealt with. The Director hopes that the employees will take these instructions in the proper perspective and will not give any occasion for proceeding against them for violation of the instructions.
4. The Director NVS would like to reassure all the employees that their representations would receive the fullest and most sympathetic consideration at all levels and their genuine grievance would be redressed to the extent possible.

(C.A.S. Raghavan)
Chief Vigilance Officer

1. Copy enclosed. See page 48.



CERTIFICATE

I (name and designation) working at Jawahar
Navodaya Vidyalaya (Distt.) (State).....
have completely read and understood the contents of the Circulars No. F.14-15/87 dated 14th
December, 1987 and No. 14-4/95-NVS (Vig.) dated 4-12-1995 for compliance.

.....

(Signature)

Place:

Date:

.....

(Name in Block Letters)

COUNTERSIGNED

Principal

Name in Block Letters

.....

Vidyalaya Seal.



Ref: 1-22/87-NVS

Dated: 25-03-88

To

All the Deputy Directors,
Navodaya Vidyalaya Samiti
Regional Offices.

Sub. : Sanction of Cash Handling Allowance to Samiti Employees.

Sir,

This office has received some references about the grant of Cash Handling Allowance to the Office Superintendent/Accounts Clerk of the Vidyalayas/Regional Offices. It is clarified that this power has already been delegated to the Deputy Director of the Samiti. Hence you are requested to sanction it after completing the required formalities like getting the Fidelity Bond duly executed by the concerned employees. Other terms and conditions as contained in the Annexure 'H' vide Circular No.6131/86-Estt. (Pay-II) dated 29th Sept, 1986 of Ministry of Personnel Public Grievance & Pensions (Department of Personnel & Training) regarding the implementation of the recommendations of the Fourth Central Pay Commission is reproduced below for guidance.

- (i) The amount of special pay to be granted will depend on the average amount of monthly cash disbursed, excluding payments by cheques. As the pay and allowances of gazetted officers are payable by cheques, they should be excluded in calculating the amount of cash disbursed. The amount of receipts are also not to be taken into account.
- (ii) The Ministry of Head of Department concerned should certify, on the basis of the previous financial year's average, the amount of cash disbursed and sanction the rate of special pay appropriate to that quantum. The average amount of cash disbursed should be arrived at by taking the total amount shown as disbursed in the cash book reduced by the items disbursed in the form of cheques/R.T.Rs./Drafts etc. All transactions concerning Gazetted Officers should also be omitted.
- (iii) The special pay should be reviewed every financial year.
- (iv) Every official, who is appointed to work as cashier, unless he is exempted by a competent authority, should furnish security in accordance with the provisions contained in Chapter 15 of the General Financial Rules, 1963 and orders issued there under from time to time.
- (v) The special pay is to be granted from the date of issue or orders of appointment as cashier or from the date of furnishing security, whichever is later.
- (vi) Not more than one official should be allowed the special pay in an Office/Department.
- (vii) Sanction in each case should invariably be issued in the name of the person who is appointed to do the cash work and for whom the special pay is sanctioned.

2. The following will be the rates of special pay to be adopted.

Amount of average monthly cash disbursed	Rates of special pay
Upto Rs. 75,000/-	Rs. 50/- p.m.
Over Rs. 75,000/- upto Rs.2,00,000/-	Rs. 75/- p.m.
Over Rs. 2,00,000/- & upto Rs.5,00,000/-	Rs.100/- p.m.
Over Rs. 5,00,000/-	Rs.125/- p.m.



3. In the case of a newly created office, where it is not possible to observe all the conditions quoted above, Ministries and Heads of Departments may themselves grant special pay to cashiers during the first year of existence on the basis of the estimated average monthly cash disbursement. The other conditions quoted in Para(1) above will, however, apply,

Yours faithfully,

(J.N.Sharma)
Deputy Director (Admn.)

Copy to :

All the Principals, Navodaya Vidyalayas



F.No.14-15/87-NVS

Dated: April 13th, 1988

To

The Principal,
All Navodaya Vidyalayas.

Sub. : Assignment of outside agencies for the staff of Navodaya Vidyalayas.

Sir/Madam,

I am to refer to the subject noted above and to say that a number of Principals have approached the Samiti for permission to work as superintendents, examiners, invigilators etc., and for similar other work being assigned to them by outside agencies. The matter has been carefully considered by the Samiti and in view of the fact that Navodaya Vidyalayas are residential schools, it has been decided that no Principal and members of the staff of a Navodaya Vidyalaya will undertake any work of any outside organisation without the written approval of the Samiti. This may please be brought to the notice of all the members of the staff and signatures may be obtained for having noted the instructions of the Samiti.

Yours faithfully,

(J.N. Sharma)
Deputy Director (Admn.)

Copy to :

1. Deputy Directors, all regions.
2. All Officers at the Headquarters.

(Dr. S.K. Narang)
Asstt. Director(Acad.)



F.No.14-15/87-NVS

Dated: April, 20, 1988

To

The Principal,
All Navodaya Vidyalayas.

Sub. : Correspondence with NVS Headquarters-reg.

Sir/Madam,

In spite of clear and repeated instructions on the subject, it has been found that Principals of Navodaya Vidyalayas are sending copies of letters to all officers at the headquarters. In most of the cases these copies are sent in different envelopes thus incurring unnecessary expenditure. In this connection, the following points may please be kept in mind :

- 1) No two subject matters should be included in the same letter.
- 2) All correspondence should be addressed to the Director/Deputy Director and no copies should be endorsed to other officers

Strict compliance is requested.

Yours faithfully,

(J.N. Sharma)
Deputy Director(Admn.)

Copy to :

1. Deputy Director, all regions.
2. All Officers at the Headquarters.

(Dr. S.K. Narang)
Asstt. Director(Acad.)



F.No.16-1/87-NVS

Dated: May, 9, 1988

To

The Principal,
All Navodaya Vidyalayas.

Sub. : Installation of Telephones for Navodaya Vidyalayas.

Sir/Madam,

It is observed that the Principals are getting two telephone connections installed - one for Vidyalaya and another at residence/hostel. This is against the guidelines of the Samiti.

It is again being clarified that Vidyalayas are entitled to get only one telephone connection. However, they are permitted to have its extension at their residence/hostel. Any violation of Samiti's guidelines will amount to serious irregularities and thus, it is advised that in those Vidyalayas who have got the second separate connection installed, should get it disconnected immediately under intimation to this office. Any extension of the main telephone with the Principal will, however, be permissible and may continue.

The receipt of this letter may please be acknowledged.

Yours faithfully,

(J.N. Sharma)
Deputy Director(Admn.)

Copy to :

Deputy Directors all regions of NVS.

C.L. Chutani
Asstt. Director(Admn.)



F.No.14-15/88-89/NVS

Dated: May, 31, 1988

The Principal,
All Navodaya Vidyalayas.

Sub. : Expenses on Entertainment in Navodaya Vidyalayas.

Sir/Madam,

While going through the monthly accounts and pay bills of Navodaya Vidyalayas, it is observed by the Deputy Director (Finance) that some Principals are drawing regularly an additional sum of Rs.100/- as entertainment allowance with their monthly pay and allowances. This is an irregular drawl without any authorisation.

Under the delegation of financial powers circulated vide compilation of circulars, there is a provision that a Principal can spend Rs.100/- per month on the entertainment of visitors. But it does not mean that it is an entertainment allowance to be drawn by the Principal alongwith his pay and allowances. Therefore, it should be clearly understood that Rs.100/- is not an entertainment allowance admissible to the Principal and it cannot be claimed regularly alongwith his salary every month.

This amount has been provided for, to enable the Principal to entertain the visitors in his office whenever necessary and that the maximum amount could be spent for such purpose would be Rs.100/- in a month. It is quite likely that in some months there may be few visitors only and very little expenditure is incurred on this account.

Therefore, Principals are advised to keep a separate account of expenditure on entertainment to visitors in their office. Money should be drawn on actual expenditure basis duly supported by the relevant vouchers.

These instructions should be strictly adhered to.

Yours faithfully,

(J.N.Sharma)
Deputy Director(Admn.)

Copy to :

1. Deputy Directors all regions (NVS). They are requested to check this item of expenditure incurred by the Principals whenever officers of the Regional Offices visit Vidyalayas.
2. All Officers at the Headquarters.

(C.L. Chutani)
Asstt.Director(Admn.)



F.No.14-15/88-89/NVS(Admn.)

Dated: June 23, 1988

The Principal,
All Navodaya Vidyalaya Vidyalayas.

Sub. : Economy of Expenditure

Sir/Madam,

It has come to my notice during my visits to Navodaya Vidyalayas and also through the persual of reports received from various Navodaya Vidyalayas, that Principals are incurring excessive expenditure of furniture, electricity, telephones, medicines and mess management. Although, norms have been laid down by the Samiti on each of the above items yet invariably, the principals are exceeding the limits because of their ill-planning or over enthusiasm or an undue anticipation of obtaining ex-post facto approval of the Samiti. In certain cases they obtain the approval of the Chairman of the Vidyalaya Management Committee who is not the competent authority in many financial matters.

It must be clearly borne in mind that norms of expenditure are strictly to be adhered to and Principal should not expect any ex-post facto approval by the Samiti particularly in written where excessive expenditure is totally unjustified of unwarranted.

Besides, I would like to emphasise that the competence and effectiveness of the Principal will be judged by the Samiti with regard to his ability to run the Vidyalaya and the Hostel Mess economically. It may also be mentioned that not only the norms of expenditure have to be kept in mind, but it has also to be ensured that the purchase for various items are made strictly in accordance with the actual immediate requirements of the Vidyalaya, the space available for use and not with reference to the ceiling of highest norms/ceiling of expenditure prescribed by the Samiti.

Thus it is expected that the Principals will comply with the above instructions and economize the expenditure on various heads and thereby prove their some of responsibility in financial matters.

Yours faithfully,

(J.N. Sharma)
Deputy Director (Admn)

Copy to :

1. Deputy Director all regions (NVS)
2. All Officers at the Headquarters.

(C.L. Chutani)
Asstt. Director (Admn.)



F.No.9-5/88-NVS(Acad.)

Dated: Dec. 23,1988

To

The Principal
All Navodaya Vidyalayas.

Sub. : Working-hours in Offices of Navodaya Vidyalayas.

Sir/Madam,

I am to refer to the subject noted above and to say that with immediate effect the working hours in the offices of Navodaya Vidyalayas will be from 9.00 a.m. to 4.00 p.m. with half-an hour lunch break from 1.00 p.m. to 1.30. p.m. on all days from Monday to Saturday. Saturday not be observed as holiday in the Offices of Navodaya Vidyalayas.

Yours faithfully,

(J.N. Sharma)
Deputy Director(Admn.)



F.No.5-13/90-91/NVS(Admn.)

Dated: 12.11.90

To

The Deputy Director
Navodaya Vidyalaya Samiti
All Regions.

Sub. : Approval of Tour Programme of Principals.

Sir,

I am to refer to the subject noted above and to say that at present the tour programme of the Principals is approved by the Chairman of the concerned vidyalaya Management Committee. However, in certain cases it has been observed that it is more convenient for the Principal to approach the concerned Deputy Director for the approval of his/her tour programme. The issue has been considered by the Samiti and the Director, Navodaya Vidyalaya Samiti is pleased to permit the Deputy Director of the concerned Region also to approve the tour programme of the Principals of his Region apart from the Chairman, Vidyalaya Management Committee.

Yours faithfully,

(Dr. S.K. Narang)
Deputy Director(Admn.)



F.No.3-34/90-Legal

Dated: 18.3.91

To

All the Deputy Directors
Navodaya Vidyalaya Samiti
Regional Offices.

Sub. : Court Case-Regarding

Sir,

It has been noticed that the Principals of our Navodaya Vidyalayas and the Regional Offices are contesting the court cases filled by the teaching and non-teaching staff of the Vidyalayas of their own without consulting the Headquarters Office of the Samiti. Even in the some of the cases they have failed to inform the Samiti about the developments of the case and even of the judgement delivered by the respective Hon'ble courts. Recently the Samiti has come across even some contempt petitions filed by the petitioners in the respective courts against the Samiti for not taking appropriate action on the judgement delivered by the High Court in favour of the petitioner of which the Samiti was not even award. Such acts and omissions put the Samiti into an embarrassing position and it will be a faitaccompli for the Samiti to take any remedial measure to sort out the problem.

The Samiti has taken a serious note of it and its has been decided to refrain the Principals from contesting the case at High Court level or filing appeals in the High Court without proper permission/authorisation from the Regional office and Headquarters Office. It is therefore requested that in future the Headquarters Office may please be informed well in time about the court case/ petition filed by the petitioner particularly in the High Courts with full facts together with a copy of the petition so filed by the petitioner. The counter affidavit if any, to be filed in the court should preferable be got a rectified from the Headquarters Office before filing it to the respective courts wherever possible. These instructions may please be complied with strictly.

Yours faithfully,

(M.S. Khanna)
Asstt. Director(P)



F.No.3-22/91-Legal

Dated: 6.8.91

To

The Deputy Directors
Navodaya Vidyalaya Samiti
Regional Offices

Sub. : Court Cases - Reg.

Sir,

It has been observed that the number of court cases being filed by the employees of the Samiti with regard to their service matters is constantly on the increase. In such court cases, it has often been noticed that the principals of the Vidyalayas and the Regional Offices are contesting the court cases of their own without consulting the Headquarters Office of the Samiti even where the facts of the case are not available with them. Instructions had earlier been issued to all the Regional Offices and the Vidyalayas vide letter No.F.3-34/90-Legal dated 18.3.1991¹ advising them to be careful in handling the Court Cases and directing, inter-area, that the counter affidavit to be filled in the court should preferably be got vetted from the Headquarter Office before filing it in the respective courts. It has, however, come to the notice of the Samiti that these instructions are not being followed carefully and in several cases no proper arrangements have been made to defend the cases on behalf of the Samiti as a result of which either the cases are dragged in the courts for a long period of time or orders not favourable to the Samiti are passed by the Courts which result in avoidable administrative and financial inconvenience.

It is reiterated that in cases where a law suit is filed in a Court of Law against the Vidyalaya or NVS, immediate arrangements should be made for defence in consultation with the Govt. Pleader/ Counsel. All such legal cases with detailed background/history thereof should be immediately reported to the Samiti. In case the facts of the case are available with the Vidyalayas or the Regional Offices, the counter-affidavit should be got vetted from the Regional Office concerned before filing in the court. In the case the facts of the case are likely to be available with the Headquarters, or in case of any doubt about the facts of the case, the draft of the counter-affidavit should be referred to the Hqrs. before filing in the court. While referring the papers for vetting details of the suit, the defence proposed, full facts of the case along-with copies of the relevant documents and the particulars of the lawyer proposed to the appointed for defending the case should be invariably mentioned. In cases where it is not possible to consult the Headquarters or the Regional Office, as the case may be, due to urgency or shortage of time, appropriate action may be taken to defend the case but full details as noted above should be immediately referred to R.O./Headquarters.

These instructions should be complied with strictly. This issues with the approval of Director², NVS.

Yours faithfully,

(M.S. Khanna)

Asstt. Director(Pers.)

Copy to :

1. Principals of all the Navodaya Vidyalayas.
2. All Officers of the Samiti.

1. For reference, see page 60

2. Now Commissioner



F.No.7-8/90-NVS(Estt.)

Dated:16.3.92

To

The Principals,
All Navodaya Vidyalayas,

Dear Sir,

Of late instances have come to the notice of the Samiti that some of the employees are bringing political or other outside influence on the Samiti to get considered matters pertaining to their service in their favour. In some instances employees have directly written to MPs and Ministers regarding their service matters and general problems, etc. Representations are also being received from the relatives of employees concerning service matters affecting them. Such recommendatory letters are obviously intended to put pressure on the Samiti to depart from the rules. Such letters on the one hand are a source of embarrassment to the concerned officers in the Samiti and on the other create the impression in the minds of disciplined employees who do not indulge in such practices that the rules can be broken by the adoption of such pressure tactics. The most serious aspect of the matter is that those persons who resort to such approaches by influential persons etc. cannot be expected to maintain independence of judgement and absolute integrity in their dealings with matters in which such prominent persons may be interested and regarding which they in turn may approach such employees. Such practices also increase the correspondence and paper work in the Samiti which is by and large infructuous and unnecessary.

This practice is obviously undesirable and should be discouraged. Any officer or a member of the staff who feels aggrieved by any decision of the Samiti has a right to represent his case to the authorities for its proper consideration. The official channels are available to all the employees for redressal of their grievances and should be utilised to the full by the aggrieved officials.

In this connection, attention is also invited to the disciplinary aspects of this practice under the conduct rules which provide that no Govt. servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interest in respect of matters pertaining to his service.

It has accordingly been decided that all employees of the Samiti should refrain from trying to bring any outside pressure on the Samiti for furtherance of their personal causes. These provisions may be brought to the notice of all employees working under you. It may also be made clear to all that any violation of the above provisions would be viewed seriously and may invite appropriate disciplinary action against the concerned employee.

However, in case an employee wishes to submit a representation regarding his/her grievances, (if any), the same may please be forwarded through proper channel, alongwith comments of his/her superior officer, to Director¹ of the Samiti for suitable action as deemed necessary.

Yours faithfully,

(S.S. Gauri)

Deputy Director(P&A)

Copy to :

1. All Regional Offices.
2. All Officers at Headquarters.

1. Now Commissioner



F.3-34/90-NVS (Legal)

Dated: 20.3.92

To

The Deputy Directors,
Navodaya Vidyalaya Samiti,
All Regional Offices.

Dear Sir,

Of late it has been noticed that there has been a constant increase in the number of court cases involving the Samiti. Though, there may be several factors (including some beyond the Samiti) responsible for the increase in the number of cases, the increase of litigation is a matter of serious concern for the Samiti as it not only involves avoidable waste of time, manpower and money, but at times also encourages indiscipline in the staff and effect the smooth functioning of the institution. It is therefore, essential that all possible steps are taken to expedite disposal of cases involving the Samiti pending in various courts and also to ensure that interests of the Samiti are properly watched and protected in such proceedings.

Instructions have been issued in the past detailing the procedures for handling and monitoring of court cases. It has, however, been observed that these instructions are not being followed in full as a result of which either the cases are being dragged in the courts for a long periods of time or orders not conducive to the samiti's interests are passed by the court, resulting in avoidable administrative and financial inconvenience. In this regard, the following instructions are hereby given which may be brought to the notice of all concerned for strict compliance.

1. Where a law suit is filed in a court of Law against the Vidyalaya or NVS, immediate arrangements should be made for defence in consultation with the Govt. pleader/Counsel. Such legal cases with detailed background there to and copies of relevant documents should be immediately reported to the Samiti.
2. In case the facts of the case are available with the Vidyalaya or the Regional Offices, the counter affidavit should be got vetted from the Regional Office concerned before filling in the Court. In case the facts of the case are available with the Headquarters or in case of any doubts about the facts of the case or the policies of the samiti on the issue under consideration, the draft of the counter affidavit should invariably be referred to the Headquarters before filling in the court. In all such cases a counter affidavit must include not only the factual reply to the averments made in the petition but should also clearly and explicitly state the rule position and also policy of the Samiti relating to the subject.
3. In case where it is not possible to consult the Hqr. or the Regional Office, as the case may be, due to some urgency or the shortage of time, appropriate action should be taken to protect the Samiti's interest but full details there to should be immediately reported to the Regional Office/ Hqr.
4. While referring the papers for vetting details of the suit, the defence proposed, full facts of the case alongwith the copies of the relevant documents and the particulars of the lawyer proposed to the appointed for defending the case and the amount of fee payable to the advocate should be invariably mentioned.
5. As far as possible only Govt. Counsel/Pleader should be engaged for defending a case in the court of Law and payments made as per the Govt. approved rates. In case, however, due to any reason, it is not considered possible to engage a Govt. pleader/counsel the particulars of

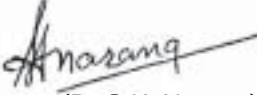


the advocate proposed to be engaged should be referred to the Regional Office/Hqrs. for approval. In any case the payment to be made to the advocate should not exceed the rates approved by the Govt.

6. Principals of the Navodaya Vidyalayas should refrain from contesting cases at High Court level or from filing appeals against the decision of a court without prior permission/authorisation from the Regional Offices and the Hqrs. In no case an appeal against the order of the High Court should be made without approval of the Hqrs.
7. No case against any employees of the organisation should be filed in any court of Law without prior permission of the Regional Office/Hqrs.
8. The latest position of case should invariably be reported to the Regional Offices/Hqrs., immediately after hearing of the case in the concerned courts.
9. Regular quarterly reports about the pending cases should be sent to the Hqrs. indicating full details of the cases and its present position. The importance of giving due attention to the matter including pursuing court cases meticulously and sending quarterly report to the samiti in time and complete in all respects has been emphasised in former Director's D.O. Letter No.F. 14-1/90-Vig. dated 13th Nov. 90 and later reiterated in DD (P&A)'s letter dated 15th March 91 and my letter dated 30th Aug. and 12th Dec.'91

The above instructions may kindly be noted for strict compliance. Any deviation there to would be viewed seriously and erriting officers would be liable for appropriate action for disregard of these instructions.

Yours faithfully,


(Dr.S.K. Narang)
Director



F.No.4-5/92-NVS(Estt)

Dated: 27.3.92

CIRCULAR

Sub. : Issue of Experience Certificate to the Employees.

It has been observed that Principals are issuing various kinds of certificates to the employees of the Vidyalaya working on regular/deputation/part-time/contract/daily wages basis which in some cases, has resulted into an embarrassment for the Samiti. In view of this all the Principals of Navodaya Vidyalayas are hereby instructed to issue only experience certificate giving nomenclature of the post, mode of appointment and duration of service in the Vidyalaya, provided a written request to this effect has been received from the employee.

Any violation of this instruction will be viewed seriously.

(S.S. Gauri)
Deputy Director (P&A)

1. The Deputy Directors, All Regional Office, Navodaya Vidyalaya Samiti.
2. The Principals All Jawahar Navodaya Vidyalayas.
3. All Officers at the Hqrs.



F.No.6-1/92-NVS(Admn.)

Dated: 30.3.92

OFFICE ORDER

In pursuance of the decision taken by the Executive Committee in its XI meeting held on 12th January, 1992, the Navodaya Vidyalaya Samiti has adopted the Central Govt. Rules and Regulations for its employees *mutatis-mutandis* as the case may be, till such time Samiti frames its own Rules and Regulations.

The Committee also approved the Navodaya Vidyalaya Samiti Group Savings Linked Insurance Scheme, Rules, 1991. A copy of the same has already been forwarded to all concerned vide Samiti's letter No.3-18/91-NVS(Admn.) dated: 2.1.92.¹

(S.S. Gauri)

Deputy Director(P&A)

Copy to :

1. All Regional Offices
2. All Vidyalayas
3. All Sections/Officer of the Hqrs.
4. Officer Order File
5. Guard File.

1. See page 128.



F.No.4-6/96-NVS(Cash Cell)

Dated: May, 23, 1996

Sub. : Travel Entitlement in Private Airlines on Domestic Sector

In accordance with the Government of India instructions, the Government servants were entitled to travel by air can be permitted to travel by a private airlines only in cases where the station to which he/ she has to go on official duty is not connected at all by Indian Airlines/Vayudoot.

Copies of Government of India, Ministry of Civil Aviation & Tourism, O.M. No.18050/24/94-ACIA, dated 10th May 1994 and Ministry of Finance, O.M. No. 19024/2/94/E,.IV, dated 8th July 1994 on this subject are enclosed.

It is requested that these instructions may be followed strictly.

(M.S. Khanna)
Dy. Director(Admn.)

Copy to :

1. All Officers/employees at Samiti's Hqrs.
2. All Regional Officers of the Navodaya Vidyalaya Samiti.



O.M. No. 18050/24/94-ACIA.

Dated: 10.5.94

TRAVEL ENTITLEMENT IN PRIVATE AIRLINES ON DOMESTIC SECTOR

The undersigned is directed to refer to Ministry of Finance, Department of Expenditure, O.M.No.19024/4/92-E.IV, dated 3.12.1993 and 8.3.1994 on the above subject. The matter has been reviewed and it has been decided that Government servants who are entitled to travel by air under the supplementary Rules may be permitted to travel by private airline, only in cases where the station to which he/she has to go on official duty is not connected at all by Indian Airlines/Vayudoot.

The entitlement of class would remain the same as before.

Formal amendment to Supplementary Rule 48 (A) shall be issued in due course.



G.I.,M.F., O.M.No.F.19024/2/94/E.IV

Dated: 8.7.1994

Amendment to SR 48-A

The undersigned is directed to refer to Supplementary Rule 48-A (FR & SR Part II, Travelling Allowance) which provides that air travel means journeys performed by regular public service Machines regularly plying for hire and which does not allow travel by private airlines or air taxies. However, it has now been decided that Government servants who are entitled to travel by air under the Supplementary Rules may be permitted to travel by a private airlines, only in cases where the station to which he/she has to go on official duty is not connected at all by Indian Airlines/Vayudoot. Accordingly, it has now been decided to amend SR 48-A to the extent indicated above. Amendment to SR 48-A is enclosed.

Enclosure

AMENDMENT OF SUPPLEMENTARY RULE 48-A (FR & SR Pt. II TRAVELLING ALLOWANCE) SR 48-A SHALL STAND AMENDED AS FOLLOWS

"SR 48-A. For purpose of the rules in this sub-section, travel by air means journeys performed only in the machines of public air transport companies regularly plying for hire.

Journey by a private airlines is, however, permitted, in cases where the station to which a Government servant has to go on official duty is not connected at all by Indian Airlines/Vayudoot.



F.No.20-25/97-NVS(Admn.)

Dated: 28.1.97

CIRCULAR**Sub. : Guidelines for obtaining approval for the inauguration of Vidyalaya Complex and Foundation Stone Laying Ceremony of JNVs.**

It has been observed that the following functions are being organised at the local level by inviting VIPs without prior intimation or approval of NVS Hqrs., which at times create several administrative problems:-

- (a) Inauguration of building at the time of starting of the new Navodaya Vidyalaya.
- (b) Foundation Stone Laying Ceremony at permanent site of the Vidyalaya.
- (c) Inauguration of Vidyalaya complex at permanent site.

The matter has been examined and it has been decided that in future the following broad guidelines will be followed in this regard :

- (1) The proposal should be submitted to the Samiti with full details well in advance, preferably one month before the probable date of function.
- (2) The name of the dignitaries who are likely to be present at the function and the source from which the proposal has originated should be clearly mentioned.
- (3) The recommendations of the Regional office/Principal of the proposal should be sent to the Samiti alongwith complete data regarding functioning of the concerned Vidyalaya, including location, year of sanction, highest class, students strength, Board results, construction status and other important activities which deserve to be highlighted.
- (4) The concerned Vidyalaya/Regional Office must also ensure that such functions are organised within the approved norms of the expenditure of the Samiti.
- (5) While forwarding the proposal to the Samiti, following additional details should invariably be complied with :

I. Inauguration of building at the time of starting of the Vidyalaya.

The proposal pertaining to inauguration of building at the time of starting the Vidyalaya at temporary site offered by the State Government may be first examined at the Regional Office level and if the Regional Office is satisfied with the following conditions it may recommend the same to NVS for approval:-

- (i) Possession of the temporary buildings has been handed over to the Samiti in accordance with the terms and conditions agreed upon at the time of sanctioning of a Vidyalaya.
- (ii) The Selection Test for the Vidyalaya has been conducted, its results declared, and the selected students have started reporting to the Vidyalaya for admission.
- (iii) All basic amenities required for starting the Vidyalaya, like furniture, bedding items, uniforms, mess items etc., have been procured and staff is in position to make the Vidyalaya functional.

**II. Foundation Stone Laying Ceremony at permanent site of the Vidyalaya.**

The proposal pertaining to Foundation Stone Laying ceremony may be submitted to the Hqrs. by the Principal through the concerned Regional Office, alongwith the following documents:-

- (i) Copies of the orders issued by the State Govt./District Administration for transfer of land in favour of the Samiti.
- (ii) Copies of the handing over/taking over the possession of the land by the representative of the Samiti.
- (iii) Clearance from the Construction Wing of the Samiti/Executive Engineer, Regional Office, that the site is suitable for construction work and all other basic facilities such as electricity, water and approach road are available.

III. Inauguration of Vidyalaya Complex at permanent site.

The proposal pertaining to inauguration of permanent Vidyalaya complex may be submitted by the Principal through the concerned Regional office of the Samiti alongwith the following documents:-

- (i) A photo copy of the order of the respective State Government for transfer of land in favour of the Samiti alongwith a copy of handing over/taking over land by the Samiti.
- (ii) Clearance from the Construction Wing of the Samiti's Hqrs. office that the building is ready for occupation alongwith a copy of the handing over/taking over of the building by the concerned Vidyalaya, if available.

The above guidelines should be scrupulously followed while considering any proposal for inauguration etc., of the Vidyalaya complex.

(M.S. Khanna)
Deputy Director(Admn.)

Copy to :

- (1) Deputy Director, All Regional Offices of the Samiti.
- (2) Principal, All JNVs.
- (3) District Magistrate & Chairman, VMC, (All JNVs.)
- (4) All Officers of NVS Hqrs., New Delhi.



F.No.13-1/97-NVS(Vig.)

Dated: 10.03.1997

Sub. : Designating Joint Director as Director of Public Grievances & Staff Grievance Officer in the Navodaya Vidyalaya Samiti.

Shri V.Rama Rao, Joint Director is designated as Director of Public Grievances & Staff Grievance Officer in the Navodaya Vidyalaya Samiti with immediate effect. In his capacity as Director of Public Grievances & Staff Grievances. Shri V. Rama Rao will be actively involved in the process of dealing with Public Grievances/Staff Grievances and he is vested with powers to call for files/papers connected with grievance pending for more than three months, take a decision thereon with the approval of the Director. Navodaya Vidyalaya Samiti and also communicate the final decision to the aggrieved party.

(V.K. Sharma)
Chief Vigilance Officer

1. To all Officers and Sections at the Hqrs. of the NVS.
2. All Deputy Directors in the ROs.
3. All the Principals in the JNVs. This may be put on the notice board for a minimum of one month.

Copy to :

1. Shri V.Rama Rao, Joint Director.
2. Shri M.P. Sanjeevan, Section Officer, UT-II, New Delhi with reference to his letter No.F.6-10/97UT.2 dt. 5.2.97.

(V.K. Sharma)
Chief Vigilance Officer



F.No.1-20/2000-NVS(Admn.)

Dated: 16.03.2001

All Deputy Directors,
Navodaya Vidyalaya Samiti,
Regional Offices.

Sub. : Supply of Uniforms to Common Categories of Group 'C' & 'D' Employees of various Ministries/Departments-Revision of Rates of Washing Allowance - Regarding.

Sir,

I am directed to forward herewith a copy of O.M. No.14/9/95-JCA dated 12th December, 2000, issued by Deptt. of Personnel & Training received from Ministry of HRD (UT-2 Division) for adoption and strict adherence thereof in NVS of the employees working in the grade of Drivers, Gestetnor Operator, Group 'D' employees (viz. Peon, Chowkidar, Sweeper etc.) The revised rates of Washing Allowance @Rs.30/- p.m. to the eligible category of these employees may be extended w.e.f. 1.8.97. You are further advised to consult latest edition of Swamy's Compilation on Uniforms for Group 'C' & 'D' employees of Central Government for further guidance please.

Yours faithfully,

(V.K. Sharma)
Deputy Director(P&E)

Encl. : As above.

Copy to :

1. D.D. (Admn.)
2. A.D. (Admn.)
3. A.D. (Fin.)
4. DDO, NVS-for information and further necessary action.



F.No.14/9/95-JCA

Dated: 12th, Dec., 2000

OFFICE MEMORANDUM**Sub. : Supply of Uniforms to Common Categories of Group 'C' & 'D' Employees of various Ministries/Departments.**

1. The undersigned is directed to say that in accordance with the existing instructions, certain identified categories of employees common to all Ministries/Departments namely, Staff Car Drivers, Despatch Riders, senior Gestetnor Operators in Group C and all Group D employees of the categories of Jamadars, Daftaries, Peons, Massengers, Secord Sorters, Chowkidar, Farashes, Sweepers and Junior Gestenor Operators borne on the regular establishments are eligible for issue of uniform after completing three months service, provided they are whole time employees.
2. The fifth Central Pay Commission in Chapter 122 of its Report relating to Uniforms and related allowance has inter-alia recommended that supply of uniforms to Central Govt. employees may be discontinued with the exception of Security Staff, Police Personnel, Nurses etc. and that in lieu of the uniforms they should wear a broadly similar type of "Attire" with name badges and Rs.100/- per month may be sanctioned as Attire Allowance.
- 2.1 After examining the pros and cons of the Pay Commission's recommendation and also keeping in view the views of Staff Side under JOM and other related representation, it has been decided not to accept these recommendations of the 5th C.P.C. and to continue with the existing arrangement for supply of uniforms subject to the condition that it would be mandatory for the employees to wear name badges in addition to uniforms. Ministries/Departments are accordingly advised to supply detachable name alongwith the uniforms.
3. It has also been decided to revise w.e.f. 1st August, 1997, the existing rate of washing allowance from Rs.15/- per month to Rs.30/- per month for all common categories of staff indicated in para 1 above.
4. The employees supplied with the uniform are expected to turn up in proper uniform while on duty a failure to do so attract disciplinary proceedings. It has also been laid down that if an employee is found to attending to duty without wearing uniform regularly, further supply of uniforms as well as washing allowance may be discontinued in addition to suitable disciplinary proceedings. These instructions have been reiterated from time to time.
- 4.1 As per the available information, a large number of employees are not found wearing uniforms while on duty. To ensure compliance of these instructions, it has been decided that each Ministry/Department should constitute a small Group under overall supervision of an officer of the level of Deputy Secretary/Director, who will be assisted by two or more Officials at the appropriate level as considered necessary. It should be responsibility of this Group to make surprise check say every week to start with, and submit its report to the Joint Secretary (Administration)/Additional Secretary (Administration), as the case may be, in the 1st week of every month. Among other things, to facilitate inspection, the concerned staff may be directed to assemble at some convenient place in the office premises at a prescribed time to be notified in advance, Report from the individual officers with whom the Group 'C'/D' staff might be posted, could also be called for, if necessary. The position should be reviewed from time to time and follow up action as per the above instructions should be taken. The Divisional Head concerned with supply of uniform should also be kept posted with the findings of the Group for appropriate action and it will be his responsibility to ensure compliance of these instructions.



5. In addition to, the proposed Group at the Ministry/Department level, it has also been decided to constitute a Central team headed by the Director & Chief Welfare Officer (C.W.O.) in Ministry of Personnel and Training who will be assisted by U.S. (Welfare) and one or more employees considered necessary. The Central team will visit various Departments in rotation periodically say every month to start with and coordinate with the Group constituted at the Ministry level.
- 5.1 Similar arrangement should also be worked out in respective Departments in regard to staff in subordinate/attached offices.
6. In order to ensure, compliance of these instructions, it is imperative that uniforms as supplied to employees well in advance before start of the season i.e. 1st April for summer uniforms and 1st October for winter uniforms. Action should accordingly be taken well in advance to procure livery items and responsibility should be fixed at the appropriate level for any delay.

Sd/-
(Ranbir Singh)
Under Secretary to the Govt. of India
Tel: 3794678

To :

1. All Ministries/Departments of Government of India.
2. UPSC/CVC/C&AG/Supreme Court/High Court/Lok Sabha/Rajya Sabha Sectt./Presedent's Sectt./Vice President's Sectt./ PM's Office/Central Administrative Tribunals.
3. All attached/ Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
4. Secretary, Staff Side, National Council (JCM), 13-C Ferozeshah Road, New Delhi (10 spare copies).
5. Chairman/Secretaries, Central Government Employees Welfare Coordination Committee.
6. Regional Commission for SCs/STs.



F.No.20-40/2001-NVS(Admn.)

18th, October, 2001

To

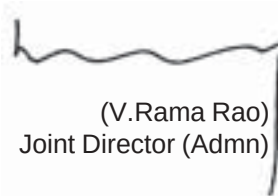
The Deputy Director
Navodaya Vidyalaya Samiti
Regional Office
Chandigarh

Sub. : Reducing the Norms of 30 Acres of Land for Establishing New JNV.

Sir,

Please find enclosed herewith a copy of the notification¹ of the decision taken by the Executive Committee of Navodaya Vidyalaya Samiti regarding reduction of norms for allotment of land from 30 acres to 20 acres in North East and Hill State(s) of India.

Yours faithfully,



(V.Rama Rao)
Joint Director (Admn)

1. Copy enclosed. See page 77

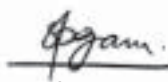


D.O.No.20-40/2001-NVS(Admn.)

Dated: Oct., 2001

NOTIFICATION

In pursuance of the decision taken by the Executive Committee in its meeting held on 9th August, 2001, the requirement of land for establishment of Navodaya Vidyalayas has been reduced from 30 acres to 20 acres in North East and Hill State(s) of India subject to the land being suitable. This criteria will be applicable only in the Districts of North East and Hill State(s) where District Authorities are not in a position to provide 30 acres of plain land.


(S.P.Gaur)
Commissioner



F.No.2-7/2002-NVS(Admn.)

Dated: 24.5.2002

NOTIFICATION

It has been decided by the competent authority that the Annual Confidential Reports for the period 2001-02 and henceforth of Assistant Directors in NVS Hqrs./Regional Offices and Principals of JNVs. working under Administrative Control of Joint Director (Admn.) shall be reviewed by Joint Director (Admn.) However, the ACRs of the Assistant Director, working under Joint Director (Academic) shall be reviewed by Joint Director (Academic).

(V.K. Sharma)

Deputy Director (P & E)

Copy to :

1. Deputy Director, All Regional Offices, NVS.
2. Joint Director (Admn.), NVS Hqrs., New Delhi.
3. Joint Director (Acad.), NVS Hqrs., New Delhi.
4. Assistant Director (Pers.), NVS Hqrs., New Delhi.
5. Assistant Director (Admn.)/Section Officer (E-II), NVS Hqrs.
6. Guard file.



सं.सं.1-2/2002-न.वि.स. (हि.प्र)

दिनांक: 31.12.02

अधिसूचना

केन्द्रीय सरकार, राजभाषा (संघ के शासकीय प्रयोजनों के लिए), नियम 1976 के नियम 10 के उप नियम (4) के अनुसरण में मानव संसाधन विकास मंत्रालय (माध्यमिक तथा उच्चतर शिक्षा विभाग) के अंतर्गत कार्यरत नवोदय विद्यालय समिति, मुख्यालय, नई दिल्ली को, ऐसी संस्था के रूप में जिनमें 80 प्रतिशत से अधिक कर्मचारियों ने हिन्दी कार्यसाधक ज्ञान प्राप्त कर लिया है, अधिसूचित कर दिया गया है। अधिसूचना कर एक प्रति संलग्न की जा रही है।

इस विषय में उचित कार्यवाही एवं अनुपालन हेतु विस्तृत आदेश शीघ्र ही अलग से प्रेषित किये जाएंगे।

(एम.एस. खन्ना)

उप निदेशक

प्रतिलिपि :

1. न.वि.स. (मुख्यालय), नई दिल्ली के सभी अधिकारी एवं कर्मचारी।
2. उप निदेशक, न.वि.स., सभी क्षेत्रीय कार्यालय।
3. प्राचार्य, सभी जवाहर नवोदय विद्यालय।
4. वरिष्ठ निजी सहायक. आयुक्त-सूचनार्थ।



(भारत के राजपत्र के भाग-2, खण्ड-3, उपखण्ड-2 में प्रकाशनार्थ)

भारत सरकार, मानव संसाधन विकास मंत्रालय
(माध्यमिक एवं उच्चतर शिक्षा विभाग)
नई दिल्ली

सं 11011-9/2001/रा0भा0ए0

दिनांक: 28 अक्टूबर, 2002

अधिसूचना

का0आ0.....केन्द्रीय सरकार, राजभाषा संघ के शासकीय प्रयोजनों के लिए प्रयोग नियम, 1976 के नियम 10 के उप-नियम (4) के अनुसरण में मानव संसाधन विकास मंत्रालय (माध्यमिक तथा उच्चतर शिक्षा विभाग) के अन्तर्गत निम्न स्वायत्त संगठन को, जिसके 80 प्रतिषत से अधिक कर्मचारियों ने हिन्दी का कार्यसाधक ज्ञान प्राप्त कर लिया है, अधिसूचित करती है:-

नवोदय विद्यालय समिति (मुख्यालय)
(मानव संसाधन विकास मंत्रालय, माध्यमिक
और उच्चतर शिक्षा विभाग का स्वायत्त संगठन)
प्रषा0 ब्लाक, इंदिरा गांधी स्टेडियम,
इन्द्रप्रस्थ इस्टेट,
नई दिल्ली-110002

(डी0 पी0 बन्दूनी)
निर्देशक (रा0भा0)

सेवा में,
प्रबन्धक,
भारत सरकार मुद्रणालय, मायापुरी
रिंग रोड, नई दिल्ली

प्रतिलिपि सूचनार्थ :

1. भारत सरकार के सभी मंत्रालय/विभाग।
2. माध्यमिक और उच्चतर शिक्षा विभाग तथा प्रारंभिक शिक्षा और साक्षरता विभाग के अधीनस्थ कार्यालय/स्वायत्त संगठन आदि।
3. दोनों विभागों के सभी अधिकारी/अनुभाग/डैस्क आदि।
4. राजभाषा विभाग, गृह मंत्रालय, लोकनायक भवन, खान मार्किट, नई दिल्ली।
5. आयुक्त, नवोदय विद्यालय समिति, प्रषा0 ब्लाक, इंदिरा गांधी स्टेडियम, इन्द्रप्रस्थ इस्टेट, नई दिल्ली-110002
6. श्री वेद प्रकाश गौड़, अवर सचिव, संसदीय राजभाषा समिति, 11, तीन मूर्ति मार्ग, नई दिल्ली-110011
7. गार्ड फाईल।

(डी0 पी0 बन्दूनी)
निर्देशक (रा0भा0)



सं.सं.1-2 / 2002-न.वि.स.(हि.प्र.)

दिनांक: 31.12.2002

कार्यालय ज्ञापन

समसंख्यक अधिसूचना, दिनांक 8.11.2002 का संदर्भ ग्रहण करें जिसके द्वारा आपको सूचित किया गया था कि समिति के पाँच क्षेत्रीय कार्यालयों (लखनऊ, जयपुर, पटना, पूणे और भोपाल) को केन्द्रीय सरकार राजभाषा नियम 1976 के नियम 10 के उप नियम 4 के अंतर्गत अधिसूचित कर दिया गया है।

इस संबंध में आपसे अनुरोध किया जाता है कि भविष्य में उपरोक्त पाँच क्षेत्रीय कार्यालयों के साथ पत्र-व्यवहार केवल हिन्दी अथवा द्विभाषी रूप में ही किया जाए।

(एम.एस. खन्ना)

उप निदेशक

प्रति :

1. सभी अधिकारी, नवोदय विद्यालय समिति, मुख्यालय, नई दिल्ली।
2. उप निदेशक, नवोदय विद्यालय समिति, सभी क्षेत्रीय कार्यालय।



F.No.1-1/2003-NVS(Admn.)

Dated: 10.02.2003

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All the Regional Offices

Sub. : Condemnation of Articles purchased by Navodaya Vidyalaya Samiti.

Sir,

Various nonconsumable items are being purchased at RO level for use in hostels, mess, laboratories and class rooms in terms of furniture, bedding, liveries, uniforms, equipment and other articles. Some of the articles so purchased are required to be replaced due to wear and tear with the passage of time. Accordingly, worn out items are required to be condemned and disposed of regularly.

In this regard, detailed instructions have been prepared listing the rules and procedures for condemnation, composition of committees and powers to be exercised at various levels for condemnation of articles. A copy of the instruction is enclosed.

You are requested to circulate these instruction to all the Vidyalayas under your Region. Immediate action may also please be initiated to condemn and dispose of unserviceable articles lying in the Vidyalayas strictly in accordance with the provisions contained in the instructions. It will be the responsibility of the Regional Office to ensure compliance with these instructions.

Yours faithfully,

(M.S. Khanna)
Deputy Director

Copy to :

1. G.M. (Const.)
2. J.D. (Admn..)
3. J.D. (Acad.)
4. J.D. (P&M)
5. Dy. Director (Admn./Trg.)
6. Dy. Director (Fin.)
7. Dy. Director (Pers.)
8. Dy. Director (Acad.)
9. Dy. Director (Estt.)
10. Asstt. Director (SA).



NAVODAYA VIDYALAYA SAMITI CONDEMNATION

The procedure of condemnation may be initiated only in respect of the articles which are fully unserviceable, which has to be identified at Vidyalaya level.

The Samiti has finalized a list of 347 articles and their respective life span based on experiences communicated from field functionaries. A copy of this list is enclosed.

FREQUENCY OF CONDEMNATION PROCEDURE

Condemnation procedure may be initiated every year after 31st of March after annual stock verification and recommendation thereon.

COMMITTEE AT JNV LEVEL FOR INITIATING THE CONDEMNATION PROCEDURE

A committee consisting of the following shall be constituted to review the articles listed by the Vidyalaya for condemnation:

1. Principal	– Chairman
2. One member of VMC	– Member
3. Senior-most teacher	– Member
4. Stock holders of the respective stock	– Member
5. Store Keeper	– Member

The said committee will review the unserviceable articles which have completed their prescribed span of life, and make its recommendation to the appropriate authority within 15 days of such meeting/ inspection.

RULES FOR CONDEMNATION

- Any item having life span less than 3 years and within the cost of Rs.500/- can be disposed of judiciously at Vidyalaya level by the Principal after they are reviewed by the committee.
- All library books irrespective of its book value is deemed to be a capital nature. Condemnation of library books is not covered in these guidelines. Rule 116 of GFR dealing with Library books is in respect of books issued, in Public Library where a single volume by rotation is issued thousands of times over a period. Therefore, Rule 116 of GFR cannot be applied to JNV libraries.
- Each and every article both consumable & non-consumable irrespective of its value purchased in the Vidyalaya shall be entered into respective stock register by the store keeper after proper verification of voucher/Bill with respect to the approval of the competent authority for purchase of such articles.
- The first exercise of condemnation may be completed immediately in 2-3 stages of meeting as convenient.
- Every article which is listed for premature condemnation shall be verified by an Asstt. Director of Regional Office who shall certify that the article was duly maintained properly and the proposed premature condemnation is genuine.
- For items of Machinery/equipment, such as typewriter, Duplicating machine, Fridge, TV, etc., a certificate shall be obtained from the authorized work shop to the effect that the repair etc. is not economical and the article is fit for condemnation.
- A separate condemnation register shall be maintained giving details of articles respective stock register entry, Asset Register entry and voucher and the value.



9. The proposal for condemnation shall contain justification for each and every item proposed for condemnation. Following format is suggested:-

<i>S.No.</i>	<i>Details of Articles</i>	<i>Life span</i>	<i>Date of Purchase</i>	<i>L/Register No.</i>	<i>Justification for condemnation</i>

10. If an articles become unserviceable before life span expires and the responsibility of stock holder has been established for its becoming unserviceable due to lack of proper maintenance, the book value may be recovered from the person responsible with the approval of competent authority.
11. Any items of asset supplied to the school by the Regional Office or Headquarter or by the donors shall be recorded in the register at the Vidyalaya level. Similarly, the concerned wings at the Regional Office may endorse the statement of distribution to the respective Internal Audit Unit for appropriate recording and monitoring of the same. Condemnation of such articles will also be based on the norms communicated to this set of recommendations.

POWERS OF AUTHORITIES FOR DECIDING CONDEMNATION

<i>Sl. No.</i>	<i>Authority</i>	<i>Limit</i>
1.	Principal	Upto Rs. 5000/- on each occasion based on the recommendations of duly constituted Condemnation Board
2.	Deputy Director	Upto Rs. 10000/- in each case subject to a maximum of Rs. 50,000/- per annum
3.	Joint Director (Admn.)	Upto Rs. 25,000/- in each case subject to a maximum of Rs. 1,00,000/- per annum.
4.	Director	Full powers.

PROCEDURE

- The stock holder concerned shall prepare the list in proforma as in 9 above and submit with justification after annual, physical verification to the Principal.
- The Principal shall review and prepare a consolidated proforma with complete details and put up before the committee.
- The articles which can be condemned at the level of JNV may be so decided and the proposal for the rest may be forwarded to the R.O. in detail as per prescribed format without any ambiguous information in the proposal.
- The R.O. Shall depute an AD to the JNV and get the proposal verified physically on the spot and the said AD may submit his categorical recommendations against each item.
- The said recommendation so submitted may be verified by the audit -wing at R.O. and they may submit a comprehensive proposal to the Deputy Director for an appropriate decision thereon.



6. The JNV shall also maintain a register of condemnation decided at Vidyalaya level, R.O level and Headquarter level.
7. The R.O. may send proposal in respect of articles which are not in its power for condemnation to Headquarters with complete details and recommendations after verification by nominated AD and Internal Audit. The statement should be prepared in juxta position by keeping place for Hqrs. office also.
8. The internal audit during its inspection shall certify that the procedure followed at Vidyalaya level was correct. Any lapse so identified shall be treated strictly.
9. The articles decided for condemnation may be disposed of as below after a specific sanction order by the competent authority:

(a)	Items having life less than 3 years like uniform, Text Books and articles worth less than Rs. 500/- (reference para 1 under rules for condemnation.)	Auctioned to dealers or disposers after following due procedure like calling sealed tender etc. and the value recovered may be credited to revenue receipts
(b)	Items referred to in para 2 under rules for condemnation.	Auctioned in one lot in presence of condemnation committee after a brief advertisement in local news paper, calling sealed tender etc.

10. While auctioning the unserviceable article shown at 9-(b) above a reserve price of minimum 10% of book value may be kept and the article may be given to the highest bidder.
11. Possibilities or preparing fresh items out of recycling the condemned article may be explored and they may again be taken to stock after such preparation.
12. Condemnation of articles other than the enlisted should not be decided until the life of these items are decided by Samiti. List of such items be sent to Hqrs. office for further necessary action.
13. The Committee for condemnation of articles at Vidyalaya level may consider the list as prepared by the Vidyalaya and also make individual observation on each and every item proposed for condemnation after inspecting the items concerned as regards to the date of purchase and the validity of proposed condemnation of item.
14. Wherever the items are found unserviceable due to negligence and unwarranted use of items, the responsibility may be fixed on the incharge of stores under use after conducting due enquiry followed by recovery of the cost of items so found unserviceable.
15. Vidyalaya shall mark/engrave the year of purchase on each and every non-consumable articles purchased in the Vidyalaya. This is to verify by stock register at the time of condemnation.
16. After appropriate decision is taken on condemnation, the Regional Office concerned shall pass 'the specific order' on condemnation indicating therein all the particulars of the items as contained in proforma of proposed list of condemnation. Similarly, the Principal shall also pass a specific order regarding the items of articles condemned at his level. In order to maintain the uniformity of the same, the Regional Office may prescribe proforma of orders for condemnation to the Vidyalaya in respect of items to be condemned at Vidyalaya level.



17. After receiving the sanction of RO/HQ or after passing condemnation/write off of asset order by principal as the case may be, the Vidyalaya shall make appropriate entry in the stock register indicating therein the respective numbers of sanction orders/condemnation orders without fail.
18. Finally Vidyalaya shall make necessary contra entry on the appropriate column under Balance Sheet on both Asset and Liabilities side during the preparation of accounts immediately following the condemnation process duly crediting in the sale proceeds under the head "Revenue Receipts Miscellaneous Income" in respect of items not formed part of Balance Sheet and sale proceeds of items formed part of assets side of balance sheet should be credited under the head "Recoveries of Capital Nature" duly writing off of the booked value of asset in the balance sheet under concerned head.
19. Notwithstanding the rules for condemnation as above, the maintenance and verification of property/stock/store of Vidyalaya shall be taken in accordance with provision contained under General Finance Rule 1963 and the instructions of Samiti issued in this regard from time to time.



LIFE PRESCRIBED FOR DIFFERENT ARTICLES

Sl.No.	Head	Name of Article	Life	Remarks
1.	Biology	Nets/Nests	3 Years	
2.	Biology	Surgical Glove	1 Year	
3.	Biology	Funnels	2 Years	
4.	Biology	Insect Killing Bottles	2 Years	
5.	Biology	Incubator with Thermometer	10 Years	
6.	Biology	Aquarium	10 Years	
7.	Biology	Dissecting Tray	10 Years	
8.	Biology	Ganong's Light Screen	10 Years	
9.	Biology	All Articles Made of Glass such as Slides Cover Slip Beaker etc.	1 Year	
10.	Biology	Apparatus for plant Physiosage (A) Made of Glass (B) Made of Metal	5 Years 10 Years	
11.	Biology	Conical Flasks	2 Years	
12.	Biology	Chart/Models	5 Years	
13.	Biology	Compound Microscope	30 Years	
14.	Biology	Measuring Cylinder Glass	2 Years	
15.	Biology	Jars and other Museum Sets	1 Year	
16.	Biology	Stethoscope	10 Years	
17.	Biology	Razors	5 Years	
18.	Biology	Projection Microscope 6" Diameter	15 Years	
19.	Biology	Spirit Lamps	2 Years	
20.	Biology	Clinical Thermometer	2 Years	
21.	Biology	Cork Borer	5 Years	
22.	Biology	Dissecting Dishes/Slides Box Wooden	5 Years	
23.	Biology	Ganongs Potometer	5 Years	
24.	Biology	Microslides Prepared/Dissecting Instruments	5 Years	
25.	Biology	Blood Pressure Apparatus	10 Years	
26.	Biology	Preserved Specimens in Show Cases	5 Years	
27.	Biology	Fractional Weights Below 10 Gms.	2 Years	
28.	Biology	Preserved Specimens in Show Case	5 Years	
29.	Biology	Haemoglobinometer	5 Years	
30.	Biology	Water Bath Copper	10 Years	
31.	Biology	Stanning Racks	5 Years	
32.	Biology	Models/Stuffed Animals	5 Years	
33.	Biology	Charts	3 Years	
34.	Biology	Skeletons (In Show Case)	10 Years	



Sl.No.	Head	Name of Article	Life	Remarks
35.	Biology	Dissecting Microscope/Magnifiers (Tripod) and Handlenses	10 Years	
36.	Biology	Bone Cutters	5 Years	
37.	Biology	Pestle and Mortar	5 Years	
38.	Biology	Staining Bottles Glass	2 Years	
39.	Chemistry	Trough Tin	2 Years	
40.	Chemistry	Watch Glass	2 Years	
41.	Chemistry	Retort Stand with Ring and Clamp	10 Years	
42.	Chemistry	Bio Gas Plant Model	10 Years	
43.	Chemistry	Tongs	1 Years	
44.	Chemistry	Test Tube Stand (Wooden and Fibre)	12 Years	
45.	Chemistry	Test Tube Holder Iron	5 Years	
46.	Chemistry	Test Tube Brushes	5 Years	
47.	Chemistry	R.B. Flasks (250 ML, 500 ML)	1 Years	
48.	Chemistry	Boiler (Copper)	10 Years	
49.	Chemistry	Spirit Lamp	4 Years	
50.	Chemistry	Beakers (100 ML, 250 ML, 500 ML, 1000 ML, 2000 ML)	2 Years	
51.	Chemistry	Cork Borer (Iron)	2 Years	
52.	Chemistry	Petridish	2 Years	
53.	Chemistry	Blow Pipe	2 Years	
54.	Chemistry	Drying Cones Iron	5 Years	
55.	Chemistry	Cork Presser	5 Years	
56.	Chemistry	Atomic Model Set	5 Years	
57.	Chemistry	Burette Stand	5 Years	
58.	Chemistry	Dessicator	5 Years	
59.	Chemistry	Balance Chemical	5 Years	
60.	Chemistry	China Dish	1 Year	
61.	Chemistry	Test Tube (Brass)	1 Year	
62.	Chemistry	Beehive Shelf Clay/Breaker	1 Year	
63.	Chemistry	Rubber Corks	1 Year	
64.	Chemistry	Test Tube Wooden	2 Years	
65.	Chemistry	Copper Plate	5 Years	
66.	Chemistry	Pipettes (10ML, 20ML, 25ML)	2 Years	
67.	Chemistry	Electrodes	5 Years	
68.	Chemistry	Distillation Apparatus Glass	3 Years	
69.	Chemistry	Deflagrating Spoon (Iron)	3 Years	
70.	Chemistry	Conical Flask	1 Year	
71.	Chemistry	Charcol Slab	2 Years	
72.	Chemistry	Triangular Claypipes Iron Wire	4 Years	
73.	Chemistry	Kipps Apparatus	5 Years	
74.	Chemistry	Glass Jar/Flasks/Funnel/ Measuring Flasks	1 Year	
75.	Chemistry	Burette	3 Years	



Sl.No.	Head	Name of Article	Life	Remarks
76.	Chemistry	Wire Gauge Iron	1 Year	
77.	Chemistry	Weight Box	10 Years	
78.	Chemistry	Thistle Funnel	2 Years	
79.	Chemistry	Weight Box (Wooden)	5 Years	
80.	Chemistry	Triangular (Iron)	2 Years	
81.	Chemistry	Periodic Table	5 Years	
82.	Chemistry	Reagent Bottles	5 Years	
83.	Chemistry	Funnel Stand or Filter Stand	2 Years	
84.	Chemistry	Water Trough (Glass)	5 Years	
85.	Chemistry	Flat Bottom Flasks	2 Years	
86.	Chemistry	Bunsen Burner	5 Years	
87.	Chemistry	Platinum Wire Loop	1 Year	
88.	Chemistry	Centrifuging Machine	15 Years	
89.	Chemistry	Water Condenser	2 Years	
90.	Chemistry	Pestle and Mortar	5 Years	
91.	Chemistry	Glass Jar or Glass Cylinder/ Glazed Tube	2 Years	
92.	Chemistry	Tripod Stand Iron	5 Years	
93.	Chemistry	Separating Funnel	2 Years	
94.	Chemistry	Melting Point Apparatus	5 Years	
95.	Chemistry	Boiling Point Apparatus	5 Years	
96.	Chemistry	Round/Stand Bath	5 Years	
97.	Chemistry	Droper with Rubber Teat	1 Year	
98.	Chemistry	Thermometer (110°C)	5 Years	
99.	Chemistry	Pinch Coke Iron	2 Years	
100.	Consumable	Text Books	2 Years	
101.	Equipment	Call Bell	5 Years	
102.	Equipment	Wall Clock	10 Years	
103.	Equipment	Electric Press	3 Years	
104.	Equipment	Show Case/Hangers Iron/ First Aid Box	5 Years	
105.	Equipment	Gas Burner	10 Years	
106.	Equipment	Computer Chasis		
107.	Equipment	Refrigerator	15 Years	
108.	Equipment	Gadde/Matress Coir	8 Years	
109.	Equipment	Gadda/Matress Cotton	5 Years	
110.	Equipment	Electric Heaters	5 Years	
111.	Equipment	Sewing Machine	20 Years	
112.	Equipment	Weighing Macine/Cabinate above 10 KG	25 Years	
113.	Equipment	Weighing Machine upto 10 KG	10 Years	
114.	Equipment	Quilt	3 Years	
115.	Equipment	Towel	2 Years	
116.	Equipment	Blankets Cover	2 Years	



Sl.No.	Head	Name of Article	Life	Remarks
117.	Equipment	Table Clock	5 Years	
118.	Equipment	Blankets	5 Years	
119.	Equipment	Water Tank (Iron)	20 Years	
120.	Equipment	Convactor	10 Years	
121.	Equipment	Bed Sheets/Pillow Covers	2 Years	
122.	Equipment	Ceiling Fan	20 Years	
123.	Equipment	T.V. Set Colour/VCP/VCR	15 Years	
124.	Equipment	Pillow	5 Years	
125.	Equipment	Masquito Net	5 Years	
126.	Equipment	Camera	20 Years	
127.	Equipment	Remote Bell	5 Years	
128.	Equipment	Table Lamp	5 Years	
129.	Equipment	Automatic Telephone Memory Dialer	10 Years	
130.	Equipment	Electronic Typewriter	10 Years	
131.	Equipment	Generator	15 Years	
132.	Equipment	Foot Mat	2 Years	
133.	Equipment	Personal Computer	5 Years	
134.	Equipment	Call Bell Electric	5 Years	
135.	Equipment	Computer Printer	5 Years	
136.	Equipment	Duplicating Machine	15 Years	
137.	Equipment	Computer Transformer	5 Years	
138.	Equipment	Floor Fans	20 Years	
139.	Equipment	Fire Extinguisher	3 Years	
140.	Equipment	Pocket Calculator	5 Years	
141.	Equipment	Mayur/Kwality Jag	5 Years	
142.	Equipment	Desert Cooler	10 Years	
143.	Equipment	Coir/Jute Matting	5 Years	
144.	Equipment	Desk Calculator	10 Years	
145.	Equipment	Woolen Carpet	10 Years	
146.	Equipment	Addressing System	10 Years	
147.	Equipment	Tube Light Fittings	3 Years	
148.	Equipment	Door Closer	15 Years	
149.	Equipment	Emergency Light	5 Years	
150.	Equipment	Calculator (Printer)	10 Years	
151.	Equipment	Chair Cover (Conference Room)	3 Years	
152.	Equipment	Inter-Com	5 Years	
153.	Equipment	Dictation System	5 Years	
154.	Equipment	Room Heater	5 Years	
155.	Equipment	Voltage Stabiliser	10 Years	
156.	Equipment	Document Binder	10 Years	
157.	Equipment	Curtain	5 Years	
158.	Equipment	Telephone Instrument	5 Years	
159.	Equipment	Air Conditioner	10 Years	



Sl.No.	Head	Name of Article	Life	Remarks
160.	Equipment	Water Cooler	20 Years	
161.	Equipment	Exhaust Fan	10 Years	
162.	Equipment	Typewriter Manual	15 Years	
163.	Equipment	Map (India/World/Geographical)	10 Years	
164.	Equipment	Sofa Cover (Cloth)	3 Years	
165.	Equipment	Coir Pile Carpet	5 Years	
166.	Equipment	Table Cover (Small)	3 Years	
167.	Equipment	Table Cover (Conference Room)	3 Years	
168.	Equipment	Plain Paper Copier	10 Years	
169.	Furniture	Notice Boards	10 Years	
170.	Furniture	Racks Wooden	5 Years	
171.	Furniture	Sofa Set	12 Years	
172.	Furniture	Cash Box Iron	20 Years	
173.	Furniture	Table for Ironing	10 Years	
174.	Furniture	Takhat/Desk Single & Double Desk	10 Years	
175.	Furniture	Folding Bed	10 Years	
176.	Furniture	Stool	5 Years	
177.	Furniture	Study Table	20 Years	
178.	Furniture	Sette (Bar Type)		
179.	Furniture	Typing Table	20 Years	
180.	Furniture	Rack (Computer)	10 Years	
181.	Furniture	Table for Office Wooden	10 Years	
182.	Furniture	Chair (PVC/PU Writing Pad)	7 Years	
183.	Furniture	Study Chair Wooden	10 Years	
184.	Furniture	Looking Mirror (Wooden/PVC/ PU Base	5 Years	
185.	Furniture	Honour Board	10 Years	
186.	Furniture	Chair (PVC Double Seater)	7 Years	
187.	Furniture	Science Table Wooden	10 Years	
188.	Furniture	Chair (Wooden Armless Canned)	10 Years	
189.	Furniture	Office Steel Chair	10 Years	
190.	Furniture	Chair Wooden (Conference Room)	7 Years	
191.	Furniture	Student Chair Wooden	10 Years	
192.	Furniture	Chair (Steel Armless Canned)	20 Years	
193.	Furniture	Gang Bell	20 Years	
194.	Furniture	Chair (Steel, Armed Canned)	10 Years	
195.	Furniture	Single Cot/Dining Table/ Bench, Hostel	10 Years	
196.	Furniture	Chair (Revolving Canned)	10 Years	
197.	Furniture	Almirah Wooden	20 Years	
198.	Furniture	Chair (Steel Armless)	20 Years	
199.	Furniture	Bicycle	7 Years	
200.	Furniture	Chair (Revolving/Executive)	10 Years	
201.	Furniture	Almirah (Iron)	25 Years	



Sl.No.	Head	Name of Article	Life	Remarks
202.	Furniture	Chair Wooden (with Arms Cushioned)	7 Years	
203.	Furniture	Racks Iron/Official Table	20 Years	
204.	Furniture	Wooden Chair (Cushioned with Writing Pads)	10 Years	
205.	Furniture	Black Board Stand	3 Years	
206.	Furniture	Pelmet	20 Years	
207.	Furniture	Benches Wooden	10 Years	
208.	Furniture	Side Rack Steel Full Size Covered	20 Years	
209.	Furniture	Bucket GI	5 Years	
210.	Furniture	Computer Chair	10 Years	
211.	Furniture	Teacher Table	7 Years	
212.	Furniture	Computer Table	10 Years	
213.	Furniture	Table Cloth	2 Years	
214.	Furniture	Fixograph Boards	10 Years	
215.	Furniture	Durries	5 Years	
216.	Furniture	Chair (Wooden Armed Canned)	10 Years	
217.	Furniture	Synthetic Carpet	5 Years	
218.	Furniture	Executive Table (Wooden)	20 Years	
219.	Furniture	Lecture Stand	10 Years	
220.	Furniture	Table (Central)	15 Years	
221.	Furniture	Steel Bench	10 Years	
222.	Furniture	Filing Cabinet (4 Drawer)	20 Years	
223.	Furniture	Two Tier Cot	10 Years	
224.	Furniture	Writing Top (Wooden)	15 Years	
225.	Furniture	Dining Chair	10 Years	
226.	Furniture	Refrigerator (Wooden Stand)	10 Years	
227.	Furniture	Cash Safe	50 Years	
228.	Furniture	Dusplay/Notice Board	10 Years	
229.	Furniture	Map Stand	10 Years	
230.	Furniture	Conference Table	20 Years	
231.	Furniture	Chair Wooden Seat/Cane Seat	5 Years	
232.	Furniture	Chair with Armed Rexined	20 Years	
233.	Furniture	Waste Paper Basket	5 Years	
234.	Furniture	Foot Rest (Wooden)	10 Years	
235.	Furniture	Biology Table	10 Years	
236.	Furniture	Speech Board/Box (Wooden)	15 Years	
237.	Furniture	News Paper Stand	10 Years	
238.	Furniture	Telephone Rack (Wooden)	10 Years	
239.	Furniture	Centre Table	15 Years	
240.	Furniture	Wooden Partition	10 Years	
241.	Furniture	Steel Stool	10 Years	
242.	Furniture	Wall Painting (Wooden Frame)	10 Years	
243.	Furniture	Attendance Board (Notice)	5 Years	



Sl.No.	Head	Name of Article	Life	Remarks
244.	Furniture	Writing Desk (Wooden)/Dual Desk	20 Years	
245.	Furniture	Dining Table Teacher Residence	10 Years	
246.	Furniture	Tray Wooden/Iron	5 Years	
247.	Furniture	Black Board	5 Years	
248.	Furniture	Screens	10 Years	
249.	Furniture	Chemistry/Demonstration Table	10 Years	
250.	Furniture	Trunk	10 Years	
251.	Furniture	Bench Four Seated Wooden	10 Years	
252.	Furniture	Steel Square Pipe Chair	10 Years	
253.	Furniture	Office Lib./Physics/Table	8 Years	
254.	Geography	Wooden and Plastic Scale/ Setsquite (Plastic)	3 Years	
255.	Geography	Globes and Charts	3 Years	
256.	Music	Gitar	5 Years	
257.	Music	Banjo	1 Year	
258.	Music	Sitar	10 Years	
259.	Music	Sirod/Flute	2 Years	
260.	Music	Clabers/Ghunghroo/Mouth Organ	5 Years	
261.	Music	Hammer for Tabla Setting	20 Years	
262.	Music	Drums	7 Years	
263.	Music	Tape Recorder	10 Years	
264.	Music	Mike Set P.A. Set	10 Years	
265.	Music	Khanjari	2 Years	
266.	Music	Piano/Drum/Bag Pipe	7 Years	
267.	Music	Veena	15 Years	
268.	Music	Synthesyser	10 Years	
269.	Music	Harmonium/Tabla/Dholak/Violin	10 Years	
270.	Music	Tanpura	15 Years	
271.	Music	Manjeera	2 Years	
272.	Physics	Newtons Disc/Pin Hold Camera	10 Years	
273.	Physics	Post Office Box	10 Years	
274.	Physics	Zener Diode Apparatus	10 Years	
275.	Physics	Nor and Gate Apparatus	10 Years	
276.	Physics	Nor and Nand Gate Apparatus	10 Years	
277.	Physics	N-P-N Transister or P-N-P Transister Apparatus	10 Years	
278.	Physics	Siren	7 Years	
279.	Physics	Battery Clamps	3 Years	
280.	Physics	Geo. App./Metal Scale/Instr. Boxdrawing Board & Tee/Plane Tablerain Guage/ French Curves (Wooden)/Measure Tape Steel/Optical SO	5 Years	
281.	Physics	Thermometer and Barometer	2 Years	
282.	Physics	Sextant	25 Years	



Sl.No.	Head	Name of Article	Life	Remarks
283.	Physics	Beam Compass/Engineer Chain	10 Years	
284.	Physics	Cunnd Mirror/Screen Glass/Lens Stand Wooden/Optical Bench	2 Years	
285.	Physics	Meter Rods (Wooden)	1 Year	
286.	Physics	Galvanometers	7 Years	
287.	Physics	Slove Oil/Binoculars	10 Years	
288.	Physics	Stop Watches	10 Years	
289.	Physics	Pliers/Tripod Stands/Retort Stand Clamps Resonance Apparatus/Soldering Rods (Fire) Spirit Label/Glass plates Machine	5 Years	
290.	Physics	Spirit Lamps	4 Years	
291.	Physics	Torch Lamps Holders/Tunning Forks/Solder (Electric)/Graduat ED Cylinder/Drawing	2 Years	
292.	Physics	Tangent Galvanometer	7 Years	
293.	Physics	Electrophone Gold Leaf Electroscope Slide Wire Bridge/Potentiometer/One Way and Two Way Keys/Res.Box/Rheostate/Res.Coil	5 Years	
294.	Physics	Thermometer	3 Years	
295.	Physics	Copper Calori Meter/Hypsometer (Copper) Thermometers/Magnets(Bar) Compasses	5 Years	
296.	Physics	Travelling Microscope	10 Years	
297.	Physics	Compass Nepoles	3 Years	
298.	Physics	Ammetre/Laclanche Cell	2 Years	
299.	Physics	Ammertpr/Valtometer	10 Years	
300.	Physics	Switches/Cutout Fuses	21 Years	
301.	Physics	Convex Lenses/Glass Prisms Glass Slabs/Spectrometer/Wire	10 Years	
302.	Physics	S.G. Bottles/Spherometers/Screen Guage Inclined Plane/Graves &	5 Years	
303.	Physics	Multimeter	10 Years	
304.	Physics	Metal Speres	7 Years	
305.	Physics	Balance Spring/Weight Box Vernier Callipers/Boyle's Forting	5 Years	
306.	Physics	Telescope/Epidiascope	20 Years	
307.	Sports	Chess Board/Scrabble Board	7 Years	
308.	Sports	Cussion Based	10 Years	
309.	Sports	Hockey Stick	3 Years	
310.	Sports	Cricket Bat	3 Years	
311.	Sports	Rackets (TT/Bad./LT)	3 Years	
312.	Sports	Table	10 Years	



Sl.No.	Head	Name of Article	Life	Remarks
313.	Sports	Carrom Bord	7 Years	
314.	Sports	Iron Bar	20 Years	
315.	Uniform	Salwar Kameez	2 Years	
316.	Uniform	Skirt	2 Years	
317.	Uniform	Canvas Shoes	6 Months	
318.	Uniform	Pullover	2 Years	
319.	Uniform	Leather Shoes	2 Years	
320.	Uniform	Hawai Chappal	1 Year	
321.	Uniform	Shirt (Terry Cot/Cotton)	2 Years	
322.	Uniform	Full /Half Pant (Terry Cot)	2 Years	
323.	Uniform	Ribbon	1 Year	
324.	Uniform	Phatka	3 Years	
325.	Uniform	Woolen Coat/Pant/Shirt	3 Years	
326.	Uniform	T. Shirt (Terry Cotton)	2 Years	
327.	Uniform	Stocking	1 Year	
328.	Uniform	Socks (Nylone)	1 Year	
329.	Uniform	Belt	2 Years	
330.	Utencil	Chimata/Sandasi/Containers Tubs	2 Years	
331.	Utencil	G.I. Box (Storage)	15 Years	
332.	Utencil	Grinding Machines/Ice Box	8 Years	
333.	Utencil	Glass/Lotas/Plates/Katory/ Steel Stoves/Saucer/Cup	10 Years	
334.	Utencil	Karchhi/Spoon	5 Years	
335.	Utencil	Belons Wooden	6 Years	
336.	Utencil	Tawa	5 Years	
337.	Utencil	Parats	10 Years	
338.	Utencil	Angithies/Ovens Steel	5 Years	
339.	Utencil	Other Steel Utencils	10 Years	
340.	Utencil	Brass Utencils	15 Years	
341.	Utencil	Crockery Item	5 Years	
342.	Utencil	Earthen Wares	1 Year	
343.	Utencil	Plastic/Synthetic/Break Resistant Utencil	5 Years	
344.	Utencil	Other Aluminium Utencils	5 Years	
345.	Utencil	Knife/Chopper/Grater	3 Years	

Total articles included in the current list – 345 (Three Hundred Forty Five only)



**Government of India
Ministry of Personnel, Public Grievances and Pension,
(Deptt. of Personnel & Training) New Delhi**

F.No.31011/3/2001-Estt.(A)

Dated: 13th March, 2003

OFFICE MEMORANDUM

Sub. : Central Civil Services (LTC) Rules, 1988 Suspension - Regarding.

The undersigned is directed to say that the LTC suspension order issued vide this Department's O.M. No.31011/3/2001-Estt.(A) dated 2nd March, 2001 will not be in force w.e.f. 2nd March, 2003. Accordingly, the LTC facility is restored with effect from the current block year i.e. 2002-2005 for any place in India and 2002-03 for Home Town.

2. The above orders shall also apply to All India Service Officers on deputation with the Central Government.
3. These orders shall apply to all autonomous/statutory bodies partially or fully funded by the Government.

Sd/-
(Smt. Pratibha Mohan)
Director (E.II)

To

All Ministries/Department of the Government of India, etc. (as per Standard List)



F.No.1-20/2000-NVS(Admn.)

Dated: 23- 04.03

To

All Deputy Directors,
Navodaya Vidyalaya Samiti
Regional Offices.

Sub. : Central Civil Service (LTC) Rules, 1988-Restoration regarding.

Sir/Madam,

I am to forward herewith a copy of O.M. No.31011/3/2001-Estt. (A) dated 13th March, 2003¹, issued by the Department of Personnel & Training, receiving from Ministry of HRD (UT-2 Division) regarding restoration of Central Civil Services (LTC) Rules, 1988 for information and necessary action thereof in respect of the employees of the Samiti.

It is further requested that the above instructions may kindly be communicated to all JNVs under your jurisdiction for information.

Yours faithfully,

(S.C. Rabra)
Asstt.Director (Admn.)

Copy to :

1. All officers of NVS Hqrs., New Delhi.
2. DDO, NVS Hqrs. for information and further necessary action.

1. See page 96



F.No.14-5/2003-NVS(Vig.)

Dated: 28.04.2003

Sub. : Banning of Business Dealings with Certain Firms-Regarding.

Enclosed please find herewith the copies of following circulars received from the vigilance section of the Department of Secondary and Higher Education, Ministry of HRD wherein the Govt. of India has banned business dealings with concerned firms (i.e. noted against each circular) their allies & subsidiaries, if any, for a period of 10 years w.e.f. the specified date noted against each firm. This may be brought to the notice of all concerned for necessary action please.

Sl. No.	Circular No.& Date (Min. of Commerce & industry, Deptt. of Commerce, Govt. of India)	Name & address of the firms with whom business dealings are banned	Name & address of the proprietor/ Director of the firm	Banned for a period of 10 year w.e.f.
1.	C-37001/5/2002.Vig. (DOC) dt.03.01.03	M/s Sudershan Enterprises, 34, Burtolla, Street, Kolkata-700007	Shri. N.K. Tibrewal, 34 Burtolla Street, Kolkata-700007	05.12.2002
2.	C-37011/8/2002.Vig. (DOC) dt.02.01.03	M/s Delhi Paper Products Co. Pvt. Ltd., 19, IGI, Gurgaon Road, New Delhi-110037	Sri Mukesh Gupta, 19, IGI, Gurgaon Road, New Delhi-110037	30.12.2002
3.	C-37011/4/2002.Vig. (DOC) dt.03.01.03	M/s Ever Rise Products (P) Limited, 22, Biplabi Rash Bihari Basu Road Room No. 15A, 1st Floor Kolkata-700001	—	05.12.2002
4.	C-37011/3/2002.Vig. (DOC) dt.03.01.03	M/s Modern Surgical Pvt.Ltd., 1702, Phase 3 B2 SAS Nagar (Mohali) Punjab	Address of (i) Branch Office- C-6/B-89, Janak Puri New Delhi-110058 (ii) Works: Jhingran Road, Kurali(Punjab)	05.12.2002



5. C-37011/2/99/Vig. M/s Utkal Paper Products, Bisra Road, Rourkela, Orissa Sri Anil Kumar Aggrawal, 28.06.2002
(DOC) dt.12.08.02 S/o Bajhanglal Aggrawal, R/O Jagsalai Jamshedpur Power of Attorney in favour of Shri Arun Kumar & Sh. Anil Kumar R/O A-4/A-5, Rourkela, Orissa


(V.Rama Rao)
Chief Vigilance Officer

To

The Principal of all
Jawahar Navodaya Vidyalayas

Copy to :

1. The Deputy Director of all ROs.
2. All officers of NVS Hqrs. New Delhi.
3. P.A. to Commissioner, NVS
4. Guard File.



F.No.1-56/87-NVS(Admn.)

December 03, 2003

OFFICE ORDER**Sub. : Obtaining Medical Treatment from Authorised Medical Attendant**

The Samiti had recently revised its list of Authorized Medical Attendants after notifying names of Registered Medical Practitioners from the employees. However, while processing the cases of reimbursement of medical claims of officials, it is noticed that in many cases employees are taking treatment from Authorized Medical Attendants located 'far away from their residence instead of going to any AMA close to their place of residence. It has also been noted that some times the claimants do not follow the correct procedure at the time of their/their family members' treatment and this deficiency causes avoidable delay in processing of the claims.

In view of the above all are requested to keep in mind the following major points at the time of taking medical treatment from AMAs :

1. In case there is no Authorized Medical Attendant close to the place of residence, the employee has an option to recommend name of any Registered Medical Practitioner who can be appointed as Authorized Medical Attendant on the terms and conditions already notified by the Samiti.
2. Where Authorized Medical Attendant is appointed in the area :
 - (i) Official should go to his AMA for consultation/OPD treatment.
 - (ii) AMA is not authorized for giving indoor treatment at his own clinic/nursing home in any case, he may if considers necessary, refer the patient to any Government/Private recognized/Referral hospital for further needful.
 - (iii) AMA should refer the patient for any investigation/Lab. Test to a Government/Private recognized/Referral hospital. Charges incurred for the same at private/test done at AMA's clinic will not be reimbursed.
 - (iv) Officials cannot go to any Private recognized/Referral hospital directly. But reimbursement for the treatment taken at Private recognized/Referral hospital in emergent circumstances is allowed only in admission case and after getting post facto approval from his AMA. (Applicable in case of Narendra Mohan Hospital also).
 - (v) Official can take OPD and indoor treatment from Government Hospital without permission from AMA.
3. When Authorized Medical Attendant is not appointed in the area :
 - (i) Official is allowed to take OPD/indoor treatment from Government/Private recognized/referral hospital.
 - (ii) OPD treatment is not allowed from any Private Practitioner who is not an AMA.
 - (iii) Reimbursement is allowed for taking indoor treatment in private hospitals in emergent circumstances only. Emergency certificate from the treating Doctor is required for the purpose.
4. In case any specialized treatment is required from any Private recognized/referral Hospital the same can be permitted only for a very specific purpose and on the recommendation of Authorized Medical Attendant/Govt. Hospital. Request for such permission should be made alongwith such recommendation.



The above instructions may please be noted for strict compliance. Any medical reimbursement claims for the treatment taken after the issue of this office order and not complied with the above procedure are liable to be rejected.

(M.S.Khanna)
Deputy Director (Admn.)

All employees of NVS Hqrs.



F.No.1-1/1997-NVS(Admn.)

23rd December, 2003

CIRCULAR

The matter regarding permitting NVS employees to go on deputation outside the organization has been reviewed and in suppression of all previous instructions on the subject, it has been decided that the NVS employees will henceforth be permitted to proceed on deputation outside organization subject to the condition that the number of employees whose applications are forwarded for deputation will be restricted to 10% of the sanctioned strength in each grade.

(M.S. Khanna
Deputy Director (Admn.)

To

All Regional Offices
All Officers at NVS Hqrs.
Notice Board.



F.No.14-4/2003-NVS(Vig.)

Dated: 31st March, 03

OFFICE MEMORANDUM**Sub. : Preventive Vigilance Measures-Instructions Regarding Acceptance of Valuable Gifts, Momentos and other Items of Pecuniary Character-Reg.**

One of the objectives of the Navodaya Vidyalayas in inculcation of values, promotion of National Integration and to perform the role of pace-setting institutions in the District. In order to actualise these objectives, it is very essential that we inculcate the values of honesty, sincerity, transparency, integrity, character and National spirit. These qualities can be assimilated by the students only when there is an appropriate atmosphere and the role models in the institutions. Hence, it is very essential that teaching & non-teaching staff of Vidyalayas, Principals, officers of Regional Offices and NVS Headquarters create an impact on the minds of the students with their attitude, behaviour and character. To the extent possible they should assimilate themselves with the atmosphere in the Vidyalaya instead of gaining importance and VIP treatment. The behaviour of the officers of Headquarters, Regional Offices and Principals should give no scope to the students to think that they are enjoying the privileges. It is often noticed that during the functions and conferences at the Vidyalayas and Regional level, valuable momentos and gifts are generously presented to the visiting officers.

In order to create a proper impact on the mind of the young students, it is very essential that the functionaries of the organisation should not only be honest but also appear to be honest. Even if some philanthropic organisations, business houses, donors intend to give some gifts, it should be for the Vidyalaya or the office for public utilisation instead of individuals.

In view of the above, all the functionaries of the Navodaya Vidyalaya Samiti are hereby requested to refrain from giving such momentos to the employees of the organisation or accepting them. However, this will not be applicable in case of visiting dignitaries who are not the employees of organisation and such of those employees superannuating from the services. This O.M. may be exhibited on the notice boards of the institutions and circulated among the staff for information.



(V. Rama Rao)
Chief Vigilance Officer

1. All Officers of NVS Headquarters/Regional Officers.
2. The Principal, All Jawahar Navodaya Vidyalayas.



Retirement



F.No.1-81/89-Admn.

6th May, 1991

To

- (1) Deputy Directors of all Regional Offices,
Navodaya Vidyalaya Samiti.
- (2) Principals of all Jawahar Navodaya Vidyalayas.

Sub. : Navodaya Vidyalaya Samiti Employees Group Saving Link Insurance Scheme 1991 Implementation of

Sir,

In continuation of Samiti's letter No. F.3-10/91-Admn. dated 12-03-91¹, I am to inform you that the 'Navodaya Vidyalaya Samiti Employees Groups Saving Link Insurance Scheme 1991' is being implemented from the 1st May, 91.

Further instructions on the subject and details regarding operation of the Scheme are being sent shortly.

Yours faithfully,

(Dr. S.K. Narang)
Deputy Director (Admn.)

1. Copy enclosed. See page 108



F.No.3-10/91(Admn.)

12th March, 1991

To

- 1) Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices
- 2) Principals
All Navodaya Vidyalayas

Sub. : Instruction of Group Saving Linked Insurance Scheme for the Employees of Navodaya Vidyalaya Samiti-Compilation of Data for

Sir,

I am to inform you that a proposal to introduce the Group Saving Linked Insurance Scheme for the regular employees of the Samiti is under active consideration in the Samiti. It is requested that the following information in respect of regular employees on roll as on 1-3-91 may please be sent to the undersigned (by name) positively within a week :

- 1) Name of the employee.
- 2) Designation
- 3) Date of birth
- 4) Date of joining the Samiti on regular basis.

The employees who are working in the Samiti on transfer on deputation basis/ad-hoc basis/daily-wage or part time basis are not to be included in this statement.

It is again requested that the desired information may please be sent to the undersigned within a week positively. Non-furnishing of the information within the stipulated time will be viewed seriously.

Any alteration/addition to the information on the subject may please be communicated to the undersigned in the first week of every month till further orders.

No enquiry may please be made in the forwarding letter as a detailed Circular on the subject is being sent separately.

Yours faithfully,

Sd/-
(K.K. Goel)
Section Officer (Admn.)



F.No.1-81/89-NVS(Admn.)

Dated: 18.06.91

Sub. : Navodaya Vidyalaya Samiti Employees Group Savings Linked Insurance Scheme-1991.

1. This is in continuation with Samiti's letter of even number dated the 6th May, 1991¹.
2. The Scheme 'Navodaya Vidyalaya Employees Group Savings Linked Insurance Scheme 1991' has been introduced with effect from 1.5.91 in collaboration with the Life Insurance Corporation of India.
3. The salient features of the Scheme are :

- (i) For the purpose of this Scheme, the staff of the Samiti have been Categorised in four categories. Categories of the employees covered, their monthly contribution, insurance cover provided, are :

Category	Monthly Subscription	Insurance cover	Category of employees covered
A	Rs.120	Rs.1,20,000	Principal, Vice Principal and all Officers of the Samiti.
B	Rs.75	Rs. 75,000	PGT, OS and other Comparable posts.
C	Rs. 50	Rs. 50,000	TGT, Asstt., Audit Asstt., UDC Catering Asstt., Staff Nurse, LDC, Driver & other comparable posts.
D	Rs. 25	Rs. 25,000	All Group 'D' employees.

- (ii) The Scheme has two aspects - Insurance Coverage and Savings Fund. As per the present rate, 35% of the contribution will be taken against Insurance Coverage. The remaining subscription will be credited to the Savings Fund which will earn interest at 11% p.a. compounding annually.
- (iii) This Scheme will come into force w.e.f. 1st May 91. All the regular employees of the Samiti of rolls on 1st May 91 or entering into the services of the Samiti as regular employees after 1st May 91 are compulsorily have to be enrolled themselves as members of this Scheme.

The employees on adhoc/Daily-wages/Part-time/Deputation/Contract basis are not entitled to become members of this Scheme. Every member is to be intimated about his enrolment to the scheme or about change of his category by the Head of the Office in format at Annex I & II.
- (iv) The 'Annual Renewal Date' of the scheme is First May every year. The employees who will join the services in the Samiti between two Annual Renewal Dates would also be enrolled as a Member of the Scheme with immediate effect but they would be provided benefit of insurance cover only and not of Savings Fund. They will become full-fledged Members of the Scheme from the next Annual Renewal date i.e. First May of every year. The subscription to be recovered from the employees who was joining

1. See page 107



the Scheme between the two Annual Renewal Dates will be 35% only of the monthly subscription fixed for their categories.

- (v) An employee ceases to be a member of the Scheme on attaining the age of superannuation, resignation, death, removal, dismissal, etc.
 - (vi) The benefits payable under this Scheme are that if an employee ceases to be in service due to retirement, resignation, etc. he/she will be entitled to receive lump sum amount of his/her accumulation in the Savings Fund only. If an employee dies while in service his/her nominee will be entitled for payment of lump sum of his/her accumulation in the Savings Fund with interest in addition to the amount of insurance coverage. If the employee dies while in service before becoming full-fledged member of the Scheme, his/her family will be entitled for payment of insurance coverage only.
 - (vii) No loans or advances or part withdrawal should be paid to any member or beneficiary of the Scheme from or against his/her accumulation in the Savings Fund.
 - (viii) Entire monthly contribution paid into the Scheme by the employees will be treated as payment of insurance premium and will be allowed deductions as provided under Income - Tax Act for other Life Insurance Premium. The benefits paid under the policy both at the retirement or death will be treated as policy proceed and will be exempted from Income Tax.
4. The complete Scheme is being circulated separately.
 5. The Scheme will be centrally monitored by the Headquarters of the Samiti. The monthly premium to the LIC will be paid by the Headquarters. At a time of becoming a member of the Scheme, the employee has to furnish willingness in Annexure III and the nomination in one of the prescribed proforma (Annex. IV-V) conferring on one or more persons liable to receive payment admissible under the Scheme in the event of his/her death. If the employee has a 'family' he/she shall make such nomination in favour of a member or member of his/her 'family' only. The nominations will be obtained and accepted as in the case of CPF Scheme and a copy of the same will be kept in his/her service book with proper entries in it.
 6. The membership register will be maintained by the Principals in respect of the employees of the respective Vidyalayas, by the Regional Offices in respect of the employees of the Regional Offices, and by the Administration Section of the Headquarters in respect of the employees of the Headquarters. Initially for all members and whenever there is a change in the membership subsequently, The Drawing & Disbursing Officer shall forward the information of members in Annex VI alongwith one copy of nomination to Headquarters. The master membership register for the Samiti as a whole will be maintained by the Finance & Accounts Wing of the Headquarters.
 7. In case of an employee, already on the rolls of the Samiti, is promoted/appointed to a post making him/her eligible for change in category, he or she will continue to remain in the earlier category till the next annual renewal date and will be placed in the higher category only from the next annual renewal date. Ad-hoc/Officiating promotions will not be taken into account for placing a person in higher category.
 - 8.1 The subscription for a month shall be recovered by deduction from the salary/wage of the 'employee' for that month irrespective of the date of actual payment of salary/wage for that month.



- 8.2 The subscription shall be received every month including the month in which the 'employee' ceases to be in employment on account of retirement, death, resignation, removal from service etc.
- 8.3 The Drawing & Disbursing Officer shall recover the subscription from the 'employees' irrespective of their being on duty, leave or suspension.
- 8.4 If an 'employee' is on extraordinary leave and there is no payment of his salary/wage for any period, his subscriptions for the months for which no payments of Salary/Wage are made to him shall be recovered with interest admissible under the 'Scheme' on the accretions to the Savings Fund i.e. 11% in not more than three instalments commencing from his salary/wage for the months following the month in which he resumes duties after leave. If an 'employee' dies while on extraordinary leave the subscriptions due from him shall be recovered with interest admissible under the 'Scheme' on the accretions to the Savings Fund from the payments admissible to his family under the 'Scheme'.
- 8.5 Since the Scheme has been implemented w.e.f. 1.5.91 premium for three months is to be deducted from the salary for the month payable on 30.6.91. This includes the premium payable for the months of May, June & July 91. In future months, the monthly deduction is to be recovered and remitted to the Headquarters positively on or before 10th of every month.
9. A copy of the detailed accounting procedure sheet is required to be followed by each Drawing & Disbursing Officer for the proper implementation of the Scheme is opened as appendix.

Yours faithfully,

(S.S. Gauri)
Deputy Director (P&A)

Copy to :

1. All Deputy Directors, Regional Offices, Navodaya Vidyalaya Samiti (for action in respect of Regional Offices Staff and ensuring timely action in respect of Vidyalayas staff).
2. All Principals, Jawahar Navodaya Vidyalayas (for action in respect of respective vidyalayas staff).
3. Drawing & Disbursing Officer at Headquarters (for action in respect of Headquarters Staff. List of eligible employee will be supplied by Administration Section shortly).
4. Dealing Assistant, Administrative Section (for action in respect of Headquarters staff).
5. IFA/CAO, Navodaya Vidyalaya Samiti.
6. All Officers/Sections at Headquarters.
7. Guard File.



Annex-I

**NAVODAYA VIDYALAYA SAMITI
NEW DELHI**

No.

Dated:

MEMORANDUM

Shri _____ (name) _____ working in regular capacity as
_____ (Designation) _____ has been enrolled as a member of the Navodaya
Vidyalayas Samiti Employees Group Saving Linked Insurance Scheme w.e.f. _____
His monthly subscriptions of Rs. _____ (Rupees _____)
shall be deducted from his salary/wages commencing from the month of _____
and he will be eligible to the benefits of the scheme appropriate to category _____
w.e.f. _____.

DD(A)/DD(RO)/Principal

To,

*Shri _____

* Name of the employee.



Annex-II

**NAVODAYA VIDYALAYA SAMITI
NEW DELHI**

No.

Dated:

MEMORANDUM

Shri _____ (name) _____ has been promoted on a regular basis, from _____ to _____ w.e.f. _____. His monthly subscription for the Navodaya Vidyalaya Samiti Employees Group Saving Linked Insurance Scheme shall be raised from Rs. _____ to Rs. _____ from the month of _____ and he will be eligible to the benefits of the scheme appropriate to _____ (category) _____ w.e.f. _____.

DD(A)/DD(RO)/Principal

To,

*Shri _____

* Name of the employee.



Annex-III

To

(Head of the Office)

Sir,

I hereby request that I may be enrolled as a member of the Navodaya Vidyalaya Samiti Employees Group Savings Linked Insurance Scheme, 1991, with effect from the date of my joining the Samiti on regular basis on the conditions specified in the Scheme. I agree to the recovery of the subscriptions as per the provisions of the Scheme.

Yours faithfully,

Date : _____

Name _____

Place : _____

Designation _____
of the employee



Annexure-IV

Nomination for benefits under the Navodaya Vidyalaya Samiti Employees Group Savings Linked Insurance Scheme, 1991. (When the Employee has a family and wishes to nominate one member or more than one member thereof)

I _____ hereby nominate the person(s) mentioned below, who is/are member(s) of my family, and confer on him/them the right to receive to the extent specified below any amount that may be sanctioned by the Navodaya Vidyalaya Samiti under the NVS Employee Group Savings Linked Insurance Scheme 1991 in the event of my death while in service or which having become payable on my attaining the age of superannuation may remain unpaid at my death.

<i>Name and Addresses of nominee/ nominees.</i>	<i>Relationship with employee</i>	<i>Age</i>	<i>*Share of amount to be paid to each</i>	<i>Contigencies on the happening of which the nomination shall become invalid.</i>	<i>Name, Address & relationship of the person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the Employee.</i>

1.	2.	3.	4.	5.	6.
1.					
2.					
3.					

N.B.: The Employee should draw line across the blank space below his last entry to prevent insertion of any names after he has signed.

Dated this _____ Day of _____ 19____ at _____

Signature of two witnesses.

1.

2.

Signature of Govt. Servant

* This columns should be filled in so as to cover the whole amount that may be payable under the Insurance Scheme.

**Annexure-V**

Nomination for benefits under the Navodaya Vidyalaya Samiti Employees Group Savings Linked Insurance Scheme, 1991.

(When the Employee has no family and wishes to nominate one person or more than one person)

I _____ having no family, hereby nominate the person/persons mentioned below and confer on him/ them the right to receive to the extent specified below any amount that may be sanctioned by the Navodaya Vidyalaya Samiti, under the NVS Employees Group Savings Linked Insurance Scheme 1991 in the event of my death while in service or which having become payable on my attending the age of superannuation may remain unpaid at my death.

<i>Name and Addresses of nominee/ nominees.</i>	<i>Relationship with employee</i>	<i>Age</i>	<i>*Share of amount to be paid to each</i>	<i>Contingencies on the happening of which the nomination shall become invalid.</i>	<i>Name, Address & relationship of the person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the Employee.</i>
1.	2.	3.	4.	5.	6.
1.					
2.					
3.					

Dated this _____ Day of _____ 19____ at _____

Two witnesses to signature

- 1.
- 2.

Signature of Govt. Servant

N.B. The Employee should draw line across the blank space below his last entry to prevent the insertion any names after he has Signed.

* This columns should be filled in so as to cover the whole amount that may be payable under the Insurance Scheme.

** Where a Government servant who has no family makes a nomination he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.



Annexure-VI

**NAVODAYA VIDYALAYA SAMITI EMPLOYEES GROUP
SAVING LINKED INSURANCE SCHEME, 1991**

Register of Members

Category

Section I : Particulars of employees subscribing to the Insurance Fund Only.

Sl.No.	Name	'Designation'	Date of Birth	'Date of appointment	Date of Commen- cement of subscription	Date of promotion to higher category/ Date of transfer to other unit	Date of death	Remark
1	2	3	4	5	6	7	8	9

Section II: Particulars of employees subscribing to both Insurance Fund and Savings Fund

Sl.No.	Name	'Designation'	Date of Birth	'Date of appointment	Date of Commen- cement of subscription	Date of promotion to higher category/ Date of transfer to other unit	Date of ceassation of membership and reason therefor	Remarks
1	2	3	4	5	6	7	8	9



Appendix

Sub. : The Navodaya Vidyalaya Samiti Employees Group Savings Linked Insurance Scheme 1991- Accounting Procedure-Instructions regarding.

The following procedure is prescribed for the accounting in respect of the deductions made under the Navodaya Vidyalaya Samiti Group Savings Linked Insurance Scheme 1991:-

1. The Group Savings Linked Insurance Scheme is to commence from 1.5.91 and will cover all the regular employees of the Samiti on rolls on or after 1.5.1991. The quantum of subscription on account of this scheme will be deducted as indicated in Para 3.1 of the Scheme. The subscription from the salary of the employees will be deducted for the first two months i.e. for the month of May and June from the salary payable on 30.6.91. In addition to this, the subscription for the month of July will also be deducted in advance from the salary payable on 30.6.91. Thereafter the monthly subscription will be deducted regularly in advance from the salary of the employee. For instance the premium for the month of August will be deducted from the salary payable on 31.7.91.
2. The employees who join the Samiti on regular basis on or after 2.5.91. will be covered for insurance only and will pay @35% of the prescribed subscription of his category. On reaching the 1st May, he will be covered under Savings as well as under Insurance Scheme and will start paying full subscription as indicated in Para 3.1 of the Scheme. In the case of the employee, joining the Samiti on regular basis during the midst of a month the subscription will have to be paid for two months, i.e. for the month of joining the service and for the next month (the subscriptions of which is payable in advance). The subscription has to be deducted for the whole month irrespective of the date of joining the Samiti.
3. **Functions of D.D.Os.**
The DDO will furnish a certificate with every Pay Bill that the subscription of account of Group Savings Linked Insurance Scheme has been deducted in respect of all the regular employees for whom the salary is being drawn in that bill. No salary bill will drawn without this certificate.
4. The following records in the matter of deduction of subscription will have to be maintained.
 - (i) **Pay Bill Register & Pay Bills**
A separate column "NVS G.S.L.I. Scheme" may be opened and operated under deductions of the pay bill register and Pay Bill. This will apply to arrear pay bills also.
 - (ii) **Cash Book & Ledger**
The total amount deducted as per the pay bill will be accounted for on "Receipt" side of the Cash Book and a separate Ledger folio is to be maintained.
 - (iii) **Remittances to Hqrs.**
The amount of total deduction as per Pay Bill has to be remitted to Hqs. office by operating a similar Head on payments side of the Cash Book as well as ledger. A Demand Draft in favour of "Navodaya Vidyalaya Samiti Employees Group Insurance Scheme Fund Account" has to be obtained and forwarded to the Hqs. office immediately alongwith the prescribed schedule in Annexure A&B so as to reach Hqs. office by 10th of each month positively. The deductions made in supplementary bills in a particular month should also to be included in the monthly schedule and drawn in a consolidated Demand Draft and need not sent to Hqs. on drawal of supplementary bills immediately.

**5. Monthly Accounts of the Units**

In the monthly statement of accounts of the Unit, a separate Head of Account named “NVS Group Savings Linked Insurance Scheme” has to be opened on both sides of the accounts viz. Receipt and Payment below the Head “Remittances” and operated upon. It should be ensured that necessary Demand Draft for the total amount shown under this subhead on payment side is furnished to Samiti before the prescribed due date.

6. Annual Accounts

A statement for each financial year has to be prepared in the prescribed proforma in the Annexure-C and will be furnished to Hqs. office alongwith the Annual Accounts.

7. Accounting at Hqrs. Office

A unitwise, categorywise, ledger will be maintained on receipt of monthly schedule alongwith the Demand Drafts from the field formations the subscription so received will be posted against each individuals every month. The Demand Drafts received from various Units will be deposited in the bank.

The Hqrs will be responsible to ensure that the amount of monthly premium received from the field formations and paid to LIC are accounted for reconciled regularly each month.

8. A separate account will be kept by the Hqrs. making the transactions under this Scheme and will form part of the Account of the Samiti.

**Annexure-A**

Name of the Unit.....

Schedule of recovery of N.V.S. employees Group Savings Linked Insurance Scheme 1991, for the employees subscribing to the insurance cover only from the pay & allowances for the for the month of.....

<i>Sl. No.</i>	<i>Name of the employee</i>	<i>Designation</i>	<i>Date of entry in regular service of NVS</i>	<i>Category</i>	<i>amount of subscription recovered</i>	<i>Remarks</i>
1.						
2.						
3.						
4.						
5.						
6.						
7.						

Total						

Certified that all the recoveries made in the monthly pay bill including supplementary bills have been duly incorporated and agreed with the amount as per Ledger folio of that month.

Draft of Rs.....
attached

Drawing & Disbursing Officer



F.No.1-81/89-NVS(Admn.)

Dated: 27.06.91

Sub. : Navodaya Vidyalaya Samiti Employees Group Saving Linked Insurance Scheme 1991.

This is in continuation to Samiti's letter of even number dated 18.06.91 on the above noted subject.

It has been decided that the employees who have been offered permanent absorption in the Samiti and their technical resignations from the post held by them in their parent organisations with effect from 1.5.91 have been received may also be enrolled as member of the Group Insurance Scheme. In such cases, it must be ensured that the contribution on account of the similar scheme to their previous employers are not sent.

(S.S. Gauri)
Deputy Director (P&A)

Copy to :

1. All the Deputy Directors, Regional Offices of the Samiti.
2. All the Principals of the Navodaya Vidyalayas.
3. Drawing & Disbursing officer of the Samiti at the Hqrs.
4. Dealing Assistant, Administration Section.
5. IFA/CAO, Navodaya Vidyalaya Samiti.
6. All Officers/Sections at Headquarters.
7. Guard file.



RULES OF NAVODAYA VIDYALAYA SAMITI EMPLOYEES GROUP SAVINGS LINKED INSURANCE SCHEME-1991

1. Definitions

In these Rules, where the context so admits, the masculine shall include the feminine, the singular shall include the plural and the following words and expressions shall, unless repugnant to the context, have the following meanings.

- (i) "The Employer" shall mean the Navodaya Vidyalaya Samiti, its Regional Office and its subsidiary units called as Jawahar Navodaya Vidyalayas.
- (ii) "the Corporation" shall mean the Life Insurance Corporation of India established under Section 3 of the Life Insurance Corporation Act, 1956.
- (iii) "The Schemes" shall mean Navodaya Vidyalaya Samiti Employees Group Savings Linked Insurance Scheme, 1991.
- (iv) "The Rules" shall mean the rules of the Scheme asset out below and as amended from time to time.
- (v) "The Member" shall mean the regular employees of the Samiti who has been admitted to the benefits under the Scheme.
- (vi) "Entry Date" shall mean (a) in relation to the members admitted to the Scheme on the date of the Commencement i.e. 1.5.91 (b) in relation to new Members to be admitted to the Scheme after the Commencement date, the Annual Renewal Date which is coincident with or which immediately next follows on which they become eligible.
- (vii) "Annual Renewal Date" shall mean in relation the scheme the 1st day of May, 1991 and the 1st day of May in each subsequent year.
- (viii) "Terminal Date" shall mean in respect of a Member the date on which he completes the age of 60 years i.e. the date of retirement.
- (ix) "The Assurance" shall mean the Assurance to be effected on the life of the member.
- (x) "The Running Account" shall mean the account to be maintained by the Corporation in favour of the Employer to which will be credited the premiums remaining in respect of the Members after utilising such part as is required to provide life assurance benefit.
- (xi) "The Beneficiary" shall mean, in relation to a Member, the person or persons who has/have been appointed by him in terms of these Rules to receive the benefits under the Scheme in the event of his death which is being insured.
- (xii) "Register" shall mean the record of Members kept by the corporation.

2. The employer will act for and on behalf of the Members in all matters relating to the Scheme and every act done by, agreement made with and notice given to the corporation shall be binding on the members.

3. Commencement Date

The Scheme shall commence and the Rules shall take effect from 1st May, 1991.



4. Eligibility

- (a) Regular employees who are aged not less than 18 years and not more than 60 years shall be eligible to join the scheme.
- (b) Present employees in the above category may join the Scheme as from the date of commencement of the Scheme.
- (c) It shall be a condition of service that present employees who are not within the above category and all future employees must join the Scheme on the relevant Entry Dates as soon as they satisfy the conditions of eligibility.
- (d) No Member shall withdraw from the scheme while he is still an eligible employee satisfying the conditions of eligibility described above.

5. Evidence of Age

The Employer shall arrange to obtain satisfactory evidence of age in respect of each Member at the time of his entry into the Scheme.

6. Evidence of Health

Evidence of insurability in the manner required by the Corporation will have to be submitted in respect of each Member before he is admitted to the Scheme.

7. Contributions

- (i) Every Member shall pay a monthly contribution according to his category at the rate as indicated below:

<i>Category</i>	<i>Monthly contribution</i>
A	Rs. 120/-
B	Rs. 75/-
C	Rs. 50/-
D	Rs. 25/-

The contribution shall commence on the Entry Date and continue until the Terminal Date or otherwise as specified in the Rules.

- (ii) Employees entering the service of the Employer between two Annual Renewal Date in any year will be given – the benefit of appropriate insurance cover from the date of joining the service to the date of their becoming Member of the Scheme on payment of a subscription or Rs. 42.00, Rs. 26.25, Rs. 17.50 and Rs. 8.75 per month in Category 'A', 'B', 'C' and 'D' respectively as a premium.
- (iii) Category of posts for the purpose of this Scheme will be as under:

Category 'A' :	Principal, Vice-Principal and all officers of the Samiti up to the rank of Section Officers.
Category 'B' :	PGTs, office superintendent and other comparable posts.
Category 'C' :	TGTs, Assistants, Audit Assistant UDC, Catering Assistant, LDC, Drivers and other Comparable posts.
Category 'D' :	All Group 'D' employees or equivalent post in the Samiti's Headquarter, Regional Offices and the Vidyalayas.
- (iv) The Employer shall recover the contribution in respect of all the Members from their salaries and remit the same in full to the Corporation on the due date for providing benefits in accordance with the rules. Provided further that the employer shall remit



the contribution in respect of all members recovered on the due date of each month irrespective of the fact that the salary has been actually paid to such members or not, failing to which penal interest at the rate determined by the Corporation shall be payable by the Employer. (The due date for receipt of premium in the LIC would be 25th of each month).

- (v) A part of the contribution as may be fixed by the Corporation from year to year, expressed as a uniform average amount per Member determined on the basis of the age distribution/categories of all the Members/shall be utilised to provide for each member life assurance benefit as mentioned in Rule 8. The life assurance benefit will become payable upon the death of the Member whilst being insured under the Scheme. For this purpose, the Employer shall effect assurance under the one year Renewable Term Assurance plan with the Corporation. The balance of the contribution will be credited to a Running Account to be maintained by the Corporation in favour of the Employer for providing the benefits described in Rule 8 to the Members. The Corporation shall allow interest on the balance in the Running Account at the agreed rate.

8(a) **Benefits**

On death of the member before the Terminal Date:

- (i) The life assurance benefit category-wise i.e. A, B, C, & of Rs. 1,20,000/- Rs. 75,000/- Rs. 50,000/- and Rs. 25,000/- respectively together with the amount to the credit of the Member in the Running Account as on the date of his death as determined in the manner referred to in 8(ii) shall become payable to the beneficiary.

- (ii) On reaching Terminal Date or on earlier cessation of service other than death:

The total amount to the Member in the Running Account as shall be determined by the corporation having regard to the Entry date, the amounts credited to the Running Account from time to time, the rate of interest and the date of exit shall become payable to the member.

8(b) **Revision in Life Assurance Benefits:**

The amount of Life Assurance Benefit, in respect of each member due to change in category, shall be revised only on the 'Annual Renewal Date' immediately next following the change of category.

9. **Termination of Membership**

The Membership of the Scheme in respect of a Member shall terminate upon the happening of any of the following events:

- (a) Member ceasing to be in the service of the employer.
- (b) Member reaching the Terminal Date

Upon termination of membership, the life assurance benefit to the member shall cease forthwith and the amount at his credit in the Running Account as determined in Rule 8(ii) shall become payable.

10. **Restrain on Anticipation or Encumbrance**

The benefits under the scheme are strictly personal and cannot be assigned, charged or eliminated in anyway.



11. **Master Policy**

The Corporation will issue a Master policy to the Employer incorporating the terms and conditions under which the benefits are assured.

12. **Appointment of Beneficiary**

Every Member shall at the time of entry into the Scheme appointment or more of his wife or child/children or dependents to be his Beneficiary or Beneficiaries in from given in the Appendix and file it with the Employer. If a member does not have a wife or child/children or dependents then he shall appoint his legal representative to be the beneficiary. In the event of death of the Member, the benefits in respect of him will be paid to the beneficiary or beneficiaries appointed.

13. **Amendment or Discontinuance of Scheme**

The Employer may discontinue the Scheme at any time subject to 3 months previous notice being given to the Members and the Corporation and the discontinuance shall be effective from the 1st of the month coincident with or following the expiry of the notice period.



Form-IV

LETTER OF ADMISSION AND AUTHORITY

Dated:

To

Dear Sir,

Sub. : Group Savings-Linked Insurance Scheme.

I wish to join the Group Savings Linked Insurance Scheme arranged with Life Insurance Corporation of India and request you to admit me as an insured member of the Scheme with effect from _____ I here by authorise you to deduct a sum of Rs. _____ as contribution towards the Scheme from my salary starting from the salary for the month of _____.

I, further, agree that this letter of authority shall not be revoked by me so long as I am a regular employee. My date of birth, as recorded in _____ Certificate sent herewith is _____.

Yours faithfully,

(Signature)

Name: _____
(in block letters)

Designation: _____

Department & Office : _____



F.No.1-81/89-NVS(Admn.)

Dated: 19.08.91

To

The Deputy Directors
of all the Regional Offices,
Navodaya Vidyalaya Samiti.

Sub. : NVS Employees Group Saving Linked Insurance Scheme-1991.

Sir,

I am directed to refer to Samiti's letter of even number dated 18.06.91¹, on the above noted subject and to say that the contribution towards Group Insurance Scheme have not yet been received from all the Vidyalayas as well as the Regional Offices. You are aware that scheme has been come into force w.e.f. 01.05.91 and all the regular employees of the Samiti on rolls on 01.05.1991 have to contribute compulsorily to this Group Insurance Scheme. The contribution so deducted by the Principal concerned in the case of teaching and non-teaching Staff of the vidyalaya and Deputy Directors of the Regional Offices in respect of staff and officers working in the respective Regional Offices have to be forwarded to the Headquarters Office by 10th of every month. It has also been noticed that some of the Vidyalayas are forwarding the Demand Drafts in respect of contribution towards Insurance Scheme in the name of DD(P&A) whereas it has been categorically mentioned in the appendix attached to the above quoted letter that the Demand Draft for NVS Employees Group Insurance Scheme Fund Account should be sent to Finance and Accounts Wing of the Samiti. The forwarding letter should invariably be addressed to the Section Officer (Account) Navodaya Vidyalaya Samiti. A-39 Kailash Colony, New Delhi-110048. While forwarding the premium to the Headquarter office changes, if any also be intimated in the prescribed format. It is also requested that the nomination of the officer concerned may also be forwarded to (F&A) wing of the Samiti in the prescribed proforma duly attested by the competent authority through the Regional Office concerned.

It is once again requested that above instructions may be strictly followed and it may be ensured that premium towards Insurance Scheme should not be delayed.

Yours faithfully,

(S.S. Gauri)
Deputy Director (P&A)

1. For reference see page 109



F.No.3-18/91-NVS(Admn.)

Dated: 2.1.1992

OFFICE MEMORANDUM

Sub. : Navodaya Vidyalaya Samiti Employees Group Savings Linked Insurance Scheme, 1991.

As you are aware, a Scheme called "Navodaya Vidyalaya Employees Group Savings Linked Insurance Scheme, 1991" has been introduced for regular employees of the Samiti w.e.f. 01.05.1991 in collaboration with the Life Insurance Corporation of India. The Scheme has two aspects-insurance coverage and a savings fund. As per the present rate, 35% of the contribution will be taken against insurance coverage and the remaining 65% of the contribution will be credited to the savings fund which will earn interest @11% per annum compounded annually. All the regular employees of the Samiti, on the rolls, on 1st May, 1991 as well as the employees who have been considered for absorption w.e.f. 1.5.1991, irrespective of pending acceptance of their technical resignation, have been compulsorily enrolled as members of this scheme. The employees presently working on ad-hoc, daily wages, part time, deputation, contract/re-employment basis are not entitled to become members of this Scheme.

A copy of the 'Rules of Navodaya Vidyalaya Samiti Employees Group Savings Linked Insurance Scheme, 1991 is enclosed for records and ready reference¹. The employees who were on the rolls on 1st May, 1991 will have to contribute monthly subscription as mentioned in the Rule 7(i) of the scheme. The employees entering the service after 1.5.91 will have to pay subscription at the rates mentioned in Rule 7(ii) to get the benefit of appropriate insurance cover from the date of their joining the service in the Samiti. They will become the regular member of the scheme w.e.f. 1st May, 1992.

The salient features of the Scheme as well as the accounting procedure has already been circulated to all Vidyalayas, Regional Offices and various Wings of the Headquarters of the Samiti. A copy of the same is also enclosed for ready reference. However, it has been noted that some of the Regional Officers/Navodaya Vidyalayas are not remitting the contributions regularly to the Headquarters Office as per the instructions already conveyed to them. It is, therefore, requested that all possible efforts may please be made to send the remittances to the Headquarters Office positively by 10th of every month to enable the Samiti to deposit the premium to the LIC well in time. The information about the new entry as well as the deletion of any name from the regular enrollment of Staff may also please be forwarded in the prescribed proforma, in duplicate, along-with remittances.

(S.S. Gauri)
Deputy Director(P&A)

Copy to :

1. All the Regional Offices of the Samiti.
2. All the principals of the Navodaya Vidyalayas.
3. Finance & Accounts Wing of the Samiti.-Two copies of the Rules

1. See page 122



F.No.1-1/98-NVS(Admn.)

Dated: 16.06.98

OFFICE MEMORANDUM**Sub. : Age of Retirement of Staff in the Navodaya Vidyalaya Samiti - raising of.**

The Vth Central Pay Commission had recommended for increase in age of retirement of Central Govt. employees from 58 to 60 years. This recommendation of the Vth Central Pay Commission has been accepted by the Government and it has been decided to increase the age of retirement of Central Govt. employees from 58 to 60 years. Consequently, it has been decided by the Govt. to extend the benefit of extension of age of retirement from 58 to 60 years to the employees of autonomous organisations also as per the terms and conditions contained in Ministry of Personnel, Public Grievance and Pension, Deptt. of Personnel & Training O.M.No.25012/8/98-Estt. (A) dated 30th May 1998 (Copy enclosed). Accordingly, the age of retirement of staff in NVS will also be 60 years.

This decision may kindly be noted for compliance and brought to the notice of all employees under your administrative control.

(M.S. Khanna)

Deputy Director (Admn.)

Copy to :

1. All Regional Offices.
2. All Jawahar Navodaya Vidyalayas.
3. All Officers at NVS Hqrs.
4. Dy. Director (Fin.)/Dy. Director (Pers.), Asstt. Director (Admn.)/DDO, NVS Hqrs.
5. Under Secretary (UT.2)-with reference to letter no.F.8-8/98-UT.2 dated 05th June, 98



F.No.25012/8/98-Estt.(A)

Dated: 30th May, 1998

Government of India
Ministry of Personnel, Public Grievances & Pension
(Department of Personnel and Training)
New Delhi-1

OFFICE MEMORANDUM

Sub. : Age of Retirement in Autonomous Bodies/Organisations Raising of.

The undersigned is directed to say that the Fifth Central Pay Commission in para 128.16 of its report recommended for increase in age of retirement of Central Government employees from 58 years to 60 years. The recommendation of the Fifth Central Pay Commission has been accepted by the Government and it has been decided to increase the age of retirement of Central Government employees from 58 years to 60 years. Accordingly, F.R. 56 has been amended vide this Department's Notifications No.25012/2/97-Estt.(A) dated 13.5.1998 and 27.5.1998. The amended F.R. 56 (a) reads as under:-

- (a) Except as otherwise provided in this rule, every Government servant shall retire from service on the afternoon of the last day of the month in which he attains the age sixty years.

Provided that a Government servant whose date of birth is the first of a month shall retire from service on the afternoon of the last day of the preceding month on attaining the age of sixty years.

"Provided further that a Government servant who has attained the age of fifty eight years on or before the first day of May, 1998 and is on extension in service shall retire from service on expiry of his extended period of service.

2. Consequent upon revision of scale of pay of the Central Government employees, the question of extending the same benefits to the employees of the autonomous bodies/organisations was also under consideration of the Government, it has been decided to extend the benefit of extension in age of retirement from 58 years to 60 years in the following cases:-

- (a) In cases where the autonomous bodies/organisations are following the rules as applicable to Central Government employees and where the pay scales and conditions of service are identical to Central Government employees, the age of retirement shall be extended by two years with prospective effect through appropriate Notification amending the Rules in consultation with the administrative Ministry concerned subject to conditions that the age retirement shall not exceed 60 years. There shall be a complete ban on grant of extension in service beyond the age of superannuation except in the case of medical and scientific specialists, who can be granted extension in service, on a case to case basis, upto the age of 62 years and the orders relating to increase in age of retirement shall not be applicable to the persons on extension in service on 1.5.1998.
- (b) In cases where the existing rules of the relevant autonomous bodies/organisations provide either that the age of retirement of specified categories of personnel working in these organisations shall be same as corresponding categories/grades in the Central



Govt. or where the existing rules provide that all the conditions of service shall be identical to corresponding category of personnel in the Central Govt., the age of retirement may be increased by two years from prospective effect subject to a maximum of 60 years, in consultation with the concerned Administrative Ministry except in cases where the age retirement in these organisations is already more compared to their counterparts in the Central Govt. There shall be a complete ban on extension in service beyond the of superannuation except in the case of medical and scientific specialists, who can be grants extension in service, on a case to case basis, upto the age of 62 years and the orders relating to increase in age of retirements shall not be applicable to the persons on extension in service on 1.5.1998.

- (c) In respect of autonomous bodies/organisations not covered by (a) & (b) above, the Administrative Ministry concerned may examine the matter on merits and thereafter, approach the Department of Personnel, if it proposed to extend the age of retirement in these autonomous bodies/organisations. The usual conditions that the maximum age retirement shall not exceed 60 years and there shall be a complete ban on extension in service beyond the age of superannuation except in the case of medical and scientific specialists, who can be granted extension in service, on a case to case basis, upto the age to 62 years and the orders relating to increase in age of retirement shall not be applicable to the persons on extensions in service on the date of issue of orders shall apply.

(Harinder Singh)

Joint Secretary to the Government of India

All Ministries/Department of the Govt. of India.



F.No.1-18/2001-NVS(Admn.)

Dated: Nov. 23, 2001

OFFICE ORDER

In pursuance of the decision taken by the Executive Committee in its XXI meeting held on 9th August, 2001, the NVS hereby adopts the Payment of Gratuity Act 1972 for its employees *mutatis mutandis* w.e.f. 3rd April, 1997.

(Dr. Rakesh Kumar Sharma)
Joint Director(Admn.)

Copy to :

1. All Regional Offices of the Navodaya Vidyalaya Samiti.
2. All JNVs.
3. All Sections/Officers of the Hqrs.
4. Office order file.
5. Guard file.



F.No.2-19/2001-NVS(Admn.)

Dated: 8th, July, 2002

The Deputy Director,
Navodaya Vidyalaya Samiti
Regional Office,
Chandigarh

Sub. : Decentralise of Contributory Provident Fund Works Maintenance of CPF accounts, Subscribers Accounts, Broad Sheet, Payment of CPF Advances, Final Payments etc. at RO Level-reg.

Sir,

It has been decided by the competent authority to decentralise the Contributory Provident Fund Works w.e.f. 1.10.2002 to all Regional Offices/NVS headquarters in respect of all units functioning under their administrative control.

You are, therefore requested to get completed all pending CPF Works by 30th September, 2002 positively and also submit the completion report especially in respect of the following works at the earliest.

- (i) Maintenance of CPF subscribers accounts duly posted the monthly subscription upto 31th March, 2002.
- (ii) Year wise preparation and finalisation of broad sheet of CPF accounts in respect of all the subscribers upto 31st March, 2002.
- (iii) Preparation and finalisation CPF balance sheet (year wise) from the financial year 1995-96 onwards in the prescribed Proforma.
- (iv) Clearance of all out standing proposals concerning with reimbursement of CPF advances.
- (v) Clearance of all final payments and part withdrawal cases to the concerned subscribers.

This may please be accorded top priority.

Yours faithfully,

(Kuldeep Singh)
Deputy Director (Admn.)

Copy to :

1. SPA to Commissioner, NVS for information.
2. All Officers, NVS, Headquarters for information.
3. AD (CPF Cell) NVS RO, Chandigarh with the remarks that the aforesaid works may please be got completed at the earliest and the completion report also furnished to this office though



Regional Deputy Director at the earliest but not later than by the prescribed due date i.e. 30.9.2002.

4. All Deputy Director, NVS Regional Offices with the request to provide LDC/UDC as mentioned below from RO/Vidyalaya under his control by 19.7.2002 positively to CPF Cell, Chandigarh in order to complete the above records of the employees working under their region and take away all complete records with him after completion before 30th September, 2002.

Hyderabad	-	2
Shillong	-	1
Lucknow	-	2
Jaipur	-	1
Patna	-	1
Bhopal	-	1
Chandigarh	-	-
Pune	-	1
HQ	-	Already provided/available with CPF cell

(Kuldeep Singh)
Deputy Director (Admn.)



F.No. 1-18/2001-NVS(Admn.)

11th November, 2002

CIRCULAR

Sub. : Payment of Gratuity in Respect of Employees of Navodaya Vidyalaya Samiti

In continuation to the Office Order No.I-18/2001-NVS(Admn.) dated 23.11.2001¹ for implementation, m Gratuity Act, 1972 for the employees of Navodaya Vidyalaya- Samiti, the competent authority has accorded approval for payment of Gratuity to the employees as per Gratuity (Central) Rules, 1972.

The controlling authority for the administration of Gratuity Act, 1972 and payment thereof to the employees of Navodaya Vidyalaya Samiti will be as under :-

Sl. No.	Category of Employees	Controlling Authority
01.	All Teaching & Non-Teaching Staff of ROs/JNVs (Up to the level of Vice-Principals)	Deputy Director of concerned Regional Office.
02.	All Assistant Directors, Principals, Section Officers & Headquarters Staff.	Deputy Director(Admn.) Navodaya Vidyalaya Samiti, Headquarters
03.	All Deputy Directors & above	Joint Director(Admn.) Navodaya Vidyalaya Samiti, Headquarters

Modalities of Payment of Gratuity : Gratuity shall be payable to an employee of the Samiti on the termination of his employment after he has rendered continuous service for not less than 5 years:

- a) On his superannuation, or
- b) On his retirement, or resignation, or
- c) On his death or disablement due to accident or diseases

(Provided that the completion of continuous service of five years shall not be necessary where the termination of the employment of any employee is due to death or disablement)

1. An employee who is eligible for payment, of Gratuity under this Act, or any person authorize, in writing, to act on his behalf shall apply within 30 days from the date the Gratuity became payable in Form 'I' to the controlling authorities as indicated above, provided where the date of superannuation or retirement of an employee is known, the employee may apply to the concerned controlling authority before 30 days of the date of superannuation or retirement.
2. A nominee of an employee who is eligible for payment of Gratuity under the second provision

1. See page 132



to sub-section (1) of section 4 of Gratuity Act, 1972 shall apply, ordinarily within thirty days from the date of gratuity became payable to him, in Form J to the concerned controlling authorities.

Provided that an application in plain paper with relevant particulars shall also be accepted. The controlling authority may obtain such other particulars as may be deemed necessary by him.

3. A legal heir of an employee who is eligible for payment of Gratuity under the second provision to sub-section (1) of section 4 shall apply, ordinarily within one year from the date of Gratuity became payable to him, in Form 'K' to the concerned controlling authority.
4. Where Gratuity becomes payable under the Act before the commencement of these rules, the periods of limitation specified in sub-rules (1), (2) and (3) as given above shall be deemed to be operative from the date of such commencement.
5. An application for payment of Gratuity filed after the expiry of the periods specified in this rule shall also be entertained by the controlling authority, if the applicant adduces sufficient cause for the delay in preferring his claim, and no claim for Gratuity under the Act shall be invalid merely because the claimant failed to present his application within the specified period. Any dispute in this regard shall be referred to the commissioner for his decision.
6. An application under this rule shall be presented to the Controlling Authority through the Head of the Office either by personal service or by registered post acknowledgement due.
7. All Regional Offices will estimate the budget required every year for payment of Gratuity to the employees under their jurisdiction and shall intimate in due course of time to the Finance Wing of Navodaya Vidyalaya Samiti, Headquarters in the prescribed form alongwith the details for provision of funds under head 'Staff payment' sub head 'Payment of Gratuity*.
8. The Gratuity payable under this act shall be paid in Demand Draft or Bank Cheque to the eligible employee/nominee or, legal heir, as the case may be, by the Controlling Authority after getting concurrence from the finance wing of their respective offices .

APPELLATE AUTHORITY : In case of any dispute for payment of Gratuity the Commissioner shall be the Appellate Authority who will record his decision of receipt on a memorandum of appeal from the claimant. A copy of the decision shall be given to the party to the appeal and copy thereof shall be sent to the controlling authority for further necessary action as per his decision.

It is also requested that the nomination form and other relevant document for payment of Gratuity may be obtained from each employees of their jurisdiction as stated above and kept in record properly. And also maintain a proper register of payment of Gratuity (Unit wise and yearwise)

All the Unit Heads are hereby requested to refer to compilation of the payment of Gratuity Act, 1972 for reference and guidance in the matter.

All other rules for payment of Gratuity will be applicable *mutatis mutandis* as notified by the Government of India under payment of Gratuity Aid, 1972 and the payment of Gratuity (Central) Rules, 1972.

Further it may be noted that it will be a personal responsibility of the controlling authority for making payment of Gratuity as per Rule to the employee concerned in all cases i.e. death/resignation/ superannuation/retirement/ disablement etc.



All the cases pending in your Region may please be settled from the existing funds chargeable to head "Staff Payment" Sub Head "Payment of Gratuity" by 31.12.2002. Necessary funds will be provided/allotted to Regional Offices as per actual requirement on demand.

This has the approval of Ministry of H.R.D., Department of Secondary & Higher Education, Govt. of India vide F.No.5-38/2002-NVS(Admn.) dated 7th November, 2002.

(Kuldeep Singh)
Deputy Director (Admn.)

Copy to :

1. SPA to Commissioner
2. Deputy Directors of All Regional Offices
3. Directors of All N.L.I.
4. Incharges of All Sub Regional Offices
5. Principals of All JNVs.
6. All Officers of NVS Headquarters
7. Notice Board
8. Guard File.



FORM-I
APPLICATION FOR GRATUITY BY AN EMPLOYEE
[Sub-Rule (1) of Rule -7]

To

(Give name or description of the establishment with full address)

Sir/Gentleman,

I beg to apply for payment of gratuity to which I am entitled under sub-section (1) of section 4 of the Payment of Gratuity Act, 1972, on account of my superannuation/retirement/resignation after completion of not less than five years of continuous service due to total disablement due to accident/ total disablement due to disease with effect from the..... Necessary particulars relating to my appointment in the establishment are given in the statement below:

STATEMENT

1. Name in full.....
2. Address in full.....
3. Department/branch/section where last employed.
4. Post held with ticket no., or serial no./ if any.....
5. Date of appointment.....
6. Date and cause of termination of service.....
7. Total period of service.....
8. Amount of wages last drawn.....
9. Amount of gratuity claimed.....

- (a) I was rendered totally disabled as a result of
-

(Give the details of the nature of disease or accident)

The evidences/witnesses in support of my total disablement are as follows:

.....

(Give details)

- (b) Payment may please be made in cash/open or crossed bank cheque.
- (c) As the amount of gratuity payable is less than Rupees one thousand, I shall request you to arrange for payment of the sum due to me by Postal Money Order at the address mentioned above after deducting Postal Money Order commission therefrom.

Yours faithfully,

Place.....

Date.....

.....
 Signature/thumb impression
 of the applicant employee



FORM-J
APPLICATION FOR GRATUITY BY A NOMINEE
 [Sub-rule (2) of rule 7]

To

(Give the name or description of the establishment with full address)

Sir/Gentleman,

I beg to apply for payment of gratuity to which I am entitled under sub-section (1) of section 4 of the Payment of Gratuity Act, 1972, as nominee of late..... (Name of the employee) who was an employee of your.....establishment and died on the

The gratuity is payable on account of the death of me aforesaid employee while in service/ superannuation of the aforesaid employee on...../retirement or resignation of the aforesaid employee on.....after completion of.....years of service/total disablement of the aforesaid employee due to accident or disease while in service with effect from the.....
 . Necessary particulars relating to my claim are given in me statement below:

STATEMENT

1. Name of applicant nominee..
2. Address in full of the applicant nominee.....
3. Marital status of the applicant nominee (Unmarried/married/widow/widower).....
4. Name in full of the employee.....
5. Marital status of employee.....
6. Relationship of the nominee with the employ.....
7. Total period of service of the employee.....
8. Date of appointment of the employee
9. Date and cause of termination of service of the employee.....
10. Department/branch/section where the employee last worked.....
11. Post last held by the employee with ticket or, serial no., if any.....
12. Total wages last drawn by the employee.....
13. Date of death and evidence/witness as proof of death of the employee.....
14. Reference no. of recorded nomination, if available.....
15. Total gratuity payable to the employee.....
16. Share of gratuity claimed.....
 - (a) I declare that the particulars mentioned in the above statement are true and correct to the best of my knowledge and belief.
 - (b) Payment may please be made in cash/crossed or open bank cheque.



- (c) As the amount payable is less than Rupees one thousand, I shall request you to arrange for a payment of the sum due to me by Postal Money Order at the address mentioned above after deducting Postal Money Order commission therefrom.

Yours faithfully,

Place.....

Date.....

.....
Signature/thumb impression
of the applicant employee



FORM-K
APPLICATION FOR GRATUITY BY A LEGAL HEIR
[Sub-rule (3) of rule 7]

To

(Give the name or description of the establishment with full address)

Sir/Gentleman,

I beg to apply for payment of gratuity to which I am entitled under sub-section (1) of Section 4 of the Payment of Gratuity Act, 1972, as a legal heir of late(name of the employee) who was an employee of your.....establishment and died on the without making any nomination. The gratuity is payable on account of the death of the aforesaid employee while in service/superannuation of the aforesaid employee on the.... retirement or resignation of me aforesaid employee on the.....after completion of.....years of service/total disablement of the aforesaid employee due to accident or disease while in service with effect from (he..... Necessary particulars relating to my claim are give in the statement below:

STATEMENT

1. Name of applicant/legal heir.....
2. Address in full of applicant/legal heir.....
3. Marital status of the applicant/legal heir (Unmarried/married/widow/widower).....
4. Name in full of the employee.....
5. Relationship of the applicant with the employee.....
6. Religion of both the applicant and the employee.....
7. Date of appointment and total period of service of the employee.....
8. Department/branch/section where the employee worked last.....
9. Post last held by the employee with ticket or, serial no., if any.....
10. Total wages last drawn by the employee.....
11. Date and cause of termination of service of the employee (death or otherwise).....
12. Date of death of the employee and evidence/witnesses in support thereof.....
13. Total gratuity payable to me employee.....
14. Percentage of gratuity claimed.....
15. Basis of the claim and evidence/witness in support thereof.....
 - (a) I declare that the particulars mentioned in the above statement are true and correct to the best of my knowledge and belief.
 - (b) Payment may please be made in cash/open or crossed bank cheque.



- (c) As the amount payable is less than Rupees one thousand, I shall request you to arrange for a payment of the sum due to me by Postal Money Order at the address mentioned above after deducting Postal Money Order commission therefrom.

Yours faithfully,

Place.....

Date.....

.....
Signature/thumb impression
of the applicant employee



F.No.2-19/2001-NVS(Admn.)

Dated: 2nd January, 2003

To

The Deputy Directors,
Navodaya Vidyalaya Samiti
All Regional Offices

Sub. : Decentralisation of Contributory Provident Fund and Maintenance of CPF Account – Delegation of Powers thereof.

Sir/Madam,

In continuation to this office letter No. 2-19/2001-NVS (Admn.) dated 8.7.2002¹, with a view to operate and proper maintenance of CPF account at RO level, the following powers are hereby delegated to the Regional Deputy Directors:

1. Sanction of CPF Advance in respect of staff of Vidyalayas/Sub ROs/NLI's/ROs with or without relaxation under Rule 13(II) & (III) of CPF Rules (India) 1962 and/or as required under these Rules.
2. Sanction of Part-Final withdrawal and final payment cases in respect of the staff (excluding regional Dy. Directors) of JNVs/Sub-ROs/NLIs/Regional Office Staff.

This issues with the approval of Commissioner, NVS.

Yours faithfully,

(Kuldeep Singh)
Deputy Director (Admn.)

Copy to :

1. Deputy Director (CPF/GIS Cell), NVS RO Chandigarh.
2. All I/c, Sub-Regional Offices.
3. Deputy Director (Fin.), NVS Hqrs.
4. J.D. (Admn.), NVS—for information.
5. Guard File.

1. See page 133



F.No.6-1/96-NVS(Admn.)

11th February, 2003

NOTIFICATION

In continuation to this office earlier Notification even no. Dated 20-08-01, the following financial/administrative powers which are originally delegated to the Joint Director (Admn.) are hereby re-delegated to the Deputy Directors of Regional Offices/Deputy Director (Admn.), NVS Hqrs with immediate effect as detailed under:

Page No. (DF&AP)	Sl.No.	Rules	Nature of Item
21	7	S.R.	Power to extend time limit of 6 months and one year within which the family members of Samiti employee may be treated as accompanying him in special circumstances.
22.	14	S.R.	To grant leave other than Special Disability Leave to Group A & B Officials.
23.	18	S.R.	To permit calculation of joining times by a route other than the normal route.
24.	22	Medical Attendance Rules	To grant advance.
24.	23.	Medical Attendance Rules	To grant advances of TA in connection with Medical Attendance and treatment.
25.	2	CPF rules	To relax the condition of payment of second advance while the first advance is outstanding.
25.	5	CPF Rules	Part withdrawals from own subscriptions.
26.	9	General Financial Rules	To vary the amount of installments of repayment of advances in exceptional cases
26.	10	General Financial Rules	Advances for the purchase of conveyances: (i) Other than cycle (Scooter/Motor Cycle)

Further, in supersession of the earlier instructions with the approval of the Competent Authority, the following officers of the Samiti have been declared as the controlling Authority for administration of Gratuity Act, 1972, and payment thereof to the employees of Navodaya Vidyalaya Samiti:



Sl.No.	Category of employees	Controlling Authority
1.	All staff of Vidyalaya cadre (including Principals and Vice-Principals)	Deputy Director of the concerned Regional Office
2.	Employees working in RO cadre (upto the level of Asstt. Directors)	Deputy Director of the concerned RO
3.	Employees working in NVS Hqrs. (upto the level of Assistant Directors)	Deputy Director (Admn.) NVS (Hqrs.)

This issues with the approval of the Competent Authority.

(Kuldeep Singh)
Deputy Director (Admn.)

Copy to :

1. SPA to Commissioner
2. Deputy Directors of all Regional Offices.
3. Directors of all NLI
4. In-charges of all sub-regional offices
5. Principals of all JNVs.
6. All officers of NVS Hqrs.
7. Guard File



No. F.1-2/2003-NVS(Admn.)

Dated: 25-02-2003

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices

Sub. : Guidelines for Timely Settlement of Retirement Benefits of Employees.

Sir/Madam.

Timely settlement of retirement, benefits is not only a social obligation on the part of the Samiti but also a right of the employee who has spent long years in the service of the organization. However, inspite of sincere- efforts, there has been abnormal delay in settlement of retirement benefits of some employees which has led to adverse observations from courts as well as individuals and the Samiti had to pay interest on the delayed payments A need has, therefore, been felt to lay-down guidelines for processing cases for settlement of retirement benefits of employees to ensure timely settlement of such cases.

A copy of broad guidelines evolved in this regard is enclosed. These guidelines also contain a brief Calendar of activities with time-schedules, authorities who have to take action at appropriate stage, powers of various authorities with regard to settlement of cases and specimen of some forms to be used.

These guidelines may kindly be brought to the notice of all officers and Navodaya Vidyalayas under your administrative control for due compliance. Accountability for delay in future cases may be determined with reference to the provisions of these guidelines.

Yours faithfully,

(M.S. Khanna)
Deputy Director (Law)



सं.सं.1-2/2002-न.वि.स. (प्रशा०)

दिनांक: 25.02.03

सेवा में,

उप निदेशक

नवोदय विद्यालय समिति

सभी संभागीय कार्यालय

विषय : कर्मचारियों के सेवानिवृत्ति लाभों को समय पर प्रदान करने संबंधी दिशा-निर्देश।

महोदय/महोदया,

कर्मचारियों को समय पर सेवानिवृत्ति लाभ प्रदान करना न केवल समिति का सामाजिक उत्तरदायित्व है बल्कि संगठन के लिए अनेक वर्षों तक कार्यरत रहे कर्मचारियों का अधिकार भी है। हालांकि, सतत् प्रयासों के बावजूद कुछ कर्मचारियों को समय पर सेवानिवृत्ति लाभ प्रदान नहीं किए जा सके हैं, जिसके कारण व्यक्तिगत और न्यायालयों से प्रतिकूल प्रेक्षण सामने आए हैं तथा समिति को विलम्बित भुगतानों पर ब्याज देना पड़ा है। अतः यह आवश्यकता महसूस की गई है कि कर्मचारियों को समय पर सेवानिवृत्ति लाभ उपलब्ध कराने के लिए दिशा-निर्देश तैयार किए जाएं।

इस संबंध में विस्तृत दिशा-निर्देशों की प्रति संलग्न की गई है। इन दिशा-निर्देशों में समय अवधि के अनुसार गतिविधियों के लिए विस्तृत कलैण्डर, उपयुक्त अवस्था पर कार्यवाही करने वाले प्राधिकारी, मामलों के समायोजन संबंधी विभिन्न प्राधिकारियों के अधिकार तथा कुछ प्रयुक्त प्रपत्रों के नमूने भी हैं।

इन दिशा-निर्देशों की जानकारी सभी अधिकारियों तथा आपके प्रशासनिक नियंत्रण के अंतर्गत आने वाले नवोदय विद्यालयों को भी अनुपालन के लिए दी जाए। भविष्य में किसी मामले में विलम्ब के लिए उत्तरदायित्वता का निर्धारण इन दिशा-निर्देशों के उपबंधों के संदर्भ में किया जाएगा।

भवदीय,

(एम.एस. खन्ना)

उप निदेशक (विधि)

संलग्नक : उपरोक्तानुसार।



Sl.No.	Activity	Time frame for initiating/completing action
1.	Initiate work of finalization of service records of employee	2 years before date of retirement of employee.
2.	Prepare list of employees due for retirement in next 24 months.	1st January and 1st July every year.
3.	Confirm that certificate of verification of entire service is recorded in Service Book of employee	Atleast 18 months before date of retirement of employee.
4.	Arrange to verify the unverified portion of service if any as per guidelines.	Atleast 1 year before date of retirement of employee.
5.	Identify if there are any other omissions, deficiencies etc. in service records and to initiate action to rectify them.	Atleast 1 year before date of retirement of employee.
6.	Obtain proper nomination form for CPF, Gratuity and GIS, if not on record.	Atleast 1 year before date of retirement of employee.
7.	Complete action on items 1-6 above.	Atleast 1 year before date of retirement of employee.
8.	Take steps to assess the dues, if any, payable by retiring employee.	2 years before date of retirement of employee
9.	Complete examination and settlement of pending audit paras w.r.t. records & guidelines.	Atleast 8 months prior to date of retirement of employee
10.	Initiate action for recoveries, if any.	Atleast 6 months before date of retirement of employee.
11.	Obtain No dues certificate w.r.t. official accommodation allotted.	1 year prior to date of retirement of employee
12.	Issue LPC in respect of retiring employee.	One month before date of retirement of employee
13.	Send application forms for final settlement of CPF, to employee.	One year before date of retirement of employee
14.	Issue authority for release of amount in CPF.	One months before date of retirement of employee
15.	Issue orders for encashment of earned leave at credit.	On the date of retirement etc. of the employee.
16.	Send application forms for payment of gratuity/ GIS to employee.	3 months before date of retirement of employee.
17.	Release gratuity as admissible.	Within 30 days of retirement etc. of the employee
18.	Forward claims for GIS subscription to Centralised CPF Cell.	Within 15 days from date of retirement.



GUIDELINES FOR PROCESSING CASES FOR SETTLEMENT OF RETIREMENT BENEFITS OF EMPLOYEES

1. COMPLETION OF DOCUMENTS

- (i) Deputy Director of the Regional Offices/Deputy Director incharge of establishment at Headquarters shall INITIATE the work of finalisation of service records and obtaining No Dues Certificates two years before the date on which an employee is due to retire on superannuation or on the date on which he proceeds on leave preparatory to retirement, whichever is earlier.
- (ii) Deputy Director of Regional Office/Deputy Director in-charge of establishment at Headquarters shall have a list prepared every six months, i.e. on 1st January and 1st July each year of all employees who are due to retire within 24 months of that date. In Case of Group "D" employees at Vidyalayas, this will be done by the Principal and lists sent to concerned Regional Office.
- (iii) A copy of such list shall be supplied to the CPF unit of Regional Office concerned/ DDO and concerned section within one month of its preparation.
- (iv) In the case of an employee retiring for reasons other than by way of superannuation, the concerned Deputy Director shall promptly inform the concerned CPF unit and DDO as soon as facts of such retirement becomes known to him.
- (v) The Deputy Director concerned shall go through the service book of the employee atleast 18 months before the date of his superannuation and satisfy himself as to whether the certificates of verification for the entire service are recorded therein.
- (vi) In respect of the unverified portion or portions of services he shall arrange to verify the portion or portions of such service, as the case may be, with reference to pay bills, acquittance rolls or other relevant records and record necessary certificates in the service book at least one year before the date of his superannuation.
- (vii) If the service for any period is not capable of being verified in the manner specified in sub-clause (v) and sub-clause (vi) above, that period of service having been rendered by the Government servant in another office or JNV, a reference shall be made to the Head of Office in which the employee is shown to have served during that period at least 12 months before the date of his superannuation for the purpose of verification. On such a reference being received, the concerned office/JNV shall send requisite clarifications within 15 days of the receipt of such reference.
- (viii) The Deputy Director concerned while scrutinizing the certificates of verification of service, shall also identify if there are any other omissions, imperfections or deficiencies which have a direct bearing on the determination of emoluments and the service qualifying for retirement benefits. If such an omissions etc. is noticed, immediate action shall be taken to verify the fact from records and to rectify the entries.
- (ix) Deputy Director concerned shall obtain proper nomination in the prescribed form for payment of CPF, Gratuity and GIS contribution if already not available on record at least one year prior to the date of retirement of the employee.
- (x) Action as above shall be completed eight months prior to the date of retirement of the employees.



II. Settlement of Dues

- (i) Deputy Director concerned shall take steps to assess the dues, if any, payable by an employee to the Samiti two years before the date on which he is due to retire on superannuation.
- (ii) Details of recoveries, if any, 011 account of audit objections should be consolidated at least two years before the date of retirement of an employee. Such audit objections should be carefully examined with reference to replies to audit paras already given by the concerned employee for settlement/recovery. Detailed guidelines for settlement of outstanding audit Paras have separately been issued by NVS Hqrs. vide No.F.3-8(84)/2002-03/NVS/F&A/1302 dated 29th January, 2003¹. Such assessment of dues recoverable from the employee should be completed eight months prior to the date of his retirement
- (iii) It shall be the duty of the Deputy Director concerned to ascertain and assess dues payable to the Samiti by an employee due for retirement on account of audit recoveries etc. After ascertaining and assessing the dues he shall furnish the particulars thereof to the concerned employee for immediate settlement and ensure that such recoveries are effected atleast six months before the date of his retirement.
- (iv) Those dues which pertain to the period within two years of his retirement and are not settled as above shall be examined as per provisions under (ii) above and settled within three months from the date of retirement of the employee.

III. CPF

- (i) To enable a subscriber to submit an application for withdrawal of the amount in the Fund, the Deputy Director concerned shall send to every subscriber necessary forms either one year in advance of the date of which the subscriber attains the age of superannuation, or before the date of his anticipated retirement, if earlier, with instructions that these should be returned to him duly completed within a period of one month from the date of receipt of the forms by the subscriber. Deputy Director concerned shall ensure that forms are sent to the employee within stipulated time. The subscriber shall submit the application to the concerned controlling office (i.e. Principal/Deputy Director) for arranging payment of the amount in the Fund. The application shall be made:-

For the amount standing to his credit in the Fund as indicated in the Accounts Statement for the year ending one year prior to the date of his superannuation, or his anticipated date of retirement.

OR

For the amount indicated in his ledger account Pass Book (issued by DDO CPF) in case Accounts Statement has not been received by the subscriber.

- (ii) The Principal/Deputy Director concerned shall forward the application to the DDO along with service verification certificate Vigilance clearance and also indicating the recoveries effected against the advances which are still current and the number of installments yet to be recovered and also indicate the withdrawals, if any, taken by the subscriber after the period covered by the last statement of the subscriber's account sent by the Account Officer.

1. For reference see page 527 of the Finance Section.



- (iii) The DDO shall after verification with the ledger account, issue an authority for the amount indicated in the application at least a month before the date of superannuation but payable on the date of superannuation.
- (iv) The authority mentioned in Clause (xviii) will constitute the first installment of payment. A second authority for payment will be issued as soon as possible after superannuation. This will relate to the contribution made by the subscriber subsequent to the amount mentioned in the application submitted under Clause (xvi) plus the refund of installments against advances which were current at the time of the first application.
- (v) After forwarding the application for final payment to the Accounts Officer, advance/ withdrawal may be sanctioned but the amount of advance/withdrawal shall be drawn on an authorization from the DDO concerned who shall arrange this as soon as the formal sanction of sanctioning authority is received by him.
- (vi) In case of death of a subscriber before the amount standing to his credit has become payable or where the amount has become payable before payment has been made, the procedure outlined in Rule 35 of CPF Rules 1962 shall be followed.

IV. LEAVE ENCASHMENT

- (i) Orders for encashment of earned leave, if admissible, shall be issued on the date of retirement on the basis of above verification of service, LPC and settlement of dues.
- (ii) Where an employee retires on attaining the normal age prescribed for retirement, the authority competent to sanction leave shall issue orders granting cash equivalent of leave salary for the earned leave, if any, at the credit of the employee on the date of retirement, subject to a maximum of 300 days. While granting cash equivalent of leave salary as above, the number of days for which leave salary has already been claimed by an absorbed employee from his parent office shall be deducted so as to ensure that total earned leave encashment from his earlier parent office and the Samiti does not exceed 300 days.
- (iii) In case of death of an employee while in service or before settlement of his leave encashment, the procedure outlined in Rule 39 of CCS (Leave) Rule, 1972 shall be followed.

V. GRATUITY

- (i) Gratuity shall be payable to an employee of the Samiti on the termination of his employment after he has rendered continuous service for not less than 5 years:
 - (a) On his superannuation, or
 - (b) On his resignation, or
 - (c) On his death or disablement due to accident or diseases.

(Provided that the completion of continuous service of five years shall not be necessary where the termination of the employment of any employee is due to death or disablement.)

- (ii) To enable a subscriber to submit an application for payment of gratuity, the Deputy Director concerned shall send to every employee eligible for payment of gratuity necessary forms either three months in advance of the date of which the subscriber attains the age of superannuation, or before the date of his anticipated retirement, if earlier, with instructions that these should be returned to him duly completed within a



period of one month from the date of receipt of the forms by the subscriber. Deputy Director concerned shall ensure that forms are sent to the employee within stipulated time. The subscriber shall submit the application to the concerned controlling office (i.e. Principal/Deputy Director) for arranging payment of the amount in the Fund.

- (iii) In case other than superannuation covered under (ii) above, a person who is eligible for payment of gratuity under the Payment of Gratuity Act or any person authorised, in writing to act on his behalf is required to send a written application to the concerned Deputy Director within 30 days of the date of his retirement for payment of such gratuity.
- (iv) As soon as gratuity becomes payable, the concerned Deputy Director shall, whether an application referred to in (iv) above has been made or not, determine the amount of gratuity and give notice in writing to the employee to whom the gratuity is payable specifying the amount of gratuity so determined.
- (v) The Deputy Director shall arrange to pay the amount of gratuity within thirty days from the date it becomes payable to the person to whom the gratuity is payable. The correctness of particulars given in the application form shall be verified before settlement.
- (vi) In case of death of an employee while in service, application forms for Gratuity claims shall be sent to his nominee within 15 days from the date of receipt of intimation of death.

VI. NVS Employees Group Savings Linked Insurance Scheme

- (i) To enable a subscriber to submit an application for settlement of Savings Fund portion under the Scheme, the Deputy Director concerned shall send to every subscriber necessary forms either six months in advance of the date of which the subscriber attains the age of superannuation, or before the date of his anticipated retirement, if earlier, with instructions that these should be returned to him duly completed within a period of one month from the date of receipt of the forms by the subscriber. Deputy Director concerned shall ensure that forms are sent to the employee within stipulated time. The subscriber shall submit the application to the concerned controlling office (i.e. Principal/Deputy Director) for arranging payment of the amount.
- (ii) In case of death of an employee while in service, application forms for Insurance claims shall be sent to his nominee within 15 days from the date of receipt of intimation of death.
- (iii) All claims for NVS EGLIS shall be sent directly to centralised CPF Cell presently functioning at NVS RO Chandigarh¹ for settlement within 15 days from the date of retirement of the employee.
- (iv) The correctness of particulars given in the application form shall be verified w.r.t. records before forwarding the claim to CPF cell.
- (v) Deputy Director incharge of CPF & GIS cell shall ensure that all claims verified are submitted and sent to LIC for settlement within 15 days of their receipt.

1. Now the powers are delegated to the Deputy Directors of the regional offices vide letter No. 2-19/2001-NVS(Admn.) dated 2-1-2003. See Page 143.



VII. DELEGATION OF POWERS

Copies of following orders issued by the Samiti delegating powers to various authorities with regard to settlement of final claims of CPF and Gratuity are enclosed:

1. F. 6-1/96-NVS(Admn.) dt. 11.02.2003
2. F. 2-19/2001-NVS(Admn.) at. 2.1.2003

VIII. FORMS

Copies of following forms to be used for various purpose referred to in these guidelines are enclosed.

- (i) Form of Nomination for CPF.
- (ii) Form of Nomination for NVS EGSLIS.
- (iii) Form of Nomination for payment of Gratuity.
- (iv) Form of Application for final payment of balance in CPF by employee/nominee.
- (v) Form of application for claim of benefits under insurance scheme.
- (vi) Forms of application for payment of gratuity by employee/nominee.



FORM OF NOMINATION

I _____ hereby nominate the person(s) mentioned below who is/are member(s) Non-member(s) of my family as defined in Rule 2 of the Contributory Provident Fund Rules (India), 1962 to receive the amount that may stand to my credit in the Fund as indicated below, in the event of my death before that amount has become payable or having become payable has not been paid (before filling in the form please read instructions overleaf)

Name and full address of the nominee(s)	Relationship with the subscriber	Age of the nominee(s)	Share payable to each nominee	Contingencies on the happening of which the nomination will become invalid	Name, address and relation of the person(s) if any to whom the right of nominee shall pass in the event of his/her predeceasing the subscriber	If the nominee is not a member of the family as provided in Rule, 2 indicate the reasons.
1	2	3	4	5	6	7

Dated this _____ day of _____ at _____ Signature of subscriber _____
Name in block letters _____

Two witness to signature Signature of the witnesses _____

1.
2.

Space for use by the Headquarter of the Samiti

Nomination by Sh./Smt./Km. _____ Designation _____ Date of receipt of nomination _____

Signature of the authorized officer
Designation _____
Date _____



Nomination for benefits under the Navodaya Vidyalaya Samiti Employees Group Savings Linked Insurance Scheme, 1991
(When the Employee has a family and wishes to nominate one member or more than one member thereof)

I _____ hereby nominate the person(s) mentioned below, who is/are member(s) of my family, and confer on him/them the right to receive to the extent specified below any amount that may be sanctioned by the Navodaya Vidyalaya Samiti under the NVS Employees Group Savings Linked Insurance Scheme 1991 in the event of my death while in service or which having become payable on my attaining the age of superannuation may remain un-paid at my death.

Name and Addresses of nominee/ nominees.	Relationship with employee	Age	*Share of amount to be paid to each	Contigencies on the happening of which the nomination shall become invalid.	Name, Address & relationship of the person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the Employee.
1.	2.	3.	4.	5.	6.
1.					
2.					
3.					

N.B.: The Employee should draw line across the blank space below his last entry to prevent insertion of any names after he has signed.

Dated this _____ Day of _____ 19_____ at _____

Signature of two witness:

1.

2.

Signature of Govt. Servant

*This column should be filed in so as to cover the whole amount that may be payable under the Insurance Scheme.



**Nomination for benefits under the Navodaya Vidyalaya Samiti Employees
Group Savings Linked Insurance Scheme, 1991
(When the Employee has no family and wishes to nominate one person or
more than one person)**

I _____ having no family, hereby nominate the person/ persons mentioned below and confer on him/them the right to receive to the extent specified below any amount that may be sanctioned by the Navodaya Vidyalaya Samiti under the NVS Employees Group Savings Linked Insurance Scheme, 1991 in the event of my death while in service or which having become payable on my attending the age of superannuation may remain unpaid at my death.

<i>Name and Addresses of nominee/ nominees.</i>	<i>Relationship with employee</i>	<i>Age</i>	<i>*Share to be paid to each</i>	<i>**Contingencies on the happening of which the nomination shall become invalid.</i>	<i>Name, Address & relationship of the person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the Employee.</i>
1.	2.	3.	4.	5.	6.

1.
2.
3.

Dated this _____ Day of _____ 19_____ at _____

Two witnesses to signatures

1.
2.

Signature of Govt. Servant

N.B. The Employee should draw line across the blank space below his last entry to prevent the insertion of any names after he has signed.

*This column should be filled in so as to cover the whole amount that may be payable under the Insurance Scheme.

**Where a Government servant who has no family makes a nomination he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

**FORM 'G'****[See Sub-rule (5) of rule 6]**

The Dy. Director (Admn.)
Navodaya Vidyalaya Samiti
I.G. Stadium, I.P. Estate
New Delhi-110002

I, Shri/Shrimati..... [Name in full here] whose particulars are given in the statement below, have acquired a family within the meaning of clause (h) of section (2) of the Payment of Gratuity Act, 1972 with effect from the [date here] in the manner indicated below and therefore nominate afresh the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).

2. I hereby certify that person(s) nominated is a /are member(s) of my family within the meaning of clause (h) of section 2 of the said Act.
3. (a) My father/mother/parents is/are not dependant on me.
(b) My husband's father/mother/parents is/are not dependant on my husband
4. I have excluded my husband from my family by a notice dated the _____ to the controlling authority in terms of provision to clause (h) of Section-2 of the said act.

Nominee(s)

<i>Name in full with full address of nominee(s)</i>	<i>Relationship with the employee</i>	<i>Age of nominee</i>	<i>Proportion by which the gratuity will be shared</i>
1.			
2.			
3.			
4.			
5.			
6.			

Manner of acquiring a "family"

[Here give details as to how a family was acquired, i.e. whether by marriage or parents being rendered dependent or through other process like adoption].

Statement

1. Name of the employee in full
2. Sex
3. Religion
4. Whether unmarried/married/widow/widower



5. Department/Branch/Section where employed.
6. Post held with Ticket No. or Serial No., if any.
7. Date of appointment.
8. Permanent address

Village Thana.....Sub-division.....
 Post Office.....District.....State.....

Place

Signature/Thumb impression
of the employee

Date

Declaration by Witnesses

Fresh nomination signed/thumb impressed before me.

Name in full and full
Addresses of witness.

Signature of witnesses

1.

1

2.

2.

Place

Date

Certificate by the Employer

Certified that the particulars of the above nomination have been verified and recorded in this establishment.

Employer's reference No., if any.

Signature of the employer/
officer authorized
Designation

Date

Name and address of the
establishment or rubber
stamp thereof

Acknowledgement by the Employee

Received the duplicate copy of the nomination in Form filed by me on
..... duly certified by the employer.

Date

Signature of the employee



**FORM OF APPLICATION FOR FINAL PAYMENT OF BALANCE CREDITED
IN NAVODAYA VIDYALAYA SAMITI CPF ACCOUNT.
(To be submitted by the subscriber through the Principal, JNV/Dy. Director concerned)**

To

The Deputy Director
Navodaya Vidyalaya Samiti
CPF Cell
Chandigarh

Sir,

I have resigned finally/have retired/have been dismissed/have been terminated from the service of the Navodaya Vidyalaya Samiti with effect from _____. I request that the entire amount at my credit with interest due under the Rules may please be paid to me. My relevant particulars are given below:

01. Name of the Ex-employee : _____
(In Capital Letters)
02. Designation in the Samiti : _____
03. Place of last posting in the Samiti : _____
04. NVS CPF Account Number : _____
05. Mode of appointment on regular basis in the Samiti : _____
Direct/Absorption
06. Date of joining on direct recruitment : _____
07. Cause of leaving the service of the Samiti (Documentary proof to be enclosed invariably). : _____
08. Date of relieving from the services from the Samiti (Copy of relieving order to be enclosed) : _____
09. Place(s) of posting during the service :

Sl. No.	Place of Posting	Duration
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
10. Present postal address : _____
(In capital Letters)

PIN _____

Place:

Date:

(Signature of Claimant)



FOR USE BY HEAD OF OFFICE

Forwarded to the Deputy Director, Navodaya Vidyalaya Samiti, CPF Cell. Chandigarh for release of final payment in respect of CPF Account No. _____

01. Certified that Mr/Ms. _____ has been relieved from the services of the Navodaya Vidyalaya Samiti, on account of retirement/resignation/termination/dismissal with effect from _____.
02. Certified that the particulars given in the application are correct, as per records.
03. Certified that the last deduction of CPF subscription was deducted from his/her pay as per following details:

<i>Pay Bill Month</i>	<i>Subscription</i>	<i>Arrear subscription</i>	<i>Refund of Advance</i>	<i>Total</i>

04. Certified that he/she drawn the following advances/part withdrawal during last 24 month period to the date of cession of his/her service from his/her NVS CPF Account.

Month of drawal

Amount of advance/part withdrawal

05. Certified that his/her basic pay on the date of relieving from the services of the Samiti was Rs. _____ (A copy each of pay fixation orders on absorption/promotion may be attached).
06. Certified that nothing is due for recovery from the subscriber. (The Controlling Officer should carefully examine before submitting the case to the Navodaya Vidyalaya Samiti CPF Section that nothing is due against the ex-subscriber otherwise he/she will be personally responsible for over payment, if any.)

(Signature of Principal, JNV/
Deputy Director, Concerned)

Date:

FOR USE IN REGIONAL OFFICE/VIGILANCE CELL AT HQRS.

Certified that no vigilance case is pending/contemplated against Mr./Ms. _____ who was working in the Samiti as _____ at _____ and relieved from the service of the Navodaya Vidyalaya Samiti on account of retirement/registration/dismissal/termination and there is no objection for release of final payment of his/her own subscription as well as the Samiti's Contribution, if admissible to him/her.

(Deputy Director, Regional Office/CVO (Hqrs.))



**FORM OF APPLICATION FOR FINAL PAYMENT OF BALANCES IN THE
PROVIDENT FUND ACCOUNT OF A "SUBSCRIBER" TO BE USED BY THE
NOMINEES OR ANY OTHER CLAIMANTS WHERE NO NOMINATION
SUBSISTS.**

To

The Deputy Director
Navodaya Vidyalaya Samiti
CPF Cell, Chandigarh

(Apply through proper channel only)

Sir,

It is requested that arrangements may kindly be made for the payment of the accumulations in the contributory provident fund account No. _____ (*certificate No. 06 to furnished in the case of Contributory Provident Fund only. **Please score out if not necessary) of Shri/Smt/ Kumari _____

The necessary particulars required in this connection are given below:

01. Name of the Government servant :
02. Date of birth :
03. (i) Post held by the Government Servant :
(ii) Date of Joining in the Samiti (On Direct Basis) :
(iii) Last drawn Basic Pay : Rs.
04. Date of Death :
05. Proof of death in the form of death :
Certificate issued by the Municipal
authorities, etc. if available.
06. Provident Fund Account No. Allotted to :
the subscriber by Samiti
07. Amount of Provident Fund money standing :
to the credit of the subscriber at the time of
his death, if know.
08. Details of the nominees alive on the date of :
death of the subscriber if a nomination subsists

Sl. No.	Name of the Nominee	Relationship with the Subscriber	Share of the Nominee
1.			
2.			
3.			

(Attach one attested copy of the nomination as per service records)



09. In case the nomination is in favour of :
a person other than a member of the family
the details of the family if the subscriber
subsequently acquired a family.

<i>Sl. No.</i>	<i>Name of the Nominee</i>	<i>Relationship with the Subscriber</i>	<i>Age on the date of death</i>
1.			
2.			
3.			

10. In case no nomination subsists, the :
details of the surviving members of
family on the date of death of the subscriber.
In the case of a daughter or a daughter of a
deceased son of the subscriber, married
before the death of the subscriber, it should
be stated against her name whether her
husband was alive on the date of death of
the subscriber.

<i>Sl. No.</i>	<i>Name of the Nominee</i>	<i>Relationship with the Subscriber</i>	<i>Age of the date of death</i>
1.			
2.			
3.			

11. In the case of amount due to a minor :
child whose mother (Widow of subscriber)
is not a Hindu the claim should be
supported by indemnity bond or Guardian-
ship certificate, as the case may be

12. If the subscriber has left no family and :
no nomination subsists, the names of
persons to whom the Provident Fund
money is payable (to be supported by
certificate, etc.).....

<i>Sl. No.</i>	<i>Name of the Nominee</i>	<i>Relationship with the Subscriber</i>	<i>Address</i>
1.			
2.			
3.			
4.			



13. Religion of the claimant(s) :

14. The payment is desired through the :
Office of _____

through the _____

Treasury/Sub-treasury in this connection
Following documents duly attested
By a Gazetted Officer, in service/Magistrate
are Attested.

- (i) Personal marks of identification :
- (ii) Left/Right hand thumb or finger
impressions (in the case of illiterate claimants)
- (iii) Specimen signature in duplicate
(in the case of literate claimants)

Yours faithfully,

Station:

Dated:

(Signature of Claimant)
(Full Name & Address)



FORMS

(For use of head of office/department)

Forwarded to the Navodaya Vidyalaya Samiti, CPF Cell for necessary action, The particulars furnished above have been verified carefully and found correct.

01. The provident fund Account No. _____ of Shri/Ms./Kumari _____ (as verified from the annual statements furnished to him/her) is _____)
02. He/She died on _____. A death certificate issued by the Municipal authorities has been produced/is not required in this case as there is no doubt about his/her death.
03. The last fund deduction was made from his/her pay for the month of _____ drawn in this office bill no. _____ dated _____ for Rs. _____ (Rupees _____) of the amount of deduction being Rs. _____ (_____) and recovery, on account of refund of advance of Rs. _____ (Rupees _____).
05. Certificate that he/she was neither sanctioned any temporary advance or any final withdrawal from his/her provident Fund Account during the 12 month immediately preceding the date of his/her death.
- Certified that subsists the following temporary advances. Final withdrawals were sanctioned to him/her provident fund Account during 12 months immediately preceding the date of his/her death.

Sl. No.	Amount of advance/ withdrawals	Date and place of encashment	Vouchers number
1.			
2.			
3.			

06. Certified that no. amount was withdrawn/following amounts were withdrawn from his/her Provident Fund Account during the 12 month immediately preceding the date of his/her death for payment of insurance premium or for the purchase of the new policy.

Sl. No.	Policy number and name of the company	Amount	Date	Voucher number
1.				
2.				
3.				

07. In reference to all records and audit report, it is certified that no demand/following demands of Government is/are due for recovery against the above said employees, the final due amount of payment may be released after making recovery of Rs. _____ (_____) with amount any recovery.

Date:

(Signature of head of Office/Deptt.)



NAVODAYA VIDYALAYA SAMITI, G.I.S./INSURANCE CELL FORM-98

Application claim form for claiming benefits payable under the Group Saving Linked Insurance Scheme master policy number GSLI-48730

01.	Name of the JNV RO NVS Hq.	
02.	Name of Ex-Employee	
03.	Designation of Ex-Employee	
04.	Date of Joining on Regular Basis	
05.	Category A/B/C/D	
06.	Date of Birth as per Records	
07.	Amount of Insurance Cover	
08.	Date of Entry into the Scheme	
09.	Due date for payment of the first contribution (Indicate day, month and year)	
10.	Amount of first month contribution recovered through PBR and Remitted to GIS Cell	
11.	Date of resignation/termination/dismissed etc.	
12.	Date of exit from scheme	
13.	The date on which the last contribution was remitted to the GIS cell	
14.	If there has been a change in the monthly contribution during his/her membership indicate date of change and the revised contribution (in case of change of category)	
15.	Amount of last month contribution recovered through PBR and remitted to GIS cell	
16.	Date of death as per records (please enclose original death certificate as per form No. 10) (in case of death)	
17.	Cause of death (in case of death)	
18.	Was the member absent on grounds of ill health on the date of entry into the scheme (if so, give details of leave)	
19.	Name of the beneficiary (as per nomination form) and relationship with the member (in case of death)	
20.	Whether any premium remains unpaid during membership (if so, give details)	

I declare that the above particulars are true and correct and all premiums have been paid to the GIS cell on his/her behalf. If there are any unpaid premium, the same may please be deducted (Along with interest) from my due payable amount.

Date:

Signature of the applicant/ex-employee

Name _____

Address _____

Verified

Signature of the

Principal/Dy. Director with Office Seal

Pin _____



APPLICATION OF GRATUITY BY AN EMPLOYEE

To

.....

[Give here name or description of the establishment with full address]

Sir/Gentlemen,

I beg to apply for payment of gratuity to which I am entitled under sub-section (1) of section 4 of the Payment of Gratuity Act, 1972 on account of my superannuation/ retirement/resignation after completion of not less than five years of continuous service/ total disablement due to accident/total disablement due to disease with effect from the..... Necessary particulars relating -to my appointment in the establishment are given, in the statement below:

STATEMENT

1. Name in full.
2. Address in full
3. Department/Branch/Section where last employed.
4. Post
5. Date of appointment.
6. Date and cause of termination of service.
7. Total period of service.
8. Amount of wages last drawn.
9. Amount of gratuity claimed.

I was rendered totally disabled as a result of

[Here give the details of the nature of disease or accident]

The evidences/witnesses in support of my total disablement are as follows:

[Here give details]

Payment may please be made in cash/open or crossed bank cheque.

As the amount of gratuity payable is less than rupees one thousand, I shall request you to arrange for payment of the service dues to me by Postal Money Order at the address mentioned above after deducting postal money order commission therefrom.

Yours faithfully,

Place :

Date :

Signature/Thumb impression of
the applicant employee.

- Note:*
1. Strike out the words not applicable.
 2. Strike out paragraph or paragraphs not applicable.



FORM-J
APPLICATION FOR GRATUITY FOR A NOMINEE
[Sub-Rule (2) of Rule 7]

To

(Give the name or description of the establishment with full address)

Sir/Gentleman,

I beg to apply for payment of gratuity to which I am entitled under sub-section (1) of section 4 of the Payment of Gratuity Act, 1972, as nominee of late..... (Name of the employee) who was an employee of your establishment and died on the.....

The gratuity is payable on account of the death of the aforesaid employee while in service/ superannuation of the aforesaid employee on...../retirement or resignation of the aforesaid employee on.....after completion of.....years of service/total disablement of the aforesaid employee due to accident or disease while in service with effect from the..... . Necessary particulars relating to my claim are given in the statement below:

STATEMENT

1. Name of applicant nominee.....
2. Address in full of the applicant nominee.....
3. Marital status of the applicant nominee (Unmarried/married/widow/widower).....
.....
4. Name in full of the employee.....
5. Marital status of employee.....
6. Relationship of the nominee with the employee.....
7. Total period of service of the employee.....
8. Date of appointment of the employee.....
9. Date and cause of termination of service of the employee.....
10. Department/branch/section where the employee last worked.....
11. Post last held by the employee with ticket or, serial no., if any.....
12. Total wages last drawn by the employee
13. Date of death and evidence/witness as proof of death of the employee.
14. Reference no. of recorded nomination, if available.....
15. Total gratuity payable to the employee.....
16. Share of gratuity claimed.....
- (a) I declare that the particulars mentioned in the above statement are true and correct to the best of my knowledge and belief.
- (b) Payment may please be made in cash/crossed or open bank cheque.
- (c) As the amount payable is less than Rupees one thousand, I shall request you to arrange for a payment of the sum due to me by Postal Money Order at the address mentioned above after deducting Postal Money Order commission therefrom.

Place:
Date:

Yours faithfully,
Signature/thumb-impression
of applicant nominee



F.No. 1-18/2001-NVS(Admn.)

Dated: 30.04.2003

CIRCULAR

The Samiti is in receipt of references from Regional Offices / Vidyalayas seeking clarification regarding counting of past services rendered by the employees of Samiti in previous departments prior to their joining in NVS for the purpose of counting of payment of gratuity under Payment of Gratuity Act, 1972.

The matter has been examined with reference to the relevant rules and it is to clarify that gratuity is payable to the employees of the Samiti only for the period of service rendered in the Samiti and the services rendered by them in previous department shall not be counted.

The claims for payment of gratuity to eligible employees of Samiti may be settled as per relevant rules of Payment of Gratuity Act, 1972 accordingly.

This issues with the approval of the Finance Wing.

(Kuldeep Singh)
Dy. Director (Admn.)

Copy to :

1. All Regional Offices of Navodaya Vidyalaya Samiti
2. All Jawahar Navodaya Vidyalayas.
3. All Officers of NVS Hqrs.
4. Notice Board.



F.No. 1-18/01-NVS(Admn.)

March 31, 2004

To

The Deputy Director
All Regional Offices

Sub. : Payment of Gratuity to Teachers of NVS.

Sir/Madam,

The provisions of Payment of Gratuity Act, 1972 were extended to the employees of NVS mutatis mutandis vide Samiti's Office Order of even number dated 23-09-2001. The Hon'ble Supreme Court of India in its judgement dated 13-01-2004 in C.A. No. 6369/01 has held that "Teachers" are not covered by the definition of employees under section 2(e) of the Payment of Gratuity Act, 1972 and as such are not intended to be covered for gratuity benefits under the said Act.

The matter is under consideration of the Samiti in consultation with Ministry of HRD. Pending a final decision in the matter, you are advised not to release any gratuity to the Teachers, Vice Principals and Principals until further orders. This may kindly be noted for strict compliance.

Yours faithfully,

(M.S. Khanna)
Dy. Director (Admn.)

Copy to :

All Regional Officers, NVS Hqrs.



Recruitment Rules



NAVODAYA VIDYALAYA SAMITI
MINISTRY OF HUMAN RESOURCE DEVELOPMENT
(Department of Education)
1/6, Siri Fort Institutional Area, Khel Gaon Marg, New Delhi

**RULES FOR ABSORPTION OF DEPUTATIONISTS
IN NAVODAYA VIDYALAYA SAMITI (NVS)**

1. Application

These rules shall cover all persons who are on deputation with Navodaya Vidyalaya Samiti (NVS) from Central/State Govt, Central/State autonomous body and Public undertaking and are proposed to be absorbed permanently in the Samiti.

- 1.1 The rules for absorption of persons from non-government (private) institutions are given in Appendix.
- 1.2 These rules shall be applicable to those deputationists only who are already on deputation to NVS on the date these rules are adopted by the Samiti.

2. Consent of Parent Department

In all cases where person is to be absorbed permanently by the NVS his parent department would be consulted by the Samiti before issuing orders absorbing him permanently. The consent of the person concerned for permanent absorption in the NVS shall also be obtained and if he is willing for this/ he shall have to resign from his parent cadre and sever all connections with them before being eligible for permanent absorption in the Samiti.

3. Effective Date of Absorption

The Samiti will send a proposal to the parent department of the person concerned for his absorption in the Samiti from the date of the expiry of his sanction deputation period or such other date as considered appropriate by the Samiti. The Samiti will obtain willingness of the person concerned for being absorbed in the Samiti as also his resignation from his parent cadre and send the same to his parent department, alongwith the proposal. The permanent absorption of the person proposed to be absorbed in the Samiti shall take effect from the date his resignation is accepted by his parent office. Normally no absorption from a retrospective date shall be allowed. Where, however, the Samiti feels that it would be in the interest of the Samiti and there exists sufficient justification for doing so absorption may be allowed from a retrospective date with the prior concurrence of the Executive Committee of the Samiti. In the latter case the amount of deputation (duty) allowance paid to such a person from the date he is permanently absorbed in the Samiti shall be recovered in full. If the person concerned is not willing to refund this amount he may be considered for absorption in the Samiti from a prospective date only.

- 3.1 The permanent absorption will be made in the post in which the person concerned has joined initially in the Samiti.

4. Fixation of Pay

Once a person has been absorbed permanently in the Samiti he will be treated at par with other regular employees of the Samiti and will be subject to the rules and regulations of the Samiti in the matter of fixation of pay and other matters.



- 4.1 Where a person has already elected the scale of pay of the post in which he has been absorbed permanently in the Samiti, the question of re-fixation of his pay on his permanent absorption shall not arise.
- 4.2 Where a person drew pay in the parent grade plus deputation, (duty) allowance his pay will be fixed from the date of his initial appointment to the post and, notionally brought to the stage at which he would have arrived on the date of his permanent absorption in the post. Whereby this process/ his pay refixed falls short of the grade pay plus deputation (duty) allowance which he was drawing immediately before the date of permanent absorption the difference should be allowed wherein as personal pay to be absorbed in future increments. However, the payments already made from the date of his deputation to the date of his permanent absorption will not be subject to any adjustment.

5. Fixation of Seniority

The seniority of the person absorbed permanently in the NVS in the grade in which he is absorbed, shall be counted with effect from the date of his absorption in the Samiti. In case, however, such a person was already holding a post in the same or equivalent grade on regular basis in his parent department, he will be entitled to the benefits of such regular service in the grade for fixation of his seniority. In the latter case the officer will be given seniority from:

- the date from which he has been holding the post on deputation, or
- the date from which he has been appointed on regular basis to the same or equivalent grade in his parent department.
- whichever is later.

The seniority fixed in the above manner will not, however, affect the regular promotions. The seniority fixed in the Samiti will, therefore, be operative only in filling up of vacancies in the higher grade occurring after the date of absorption.

6. Explanatory Note

The crux of the rule is that the seniority of the person absorbed permanently in the Samiti will take effect from the date of his permanent absorption. There is, however, a relaxation for the person who was already holding the post in the same or equivalent grade in his parent department before coming over to the deputation post in the Samiti. In his case, his seniority will take effect from the date of his deputation in the Samiti. Similarly where a person has, subsequent to his coming on deputation to the Samiti, got regular promotion in the same or equivalent post in his parent department, his seniority in the post will be taken from the date of his such regular promotion to the post in his parent department or the date of his deputation, whichever is later.

6. Pro-rata Retirement Benefits

The NVS is not operating any pension scheme. The persons who have been holding pensionable posts in their parent department shall be eligible for pro-rata retirement benefits from their parent departments, in accordance with the relevant rules applicable to them in these department

- 6.1 The employees of the State Govt./State Govt. autonomous organisations will also be eligible for pro-rata retirement benefits as per the rules applicable to them in their parent departments on their permanent absorption in the Samiti.
- 6.2 The person who has opted to receive pension for his past service, shall not be eligible to relief, on pension during his service in the NVS.

**7. Absorption of CPF Beneficiaries**

In case of the absorption in the NVS of CPF beneficiaries the amount of their subscription and their employers' contribution, if any, together with interest thereon shall be transferred to his new provident fund account in the NVS with the consent of the Samiti.

- 7.1 According to the orders contained in the Deptt. of Pension and Pensioners' Welfare OM No.4//87-PIC-II.dated 1.5.87, the Central Government employees will be entitled to retirement gratuity and death gratuity at the same rate/scale as admissible to temporary/quasi permanent or permanent Govt. servants as the case may be borne on pensionable service.

8. Provident Fund

The amount of subscription together with interest thereon standing to the credit of the Government servant in the General Provident Fund account shall be transferred to his new Contributory Provident Fund account under the NVS with its consent. Once such a transfer of Provident Fund balance has taken place, the entire amount at his credit will be subject to the provident fund rules of the NVS and not to the provident fund rules or the parent organisation.

9. Encashment of Leave

The persons who are absorbed permanently in the NVS shall be entitled to encashment of leave from his parent department, if so allowed by the relevant rules applicable to them in that department. In case of Central Govt. employees they will be entitled to the encashment of earned leave to the extent of 240 days, on their permanent absorption in the NVS. The half pay leave at their credit will stand forfeited.

10. Interpretation

In case of doubt or difference of opinion regarding interpretation of the rules set out above, the decision of the Director (NVS) shall be final.



Appendix

NAVODAYA VIDYALAYA SAMITI
MINISTRY OF HUMAN RESOURCE DEVELOPMENT
(Department of Education)
1/6, Siri Fort Institutional Area, Khel Gaon Marg, New Delhi

RULES FOR ABSORPTION OF DEPUTATIONISTS FROM PRIVATE INSTITUTIONS IN NAVODAYA VIDYALAYA SAMITI (NVS)

1. Application

These rules shall cover all persons who are on deputation with the Navodaya Vidyalaya Samiti from Private institutions/organisations and are proposed to be absorbed permanently in the Samiti.

2. Consent of Parent Department

In all cases where person is to be absorbed permanently by the NVS, his parent department would be consulted by the Samiti before issuing orders absorbing him permanently. The consent of the person concerned for permanent absorption in the NVS shall also be obtained and if he is willing for this/ he shall have to resign from his parent cadre and sever all connections with them before being eligible for permanent absorption in the Samiti.

3. Effective Date of Absorption

The Samiti will send a proposal to the parent department of the person concerned for his absorption in the Samiti from the date of the expiry of his sanctioned deputation period or such other date as considered appropriate by the Samiti. The Samiti will obtain willingness of the person concerned for being absorbed in the Samiti as also his resignation from his parent cadre and send the same to his parent department, alongwith the proposal. The permanent absorption of the person proposed to be absorbed in the Samiti shall take effect from the date his resignation is accepted by his parent office. Normally no absorption from a retrospective date shall be allowed. Where, however, the Samiti feels that it would be in the interest of the Samiti and there exists sufficient justification for doing so, absorption may be allowed from a retrospective date with the prior concurrence of the Executive Committee of the Samiti. In the later case, the amount of deputation (duty) allowance paid to such a person from the date he is permanently absorbed in the Samiti shall be recovered in full. If the person concerned is not willing to refund this amount he may be considered for absorption in the Samiti from a prospective date only.

- 3.1 The permanent absorption will be made in the post in which the person concerned has joined initially in the Samiti.

4. Fixation of Pay

Once a person has been absorbed permanently in the Samiti, he will be treated at par with other regular employees of the Samiti and will be subject to the rules and regulations of the Samiti in the matter of fixation of pay and other matters.

- 4.1 Where a person has already elected the scale of pay of the post in which he has been absorbed permanently in the Samiti, the question of re-fixation of his pay on his permanent absorption shall not arise.



- 4.2 Where a person drew pay in the parent grade plus deputation (duty) allowance, his pay will be fixed from the date of his initial appointment to the post and notionally brought to the stage at which he would have arrived on the date of his permanent absorption in the post. Whereby this process his pay refixed falls short of the grade pay plus deputation (duty) allowance which he was drawing immediately before the date of permanent absorption the difference should be allowed to him.
5. In case of CPF beneficiaries, the amount of their subscription and their employers' contribution, if any, together with interest thereon, shall be transferred to his new provident fund account in to NVS with the consent of the Samiti.

7. **Interpretation**

In case of doubt or difference of opinion regarding interpretation of the rules set out above, the decision of the Director, NVS shall be final.



F.No.1-5/98-NVS(Admn.)

29th December, 99

NOTIFICATION

In pursuance of the decisions communicated by the Government of India, Ministry of Human Resource Development, Department of Education on the recommendations of Fifth Central Pay Commission, the scales of pay attached to various posts in the Navodaya Vidyalaya Samiti were revised in accordance with Central Civil Services (Revised Pay) Rules, 1997 vide Samiti's order No. F.1-16/97-NVS (Admn.) dated 11th February, 1998. Subsequently, the Government of India has issued instructions regarding consequential stage to be taken to amend the existing Recruitment Rules on a priority basis. This matter was examined by the Finance Committee of the Samiti at its meeting held on 25th October, 1999 when the Committee desired that steps be taken to implement the recommendations regarding structure of emoluments of the employees in the Samiti to bring them in accordance with Government instructions without further delay.

Accordingly, with the approval of Chairman, Navodaya Vidyalaya Samiti, following amendments to the Recruitment Rules of the Samiti notified vide Notification No. F.2-29/94-NVS (Admn.) dated 22nd June, 1995¹ are made with immediate effect:

1. The scales of pay mentioned in Column 4 of the Recruitment Rules would be substituted by the revised scales of pay as mentioned in Column 4 of the statement enclosed at *Annexure-A*.
2. The pre-revised pay scale wherever mentioned in Column 7 or 11 of the Recruitment Rules would be substituted by corresponding revised pay scales.
3. In Column 5 of the Recruitment Rules, the method of "Selection" would now be shown as "*Selection-cum-Seniority or Selection by Merit*".
4. The words "percentage of 'vacancies' to be filled by various methods" appearing in Column 10 of the Recruitment Rules will be replaced with the words "percentage of 'posts' to be filled by various methods."
5. The qualifying service required for eligibility for the purpose of promotion/appointment on deputation as mentioned in Column 11 of the Recruitment Rules would be substituted by the revised eligibility as mentioned in Column 5 of the statement enclosed at *Annexure-A*.
6. The method of recruitment by Deputation under Column 10 and 11 of the Recruitment Rules may henceforth be referred to as "Deputation" and not as "Transfer on deputation".

All other conditions contained in the Recruitment Rules notified vide Notification No. F.2-29/94-NVS (Admn.) dated 22nd November, 1995 will remain unchanged.

(Anurag Bhatnagar)
Director NVS

Copy to :

1. All Regional Offices of the Samiti
2. All Jawahar Navodaya Vidyalayas.
3. All Officers of NVS Hqrs.

1. See page 32

**Annexure-A**

Sl.No	Name of the Post	Existing (Pre-revised) Pay Scale (In Rupees)	Revised Pay Scale as approved by the Samiti (In Rupees)	Length of revised qualifying service for promotion/deputation referred to column 11 of the Recruitment Rules
(1)	(2)	(3)	(4)	(5)
1.	Director	5900-200-6700	18400-500-22400	Deputation from among eminent educationists with extensive experience in educational administration and planning. OR Officers working under the Central/State Government/ Universities/Technical Research Organisation/Semi-Government/Statutory or Autonomous Organisations and (a) Holding analogous post/ comparable post OR With three years service in a post in the scale of pay of Rs. 14300- 18300 or equivalent. OR With eight years service in a post in the scale of pay of Rs. 12000 - 16500 or equivalent. (b) Possessing adequate knowledge of educational system and experience in educational planning and administration.
2.	General Manager (Constn.)	5900-200-6700	18400-500-22400	—
3.	IFA & CAO	4500-150-5700	14300-400-16300	Deputation: - Officers under the Central Govt./State Govt./ Semi Govts./ Autonomous or statutory organisations. (a) (i) Holding analogous posts on regular basis OR



				(ii) With 5 years regular service in the scale of Rs. 12000-16500 OR (iii) With 8 years of combined regular service in the scale of Rs. 10000 - 15200 and 12000-16500. (b) Possessing experience of handling administrative, financial and accounts matters in a responsible capacity.
4.	Joint Director	4500-150-5700	14300-400-15300	Promotion: from among all Deputy Directors with 5 years of regular service in the grade in the Samiti Deputation: Officers under the Central Govt./State Govt./Semi-Govt./Autonomous or Statutory Organisations. (a) (i) Holding analogous post on regular basis OR (ii) With 5 years service in the scale of Rs. 12000-16500 OR (iii) With 8 years of combined regular service in the scale of Rs. 10,000-15200 and Rs. 12000-16500. (b) Possessing experience of handling administrative/ academics matters in a responsible capacity.
5.	Deputy Director (Admn.)	3700-125-4700-150-5000	12000-375-16500	Promotion: from among Assistant Directors (Admn.) with 5 years of regular service in the grade in the Samiti. Deputation: Officers under the Central Govt./State Govt./Semi Govt./Autonomous or Statutory Organisations.



				(a) (i) Holding analogous posts on regular basis OR (ii) With 5 years service in the scale of Rs. 10000-15200. (b) Possessing experience of holding administrative and financial matters in a responsible capacity.
6.	Deputy Director (Finance)	3700-125-4700 150-5000	12000-375-16500	Promotion: From among Assistant Directors, Finance, with 5 years of regular service in the grade in the Samiti. Deputation: Officers under the Central Govt./State Govt./Semi Govt./Autonomous or statutory organisations. (a) (i) Holding analogous posts on regular basis or (ii) With 5 years service in the scale of Rs. 10000-15200. (b) Possessing experience of handling accounts matters in a responsible capacity.
7.	Deputy Director	3700-125-4700 150-5000	12000-375-16500	Promotion: From among assistant Director (other than Administration & Finance) with 5 years of regular service in the grade in the /Samiti. Deputation: Officers under the Central Govt./State Govt./Semi Govt./Autonomous or Statutory Organisations. (a) (i) Holding analogous posts on regular basis OR (ii) with 5 years service in the scale of Rs. 10000-15200/-



				(b) Possessing experience of handling administrative/ academic matters in a responsible capacity.
8.	Assistant Director (Admn.)	3000-100-3500-125-5000	10000-325-15200	Promotion: From among Section Officers (other than Finance and Computer) with 8 years of regular service in the grade in the Samiti. Deputation: Officers under the Central Govt./State Govts./Semi Govt./Autonomous or Statutory Organisations. (a) (i) Holding analogous posts on regular basis OR (ii) with 8 years service in the scale of Rs. 6500-10500/- (b) Possessing experience of handling administrative and financial matters in a responsible capacity.
9.	Assistant Director (Finance)	3000-100-3500-125-5000	10000-325-15200	Promotion: From among Section Officers (other than Admn. and Computer) with 8 years of regular service in the grade in the Samiti Deputation: Officers under the Central Govt./State Govts./Semi Govt./Autonomous or Statutory Organisations. (a) (i) Holding analogous posts on regular basis OR (ii) with 8 years service in the scale of Rs. 6500-10500/- (b) Possessing experience of handling financial matters in a responsible capacity.



10.	Assistant Director	3000-100-3500 125-5000	10000-325-15200	Promotion: From among Principals with 3 years of regular service in the grade in the Samiti. Deputation: Officers under the Central Govt./State Govts./Semi Govt./Autonomous or Statutory Organisations. (a) (i) Holding analogous posts on regular basis OR (ii) with 3 years service in the scale of Rs. 10000-15200/- or equivalent (b) Possessing educational qualifications as prescribed for direct recruitment. (c) Experience in educational administration.
11.	Executive Engineer	3000-100-3500- 125-4500	10,000-15200	—
12.	Accounts Officer	2375-75-2800- EB-100-3500	7450-225-11500	Deputation: From among persons serving in Govts./Semi Govt./Autonomous Organisations. (a) (i) Holding analogous post OR (ii) with 2 years regular service in the scale of Rs. 6500-10500/-in the organised Accounts services.
13.	Section Officer	2000-60-2300- EB-75-3200- 100-3500	6500-200-10500	Promotion: From among all the Assistants and Audit Assistants with 3 years of regular service in the grade in the Samiti. Deputation: Persons working in Govt./Semi-Govt./Autonomous organisations.



				(a) (i) Holding analogous post on regular basis OR (ii) with 3 years regular service in the scale of 5500-9000 Asstt./Audit Assistants.
14.	Jr. System Analyst	2000-60-2300-EB-75-3200-100-3500	6500-200-10500	Deputation: Persons working in Govt./Semi-Govt. Autonomous organisations holding analogous/ equivalent post and possession qualifications as prescribed for direct recruitment under column 7
15.	Senior Personal Asstt.	2000-60-2300-EB-75-3200-100-3500	6500-200-10500	Promotion: Personal asstt. with 3 years of regular service in the grade in the Samiti. Deputation: Persons working in Govt. Semi-Govt./Autonomous Organisations (a) (i) Holding analogous post OR (ii) with 3 years of regular service as PA/Steno in the scale of Rs. 5500-175-9000/-
16.	Assistant Engineer	2000-60-2300-EB-75-3200-100-3500	6500-200-10500	—
17.	Assistant	1400-40-1600-50-2300-EB-60-2600	5000-150-8000	Promotion: From among UDCs and Computer Operators with 10 years of regular service in the grade in Hqrs. and Regional Offices of the Samiti. Deputation: Persons working in Govt./Semi-Govt/ Autonomous organisations (a) (i) Holding analogous posts OR (ii) with 10 years of regular service as UDC/Junior



				Asstt. in the pay scale of Rs.4000-6000
18.	Audit Assistant	1400-40-1600-50-2300-EB-60-2600	5000-150-8000	Deputation: Persons working in Govt./Semi-Govt./Autonomous organisations (a) (i) Holding analogous posts OR (ii) with 10 years of regular service as UDC/Jr. Asstt. in the pay scale of Rs. 4000-6000. (b) Possessing educational and other qualifications prescribed for direct recruitment under column '7'
19.	Personal Asstt.	1400-40-1600-50-2300-EB-60-2600	5000-150-8000	Promotion: From among the Stenographer with 10 years of regular service in the grade in the Samiti subject to passing a departmental test for shorthand/typing speed as indicated below:- Shorthand speed of 100 words per minute and typing speed 40 words per minute in English. OR Shorthand speed of 80 words per minute and typing speed of 40 words per minute in Hindi. Deputation: Persons working in Govt./ Semi-Govt./ Autonomous organisation (a) (i) Holding analogous post OR (ii) With 10 years of regular service in the pay scale of Rs. 4000-6000.



				(b) Possessing the educational and other qualifications prescribed for promotion under column '11'
20.	Editorial Assistant	1400-40-1600-50-2300-EB-60-2600	5000-150-8000	Deputation: Persons working in Govt./Semi-Govt./Autonomous organisations (a) (i) Holding analogous post OR (ii) with 8 years of regular service in the pay scale of Rs. 4000-6000/- (b) Possessing following educational qualifications and experience Essential: Graduate from a recognised University. Desirable: Three years experience in collection, compilation and sub-editing of materials for publication and working knowledge of book production techniques and layout and proof correction.
21.	Legal Asstt.	1400-40-1600-50-2300-EB-60-2600	5000-150-8000	Deputation: Persons working in Govt./Semi-Govt./Autonomous organisations (a) (i) Holding analogous post OR (ii) With 8 years of regular service in the pay scale of Rs. 4000-6000/- (b) Possessing following educational qualifications and experience Essential: Degree in Law from a recognised University. Desirable: Three years experience of handling legal cases.



22.	Statistical Assistant	1400-40-1600-2300-EB-60-2600	5000-150-8000	Deputation: Persons working in Govt./Semi-Govt. Autonomous organisations (a) (i) Holding analogous post OR (ii) With 8 years of regular service in the pay scale of Rs. 4000-6000/- (b) Possessing the following educational qualifications and experience Essential: Degree in Economics or statistics or Mathematics as a subject from a recognised University. Desirable: Three years experience of collection and interpretation of statistical data.
23.	Hindi Translator	1400-40-1600-50-2300-EB-60-2600	5000-150-8000	Deputation: From among persons working in Govt./Semi-Govt./Autonomous organisations. (a) (i) Holding analogous post OR (ii) with 8 years of regular service in the pay scale of Rs. 4000-6000/- (b) Possessing the educational and other qualifications prescribed for direct recruitment under column '7'.
24.	Junior Engineer	1400-40-1800-EB-50-2300	4500-125-7000	—
25.	Upper Division Clerk	1200-30-1560-EB-40-2040	4000-100-6000	Promotion: LDCs with 8 years of regular service in the grade in the Headquarters/Regional Offices of the Samiti. Deputation: Persons working in Govt./Semi-Govt./Autonomous organisations



				(a) Possessing B.Com Degree and knowledge of Computer Applications and data entry. (b) Holding analogous posts on regular basis OR with 8 years of regular service in the pay scale of Rs. 3050-4590/-
26.	Stenographer Gr.D	1200-30-1560-EB-40-2040	4000-100-6000	—
27.	Computer Operator	1200-30-1560-EB-40-2040	4000-100-6000	Deputation: Persons working in Govt./Semi-Govt./ Autonomous organisations/Public Sector Undertakings (a) Possessing educational and other qualifications prescribed for direct recruitment under column '7' (b) Holding analogous post OR with 8 years of regular service in the scale of pay Rs. 3050-4590.
28.	Senior Gestetner Operator	1200-30-1440-EB-30-1800	4000-100-6000	Promotion: By promotion from among the Gestetner Operators of Samiti and Regional Offices with 8 years service in the grade in the Samiti.
29.	L.D. Clerk	950-20-1150-EB-25-1500	3050-75-3950-80-4590	Promotion: 10% of the posts of LDCs will be filled on merit from among eligible Group 'D' employees of Hqrs/ R.Offices who have rendered 8 years of regular service in the grade in the Samiti and posses the typing qualifications as prescribed in Col. '7'



30.	Electrician	950-20-1150- EB-25-1500	3050-75-3950- 80-4590	Deputation: Persons working in Govt./ Autonomous Organisations holding analogous posts and possessing qualifications prescribed for direct recruitment.
31.	Gestetnor Operator	950-20-1150- EB-25-1500	3050-75-3950- 80-4590	Promotion: From among eligible Group 'D' employees of Hqrs. and Regional Offices who have passed 8th Class and rendered at least 8 years service in that capacity and have working knowledge in operating/maintaining duplicating machines, photocopies and Franking Machines.
32.	Staff Car Driver	950-20-1150 EB-25-1500	3050-75-3950- 60-4590	—
33.	Peon/Chowkidar/ Frash	750-12-870 EB-14-940	2550-55-2660- 80-3200	—
34.	Principal	3000-100-3500- 125-4500	10000-325-15200	Promotions: From among the Vice-Principals of Jawahar Navodaya Vidyalayas who have put in 6 years of regular service in the grade Description: From among persons possessing qualifications prescribed for direct recruitment under column '7'
35.	Vice-Principal Entry Scale Senior Scale	2000-60-2300- EB-75-3200- 100-3500	7500-250-12000 8000-275-13500	Promotion: Post Graduate Teachers with 3 years of regular service in the grade in the grade in the Samiti. Deputation: Persons working under the central Govt./State Govt./ Autonomous Organisations (a) Holding post on regular basis OR with 3 years of regular service as PGT



				in the scale of pay Rs. 6500-10500/-
				(b) Possessing the following qualifications: (i) Post Graduate Degree (ii) B.Ed. or equivalent teaching degree.
				(b) Proficiency in teaching through English/Hindi.
36.	P.G.T. Entry Scale Senior Scale Selection Scale	1640-60-2600- EB-75-2900	6500-200-10500 7500-250-12000 8000-275-13500	Promotion: From among eligible TGTs in the concerned subject having Post Graduate Degree in the subject with 3 years regular service as TGT in the Samiti. Deputation: Persons working in Govt./recognised educational institutions. (a) Holding analogous post on regular basis OR with 3 years of regular service as TGT with Post Graduate Degree in the concerned subject in the pay scale of Rs. 5500-9000/- (b) Possessing educational and other qualifications prescribed for direct recruitment under Column '7'
37.	TGT/SUPW Teacher/PET/Art Teacher/Music Teacher Entry Scale Senior Scale Selection Scale	1400-40-1600- 50-2300-EB- 60-2600	5500-175-9000 6500-200-10500 7500-250-12000	Deputation: Persons working Govt./recognised educational institutions (a) Holding analogous posts OR with 6 years of regular service as Teacher in the pay scale of Rs. 4500-7000/- (b) Possessing the educational and other qualifications prescribed for direct recruitment under column '7'



38.	Librarian	Entry Scale 1400-40-1600-50-2300 EB-60-2600	5500-175-9000	Deputation: Persons working in Govt./recognised educational institutions. (a) Holding analogous post OR with 6 years of regular service as a Librarian in the pay scale of Rs. 4500-7000/- (b) Possessing the educational and other qualifications prescribed for direct recruitment under column '7'
	Senior Scale		6500-200-10500	
	Selection Scale		7500-250-12000	
39.	Office Superintendent	1640-60-2600-EB-75-2900	5500-175-9000	Promotion: From among the UDCs of the Vidyalaya who have put in 10 years of regular service in the grade in the Samiti Deputation: Persons working in Government/ Autonomous Organisations Holding analogous post OR 3 years regular service as Assistant/Audit Assistant in the scale of Rs. 5500-9000/-
40.	Female Staff Nurse	1400-40-1600-50-2300-EB-60-2600	5000-150-8000	Deputation: Persons holding analogous post in Govt. Hospital/Clinic Hospitals recognised under AMA Rules and possessing qualification for direct recruitment prescribed under column '7'
41.	U.D. Clerk	1200-30-1560-EB-40-2040	4000-100-6000	Promotion: LDCs/Store Keepers of Navodaya Vidyalayas with 8 years of regular service in the grade in the Samiti. Deputation: Persons working in Govt./ Autonomous organisations. (a) Possessing B.Com. Degree



				(b) Holding analogous post on regular basis OR with 8 years of regular service in the pay scale of Rs. 3050-4590/- (c) Knowledge of Computer operations and data entry.
42.	Catering Asstt.	1200-30-1560 EB-40-2040	4000-100-6000	Deputation: Holding analogous post in Govt./ recognised institutions and possessing qualifications prescribed for direct recruitment under column '7'
43.	L.D. Clerk/ Store-Keeper	950-20-1150- EB-25-1500	3050-75-3950- 80-4590	Promotion: 10% of the vacancies of LDC/Store Keeper will be filled on the basis of a merit test from among eligible Group 'D' employees of Navodaya Vidyalayas who have rendered 8 years of regular service in the grade in the Samiti and possess qualification as prescribed in Column '7'
44.	Driver	950-20-1150- EB-25-1500	3050-75-3950- 80-4590	—
45.	Cook	950-20-1150- EB-25-1500	3050-75-3950- 80-4590	Promotion: The departmental Mess Helper with 8 years of regular service in the grade shall also be considered alongwith the candidates for direct recruitment and in case they are selected appointment shall be treated as promotion.
46.	Electrician- cum-Plumber	950-20-1150- EB-25-1500	3050-75-3950- 60-4590	—



47.	Laboratory Attendant	775-12-871 EB-14-1025	2610-60-3150 65-3540	—
48.	Mess Helper	750-12-870 EB-14-940	2550-55-2660- 60-3200	—
49.	Chowkidar	750-12-870 EB-14-940	2550-55-2660- 60-3200	—
50.	Chowkidar- cum-Sweeper	750-12-870- EB-14-940	2550-55-2660- 60-3200	—



F.No.1-5/98-NVS(Admn.)

Dated: 13th March, 2000

NOTIFICATION

In exercise of the powers conferred under Rule 24 of the Rules of the Navodaya Vidyalaya Samiti, the Executive Committee of the Samiti hereby makes the following Rules for regulating the method of recruitment to the posts of Post Graduate Teachers and Trained Graduate Teachers in the Navodaya Vidyalaya Samiti in modification of the Rules notified vide Notification No. F.2-29/94-NVS (Admn.) dated 22nd June, 1995 and as modified vide Notification No. F. 1-5/98-NVS (Admn.) dated 29th December, 1999:

1. In the Recruitment Rules for appointment to the posts of Post Graduate Teachers existing Column 7 will be replaced as under:

7. Educational and other qualifications required for direct recruits

ESSENTIAL

1. Post graduate Degree with 50% marks in the relevant subject with B.Ed.
2. Proficiency in teaching through English & Hindi.

DESIRABLE

1. Three years experience as Trained Graduate Teacher or equivalent.
2. Experience of working in a residential school.

2. In the Recruitment Rules for appointment to the posts of Post Graduate Teachers, Note 2 under existing Column 11 shall be deleted.

3. In the Recruitment Rules for appointment to the posts of Trained Graduate Teachers existing Column 7 will be replaced as under:

7. Educational and other qualifications required for direct recruits

ESSENTIAL

1. Bachelor's Degree from a recognised University with 50% marks or above in aggregate as well as in the concerned subject with B.Ed.
2. Competence to teach through the concerned regional language except in case of TGT-English and TGT-Hindi.

DESIRABLE

Experience of working in a residential school.

NOTE

- (a) Four-years integrated course from Regional Colleges of Education, NCERT in the Concerned subject would be treated as equivalent to bachelor degree with B.Ed.



- (b) The Candidate should also have the following combinations at Graduate level with 50% marks or above individually in the following subject.

For TGT (Maths) : Maths, Physics, Statistics/
Any Other related Science subject.

For TGT (Science) : Botany or/and Zoology/
Chemistry

For TGT (Social Science) : History &
Geography Or (i) History/Geography, and
(ii) Economics/Pol. Science.

4. In the Recruitment Rules for appointment to the posts of Trained Graduate Teachers, Note 2 under existing Column 11 shall be deleted.

Above amendments to the Recruitment Rules will come into force with immediate effect.

All other conditions contained in the Rules notified vide Notification No. F. 2-29/94-NVS (Admn.) dated 22nd June, 1995 and Notification No. F.1-5/98-NVS (Admn.) dated 29th December, 1999 will remain unchanged.

(Anurag Bhatnagar)
Director

Copy to :

1. All Regional Offices of the Samiti
2. All Jawahar Navodaya Vidyalayas
3. All Officers at NVS Headquarters.



F.No.1-5/98-NVS(Admn.)

Dated: 18th, June, 2001

NOTIFICATION

In continuation with notification No.1-5/98-NVS(Admn.) dated 29.12.99¹ regarding amendments to the Recruitment Rules of the Samiti notified by F.N.2-29/94-NVS(Admn.) dated 22nd June, 1995² and subsequent representation received from the staff regarding retention of existing qualifying service conditions, the Competent Authority has clarified that the employees who are eligible for promotion during the year 1999 i.e. prior to issue of notification dated 29th December 1999 on the crucial of date 01.01.99 (as per DOPT instruction 17.09.98) shall be considered for promotion as per pre-amended rules (Revised Recruitment Rules-1995).

(S.P. Gaur)
Director, NVS

To

1. All Regional Officers of the Samiti.
2. All Jawahar Navodaya Vidyalaya.
3. All Officers at NVS Hqrs.

1. See page 178

2. For reference see page 32



F.No.1-5/98-NVS(Admn.)

Date: 29-08-2001

NOTIFICATION

The revised Recruitment Rules of the Navodaya Vidyalaya Samiti were notified vide No.2-29/94-NVS(Admn.), dated 22-06-1995¹. Further in pursuance of the decision communicated by the Govt. of India, Ministry of Human Resource Development, Department of Education on the recommendation of the Vth Central Pay Commission, the scale of pay attached to various posts in the Navodaya Vidyalaya Samiti were revised in accordance with Central Civil Services Revised Pay Rules 1997 vide Samiti's order No.I-16/97-NVS(Admn.), dated 11-02-1998. Subsequently, the Govt. of India has issued instructions regarding consequential steps to be taken to amend the existing Recruitment Rules on a priority basis and accordingly the notification to this effect is issued vide No.I-5/98-NVS(Admn.), dated 29-12-1999². Further, in exercise of the powers conferred under Rule 24 of the Rules of Navodaya Vidyalaya Samiti, the Executive Committee of the Samiti has approved amendment of the Recruitment Rule for appointment to the post of Principal in the Navodaya Vidyalaya Samiti subject. A copy of the Revised Recruitment Rules for the post of Principal is enclosed. This Recruitment Rule will also be governed by all other conditions as mentioned in the notification dated 22-06-1995 and 29-12-1999².

This is in supersession of earlier Notification of even number dated 26-07-2001.

(S.P. Gaur)
Commissioner

Copy to :

1. All Officers of the Navodaya Vidyalaya Samiti
2. All Regional Offices of Navodaya Vidyalaya Samiti.
3. All JNVs.
4. S.P.A. to the Commissioner.

1. See page 32
2. See page 178

**Annexure**

S.No.	DETAILS	
1.	Name of the Post	Principal
2.	No. of posts	408
3.	Classification	Group-A(Ministerial)
4.	Scale of pay	Rs. 10.000-325-15,200/-
5.	Whether Selection or non-selection post	Selection by merit
6.	Age limit for direct recruits	Between 35 years and 45 years.
7.	Educational and other qualifications required for direct recruits.	ESSENTIAL: 1. Master's Degree from a recognized University with at least 50% marks. 2. B.Ed. or equivalent teaching degree. 3. Persons working in any of the Govt./ Semi-Govt./ Govt. recognized / CBSE Affiliated Sr. Secondary (10+2) Schools/ Inter College. a) Holding analogous post; or b) Vice-Principal in the scale of pay of Rs.7500-250-12000/ 8000-275-13500 with 10 years experience/ service as PGT / Lecturer in the scale of pay Rs.6500-10500/7500-12000;or c) A minimum of 12 years experience/ Service as PGT / Master/ Lecturer in the scale of Rs.6500-10500 (revised) or Equivalent in the senior secondary school. DESIRABLE: 1. At least three years Experience as a House Master of a fully Residential schools. 2. Experience of working in a fully Residential/CBSE Affiliated/Govt. Recognised school. 3. Proficiency in English and Hindi/ concerned Regional Language.
8.	Whether age and educational qualifications for direct recruits will apply to promotees.	N.A.
9.	Period of probation if any.	2 years for direct recruits.



-
10.	Method of recruitment, whether by direct recruitment or by promotion Or by deputational transfer and percentage of vacancies to be filled by various methods.	33 ^{1/3} % by Promotion. 66 ^{2/3} % by Direct recruitment, failing which on deputation.
11.	In case of recruitment by Promotion/ deputation/transfer, grades from which Promotion/Deputation/Transfer to be made.	PROMOTION From among — (i) The Vice-Principals of jawahar Navodaya Vidyalayas who have put in six years of regular service in the grade, subject to passing a Departmental Examination to be followed by a personal talk. (ii) In case eligible Vice-Principals with required qualifying services are not available, then from among all Vice-Principals of JNVs in order of their seniority in their grade with a combined regular service of ten years in the grades of Post-Graduate Teachers and Vice-Principals in the Samiti basing on the Selection-Cum-Merit, subject to passing a Departmental Examination to be followed by a personal talk. TRANSFER ON DEPUTATION From among persons possessing qualifications prescribed for direct recruitments under column '7'.



F.No. 1-5/98-NVS(Admn.)

Date: 19/02/2002

NOTIFICATION

In pursuance of the decision communicated by the Govt. of India, Ministry of Human Resource Development, Department of Education and in exercise of the powers conferred under Rule 24 of the Rules of Navodaya Vidyalaya Samiti, the Executive Committee of the Samiti in its XXIst Meeting held on 9th August, 2001 has approved the amendment to the Rules in modification of the Rules notified vide Notification No.F.1-67/89-NVS(Admn.) dated 7th June. 1991² for regulating the method of recruitment to the post of Director & Joint Director (Administration), NVS as per Annexure-I & II.

(S.P.Gaur)
Commissioner

Copy to :

1. PS to HRM & Chairman. NVS
2. Deputy Secretary, UT-2, Department of Education, New Delhi.
3. Deputy Directors, Regional Offices, Navodaya Vidyalaya Samiti.
4. Officers/Sections at Headquarters (NVS)
5. SPA to Director, NVS

1. See page 25



Annexure-I

REVISED RECRUITMENT RULES FOR THE POST OF DIRECTOR¹

1. Name of Post	Director
2. No. of Post(s)	One
3. Classification	Group' A' (Ministerial)
4. Scale of Pay	Rs. 18400-500-22400
5. Whether Selection post or non-selection post	N.A.
6. Whether benefit of added years of service admissible under Rule 30 of CCS (Pension Rules) 1972.	N.A.
7. Age limit for direct recruits	N.A.
8. Educational and other qualifications required for direct recruits	N.A.
9. Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
10. Period of probation, if any	N.A.
11. Method of Recruitment whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods	By transfer on deputation/including short term contracts from Central Staffing Bureau.
12. In case of Recruitment by promotion/ by deputation transfer grades from which promotion/deputation/transfer to be made	Officers working under the Central Govt. from Central Staffing Bureau: (i) Holding analogues posts/comparable posts or with three years service in a posts in the scale of pay of Rs.14,300-400-18,300 or with 8 years service in the scale of pay of Rs. 12,000-375-16,500 or equivalent. (ii) Possessing adequate Knowledge of Educational system and experience in educational planning and Administration.
13. If a DPC exists, what is the composition.	N.A.

1. Now Commissioner



Annexure-II

REVISED RECRUITMENT RULES FOR THE POST OF JOINT DIRECTOR (ADMINISTRATION)

1. Name of Post	Joint Director (Administration)
2. No. of Post(s)	one
3. Classification	Group 'A' (Ministerial)
4. Scale of Pay	Rs. 14300-400-18300
5. Whether Selection post or non-selection post	N.A.
6. Whether benefit of added years of service admissible under Rule 30 of CCS (Pension Rules) 1972.	N.A.
7. Age limit for direct recruits	N.A.
8. Educational and other qualifications required for direct recruits	N.A.
9. Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
10. Period of probation, if any	N.A.
11. Method of Recruitment whether by direct recruitment or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods	By transfer on deputation/including short term contracts from Central Staffing Bureau.
12. In case of Recruitment by promotion/by deputation transfer grades from which promotion/deputation/transfer to be made	Transfer on deputation: Officers under the Central Govt. from Central Staffing Bureau a) (i) Holding analogous posts on regular basis (ii) With 3 years service in the scale of - Rs.12,000@375-16,500 (iii) With 8 years of-combined regular service in the scale of Rs.10,000-15,200 & Rs.12,000-16,500 b) Possessing experience of handling administrative matters
13. If a DPC exists, what is the composition.	N.A.



F.No. 1-6/98-NVS(Admn.)

10th April, 2003

NOTIFICATION

Following amendments are hereby made in the recruitment rules of NVS notified vide No. 2-29/94-NVS (Admn.) dated 22-06-95¹ and as modified vide notifications No. 1-5/98-NVS (Admn.) dated 29-12-99² & 13-3-2000³ with immediate effect:

Sl. No.	Name of Post	Column No.	Clause	Existing Provisions	Amended Provisions
1.	PGT	6 7	Age limit for direct recruits Educational & other Qualifications required for direct recruits	35 years Essential 1. Post Graduate Degree with 50% marks in the relevant subject with B.Ed. 2. Proficiency in teaching through English & Hindi Desirable 1. Three years experience as Trained Graduate Teacher or equivalent. 2. Experience of working in a residential school	40 years Essential 1. Two years Integrated Post Graduate M.Sc. Course from Regional College of Education of NCERT in the concerned subject OR Master's Degree from a recognised University with atleast 50% marks in aggregate in the following subjects. (a) PGT (Eng.)– English (b) PGT (Hindi) –Hindi (c) PGT (Maths)– Mathematics/ Applied Mathematics (d) PGT (Phy.)–Physics/ Applied physics/ Electronic Physics/ Nuclear Physics

1. See page 32
2. See page 178
3. See page 194



					(e) PGT (Chem.) Chemistry/Bio Chemistry (f) PGT (Bio) Botany/ Zoology/Life Sciences/Bio. Sciences/Genetics/ Micro Biology/Bio. Technology/ Molecular Biology/ Plant Physiology provided they have studied Botany and Zoology at Graduate level. (g) PGT (History)– History (h) PGT (Geo.)– Geography (i) PGT (Eco.)– Economics/Applied Economics/ Business Economics (j) PGT (Commerce)– Commerce with Accounting/Cost Accounting/ Financial Accounting as a major subject of study. Holder of Degree of M.Com in Applied/Business economics shall not be eligible. 2. B.Ed. or equivalent 3. Proficiency in teaching through English & Hindi



2.	TGT	6	Age limit for direct recruits	30 years	<u>Desirable</u> - Experience as TGT in recognized institution - Experience of working in a residential school - Knowledge of computer operation 35 years
		7.	Educational & other Qualifications required for direct recruits	<u>Essential</u> - Bachelor's degree from a recognized University with 50% marks or above in aggregate as well as in the concerned subjects with B.Ed. - Competence to teach through the concerned regional language except in case of TGT-English and TGT-Hindi <u>Desirable</u> Experience of working in a residential school <u>NOTE</u> (a) Four years integrated course from Regional	<u>Essential</u> 4 years. Integrated degree course from Regional College of Education of NCERT with atleast 50% marks in the concerned subject as well as in the aggregate OR A Bachelor's degree or equivalent from a recognized University with 50% marks or above in aggregate as well as in the subject comprising the combination as under: (a) TGT (S.Sc.)– Any two subjects amongst History/ Geography/ Economics/Political Science. Out of which one must be History/Geography



				College of Education, NCERT in the concerned subject would be treated as equivalent to Bachelor degree with B.Ed. (b) The candidate should also have the following combinations at Graduate level with 50% marks or above individually in the following subjects: For TGT (Maths)– Maths, Physics, Statistics/Any other related Science subject For TGT (Science)– Botany or and Zoology/Chemistry For TGT (Social Science)– History & Geography, or (i) History/Geography, and (ii) Economics/ Pol. Science	(b) TGT (Maths)– Maths, Physics & Chemistry. (c) TGT (Science)– Botany, Zoology & Chemistry (d) TGT (Hindi)– Hindi as an Elective subject at degree level. (e) TGT (English)– English as an Elective subject at degree level. (f) TGT (3rd Language) – Concerned language as an elective subject at Degree level. 2. B.Ed. or equivalent from a recognized University. 3. Competence to teach through English & Hindi/ concerned regional language as the case may be. Desirable 1. Experience of working in a residential school. 2. Knowledge of computer operations.



All the other conditions contained in the Rules notified vide Notification No. F.2-29/94-NVS (Admn.) dated 22nd June, 1995¹, Notification No. F.1-5/98-NVS (Admn.) dated 29th December, 1999² and 13th March, 2000³ will remain unchanged.

(D.K. Kotia)
Commissioner

Copy to :

1. All Regional Offices of the Samiti
2. All Jawahar Navodaya Vidyalayas
3. All Officers of NVS, Hqrs.

1. See page 32
2. See page 178
3. See page 194



F.No.1-22/99-NVS(Admn.)

Dated: 9.4.2002

Sub. : The Assured Career Progression (ACP) Scheme for the Central Government for non-teaching staff of Navodaya Vidyalaya Samiti.

The implementation of Assured Career Progression (ACP) Scheme to the Navodaya Vidyalaya Samiti has been considered by Government of India, Ministry of HRD. Accordingly the Executive Committee of Navodaya Vidyalaya Samiti approved the Assured Career Progression (ACP) Scheme to the non-teaching employee of Navodaya Vidyalaya Samiti w.e.f. 22.06.2001 subject to certain conditions. The instruction of the scheme are given below and the details of upgradation of the scales applicable to Navodaya Vidyalaya Samiti are enclosed herewith (Annexure-I).

2. Group 'A' Posts

- 2.1 In respect of Group 'A' Posts (Technical/Non-Technical), no financial upgradation under the Scheme is being proposed for the reason that promotion in their case must be earned. Hence, it has been decided that there shall no benefits under ACP Scheme for Group 'A' Posts (Technical/Non-Technical). Cadre Controlling Authorities in their case would, however, continue to improve the promotion prospects in organization/cadres on functional grounds by way of organisational study, cadre review, etc. as per prescribed norms.

3. Groups 'B' 'C' and 'D' services/posts and isolated posts in group 'A','B','C' and 'D' categories

- 3.1 While in respect of these categories also promotion shall continue to be duly earned, it is proposed to adopt the ACP Scheme in a modified form to mitigate hardship in cases of acute stagnation either in a cadre or in an isolated post. Keeping in view all relevant factors, it has, therefore, been decided to grant two financial upgradations (as recommended by the Fifth Central Pay Commission) under the ACP Scheme to Group 'B','C' and 'D' employees on completion of 12 years and 24 years (subject to condition no.4 in Annexure-II of regular service respectively. Isolated posts in Group 'A', 'B', 'C' and 'D' categories which have no promotion avenues shall also qualify for similar benefits on the pattern indicated above. Certain categories of employees such as casual employees (including those with temporary status), ad-hoc and contract employee shall not qualify for benefits under the aforesaid Scheme. Grant of financial upgradations under the ACP Scheme shall, however, be subject to the conditions mentioned in Annexure-II
- 3.2 'Regular Service' for the purpose of the ACP Scheme shall be interpreted to mean the eligible service counted for regular promotion in terms of relevant Recruitment/Service Rules.
4. Introduction of the ACP Scheme should, however, to no case affect the normal (regular) promotional avenues available on the basis of vacancies. Attempts needed to improve promotion prospects in organisation/cadres on functional grounds by way of organisational study, cadre reviews, etc. as per prescribed norms should not be given up on the ground that the ACP Scheme has been introduced.
5. Vacancy based regular promotions, as distinct from financial upgradation under the ACP Scheme, shall continue to be granted after due screening by a regular Departmental Promotion Committee as per relevant rules/guidelines.

6. Screening Committee

- 6.1 A departmental Screening Committee shall be constituted for the purpose of processing the cases for grant of benefits under the ACP Scheme.



- 6.2 The composition of the Screening Committee shall be the same as that of the DPC prescribed under Appendix 1-A of the Revised Recruitment Rules 1995 on regular promotion to the higher grade to which financial upgradation is to be granted. In respect of isolated posts, the composition of the Screening Committee shall be the same as that the DPC for promotion to analogous grade in the Samiti.
- 6.3 In order to prevent operation of the ACP Scheme from resulting into undue strain on the administrative machinery, the Screening Committee shall follow a time-schedule and meet twice in a financial year-preferably in the first week of January and July for advance processing of the cases. Accordingly, cases maturing during the first-half (April-September) of particular financial year for grant off benefits under the ACP Scheme shall be taken up for consideration by the Screening Committee meeting in the first week of January of the previous year. Similarly, the Screening Committee meeting in the first week of July of any financial year shall process the cases that would be maturing during the second-half (October-March) of the same financial year. For example, the Screening Committee meeting in the first week of January, 2002 would process the cases that would attain maturity during the period April 1, 2002 to September 30, 2002 and the Screening Committee meeting in the first week of July, 2002 would process the cases that would mature during the period October 1, 2002 to March 31, 2003.
- 6.4 To make the Scheme operational, the Cadre Controlling Authorities shall constitute the first Screening Committee of the current financial year within a month from the date of issue of these instructions to consider the cases that have already matured or would be maturing upto March 31, 2002 for grant of benefits under the ACP Scheme. The next Screening Committee shall be constituted as per the time schedule suggested above.
7. Any interpretation/clarification of doubt as to the scope and meaning of the provisions of the ACP Scheme shall be referred to the NVS Hqrs and recommendations of the Screening Committee/DPC will be subject to the approval of the Hqrs for final implementation.
8. The above scheme is subject to any modification warranted by the amendments in Recruitment Rules.

This has the concurrence of Finance Wing of NVS and approval of the competent authority.

(V.K. Sharma)
Deputy Director (P&A)

To

1. All Regional Offices in the Samiti.
2. All JNVs in the Samiti.
3. All Officers in the Hqrs.
4. SPA to Commissioner



Annexure-I

NAVODAYA VIDYALAYA SAMITI PAY SCALES OF ACP SCHEME

A. Upgradation of ACP

Sl. Posts	Direct Recruitment in the scale	First Financial Upgradation after 12 years of regular service	Financial Upgradation of completion of 24 years of regular service
1. Group	2550-55-2660-60-3200	2610-60-3150-65-3540	2650-65-3300-70-4000
2. L.D.C.	3050-75-3950-80-4590	4000-100-6000	5500-175-9000 (Subject to the final decision of High Court of Delhi in pending LPAs filed by NVS in the matter of CWP No.1737/96)
3. U.D.C.	4000-100-6000	5500-175-9000 (Subject to the final decision of High Court of Delhi in pending LPAs filed by NVS in the matter of CWP No.1737/96)	6500-200-10,500
4. Steno.	4000-100-6000	5500-175-9000 (Subject to the final decision of High Court of Delhi in pending LPAs filed by NVS in the matter of CWP No.1737/96)	6500-200-10,500
5. Computer Operator	4000-100-6000	5500-175-9000 (Subject to the final decision of High Court of Delhi in pending LPAs filed by NVS in the matter of CWP No.1737/96)	6500-200-10,500
6. Assistant	5500-175-9000 (Subject to the final decision of High Court of Delhi in pending LPAs filed by NVS in the matter of CWP No.1737/96)	6500-200-10,500	10,000-325-15,200
7. Personal Assistant	5500-175-9000 (Subject to the final decision of High Court of Delhi in pending LPAs filed by NVS in the matter of CWP No.1737/96)	6500-200-10,500	7450-225-11500 (next higher scale in Annexure of DOPT OM dt.9.8.1999.
8. Audit Assistant	5500-175-9000 (Subject to the final decision of High Court of Delhi in pending LPAs filed by NVS in the matter of CWP No.1737/96)	6500-200-10,500	10,000-325-15,200/-



9. Section Officer	6500-200-10,500	10,000-325-15,200	12,000-375-16,500
10. Assistant Engineer (Civil)	6500-200-10,500	7450-225-11500 (i.e. next higher scale in the Annexure-II, to DOPT OM dtd. 9th August, 1999.	7500-250-12000 (i.e. next higher scale in the Annexure-II, to DOPT OM dtd. 9th August, 1999)

B. Upgradation for the Isolated Posts in Hqrs./Ros.**Dynamics**

Sl. Posts	Direct Recruitment in the scale	First Financial Upgradation after 12 years of regular service	Financial Upgradation of completion of 24 years of regular service
1. Gestetnor Operator	3050-75-3950-80-4590	4000-100-6000	4500-125-7000
2. Elect.	3050-75-3950-80-4590	3200-85-4900	4000-100-6000
3. Hindi Translator	5000-150-8000	5500-175-9000	6500-200-10,500
4. Editorial Assistant	5000-150-8000	5500-175-9000	6500-200-10,500
5. Statistical Assistant	5000-150-8000	5500-175-9000	6500-200-10,500
6. Junior System Analyst	6500-200-10,500	7450-225-11,500	7500-250-12,000
7. Sr. P.A.	6500-200-10,500	7450-225-11,500	7500-250-12,000

C. Upgradation of ACP in Vidyalaya Cadre**Normal**

Sl. Posts	Direct Recruitment in the scale	First Financial Upgradation after 12 years of regular service	Financial Upgradation of completion of 24 years of regular service
1. Group 'D'	2550-55-2660-60-3200	2610-60-3150-65-3540	2650-65-3300-70-4000
2. L.D.C. Store-Keeper	3050-75-3950-80-4590	4000-100-6000	5500-175-9000
3. U.D.C.	4000-100-6000	5500-175-9000	6500-200-10,500
4. Office Superintendent	5500-175-9000	6500-200-10,500 (i.e. next higher scale in the Annexure-II to DOPT OM dated 9th August, 1999.	7450-225-11500 (i.e. next higher scale in the Annexure-II, to DOPT OM dated 9th August, 1999.

**D. Posts for Dynamic Upgradation in Vidyalaya****Isolated**

<i>Sl. Posts</i>	<i>Direct Recruitment in the scale</i>	<i>First Financial Upgradation after 12 years of regular service</i>	<i>Financial Upgradation of completion of 24 years of regular service</i>
1. Cook/ Elect. Elect.-cum- Plumber	3050-75-3950-80-4590	3200-85-4900	4000-100-6000
2. Labort. Attendant	2610-60-3150-65-3540	2650-65-3300-70-4000	2750-70-3800-75-4400
3. Catering Asstt.	4000-100-6000	4500-125-7000	5000-150-8000
4. Staff- Nurse/ Female Staff-Nurse	5000-150-8000	5500-175-9000	6500-200-10,500

- (1) First financial upgradation after 12 years of regular service will be available to an employee, provided he/she had not already availed of any regular promotion during this period in NVS under the existing promotion in pre/revised/revised Recruitment Rules.
- (2) If an employee has already got one regular promotion he/she shall qualify for the second financial upgradation only on completion of 24 years of regular service under the ACP Scheme, provided he/she has not already got any second regular promotion during this period.
- (3) In case an employee has already got promotion to still higher grade(s) as per existing promotion norms, he will not get financial upgradation under the ACP Scheme. For example, if a Group 'D' is promoted as Gestetnor Operator/LDC, he/she will not be eligible for any benefit under the ACP Scheme as he/she already got promotion to still higher grade. Similar will be the position in other cadre also.
- (4) As per classifications given by DOPT OM No.35034/1/97-Estt. (D) (Vo;.IV) dated 10th February, 2000, all persons initially appointed in any posts on deputation and later absorbed will be treated as Direct Recruitments.
- (5) The proposed ACP Scheme contemplates merely placement on personal basis in the higher pay-scale/grant of financial benefits only and shall not amount to actual/functional promotion of the employees concerned. Since orders regarding reservation in promotion are applicable only in the case of regular promotion, reservation orders/roster shall not only to the ACP Scheme which shall extend its benefits uniformly to all eligible SC/ST employees also. However, at the time of regular/functional (actual) promotion, the Cadre Controlling Authorities shall ensure that all reservation orders are applied strictly.



Annexure-II

CONDITIONS FOR GRANT OF BENEFITS UNDER THE ACP SCHEME

1. The ACP Scheme envisaged merely placement in the higher pay scale/grant of financial benefits (through financial upgradation) only to the Government servant concerned on personal basis and shall, therefore, neither amount to functional/regular promotion nor would require creation of new posts for the purpose.
2. The highest pay scale upto which the financial upgradation under the Scheme shall be available will be Rs.14,300-18,300/-. Beyond this level, there shall be no financial upgradation and higher posts shall be filled strictly on vacancy based promotions.
3. The financial benefits under the ACP Scheme shall be granted from the date of completion of the suitability period prescribed under the ACP Scheme or w.e.f. 22.06.2001 whichever is later;
4. The first financial upgradation under the ACP Scheme shall be allowed after 12 years of regular service and the second upgradation after 12 years of regular service from the date of first financial upgradation subject to fulfillment of prescribed conditions. In other words, if the first upgradation gets postponed on account of the employee not found fit or due to departmental proceedings, etc. this would have consequential effect on the second upgradation which would also get deferred accordingly.
- 5.1 Two financial upgradations under the ACP Scheme in the entire Government service career of an employee shall be counted against regular promotions (including in-situ promotion and fast-track promotion availed through limited departmental competitive examination) availed from grade in which an employee was appointed as a direct recruit. This shall mean that to financial upgradations under the ACP Scheme shall be available only if no regular promotions during the prescribed periods (12 and 24 years) have been availed by an employee. If an employee has already got one regular promotion, he shall qualify for the second financial two prior promotions on regular basis have already been received by an employee, no benefits under ACP Scheme shall accrue to him;
- 5.2 Residency periods (regular service) for grant of benefits under the ACP Scheme shall be counted from the grade in which an employee was appointed as a direct recruit;
6. Fulfillment of normal promotion (benchmark, departmental examination, seniority-cum-fitness in the case of Group 'D' employees, etc.) for grant of financial upgradations, performance of such duties are entrusted to the employees together with retention of resignations, financial upgradations as personal to the incumbent for the stated purpose and jurisdiction of the ACP Scheme financial and certain other benefits (house Building Advance, allotment of Government Accommodation, advance etc.) only without conferring any privileges related to higher status (e.g. invitation to ceremonial functions, deputation to higher posts, etc.) shall be ensured for grant of benefits under the ACP Scheme.
7. Financial upgradation under the Scheme shall be given to the next higher grade in accordance with existing hierarchy in a cadre/category of posts without creating new posts for the purpose. However, in case of isolated posts, in the absence of defined hierarchical grades, financial upgradation shall be given by the NVS Hqrs. concerned in the immediately next higher (standard/ common pay-scales as indicated in Annexure-III¹ which in keeping with Part-A of the first

1. The details of Upgradation of ACP in the preceding pages are based on Annexure-III.



Schedule annexed to the Notification dated September 30, 1997 of the Ministry of Finance (Department of Expenditure). For instances, incumbents of isolated posts in the pay-scale S-4, as indicated in Annexure-III, will be eligible for the proposed two financial upgradations only to the pay-scale S-5 and S-6, Financial upgradation on a dynamic basis (i.e. without having to create posts in the relevant scales of pay) has been recommended by the Fifth Central Pay Commission only for the incumbents of isolated posts which have no avenues of promotion at all. Since financial upgradations under the Scheme shall be personal to the incumbent of the isolated post, the same shall be filled at its original level (pay-scale) when vacated. Posts which are part of a well-defined cadre shall not qualify for the ACP Scheme on 'dynamic' basis. The ACP benefits in their case shall be granted conforming to the existing hierarchial structure only.

8. The financial upgradation under the ACP Scheme shall be purely personal to the employee and shall have no relevance to his seniority position. As such, there shall be no additional financial upgradation for the senior employee on the ground that the junior employee in the grade has got higher pay-scale under the ACP Scheme.
9. On upgradation under the ACP Scheme, pay of an employee shall be fixed under the provisions of FR 22(1) a(1) subject to a minimum financial benefit of Rs.100/- as per the Department of Personnel and Training Office Memorandum No.1/6/97-Pay.I dated July 5, 1999. The financial benefit allowed under the ACP Scheme shall be final and no pay-fixation benefit shall accrue at the time regular promotion i.e. posting against a functional post in the higher grade; grant of higher pay-scale under ACP Scheme shall be conditional to the fact that an employee, while accepting the said benefit, shall be deemed to have given his unqualified acceptance for regular promotion on occurrence of vacancy subsequently. In case he refused to accept the higher post on regular promotion subsequently, he shall be subject to normal debarment of regular promotion as prescribed in the general instructions in this regard. However, as and when he accepts regular promotion thereafter, he shall become eligible for the second upgradation under the ACP Scheme only after he completes the required eligibility service/period under the ACP Scheme in that higher grade subject to the condition that the period for which he was debarred for regular promotion shall not count for the purpose. For example, if a person has got one financial upgradation after rendering 12 years of regular service and after 2 years there from if he refused regular promotion and is consequently debarred for one year and subsequently he is promoted to the higher grade on regular basis after completion of 15 years (12+2+1) or regular service, he shall be eligible for consideration for the second upgradation under ACP Scheme only after rendering ten more years in addition to two years of service already rendered by him after the first financial upgradation (2+10) in that higher grade i.e. after 25 years (12+2+1+10) of regular service because the debarment period of one year cannot be taken into account towards the required 12 years of regular in that higher grade;
10. In the matter of disciplinary/penalty proceedings, grant of benefits under the ACP Scheme shall be subject to rules governing normal promotion. Such cases shall, therefore, be regulated under the provisions of relevant CCS(CCA) Rules, 1965 and instructions thereunder;
11. The proposed ACP Scheme contemplated merely placement on personal basis in the higher pay-scale/grant of financial benefits only and shall not amount to actual/functional promotion of the employees concerned. Since orders regarding reservation in promotion are applicable only in the case of regular promotion, reservation orders/roster shall not only to the ACP Scheme which shall extend its benefits uniformly to all eligible SC/ST employees also. However, at the time of regular/functional (actual) promotion, the Cadre Controlling Authorities shall ensure that all reservation orders are applied strictly.



12. Existing time-bound promotion schemes, including in-situ promotion scheme, in various Ministries/Departments may, as per choice, continue to be operational for the concerned categories of employees. However, these scheme, shall not run concurrently with the ACP Scheme. The Administrative Ministry/Department-not the employees-shall have the option in the matter to choose between the two scheme, i.e. existing time-bound promotion scheme or the ACP Scheme, for various categories of employees. However, in case of switch-over from the existing time-bound promotion scheme to the ACP scheme, all stipulations (viz. for promotion, redistribution of posts. upgradation involving higher functional duties, etc.) made under the former (existing) scheme would cease to be operative. The ACP Scheme shall have to be adopted in its totality.
13. In case of an employee declared surplus in his/her organization and in case of transfer including unilateral transfer on request, the regular service rendered by him/her new organization for the purpose of giving financial upgradation under the Scheme and.
14. Subject to Condition No.4 above, in cases where the employees have already completed 24 years of regular service, with or without a promotion, the second financial upgradation under the scheme shall be granted directly. Further, in order to rationalize unequal of stagnation, benefit of surplus regular service (not taken into account for the first upgradation under the Scheme shall be given at the subsequent stage (second) of financial upgradation under the ACP Scheme as a one time measure. In other words, in respect of employees who have already rendered more than 12 years but less than 24 years of regular service, while the first financial upgradation shall be counted towards the next 12 years of regular service required for grant of the second financial upgradation and, consequently, they shall be considered for the second financial completion of 12 more years of regular service required for grant of the second financial upgradation also as and when they complete 24 years of regular service without waiting for completion of 12 more years of regular service after the first financial upgradation already granted under the Scheme.

(V.K. Sharma)
Deputy Director



F.No.1-1/97-NVS(Admn.)

Dated: Jan. 23,2003

CIRCULAR

A ban was earlier imposed vide No.F.1-1/97-NVS(Admn.) dated: 19.8.1997¹ on allowing the NVS employees to go on deputation. The matter has been reconsidered and in relaxation of earlier instructions², it has now been decided that NVS employees holding isolated categories of post on regular basis i.e. posts for which no direct promotional avenues have been provided under recruitment rules of the Samiti, will henceforth be permitted to go on deputation outside the organisation.

(S.C. Rabra)
Asstt. Director (Admn.)

Copy to :

1. All Regional Offices
2. All Officers of NVS Hqrs.
3. All JNVs.
4. Notice Board.

1. For reference, copy enclosed.
2. See page 102 also.



F.No.1-1/97-NVS(Admn.)

Dated: 19th August, 97

CIRCULAR

It has been decided with the approval of Director, NVS that henceforth no NVS employee will be allowed to go on deputation either within or outside the organisation. It has also been decided to recall the NVS employees already on deputation to their Cadre posts.

2. The contents of the Circular may be noted for information and compliance and no case for employment on deputation basis be recommended.

(M.S. Khanna)
Deputy Director (Admn.)

Copy to :

1. All Regional Officers.
2. All officers and Sections at the Hqrs. of NVS.
3. All JNVs.



F.No.2-6/2003-NVS(Estt-II)

Dated: 04.07.2003

NOTIFICATION

The question regarding extension of FR 22(I) (a) (1) in the case of promotion/appointment from the post of Principal in NVS to the post of Assistant Director in NVS was under consideration for sometime past. It has now been decided by the competent authority with the concurrence of the Finance Committee of the NVS that the benefit under FR 22(I) (a) (1) w.e.f. 1.1.96 will be applicable in respect of all appointment/promotion made from the post of Principal in NVS to the post of Assistant Director in NVS.

The incumbents who have joined as Assistant Director on promotion after 1.1.96 shall exercise their option whether they opt for the fixation of pay from the date of joining on the higher post of Assistant Director or from the date of accrual of increment on the lower post within one month from the date of issue of these orders.

(Kuldeep Singh)
Deputy Director (Admn.)

Copy to :

1. All Deputy Directors, Regional Offices.
2. All officers of NVS Hqrs. New Delhi.
3. All Assistant Directors, NVS.
4. Office order file.



F.No.1-5/98-NVS(Admn.)

November 27th, 2003

NOTIFICATION

In exercise of the powers conferred under Rule-24 of the Rules of Navodaya Vidyalaya Samiti, the Chairman, NVS, on behalf of the Executive Committee has approved amendment in the Recruitment Rules for increase in the upper age for direct recruitment to the post of LDC and Stenographer from 25 years at present to 27 years. Revised Recruitment Rules to the post of LDC and Stenographer are enclosed as Annexure I & II.

The above amendment in Recruitment Rules will be governed by all other conditions as mentioned in the Recruitment Rules notified vide Notification dated 22-6-1995¹ and 29-12-1999².

(D.K. Kotia)
Commissioner

Copy to :

1. All Regional Offices of the Samiti.
2. All Jawahar Navodaya Vidyalayas.
3. All Officers of NVS Hqrs.

1. See page 32
2. See page 178



Annexure-I

REVISED RECRUITMENT RULES TO THE POST OF LDC

1.	Name of Post	LOWER DIVISION CLERK									
2.	No. of Posts	<table> <tr> <td>Headquarters</td><td>–</td><td>24</td></tr> <tr> <td>Regional Offices</td><td>–</td><td>42</td></tr> <tr> <td></td><td></td><td>66</td></tr> </table>	Headquarters	–	24	Regional Offices	–	42			66
Headquarters	–	24									
Regional Offices	–	42									
		66									
3.	Classification	Group 'C' Ministerial									
4.	Scale of Pay	Rs. 3050-75-3950-80-4590									
5.	Whether Selection post or Non-selection post	NA									
6.	Age limit for direct recruits	Between 18 and 27 years									
7.	Education and other qualifications required for direct recruits.	ESSENTIAL : Senior Secondary (Class XII) Certificate from a recognized Board with 50% marks and possessing minimum speed of 30 words per minutes in English typewriting or 25 words per minute in Hindi typewriting OR Passed +2 level of senior secondary from CBSE/ State Board with secretarial practices and office management as vocational subjects DESIRABLE : 1. Knowledge of computer operations and data entry acquired either as a subject at +2 level or through 6-months Diploma in computers from a recognised institution or through Computer Literacy Certificate at school level. 2. Experience in accounts/administrative matters in Govt./Semi. Govt./Autonomous organisation. NOTE : 1. Preference will be given to candidate having passed +2 from CBSE with secretarial practices and office management as vocational subjects.									



	2.	The appointing authority shall decide each time depending upon the requirements whether the typing speed should be in English or in Hindi
8.		N.A.
9.		2 years
10.		By direct recruitment.
11.		10% of the posts of LDCs will be filled on merit from among eligible Group 'D' employees of Hqrs./ROs who have rendered 8 years of regular service in the grade in the Samiti and possess the typing qualifications as prescribed in Col. 7.

NOTE

Direct Recruits will have to acquire proficiency in operating PCs and pass such test in this regard as the Samiti may require.



Annexure-II

REVISED RECRUITMENT RULES TO THE POST OF STENOGRAPHER

1.	Name of Post	STENOGRAPHER									
2.	No. of Posts	<table> <tr> <td>Headquarters</td><td>–</td><td>14</td></tr> <tr> <td>Regional Offices</td><td>–</td><td>35</td></tr> <tr> <td></td><td></td><td>49</td></tr> </table>	Headquarters	–	14	Regional Offices	–	35			49
Headquarters	–	14									
Regional Offices	–	35									
		49									
3.	Classification	Group 'C' Ministerial									
4.	Scale of Pay	Rs. 4000-100-6000									
5.	Whether Selection post or Non-selection post	N.A.									
6.	Age limit for direct recruits	Between 18 and 27 years									
7.	Education and other qualifications required for direct recruits.	ESSENTIAL: 1. Senior Secondary (Class XII). 2. Shorthand speed of 80 words per minute and typing speed of 40 words per minute in English OR Shorthand speed of 60 words per minute and typing speed of 30 words per minute in Hindi.									
8.	Whether age and educational qualifications for direct recruits will apply to promotees.	N.A.									
9.	Period of probation, if any.	2 years									
10.	Method of rectt. Whether by direct rectt. Or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods.	By direct recruitment.									
11.	In case of rectt. By promotion/deputation/transfer grades from which promotion/deputation/transfer to be made.	N.A.									

NOTE

Direct Recruits will have to acquire proficiency in operating PCs and pass such test in this regard as the Samiti may require.



Delegation of Powers



F.No.14-10/87-NVS

Dated: 20, May, 1987

To

All Principals of the Navodaya Vidyalayas

Sub. : Delegation of Financial Powers to the Principals.

Sir,

Please refer to our D.O. letter No.F.14-10/87/NVS dated the 24th April 1987¹ regarding the composition of Vidyalaya Management Committee for the Navodaya Vidyalayas. It has been stated in para IV (a) of the guidelines that chairman, Vidyalaya Management Committee or his nominee will countersign all the cheque to be issued on behalf of the Navodaya Vidyalayas. In modification of these instructions the cheques up to Rs.10,000/- may be signed by the Principals of the Vidyalayas as per accounting instructions for the Principals of the Navodaya Vidyalayas

You are therefore, authorised to sign the cheques up to Rs.10,000/-² and the guidelines issued by this office may be treated as amended to that extent.

Yours faithfully,

(J.N. Sharma)
Deputy Director(A)

Copy to :

1. All the District Magistrate/Chairman, Navodaya Vidyalayas Management Committee, Navodaya Vidyalaya_____ for information and necessary action.
2. Copy to Account Section.

1. For reference see page 459 of the Compendium of Circulars, Vol. I of the School Administration Section.
2. Now the limit is extended to Rs. 30,000/-. Vide no. F.4-10/2001-NVS (Audit) dated 10-8-2001
See page 413.



F.No.6- 1/96-NVS(ADMN.)

Dated: 20/08/2001

Sub. : Adoption of the Schedule of Delegation of Administrative and Financial Powers to the various authorities of the Samiti.

The Ministry of H.R.D, Deptt. of Secondary and Higher Education has approved the Delegation of Administrative and Financial Powers to the various authorities of the Samiti.

2. All the officers of the Samiti are requested to follow the instructions contained therein and exercise of powers in accordance with Procedures/Norms prescribed by the Samiti with immediate effect.
3. The Director, NVS is empowered to modify the powers delegated to Subordinate Authorities depending upon the requirements, on time to time, subject to the condition that the modified powers should not be more than the powers initially delegated.

(V.K. Sharma)
Dy. Director (P&E)

Encls : a/a

1. JDs (Adm/Plng & Montg)
2. DDs (NVS HQrs/Ros)
3. Directors, Navodaya Leadership Institute
4. ADs(NVS Hqrs)
5. Principals (JNVs)
6. SPA to Director.



FINANCIAL AND ADMINISTRATIVE POWERS DELEGATED TO VARIOUS AUTHORITIES OF NVS

Sl.	Nature of Items	Director	Joint Director (A)	Dy. Director (R.O./Dy./ Director(A) Hqrs.
	CONTINGENT EXPENDITURE			
1.	Item not specified below:			
	(i) Recurring:	Full Powers	Rs. 2500/- In each case subject to total of Rs. 50,000/- p.a.	Rs. 2000/- in each case subject to total of Rs. 25,000/- p.a.
	(ii) Non-recurring:	Full Powers	—	—
2.	Items specified below: Bicycles			
	(a) Purchase	Full Powers	Full Powers	Full powers upto one cycle for each school and for his Headquarters
	(b) Repairs	Full Powers	Full Powers	Full powers for repairs and condemnation of old Bicycle subject to general orders regarding the average life of a bicycle being adhered to and following codal formalities.



POWERS DELEGATED TO

Sl.	Nature of Items	Director	Joint Director (A)	Dy. Director (R.O./Dy./ Director(A) Hqrs.
3.	Conveyance hire	Full Powers as per GOI Instructions	Full Powers as per GOI Instructions	Full Powers as per GOI Instructions
4.	Electric and water charges	Full Powers	Full Powers	(a) For Schools: Full Powers (b) For his H.Q. : Full Powers
5.	Furniture and Fixture: (Purchase and Repairs)			
	(i) For Schools	Full Powers	Full Powers	Full Powers
	(ii) For Headquarter	Full Powers	Rs. 25,000/- in each case	Rs. 10,000/- in each case

Powers to be exercised in accordance with procedures and norms prescribed by Samiti, Subject to availability of funds and as per actual requirements

6.	(i) Freight Charges	(i) Full Powers	(i) Full Powers	(i) Full Powers subject to a maximum of Rs. 5,000/- p.a.
	(ii) Demurrage	(ii) Full Powers	—	—
7.	Hire of Office Furniture, electric fans, heaters	Full Powers	Upto Rs. 2500/- per annum for Head-quarters office/ Regional Office	Upto Rs. 1000/- per annum for his Hqrs./Vidyalaya
8.	Legal charges:			
	(i) Fees to Advocates	Full Powers	Full Powers as per Govt. notified rates	Full Powers as per Govt. notified rates.
	(ii) Fees for Arbitration	Rs. 10,000/- in each case	—	—
9.	Municipal Rates and taxes:	Full Powers	Full Powers	Full powers for his headquarters.
10.	(A) Petty works maintenance and Repairs to Hqrs/ R.O. buildings			



(i)	Execution of petty works and special repairs to Samiti owned buildings, including sanitary fittings, watersupply and electric installations in such buildings and repairs to such installations.	Rs. 30,000/- in each case	Rs. 20,000/- in each case	Rs. 10,000/- in each case for his Headquarters
(ii)	Repairs and alternations to hired and requisitioned buildings (such expenditure may be incurred only if the landlord refuse to meet the charges himself and when the building is released, Samiti should have the right to remove any installation/ material added to the building.	Rs. 50,000/- p.a. non-recurring	Rs. 25,000/- p.a. non-recurring	—
10.	(B) Construction of Vidyalaya buildings	Rs. 6,000/- p.a. recurring	Rs. 3,000/- p.a. recurring	
(i)	Sanction of new Project (Approval to be granted for full scope of the project covering all phases of buildings including development works. Administrative sanction may however be issued in Phases depending upon requirement and availability of budget provision).	Full Powers	—	—
(ii)	Sanctioning of items of works for already approved projects including revised estimates, development works, buildings boundary wall, water supply scheme, internal electrification installation of 100 KVA H.T., connection, alteration/ additions to buildings, additional toilets and bathrooms, development of play fields etc.	Full Powers	Upto estimate cost of Rs. 50,00,000/- in each case based on CPWD PAR or DSR within the project cost.	
(iii)	Works of Temporary nature at Temporary Sites	Full Power	Rs. 10,00,000/-	Rs. 2,00,000/- per Vidyalaya per annum



(iv)	Maintenance and Repairs			
	(a) Own Buildings	Full Powers	Rs. 10,00,000/- in each case (Expenditure to be sanctioned in accordance with Samiti/CPWD Norms)	Rs. 2,00,000/- per Vidyalaya per annum (Expenditure to be sanctioned in accordance with Samiti CPWD Norms)
	(b) Hired/Temp. Buildings	Full Powers	Rs. 3,00,000/- in each case (Expenditure to be sanctioned in accordance with samiti/CPWD Norms)	Rs. 1,00,000/- per Vidyalaya one time (Expenditure to be sanctioned in accordance with Samiti/CPWD Norms)
10.	(C) Acceptance of Arbitration Awards	Full Powers	—	—
11.	(i) Postal & Telegraph Charges.	Full Powers	Full Powers	Full Powers
	(ii) Installations of Full Powers Telephone and payment of charges	Full Powers	Full Powers (a) for payment of charges for sanctioned telephone (b) For installation of telephones for at office/residence in respect of his Hqrs. Office/ residence of entitled officers.	Full Powers (a) Installation of two telephone for his Hqrs. (b) Payment of charges for duly sanction phone in respect of his Hqrs Office/ Residence of entitled officers.
12.	Printing and binding	Full Powers	Upto Rs. 50,000/- in each case	Upto Rs. 10,000/- in each case (for each Vidyalaya and for his Headquarters).
13.	Purchases of Stationery Stores:			
	(i) Local purchase of Stationery	Full Powers	Full Powers	Full Powers
	a) For Schools:			
	b) For Headquarters:	Full Powers	Rs. 1,00,000/- p.a.	Upto 75,000/- per annum

NOTE : Powers under Item 10-A and 10-B are to be exercised with the concurrence of IFA & CAO of the Samiti and the powers for Acceptance of Arbitration Awards under SI. No. 10-C has been vested with the F.C. of N.V.S.



(ii)	(Local purchase of rubber stamps and office seal)	Full Powers	Full Powers	Full Powers for his Hqrs.
14.	Publication	Full Powers	Upto Rs. 20,000/- per annum	Upto Rs. 10,000/- per annum per school/for his Hqrs.
15.	Rent: (a) For accommodation to be used for Schools:	Full Powers	—	Upto Rs. 60,000/- p.a. per Vidyalaya. The Powers are to be exercised after obtaining certificate of reasonability of rent from PWD and on recommendation of the fair rent assessment Committee.
	(b) For Headquarters:	Full Powers The powers are to be exercised after obtaining certificate of reasonability of rent from the CPWD or on the recommendation of the fair rent assessment Committee. Accommodation requirement should be based on norms prescribed by Directorate of Estate for Govt. Offices.	—	—
	(c) For Residential and other purposes	Rs. 60,000/- p.a. in each case	—	—
16.	Staff paid from Contingencies	Full powers as per rates permitted by the local authorities for 6 months.	Full Powers as per rates permitted by the local authorities for 6 months	Full Powers as per rates permitted by the local authorities for 3 months for his Hqrs./Vidyalayas.

Powers to be exercised in accordance with procedures prescribed by Samiti, subject to availability of funds and as per actual requirements.



17.	Supply of uniforms and liveries	Full powers, subject to the scales and rates prescribed by GOI/Samiti for the purpose	Full powers, subject to the scales and rates prescribed by GOI/Samiti for the purpose.	Full powers, subject to the scales and rates prescribed by GOI/Samiti for the purpose.
18.	Office Equipment including Typewriters, calculating machines, computers etc.	Full powers (including hiring)	Purchase : Full powers. Hiring : Up to 4 months Repairs: Full powers	(a) For school (covered by norms of expenditure): Full Powers Repairs: Upto Rs. 5,000/- in each case (b) For Headquarters: For purchase upto Rs. 10,000/- in each case Hiring : Upto one month Repairs : Upto Rs. 5,000/- in each case.
19.	Stores: (Other than stationary & equipments)	Full Powers	—	For his Hqrs. upto Rs. 1,000/- in each case
20.	Entertainment expenses: At the time of Foundation stone laying ceremonies, opening of buildings etc.	Rs. 10,000/- in each case	Nil	Rs. 2500/- in each case
21.	Write off of irrecoverable losses:			
	(a) Irrecoverable losses of stores (including stamps)	(a) Rs.10,000/- on each occasion for loss of stores not due to theft fraud or negligence (b) Rs.10,000/- for other cases	—	Rs. 5,000/- on each occasion for Vidyalayas.
	(b) Loss of revenue or irrecoverable loan advances	* Rs. 50,000/- *Note: The powers towards write off loss of	—	—

Powers under 18 & 19 to be exercised in accordance with procedure prescribed by Samiti and subject to availability of funds and as per actual requirements. Purchases to be made at DGS&D rates wherever possible.



		revenue or irrecoverable loans and advances has been vested with the F.C. of N.V.S.		
22.	Allocation and re-appropriation of Funds	Full powers within the total budgetary provision fixed by the Ministry under Non-plan & Plan but not Non-Plan to Plan and vice-versa	—	Full powers in respect of Vidyalayas (except in respect of Construction works) within overall budget allotment for region as a whole under each head of account under non-Plan and Plan and subject to prescribed norms of expenditure but not Non-Plan to Plan and vice-versa.
23.	Motor Vehicles			
	(a) Maintenance & repairs	Full Powers	Full Powers	Upto Rs. 10,000/- in each case.
	(b) Condemnation of Vehicles	Full Powers subject to conditions laid down by GOI.	—	—
	II ADMINISTRATIVE FUNCTIONS			
24.	Sanction of new JNVs	Full Powers (The powers towards sanction of new JNVs has been vested with the Chairman, Executive Committee of NVS.	—	—
25.	Power subject to funds being available by valid appropriation, to sanction expenditure on various schemes provided that the project as a whole has been approved by the Finance Committee or the Executive Committee of the Samiti.	Full Powers	—	—



26.	Creation of operational posts for Vidyalayas as per approved norms.	Full Powers	—	—
27.	Appointments	To make appointments to all posts in the Samiti corresponding in status to Group 'A' excluding Joint Director, IFA & CAO and GM(C) the recommendation of selection committee constituted for the purpose, subject to following R/Rules and general instructions of the Govt. of India, if any.	To make appointments to all the posts of Vice-Principal & PGTs in Vidyalayas and all other posts corresponding to Group 'B' at the Headquarters office on the recommendations of Selection Committee constituted for the purpose subject to following the R/Rules and general instructions of the Govt. of India, if any.	To make appointments to PGTs, OS and Gr. 'C' & 'D' posts for his Hqrs./Vidyalayas on the recommendations of Selection Committee constituted for the purpose, subject to following the R/Rules and general instructions of the Govt. of India, if any.
28.	Service Conditions:			
(a)	To post, transfer and assign duties to all Group 'A' officers at the Headquarters, Regional Offices and Vidyalayas.	Full Powers	—	—
(b)	To post, transfer and assign duties to Group 'B' Officers at the Headquarters Regional Offices and Vidyalayas.	Full Powers	Full Powers	Full Powers to transfer and assign duties to PGT/OS at Vidyalayas within the Region.
(c)	To post, transfer and assign duties to all Group 'C' and 'D' posts in Hqrs., Vidyalayas and at Regional Offices.	Full Powers	Full Powers	Full Powers
(d)	To grant confirmation to Gr. 'A' 'B' 'C' & 'D' staff at the Hqr., R.O. and Vidyalayas	Full Powers	Full Powers	Confirmation of staff upto PGTs/ OS level in Vidyalaya and Gr. 'C' & 'D' staff at his Hqrs.

Note : (I) & (II) above will be subject to budget provision and in consultation with IFA & CAO of the Samiti.



29.	Disciplinary powers	Disciplinary powers will be exercised by the appointing authority in respect of each category of posts subject to the provisions in the CCS (CCA) Rules.		
30.	Declaring an officer to be 'Head of Office'	Full Powers	—	—
31.	Alteration of date	Full Powers except Group 'A', which will be subject to approval of the Finance Committee and also subject to Govt. guidelines issued from time to time in this regard.		
32.	Sale or transfer of motor vehicle purchased out of advance from the Samiti.	Full Powers	Full Powers	Full Powers in respect of Group B & C employee.
33.	Advance for Law suits to which Samiti is a party	Full Powers	Full Powers	—
34.	Form of security bond to be executed by the Samiti staff handling cash and stores etc.	Full Powers in consultation with IFA	Full Powers in consultation with IFA	Full Powers in consultation with IFA
35.	Grant of honorarium	Full Powers as per Govt. rules in consultation with IFA.	—	—
36.	Transfer to foreign service in Indian and fixation of pay in foreign service	Full powers in consultation with IFA	Full powers in respect of Group B, C & D in consultation with IFA	Full powers in respect of Group C & D within the Region/Hqrs. in consultation with IFA.
37.	Transfer to foreign service out of India	Full powers in consultation with IFA	—	—
38.	Travel by air by non-entitled officers	Full powers	—	—



39.	To grant T.A. to non-official members attending the meeting of various committees of the Samiti in the honorary capacity etc.	Full powers in consultation with IFA and subject to guidelines adopted in the Govt. of India	—	Full powers In case of non-official members attending meeting of Selection Committee, Executive Committee, Samiti etc. in accordance with norms issued by the Samiti.
40.	Permission to publish any work/participation in radio broadcast, talks of contribution to Magazines/ periodicals	Full powers	Full powers	Full powers upto B, C and D Group
41.	Re-delegation of powers	Full powers with the approval of Executive Committee	Any of the powers vests with the Joint Director to any officer with approval of Director	—
42.	Appointment on Compassionate ground	Full powers subject to Govt. of India Instructions.	—	—
43.	Printing of Admission Test Material	Full Powers	Full Powers	Full powers subject to following the norms prescribed by the Samiti and availability of funds/allocation.
44.	Purchase of Library Books for Vidyalaya	Full powers (subject to adhering to the norms prescribed by Samiti and availability of funds/allocation)	Full powers (subject to adhering to the norms prescribed by Samiti and availability of funds/allocation)	Full powers to Regional Offices (subject to adhering to the norms prescribed by Samiti and availability of funds/allocation)
45.	Vidyalaya Vehicle			
(i)	Purchase of Tire & Tube	Full Powers	Full Powers	Full Powers for purchase of 4 tires and tubes once in 3 years.
(ii)	Repairs	Full Powers	Upto Rs. 75,000/- p.a. per Vidyalaya	Upto Rs. 25,000/- per annum per Vidyalaya. The above powers are subject to observing the norms & codal formalities of G.O.I. & Samiti and availability of funds/allocation in the Vidyalaya.



46.	Purchase of Generator for Vidyalaya	Full Powers	Full Powers	Full Powers for providing one 15 K.V. generator subject to following the guidelines of Samiti and availability of budget provision.
47.	Purchase of Text Books for students	Full Powers	Full Powers	Full Powers subject to purchasing from NCERT, NBT etc. and following Samiti's norms and allocation of funds.
48.	Provisions of Gas Connection to Vidyalaya	Full Powers	Full Powers	Upto Rs. 50,000/- at a time including desposit with Gas Authority per Vidyalaya
49.	Grant of House building Advance	Full Powers	Full Powers for Group B, C & D Staff	—



POWERS DELEGATED TO

Sl. No.	Supple- mentary Rule No.	Nature of Items	Director	Joint Director(A)	Dy. Director(R.O.)/ Dy. Director(A) Hqrs.
1.	30(a)	Powers to decide the shortest of two or more routes.	Full powers	Full powers for B, C and D staff	—
2.	31	To allow mileage allowances to be calculated by a route other than the shortest or cheapest	Full powers as per approved rate provided that the selection of such route is in the interests of the Samiti	Full powers with the proviso as in col. 5	Full powers (for both schools and his Headquarters) with the proviso as in col.5
3.	59	To prescribe the Hqrs. of employees	Full powers	Full powers	Full powers in respect of staff of Navodaya Vidyalaya/ Staff of his Hqrs.
4.	60	To define the limits of Samiti employees sphere of duty.	Full powers	Full powers	-do-
5.	62	To decide whether a particular absence is absence from duty	Full powers	Full powers	Full powers in respect of staff of JNV/his Hqrs. (to be exercised with due regard to the special circumstances and public purpose served).
6.	63	To restrict the frequency and duration of journeys	Full powers	Full powers	Full powers (School & H.Q.)
7.	73	Power to extend time limit of 6 months and one year within which the family members of Samiti employee may be treated as accompanying him in special circumstances.	Full powers	Full powers in respect of group B, C & D employees	—
8.	132	To permit recovery of T.A. for attending an examination other than those mentioned in S.R. 130 & 131.	Full powers	—	Full powers in respect of Vidyalaya staff other than Principals.



9.	164	To decide the scales of T.A. for journeys on a course of training	Full powers	Full powers	Full powers in respect of Vidyalaya Staff other than Principals.
10.	190(a) & 190(b)	To grant T.A. to non-officials attending public duties in an honorary capacity & to declare the grade to which they belong	Full powers	Full powers	Full powers as per norms
11.	191	To declare who shall be the Controlling Officer	Full powers (including himself)	—	—
12.	195(e)	Power to make rules for the guidance of Controlling Officers	Full powers	—	—
13.	206	To grant leave other than Special Disability leave to Group C & D officer	Full powers	Full powers	Full powers in respect of Group C & D staff of his Hqrs/Navodaya Vidyalaya
14.	208	To grant leave other than special Disability leave to Group A & B Officials	Full powers	Full powers in respect of Earned Leave exceeding 120 days and EL exceeding 30 days for Principals and sanction of LTC.	Full powers in respect of Group B,C, D Staff of Hqrs. & Navodaya Vidyalayas upto 120 days EL, not exceeding 30 days to Principals of Navodaya Vidyalaya excluding the LTC along with EL/CL
15.	267	To grant maternity leave	(c) Full powers	Full powers	Full powers In respect of his Hqrs./ Vidyalayas
16.	233	To grant leave to an employee in respect of whom a medical committee has reported that there is no prospect of the employee returning to Duty.	Full power	Full power for Group B, C and D staff	Full power for Group C & D staff



17.	265	To decide in a case of doubt whether a particular employee is saving in a vacation department i.e. whether the employee belongs to the vocational/non-vocational staff.	Full power	Full Power	—
18.	296	To permit calculation of joining time by a route other than the normal route.	Full power	Full power	—
19.	302	To extend joining time on certain conditions within a maximum of 30 days	Full power	Full power	Full Power for Group B, C & D Staff
20.		To appoint an employee who is above 25 years of age or less than 18 years of age.	Full power as per provision of RRs and Govt. of India Instructions	Full power as per provision of RRs and Govt. of India instructions	Full power of Group B, C & D staff as per provisions of RRs and Govt. of India instructions.



III-MEDICAL ATTENDANCE RULES, 1944

POWERS DELEGATED TO

Sl.	Nature of Items	Director	Joint Director (A)	Dy. Director (R.O./Dy./ Director(A) Hqrs.
1.	To authorize reimbursement of medical expenses in relaxation of the rules	Full powers in consultation with the Internal Financial Advisor of the Samiti	—	—
2.	To grant advances for medical attendance and treatment	Full powers as per provision of Govt. of India Rules	Full powers as per provision of Govt. of India Rules	Full powers in respect of school staff/ Hqrs. staff upto the level of Group B officers as per provision of Govt. of India rules.
3.	To grant advance of T.A. in connection with medical attendance and treatment	Full powers including himself	Full powers in R.O./Hqrs. staff as per Govt. of India Rules	Full powers in R.O. school/Hqrs. staff upto the level of Principal as per Govt. of India Rules.



IV-CONTRIBUTORY PROVIDENT FUND RULES, 1965

POWERS DELEGATED TO

Sl.	Nature of Items	Director	Joint Director (A)	Dy. Director (R.O./Dy./ Director(A) Hqrs.
1.	To permit re-employed pensioner to join the fund.	Full powers	—	—
2.	To relax the condition of payment of second advance while the first advance is outstanding	Full powers	Full powers	—
3.	To order deduction from the final withdrawal of accumulations in the fund of an employee who quits service or dies while in service.	Full powers	—	—
4.	Sanction of Advance (from employees own subscription)	Full powers	—	Full powers for Vidyalaya Staff and officers upto A.D. at his Hqrs. in r/o cases covered under the Rules.
5.	Part Withdrawals (from own subscriptions)	Full powers	Full powers	—

6. Powers for final settlement/withdrawal of CPF balance on superannuation/resignation/discharge/death will be exercised by IFA & CAO.



V-GENERAL FINANCIAL RULES, 1963

POWERS DELEGATED TO

Sl.	Nature of Items	Director	Joint Director (A)	Dy. Director (R.O./Dy./ Director(A) Hqrs.
1.	To in investigate arrear claim preferred after the expiry of 3 years, but not after the expiry of 6 years	Full power	Full power	—
2.	To fix the amount of permanent advance	Full power	Full power	Full power up to Rs. 250 in r/o each school (Rs. 1500/- for his own office)
3.	To vary the amount of instalments of repayment of advances in exceptional cases	Full powers	Full powers	—
4.	Advances for the purchase of conveyances: (i) Other than cycle (Scooter/Motor cycle)	Full power as per Govt. of India Rules	Full power as per Govt. of India Rules	Full powers for staff upto Asstt./Audit Asstt. level in his Hqrs. and upto PGTs level in Vidyalayas.
	(ii) Bicycle	Full power as per Govt. of India Rules	Full power as per Govt. of India Rules	-do-
	(iii) Motor car/Computer	Full powers	—	—
6.	Advance of pay and T.A. on transfer advance of T.A. on tour and LTC Advance	Full power	Full power	Full power
7.	Advance of T.A. to a retiring employee proceeding to his permanent residence	Full power	Full power	Full power in r/o his Hqrs./Vidyalayas.
8.	Grant of Festival Advance	Full power	Full power	Full power in r/o his Hqrs./Vidyalayas
9.	Advance for purchase of Table fan for Group-D staff	Full power	Full power	Full power
10.	To determine the form of security bond to be executed at the time of furnishing security	Full power	Full power	—



11.	(a) Disposal of surplus or unserviceable articles	Full powers	upto Rs. 25,000 in each case subject to a maximum of Rs. 1,00,000/- p.a	Upto Rs. 10,000 in each case. Subject to maximum of Rs. 50,000/- p.a.
	(b) Condemnation of Stores/Office equipments which are unserviceable	Full power	Full power for equipment with book value of Rs. 50,000/-	Full power for equipment with book value upto Rs. 20,000/-
The power is to be exercised keeping in view the life-span of articles, prescribed procedure and other instructions issued by the Samiti/Govt. of India and on the recommendation of duly constituted condemnation board.				
	(c) Condemnation of vehicles	Full powers subject to conditions laid down by Govt. of India	—	—
	(d) Sanction write off of book value of condemned articles and their disposal	Full powers	Up to Rs. 25000/- in each case subject to a maximum of Rs. 100000/- p.a.	Upto Rs. 10000/- in each case subject to a maximum of Rs. 50,000/- p.a.

(Procedures, as per Govt. of India Rules to be followed)



POWERS DELEGATED TO THE PRINCIPALS OF NAVODAYA VIDYALAYAS

The financial powers delegated to the Principals, detailed in the attached Annexure to this Appendix, are to be exercised subject to the following conditions:

1. Funds are available for meeting the expenditure.
2. The purchases are made strictly in conformity with the orders issued by the Navodaya Vidyalaya Samiti.
3. The powers should not be split up so as to avoid the necessity for obtaining the sanction of the higher authority. It is not also permissible to split up an expenditure, which, on the whole, requires the approval of higher authority.
4. Expenditure should be incurred with the regard to broad and general principles of financial propriety, viz.:
 - (a) Excepting in cases where otherwise permitted, the expenditure should not prima facie be more than the occasion demands. Every official of the Samiti is expected to exercise the same vigilance in respect of expenditure authorized/incurred by him as a person of ordinary prudence would exercise in respect of expenditure of his own money.
 - (b) No authority would exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to his own personal benefit or advantage. One's benefit will include benefit to family members.
 - (c) The Samiti's funds are not to be utilized for the benefit of individuals or only some of the students/teachers except in pursuance of a recognized policy or for specifically approved purpose.
 - (d) All doubtful cases should be referred to the Samiti's for orders prior to incurring the expenditure.
 - (e) Rush of expenditure at the close of the year with a view to spend the funds should, as an absolute rule, be avoided.
 - (f) In keeping with the urgent need for economy, strict regard should be paid to avoiding any expensive item where a cheaper one would serve the same or more or less than same purpose.
5. The expenditure should strictly conform to the standards, scales, limitation etc., as laid down by the Deptt. of Education/Navodaya Vidyalaya Samiti.

Other General Principles

6. The powers are to be exercised only by the Principal and are not to be delegated to any one else. In cases of long absence of the Principal on leave, etc., the powers are not to be exercised by the Principal in temporary or ad-hoc charge: each such case should be referred to the Samiti for orders.
7. Powers for which annual limits are prescribed are to be exercised in relation to each financial year, i.e., 1st April to 31st March. In order to ensure that the limits are not exceeded, progressive total of the same nature or category should be struck on the vouchers.
8. These powers are to be exercised in respect of his own Vidyalaya only.



DETAILS OF FINANCIAL POWERS PROPOSED TO BE DELEGATED TO THE PRINCIPALS OF NAVODAYA VIDYALAYAS

Sl. No.	Nature of Power	Power Proposed to be Delegated
(a)	For items not specified below	
(i)	Contingent Expenditure	Rs. 250/- per month
(b)	For items specified below:	
1.	Bicycles	(a) Full powers for replacement of condemned ones only. (b) Repairs/accessories Rs. 200/- per bicycle per year. Note: If repairs required to the frame of the bicycle including transit charges would cost so much that it would be true economy to purchase a new bicycle, the machine should be condemned and sold under the orders of the Samiti.
2.	Conveyance Hire	Full powers as per Govt. of India instructions
3.	Electric, gas and water charges	Full powers
4.	Fire protection (non-recurring)	Rs. 500/- per annum
5.	Repairs of Instruments equipment and apparatus (other than furniture)	Rs. 500/- per annum
6.	Municipal Rates and taxes	Full powers, subject to the conditions mentioned below: (i) If the rates and taxes are payable for a group of buildings some of which are not occupied by the school, only proportionate charges based on the accommodation actually occupied by the school shall be paid. (ii) If any portion of the school building is occupied by an employee of the Samiti, proportionate charges are to be recovered from the occupant on the basis of actual area of occupation or any other equitable basis to be got. Note: Full justification is to be given in each case wherein demurrage are incurred due to no fault of any employee.
7.	Advertisement charges	Rs. 2000/- in each case subject to Maximum of Rs. 5000/- p.a. This is further subject to the following conditions:



- Advertisement for posts duly sanctioned and which are vacant should be given in only three leading newspapers in the region. The advertisements for vacancies should, as far as possible, be planned well ahead and consolidated in respect of all navodaya Vidyalayas in the neighbourhood and in one or two batches and the total expenditure in the year should not exceed Rs. 5,000/-
8. Legal Charges Full powers for payment made according to authorized schedule of charges notified by Govt. of India.
 9. Liveries and Uniforms to Group 'D' staff Full powers subject to the eligibility for the different classes of stations scale and periodicity of supply in accordance with Government of India instructions.
 10. Fixing the allowances of students expenditure when they are taken out for sports games, etc. Full powers subject to the rates approved by the Samiti.
 11. Repair of Furniture Upto Rs. 15000/- per annum
 12. Hostel – appointment of Kitchen staff, for the running hostel. Full powers as per norms and procedures of Samiti
 13. Appointment of Gr. D Staff and assigning duties Full powers within the sanctioned strength subject to ex-post facto approval of R.O.
 14. Appointment of staff on Contract basis upto PGTs Full powers for period not exceeding 6 months subject to approval of R.O.
 15. (i) Postal and telegraph charges Full powers
(ii) Installation of telephone and payment of charges Full powers for one telephone in the Vidyalaya (without STD)
 16. Purchase of items for use in the Vidyalaya Full powers as per norms fixed by the Samiti for incurring expenditure on these items subject to availability of funds and actual requirement and administrative sanction.

Exercise of these powers is further subject to following proper purchase procedure and other codal formalities prescribed by the Samiti from time to time.
 - (i) Articles for use/consumption in Vidyalaya mess.
 - (ii) Furniture
 - (iii) Uniforms
 - (iv) Text books & stationery
 - (v) Bedding items
 - (vi) Toilet articles
 17. Printing/Publication Rs. 5,000/- per annum



FINANCIAL AND ADMINISTRATIVE POWERS DELEGATED TO THE PRINCIPALS, NAVODAYA VIDYALAYAS UNDER VARIOUS RULES

Sl. No.	Name of Powers	Extent of Power	Conditions/restrictions, if any proposed
(1)	(2)	(3)	(4)
I. Under Fundamental/Supplementary Rules			
1.	To sanction increments	Full powers in respect of staff under his control	Increments next above the efficiency bar should be approved by the RO in case of staff upto PGTs and by the Director ¹ in case of Vice-Principals/Principals.
2.	To decide whether a particular absence is absence on duty	Full powers in respect of staff under his control upto 30 days (To be exercised with due regard to the special circumstances and public purpose served)	
3.	To grant leave other than special disability, study leave and leave not due.	Full powers for all his staff, if arrangements for posting a substitute are not involved.	Officiating arrangements in leave vacancies, if they involve higher emoluments, can be made only with the approval of the Regional Office.
4.	To accept a certificate signed by any Registered Medical Practitioner as evidence of fitness to return on duty.	Full powers for all his staff	
5.	To grant maternity leave	Full powers	Officiating arrangements in leave vacancies, if they involve higher emoluments, can be made only with the approval of the Regional Office.
II. Under General Financial Rules			
1.	Disposal of obsolete broken or unserviceable stores (including furniture)	Write off of the book value of articles broken upto Rs. 5000/- on each occasion based on the Report of a condemnation Board.	The power is to be exercised keeping in view the life span of articles prescribed procedure and other instructions issued by the Samiti/Govt. of India and on the recommendation of duly constituted Condemnation Board.

1. Now Commissioner.



2.	Power to sanction advance of T.A. on transfer, in the interest of the Samiti	Full powers	All such cases of grant of advances should be reported to the Samiti by sending copies of the sanction, along with the monthly accounts returns.
3.	To act as Controlling Officer for the purpose of T.A.	Full powers	T.A. will be admissible only if the particular absence is treated as absence on duty by the competent authority. See also Sl. No. 1 under Section-II above
4.	Grant of cycle/fan advance	Full powers	Subject to availability of funds from the Regional Office.

III. Under Central Treasury Rules

1.	To act as Drawing and Disbursing Officer	Full powers

IV. Under Medical Attendance Rules 1944

1.	To act as controlling Officer	Full powers	Powers to be exercised strictly in accordance with the Medical Attendance Rules, 1944 and further orders thereon.

V. Under Navodaya Vidyalaya Samiti Contributory Provident Fund Rules, 1988

1.	To act as Controlling Officer for the purpose of nomination.	Full powers in respect of staff of Navodaya Vidyalaya
2.	To act as Controlling Officer for the purpose of maintaining accounts.	Full powers in respect of staff under him.
3.	To sanction ordinary advances covered under the rules from employees own subscription.	Full powers in respect of staff under him.

VI. Miscellaneous

1.	To act as Controlling Officer for the purpose of Leave Travel Concession.	Full powers in respect of staff under him.	Subject to the conditions, etc. laid down in the Leave Travel Concession Rule.
2.	To sanction Children's Educational Allowance.	Full powers in respect of staff under him.	Subject to the conditions laid in Children's Educational Allowance Rules.
3.	To sanction reimbursement of tuition fees.	Full powers in respect of tuition fees in Respect of staff under him.	Subject to the conditions prescribed by the Samiti.



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4.	Power to sanction discretionary holiday	Power to be exercised under intimation to the Deputy Director.
5.	To hold Annual Day/ Sports Day	Full powers.



F.6-1/96-NVS(Admn.)

Dated: 11.2.03

NOTIFICATION

In continuation to this office earlier Notification even no. Dated 20.08.01¹, the following financial/ administrative powers which are originally delegated to the Joint Director (Admn.) are hereby re-delegated to the Deputy Directors of Regional Offices/Deputy Director (Admn.), NVS HQrs. with immediate effect as detailed under:-

<i>Page No. (DF&AP)</i>	<i>S.No.</i>	<i>Rules</i>	<i>Nature of Item</i>
21	7	S.R	Power to extend time limit of 6 months and one year within which the family members of Samiti employee may be treated as accompanying him in special circumstances.
22	14	S.R Leave	To grant leave other than Special Disability to Group A & B Officials.
23	18	S.R	To permit calculation of joining times by a route other than the normal route.
24	22	Medical Attendance Rules	To grant advances for medical attendance and treatment.
24	23	Medical Attendance Rules	To grant advances of TA in communication with medical Attendance & Treatment.
25	2	CPF rules	To relax the condition of payment of second advance while the first advance is outstanding.
25	5	CPF rules	Part withdrawals (from own subscription)
26	9	General Financial Rules	To vary the amount of installment of repayment of advances in exceptional cases.
26	10	General Finance Rules	Advances for the purchase of conveyances: i) Other than cycle (Scooter/Motor Cycle).

Further, in supersession of the earlier instructions with the approval of the Competent Authority, the following officers of the Samiti has been declared as the controlling Authority for administration of Gratuity Act 1972, and payment thereof to the employees of Navodaya Vidyalaya Samiti.

1. See page 226-250



Sl.No.	Category of employees	Controlling authority
1.	All staff of Vidyalaya Cadre (Including Principals and Vice-Principals)	Deputy Director of the concerned Regional Office
2.	Employees working in RO Cadre (up to the level of Asstt. Directors)	Dy. Director of the Concerned RO
3.	Employees working in NVS Hqrs. (up to the level of Assistant Directors)	Deputy Director (Admn.) NVS (Hqrs.)

This issues with the approval of the Competent Authority.

(Kuldeep Singh)
Deputy Director (Admn.)

Copy to :

1. SPA to Commissioners.
2. Deputy Director of all Regional Offices.
3. Directors of all NLI
4. In-charge of all sub-regional offices.
5. Principals of all JNVs.
6. All officers of NVS Hqrs.
7. Notice Board
8. Guard File



F.No.14-5/2003-NVS(Vig.)

Dated: 24.04.2003

Sub. : Effective Financial Control to Prevent Abuse of Powers-Reg.

1. Enclosed please find herewith a copy of the circular bearing No.C.13011/34/2001-Vig. Dtd. 12th March 2003, received from the vigilance section of the Department of Secondary & Higher Education, Ministry of HRD, which is self explanatory on the subject mentioned above.
2. It is desired that all the officers of Samiti should set an example, themselves, of the higher standard of integrity in their day to day official working by adhering to the canons of financial propriety & taking utmost care in using office vehicle/machinery etc. So that, there would be no scope for CVC to comment adversely on the matters pertaining to abuse/misuse of powers exercised by the officers of Samiti.


(V.Rama Rao)
Chief Vigilance Officer

To

1. The Principals of all JNVs.
2. The Dy. Directors of all ROs.
3. All Officers of Samiti.
4. P.A. to Commissioner, NVS
5. Guard File.



**Government of India
Ministry of Human Resource Development
Department of Secondary and Higher Education
Vigilance Section**

F.No.-13011/34/2001-Vig.

Dated: 12th March, 03

Sub. : Effective Financial Control to Prevent Abuse of Powers.

1. Complaints have recently been received against officers of Autonomous Organisations etc. under this Department pertaining to irregularities on the part of the officers for making false claims in respect of their family members and misuse and abuse of powers. These instances have also come to the notice of Central Vigilance Commission who have taken the matter seriously.
2. It needs no emphasis that all officers should observe the highest canons of financial propriety and utmost care in using office vehicle/machinery etc. They should lead by example by setting high standard of integrity in their day-to-day official working and should exercise effective financial control in their respective Organisations.
2. All Bureau Heads are accordingly requested to give wide circulation to the above in all Subordinate Offices/Autonomous Organisations/PSU under their administrative control for information and strict compliance.
3. This issues with the approval of CVO.

Sd/-
(B.M. Saddi)
Under Secretary (Vig.)

All Bureau Heads



F.No.6-1/96NVS(Admn.)

Dated: 26th April, 2004

NOTIFICATION

In continuation to this office Notification of even number dated 20-8-2001 and 11.02.2003, the following financial/administrative powers which are originally delegated to the Commissioner are hereby re-delegated to the Joint Director (Admn.) with immediate effect:-

<i>Page No. (DF&AP)</i>	<i>Sl.No.</i>	<i>Rules</i>	<i>Nature of Item</i>
1	1(ii)	Non-recurring contingent expenditure	Up Rs. 5,000/- in each case.
2	5	Purchase & repairs of furniture and fixture	Rs. 50,000/- in each case.
7	13(i)(b)	Purchase of stationary for Hqrs.	Full powers
8	15(a)	Rent for accommodation to be used for schools	Full powers
9	16	Staff paid from contingency	Full powers
9	18	Hiring of office equipments	Full powers
10	19	Stores	Rs. 25,000/- in each case
11	23(b)	Condemnation of vehicles	Full powers
15	29	Disciplinary power	(i) Appellate Authority under the provisions of CCS (CCA) Rules for Staff for which Deputy Director is appointing authority. (ii) Disciplinary authority for Vice-Principals and Section Officers.
16	39	To grant TA to non-official members attending meetings of the various committees of the Samiti in the honorary capacity	Full powers in consultation with IFA and subject to guidelines of the Govt. of India.
17	42	Appointment on compassionate grounds	Full powers
26	4(iii)	Advance for purchase of Motor Car/ Computer	Full powers
—	—	Forwarding of applications for outside employment	Full power for all Group 'B', 'C' & 'D' employees of the Samiti.



—	—	Extension of deputation period upto 5 years	Full power for all Group 'B', 'C' & 'D' employees of the Samiti.
—	—	Sanction of Honorarium to Inquiry Officer/Presenting Officer	Full powers

This issues with the approval of the competent authority.

(M.S. Khanna)
Deputy Director (Admn.)

Copy to :

1. SPA to Commissioner
2. Deputy Directors of all Regional Offices
3. Directors of all NLI
4. Principals of all JNVs
5. All Officers of NVS Hqrs.
6. Notice Board
7. Guard File.



ESTABLISHMENT



General Circulars



D.O. No. F.1-3/91-NVS(Estt.)

Dated : 17.7.92

S.S. Gauri
Deputy Director (P&A)

Dear Sir,

The proposed teaching staff strength of the Vidyalayas of your region for the year 1992-93 has been communicated to you vide Samiti's office order of even number dated 24th April, 1992.

As you may have noticed, this time the staff strength has not been communicated to the vidyalayas by the Hqrs. as has been done in the past. This has been done mainly on account of the fact that it has been observed during visits of various officers of the Hqrs. that teachers have been posted in some Vidyalayas in excess to the actual requirement. This is perhaps due to the reasons that the staff strength of the Vidyalayas is decided at the Hqrs. taking ideal conditions and actual enrolment in to consideration. However, there are possibilities that the number of sections, which is the main base for determining the staff strength may be different as presumed by the Hqrs. due to some local factors like non availability of sufficient accommodation or enrolment of lesser number of students, etc. To ensure that only the required number of teachers are posted in the Vidyalayas, it has been decided that ROs may ensure the actual need of the staff by the Vidyalayas before communicating the sanction and posting of additional teachers.

The basis on which the staff strength is to be calculated is explained below :

TGTs

HINDI & ENG.	One each Class VI to all the Vidyalayas. Second in Class VIII or above as per requirement.
IIIRD LANGUAGE	One in Class VI to all the Vidyalayas and second TGT in Class IX or above as per requirement.
SCIENCE	One in Class VII to all the Vidyalayas.
SOCIAL STUDIES	One in Class VI to all the Vidyalayas
MATHS	One in Class VI to all the Vidyalayas and second in Class XI/XII as per requirement.

MISC. CATEGORY

MUSIC TEACHER	One in Class VII to all the Vidyalayas (in class VI, Music Teacher on part time basis is permitted).
ART TEACHERS	One in Class VII to all the Vidyalayas.
PET	First PET in Class VI to all the Vidyalayas and second PET in Class IX or above with enrolment more than 240.
SUPW ¹	One in Class IX to all the Vidyalayas.
LIBRARIAN	One in Class VIII to all the Vidyalayas.

1. Kept in obeyance vide letter no. 1-40/93-NVS (Estt.) dated 22.7.93 See Page 264

**PGTs**

Class IX	One PGT each for History/Geography, Maths, and Physics/Chemistry.
Class X	One PGT each for Hindi, Eng., and Biology.
Science Stream	One PGT for Chem./Physics
Humanities Stream	One PGT each for Geog./History and Economics.
Commerce Stream	One PGT each for Commerce and Economics
Vocational Stream	For Computer/Commerce and Business Group /LIC, one PGT Commerce, for Fisheries, Science and Technology, one PGT Physics.

Vocational Teachers As per the subject requirement.

For calculating work, load of a teacher, normally 30 periods in a week for a PGT/TGT may be taken into account. However, no extra teachers may be provided as an economy measure, in case a subject can be managed by taking 35 periods by a teacher for a short period. These excess periods can either be taken by the available subject teachers or can be allotted to some other teacher(s) who do not have sufficient work load.

The scheme of studies and time table for various classes/stream/vocational courses has already been intimated to you by our Academic Wing. However, the same is given below in brief for ready reference.

Scheme of Studies at Class XI-XII**Subject in :**

Science Stream	English, Physics, Chemistry, Biology and Maths.
Commerce Stream	English, Business Studies, Accountancy, Economics and Maths.
Humanities Stream	English, Hindi, History, Geography and Economics

Vocational Courses

Computer Studies	English, Accountancy, Maths and electives of Computer Studies.
Commerce & Business	English, Accountancy and Auditing, Stenography and typing. Office Management and Secretarial Practice and Business Studies.
Life Insurance	English, Hindi, Accountancy and two electives relating to Life Insurance.
Fisheries & Science Technology	English, Hindi, Physics and two electives relating technology to trade.
Textiles & Design	English, Hindi and three electives relating to the trade.

(Though at the plus 2 level, various subject options can be given to the students, particularly between the languages and Maths, but for calculating staff strength, the above stated combinations have been taken into account. Any other option may be allowed only if the PGT of that subject is already available in that Vidyalaya and no extra PGT will be provided for this purpose.

Time Table

Class VI-VIII	For English/Hindi 9 periods each for Science/Maths, 6 periods each and for IIIrd language/ S.Std., 5 periods each in a week.
Class IX-X	For English/Hindi/IIIrd Language 6 periods each, for Science 9 periods, for Maths 7 periods and for Social Studies 8 periods in a week.
Class XI-XII	7 periods each for languages and 9 periods each for electives in a week..



About the streams at the plus 2 level, it has been decided that the streams already approved for the Vidyalayas which will now have Class XII will have the same stream again in Class XI and there will be no change in that without the specific order of the Samiti. As you have noted that even though no stream has been allotted to the Vidyalayas who are going to have Class XI for the first time, the posts of PGTs have been sanctioned for them also. In this connection, it is informed that these posts have been sanctioned on random basis. Hence, no teacher, particularly, PGTs in these Vidyalayas be posted unless and until stream(s) to be introduced in these vidyalayas is finally decided. The changes in staffing pattern on account of this will be intimated to the undersigned immediately after a decision about allocation of the streams is taken.

The actual staff strength of the Vidyalayas of your region, may please therefore, be calculated on the basis of the norms explained above and a final proposal indicating the actual number of sections and the streams (in case of Vidyalayas having Class XI/XII) may be intimated to the Hqrs. for its approval before making posting of any additional teacher(s) to the Vidyalayas. In no circumstances, no additional teacher be posted in any Vidyalaya till the staff strength is finally approved by the Hqrs.

Kindly acknowledge receipt of this letter.

Yours sincerely,

(S.S. GAURI)

To

The Deputy Director
NVS Regional Offices
Chandigarh

Copy to :

1. PA to Director
2. Finance & Accounts Wing
3. JD(Acad.)



F.No. 1-40/93-NVS(Estt.)

Dated: 22.7.93

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices

Sub. : Posts of SUPW Teachers.

Sir,

In accordance with the decision taken during the conference of the Deputy Directors of Regions held recently at Headquarters, it is hereby informed that appointment to the posts of SUPW teachers, henceforth, commencing from this academic year will be kept in abeyance till further orders.

Yours faithfully,

(C.A.S. RAGHAVAN)
DEPUTY DIRECTOR(P)

Copy to :

1. Senior PA to Director
2. JD(Acad)
3. DD(Acad.)
4. DD(Trg.)
5. DD(Admn.)
6. DD(F)



F.2-31/98-NVS(Estt)

Dated: 9.2.99

The Deputy Directors of
All ROs of the Samiti

Sub. : Prevention and Enforcement of the Right to Gender Equality of the Working Women – Guidelines Laid Down by the Hon'ble Supreme Court with Regard to Tackling the Sexual Harassment of Women in Work Places – Circulation of.

Sir,

You may be aware that in a Public Interest Litigation WP No. (CRL) 666 – 70 of 1992 filed in the Supreme Court of India by Vishakha and others v/s. State of Rajasthan and others on the subject of sexual harassment of women in the work places, the Hon'ble Supreme Court has passed an order on laying down guidelines to be followed in tackling sexual harassment.

With increasing numbers of women working in both the Vidyalayas as well as the Regional Offices of the Samiti, the issue of ensuring a safe, secure and healthy environment for them at the work places has become a matter of concern. Sexual harassment has been internationally recognised as a violation of a women's basic right to enjoy a secure and non-threatening working environment to assess professional enhancement for the work that she does without sacrifice of her dignity and freedom. The Supreme Court's order takes note of the fact that there is no expressed legislation that recognises sexual harassment as an offence at place of work and has, therefore, laid down that the guidelines shall be legally binding and enforceable till a suitable legislation is enacted on the subject.

It has been laid down in the judgement that it is the duty of the employer or other responsible persons in work places to prevent or deter the commission of act of sexual harassment and to provide the procedure for their resolution, settlement or prosecution of acts of sexual harassment by taking all steps required. A copy of the guidelines is enclosed for record and ready reference¹.

Attention is also invited to Rule 3(1) (iii) of the CCS (Conduct) Rules, 1964 which provides that every government servant shall at all times do nothing which is unbecoming of a government servant. Any act of sexual harassment of women employees is definitely unbecoming of a government servant and amounts to a misconduct. In order to cover the act of sexual harassment of women employees in the ambit of the CCS Conduct Rules, a modification has already been made by inserting a Clause 3-c to the CCS Rules 1964 which is reproduced below :

Prohibition of sexual harassment of working women :

- (1) No Govt. servant shall indulge in any act of sexual harassment of any women at her work place.
- (2) Every govt. servant who is incharge of a work place shall take appropriate steps to prevent sexual harassment to any women at such work places.

1. Copy enclosed. See page 267



For the purpose of this Rule, 'Sexual Harassment' includes such unwelcome sexual determined behaviour whether directly or otherwise as :

- (a) Physical contact and advances
- (b) A demand or request for sexual favour
- (c) Sexual coloured remarks
- (d) Showing phornography, and
- (e) Any other unwelcome physical, verbal or non-verbal contact of sexual nature

Appropriate disciplinary action should be initiated in such cases against the delinquent govt. servant in accordance with the Rules where such conduct amounts to a specific offence under the Indian Panel Code or under any other law. The Regional Deputy Directors or the Principals concerned shall initiate appropriate action in accordance with the law by making complaints with the appropriate authority.

In particular, it should be ensured that victims or otherwise are not victimised or discriminated against which dealing with the complaints of sexual harassment.

As the responsibility for implementation of the guidelines issued by the Hon'ble Supreme Court lies solely on the employer, I would request you to initiate immediate action to specifically initiate the following :

- (1) Bring to the notice of those working in the Regional Offices as well as in the Navodaya Vidyalayas under your jurisdiction, the definition of the sexual harassment as laid down by the Supreme Court and its expressed prohibition.
- (2) Take all necessary steps to ensure that appropriate work conditions are provided in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment toward women at work places and no women employee has reasonable ground to believe that she has disadvantages in connection with her employment.
- (3) Awareness of the rights of female employees in this regard should be created in particular by prominently notifying the guidelines in a suitable manner.
- (4) A Complaints Committee of five members headed by a women and not less than half of its members shall be women, be constituted at RO level to deal with complaints of sexual harassment. To prevent the possibility of any undue pressure or influence from senior levels, such Complaints Committee should involve a III party, either non-governmental organisation or other body, who is familiar with the issue of sexual harassment. The Complaints Committee should ensure time bound redressal of complaints and must make an annual report of the complaints and the action taken by them to be forwarded to the Samiti.
- (5) The recommendations of the Complaints Committee alongwith the related inquiry papers may be forwarded to Samiti for kind perusal and orders, if any, for imposing of penalties on the accused by the Director, NVS.

Action taken for implementation of these guidelines, may kindly be intimated to the Samiti at an early date.

Yours faithfully,


(V. Rama Rao)
Joint Director(Admn.)

**ENCLOSURE****Guidelines and norms laid down by the Hon'ble Supreme Court in *Vishaka & others v. State of Rajasthan & others* [JT 1997 (7) SC 384]**

Having Regard to the definition of 'human rights' in Section 2 (d) of the Protection of Human Rights Act, 1993, Taking Note of the fact that the present civil and penal laws in India do not adequately provide for specific protection of women from sexual harassment in work places and that enactment of such legislation will take considerable time.

It is necessary and expedient for employers in work places as well as other responsible persons or institutions to observe certain guidelines to ensure the prevention of sexual harassment of women.

1. Duty of the Employer or other responsible persons in work places and other institutions

It shall be the duty of the employer or other responsible persons in work places or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment by taking all steps required.

2. Definition

For this purpose, sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as:

- (a) Physical contact and advances;
- (b) a demand or request for sexual favours;
- (c) sexually coloured remarks;
- (d) showing pornography;
- (e) any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Where any of these acts is committed in circumstances whereunder the victim of such conduct has a reasonable apprehension that in relation to the victim's employment or work whether she is drawing salary, or honorarium or voluntary, whether in Government, public or private enterprise, such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory, for instance when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or work including recruiting or promotion or when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto.

3. Preventive Steps

All employers or persons in charge of work place, whether in public or private sector should take appropriate steps to prevent sexual harassment. Without prejudice to the generality of this obligation, they should take the following steps:

- (a) Express prohibition of sexual harassment as defined above at the work place should be notified, published and circulated in appropriate ways.
- (b) The Rules/Regulations of Government and Public Sector Bodies relating to conduct and discipline should include rules/regulations prohibiting sexual harassment and provide for appropriate penalties in such rules against the offender.
- (c) As regards private employers, steps should be taken to include the aforesaid prohibitions in the standing orders under the Industrial Employment (Standing Orders) Act, 1946.



- (d) Appropriate work conditions should be provided in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at work places and no employee woman should have reasonable grounds to believe that she is disadvantaged in connection with employment.

4. Criminal Proceedings

Where such conduct amounts to specific offence under the Indian Penal Code or under any other law, the employer shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.

In particular, it should ensure that victims, or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment. The victims of sexual harassment should have the option to seek transfer of the perpetrator or their own transfer.

5. Disciplinary Action

Where such conduct amounts to misconduct in employment as defined by the relevant service rules, appropriate disciplinary action should be initiated by the employer in accordance with those rules.

6. Complaint Mechanism

Whether or not such conduct constitutes an offence under law or a breach of the service rules, an appropriate complaint mechanism should be created in the employer's organization for redress of the complaint made by the victim. Such complaint mechanism should ensure time-bound treatment of complaints.

7. Complaints Committee

The complaint mechanism, referred to in (6) above, should be adequate to provide, where necessary, a Complaints Committee, a special counsellor or other support service, including the maintenance of confidentiality.

The Complaints Committee should be headed by a woman and not less than half of its members should be women. Further, to prevent the possibility of any undue pressure or influence from senior levels, such Complaints Committee should involve a third party either NGO or other body who is familiar with the issue of sexual harassment.

The Complaints Committee must make an annual report to the Government department concerned of the complaints and action taken by them.

The employers and person in charge will also report on the compliance with the aforesaid guidelines including on the reports of the Complaints Committee to the Government department.

8. Workers' Initiative

Employees should be allowed to raise issues of sexual harassment at workers' meeting and in other appropriate forum and it should be affirmatively discussed in Employer-Employee Meetings.

9. Awareness

Awareness of the rights of female employees in this regard should be created in particular by prominently notifying the guidelines (and appropriate legislation when enacted on the subject) in a suitable manner.



10. Third Party Harassment

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the employer and person in-charge will take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

11. The Central/State Governments are requested to consider adopting suitable measures including legislation to ensure that the guidelines laid down by this order are also observed by the employers in 'Private Sector'.

12. These guidelines will not prejudice any rights available under the Protection of Human Rights Act, 1993.



Service Matters



F.No.1-37/87-NVS

Dated:18-06-87

To

The Principals
All Navodaya Vidyalayas.

Sub. : Vocational and Non-Vocational Staff in Navodaya Vidyalayas.

Sir/Madam,

I am to refer to the subject noted above and to say that in Navodaya Vidyalayas classification of the staff as vocational and non-vocational shall be as under:-

Vocational Staff

1. All teachers excluding the Principal
2. Librarian
3. Lab. Attendants

Non-Vocational Staff

1. Principal
2. Clerical Staff
3. Group 'D' employees

Members of the vocational staff shall be entitled to enjoy vacations and breaks. Those belonging to the non-vocational staff shall be on duty during vacations and breaks and shall be entitled to the privilege of earned leave as per the Central Govt. rules and as followed by the Samiti.

This may be brought to the notice of all members of the staff.

Yours faithfully,

(J.N. Sharma)
Deputy Director(Admn.)



Ref.No. F.1-47/88-NVS(Admn.)

Dated: May, 30th, 1988

The Principal
All Navodaya Vidyalayas

Sub. : Staff Nurse-Vacational or Non-Vacational Staff.

Sir/Madam,

The Samiti has been receiving number of queries from various Navodaya Vidyalayas seeking clarifications whether the post of staff Nurse is vocational or non-vocational. In this connection, I am to inform you that the post of Nurse in Navodaya Vidyalayas is vocational and hence the Nurse/Compounder shall be entitled to vacations like other teaching staff. You are, therefore, advised to take necessary action, accordingly.

Yours faithfully,

(J.N. Sharma)
Deputy Director(Admn.)

Copy to :

1. Deputy Directors all regions (NVS)
2. All Officers at the headquarters.

(C.L. Chutani)
Asstt. Director(Admn.)



D.O.No.F.1-22/89-NVS(Estt.)

Dated: July 26, 1989

Dr.S.K. Narang
Dy. Director (Admn.)

Dear Principal,

I feel happy to forward herewith two copies of the permanent absorption rules¹ of the Navodaya Vidyalaya Samiti framed by the Samiti and duly adopted by the executive Committee of the Samiti in its meeting held on 4th July, 1989. These rules are applicable to those deputationists who were on the strength of the samiti on deputation basis on 4th July, 1989. It is requested that one copy of the rules may be kept in record and the other copy may be kept open for the staff of the Vidyalaya and their signatures be obtained in token of their having been seen the rules. You are also requested to apprise us of your as well as the comments of your staff by 14th August, 1989.

With good wishes.

Yours sincerely,

(Dr. S.K. Narang)

Encl. : As above.p

1. Refer pages 173 to 177 of the Administration Section.



F.2-9/89-NVS(Estt.)

Dated: Sept. 5, 1989

CIRCULAR

Sub. : Permanent Absorption Rules of the Navodaya Vidyalaya Samiti.

Sir,

We are receiving a number of references from our Vidyalayas seeking clarifications on the provisions of the permanent absorption rules of the navodaya Vidyalaya Samiti notified vide Samiti's letter No. 1-22/89-NVS(Estt.) dated 26th July, 1989¹. The clarifications sought by the Vidyalayas have been compiled point wise and the same are enclosed as an annex. to this letter.

As informed earlier vide D.O. letter No. 1-28/89-NVS(Estt.) dated 14th August, 1989, the Executive Committee of the Samiti has approved the adoption of Group Insurance Scheme, the decision of the Samiti to implement the same would be communicated to you shortly. Efforts are also being made to introduce pension scheme for the employees of the Navodaya Vidyalaya Samiti. We are sure that after adoption of Pension Scheme as well as Group Insurance Scheme, the maximum number of points raised by the vidyalayas will automatically be covered or clarified. I would also like to add that the person who are being absorbed at this stage shall not be placed under any disadvantageous position compared to those who are being appointed on direct recruitment basis.

(DR. S.K. NARANG)
DEPUTY DIRECTOR(ADMN.)

Copy to :

1. All Principals of the Navodaya Vidyalaya Samiti
2. All Deputy Directors of the regional Offices
3. All Officers of the NVS Hqrs.
4. Finance & Accounts Wing, Admn. Wing., Works Wing
5. Sh. Mohd. Nayeem, Accounts Officer, NVS, RO Bhopal

1. For reference see page 173-177 of the Administration Section.



CLARIFICATION SOUGHT BY THE VIDYALAYAS ABOUT THE PROVISIONS OF THE PERMANENT ABSORPTION RULES AND THE REPLIES TO THESE POINTS

1. Point : Definition of the resignation and the process for the submission of the resignation whether it is to be sent personally or to be sent by post.
 Reply : The resignation to be tendered by the deputationist will be a technical resignation till it is accepted by their parent organisation. The resignation as well as the willingness of the individual concerned for permanent absorption will be sent by the Samiti in the case of Principal and by the Regional Office in respect of teaching and non-teaching staff of Vidyalayas through Registered Post.
2. Point : Whether the person has to give three months notice or salary to his parent organisation for tendering the resignation.
 Reply : Three months notice is not applicable for tendering the technical resignation for permanent absorption.
3. Point : Pro-rata retirement benefits.
 Reply : At present, there is no pension scheme available to the employees of the Samiti. However, the same is under consideration and hopefully the pension scheme is going to be introduced in the Samiti in the near future. For the present, the persons to be absorbed on permanent absorption will have to settle their claims from their parent organisation for their pro rata retirement benefits in accordance with the relevant rules applicable to them in those department. On adoption of the pension scheme in the Samiti they will be given a chance to count their past services rendered by them in their parent organisation for pension purposes in accordance with the pension rules so framed by the Samiti at that time. In that case, pensionary benefits drawn from parent department together with interest thereon will have to be refunded to the Samiti.
4. Point : For the payment of gratuity the previous services in the parent department will be considered or not. (If the gratuity exists in the parent department also).
 Reply : No payment in respect of gratuity for the previous services rendered in the parent department will be made in the Samiti as the individual should have to get the gratuity payment from his parent organisation at the time of permanent absorption. Consequent upon extending pensionary benefits in the Samiti the person has to refund the gratuity amount for counting their previous services for pension purposes.
5. Point : Encashment of Earned Leave whether it may be paid by the Samiti in place of the parent department.
 Reply : No. The persons who are absorbed permanently in the Samiti, shall be entitled to encashment of leave from his parent department or organisation if so allowed by the relevant rules applicable to them in the department. In any circumstances the encashment of Earned Leave will not be paid by the Samiti.



6. Point : What about the half pay leave credit at the time of permanent absorption.
Reply : The half pay leave at the credit of the deputationist to be absorbed permanently will stand forfeited and in any circumstances this kind of leave will not be carried forward.
7. Point : Effective date of absorption should be date of commencement of deputation in the Samiti and not from the date of absorption.
Reply : It has been decided that the person who was on the strength of the Samiti on 4th July, 1989 (the date of adoption of the permanent absorption rules) and is going to complete his normal deputation period of two/three years by the end of this year (31.12.1989) will be considered for absorption with effect from 1st May, 1989 (the date prior to the date of direct appointment in the post of teaching staff). It may not be possible to consider the date of absorption from the date of joining in the Samiti on deputation basis.
8. Point : On absorption, the deputationists will become junior to the persons appointed on direct recruitment basis.
Reply : The seniority of the deputationist will be fixed in accordance with the clause of the permanent absorption rules by giving date of absorption with effect from 1st May, 1989. No deputationist will be put on disadvantageous position. Further, the services rendered by the deputationists in their parent department/organisation will not be counted for seniority purposes. All deputationists will be considered at par for the purposes of fixation of seniority in the Navodaya Vidyalaya Samiti. However, the seniority of the absorbed persons will be fixed as discussed in Provision '5' of the Permanent Absorption Rules.
9. Point : There is nothing mentioned about the Group Insurance Scheme for the employees of the Samiti.
Reply : The Samiti has already taken the decision to introduce the Group Insurance Scheme for the employees of the Samiti. The modalities are being worked out in consultation with Life Insurance Corporation of India.
10. Point : The Terminology 'Equivalent Grade' is not clear.
Reply : The 'Equivalent Grade' defines that the person holding the post of the Samiti in terms of the duties and responsibilities as well as the scale of the pay attached to that post.
11. Point : The person who has opted to receive pension for his past service shall not be eligible to relief on pension during his services in the Samiti. Please clarify.
Reply : The person who opts to receive pension for his past services shall not be eligible for relief on pension (i.e. D.A. on pension) as he will be eligible to draw full dearness allowance on the pay of the post hold by him in the Samiti. However, the person cannot opt for voluntary retirement from service from his parent department in order to get absorbed in Navodaya Vidyalaya Samiti.



F.No. 1-19/91-Admn.

Dated: 8-4-91

Sub. : Carry Forward of Leave on Absorption – Interpretation of Rules — 9 of the Permanent Absorption Rules.

A number of representations/requests have been received from the deputationists about carry forward of leave on their absorption in the Samiti. On consideration of these representations, the Director¹ Navodaya Vidyalaya Samiti is pleased to allow the deputationists to carry forward of leave, if they so desire, to the extent of leave at credit, on payment of leave salary as per relevant rules, to the Samiti, by their organisation/concerned employee.

These orders will take immediate effect and cases already decided shall not be re-opened.

This issues under the powers delegated to the Director¹, Navodaya Samiti in Rules 10 of the Permanent Absorption Rules.

(Dr. S.K. Narang)
Deputy Director (Admn.)

Copy to :

1. All Officers at Head Quarters.
2. All Sections at Head Quarters.
3. All Regional Offices
4. All Jawahar Navodaya Vidyalayas.

1. Now Commissioner



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.2-30/93-NVS(Estt.)

Dated: 8.9.93

To

The Deputy Director
Navodaya Vidyalaya Samiti
Regional Office
Bhopal

Sub. : Issue of NOC for Obtaining Passport and Permission for Visiting Foreign Countries in Respect of Vidyalaya Staff.

Sir,

I am to invite your attention on the above subject and to say that NOCs for obtaining passport and permission for visiting foreign countries in respect of all Vidyalaya staff except Principals may be granted by the concerned Regional Office. Vigilance clearance in respect of these staff may also be done at RO level.

However, copies of NOC issued and permission granted for visiting abroad in respect of the above category employees should be invariably endorsed to the CVO of Hqrs., copy of proforma for NOC for proceeding abroad and for passport to be filled by the concerned employees is also enclosed herewith.

Please acknowledge.

Yours faithfully,

(C.A.S. RAGHAVAN)
DEPUTY DIRECTOR(PERS.)

Encl : a/a



**APPLICATION FOR NO OBJECTION CERTIFICATE FOR PERSONNEL
PROCEEDING ABROAD ON TRAVEL/POSTING AND FOR PASSPORT
(As per NVS Hqrs. letter No. F.2-30/93/NVS Hqrs. dated 8.9.93)**

(PART I)

1. NAME IN BLOCK LETTERS : _____
2. Designation : _____
3. a) Date of joining the Samiti : _____
- b) Present Place of Posting : _____
- c) Since : _____
4. Address (Present) : _____
5. Address (Permanent) : _____
6. a) Father's name : _____
- b) Father's occupation and address : _____
7. a) Countries proposed to be visited : _____
- b) Date of departure : _____
- c) Purpose of visit : _____
- d) Probable period of stay : _____
- in each country with dates
- e) Probable date of return : _____
8. Approximate amount expected : _____
- to be spent for the trip including
- journey and stay abroad
9. a) Is the trip abroad financed by self : _____
- b) If so, the source of amount being spent : _____
10. a) Is the trip being financed by other person : _____
- b) If so the name of person, indicating : _____
- relation and address (documentary
- evidence and an undertaking from the
- concerned person that he would bear
- the expenditure are to be enclosed)
11. Details of blood/close relation working in : _____
- Foreign Embassies/firms in India/abroad
12. Details of applicant's employment during last : _____
- ten years

Signature of the applicant

Date : _____



(PART-II)

1. a) Are the entries given by the applicant in part I are correct? : _____
- b) If not, the reason/correct position : _____
2. Is the applicant handling any classified work, divulgence of which may affect the security of service and the country : _____
3. a) Was the individual ever involved in any departmental inquiry or any other case pending against the applicant : _____
- b) If so, nature of inquiry and its result : _____
4. Is the applicant's visit requested for, recommended? : _____
5. a) Are any financial dues outstanding towards the applicant? : _____
6. If yes, the amount and mode of recovery? : _____
7. Any comments on para 9 of Part I : _____

(Signature of Principal)

Name : _____
(in block letters)

(Office Seal)

No. : _____

Date : _____

Note : Part II is to be filled by the Principal of the Vidyalaya concerned and permission is to be granted by the concerned Deputy Director of the region.



No. F. 2-32/94-NVS(Estt)

Dated: 15.7.94

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices

Sub. : Criteria for Fixation of Seniority of Teachers – Clarifications thereof.

Sir,

We have been receiving a number of references from the Regional Offices and representations from the teachers seeking clarification on the criteria for fixation of seniority consequent upon absorption in the Samiti. The point of reference has been as to how the seniority of a person holding analogous posts/scale in their parent department shall be fixed in that grade on which a person has been absorbed in the Samiti.

In this connection, the Samiti had already issued clarifications and interpretations of the clause mentioned in the Permanent Absorption Rules governing the seniority of the absorbees in the post from time to time but still some element of a confusion in the interpretations of the criteria given in the absorption rules relation to the fixation of seniority, persists. It has also been reported that in the absence of a clear cut clarification/decision on the criteria of fixation of the seniority, the Regional Offices were handicapped in preparing the final seniority list of the TGTs of their regions.

The matter has been considered taking all aspects into consideration and discussed as Theog Conference of the Deputy Directors and was subsequently consolidated at Delhi during the inter-regional transfer meet.

After careful consideration, it has been decided with the approval of the Director, NVS, that the following criteria shall be followed in fixation of the seniority of a person holding analogous post in their parent department consequent upon their absorption in the respective post in the Samiti :

The seniority of an employee shall be counted from the date of absorption subject to interse seniority being fixed in accordance with their panel position. The interse seniority of the persons holding analogous posts in their parent department/organisation shall be fixed among that batch of absorption with reference to the date from which he has been holding the post on deputation in the Samiti or the date from which he has been appointed on regular basis to the same or equivalent post in his parent department whichever is later.

In other words, the seniority in that post on which the employee has been absorbed shall be counted from the date of absorption. However, in the case of a person holding analogous post, the interse seniority shall be fixed among that batch of absorption taking into account the analogous post held by him/her in his/her parent department. Consequently the persons absorbed subsequently will not affect the seniority of the persons absorbed earlier, under any circumstances.



In view of the above clarification, it is desired that the seniority list of the teachers may kindly be prepared accordingly and circulated to all the individuals under intimation to the Samiti. No further references in this regard will be entertained in the Samiti in future.

Yours faithfully,

(C.A.S. RAGHAVAN)
DEPUTY DIRECTOR(PERS.)

Copy to :

1. All Officers of the Samiti Hqrs.
2. Sr. P.A. to the Director for the information of the Director.



No. F. 1-4/91-NVS(Estt.)

Dated: 25-10-1995

To

The Deputy Directors
All Regional offices of the
Navodaya Vidyalaya Samiti

Sub. : Carry Forward of Leave on Absorption.

Instances have come to the notice of the Samiti that in some cases of employees who were absorbed in the Samiti Regional Office have been sanctioning leave on the basis of leave earned by them during their deputation period also even when no leave alongwith money equivalent there of has been transferred to the Samiti as per Samiti's order No. 1-19/91-NVS(Admn.) dated 8-4-91¹. Such action will put Samiti to financial loss and the Samiti will have to make recovery for excess leave availed by the concerned employees. It is desired that all such cases must be immediately reviewed and action be taken to recover the excess amount of leave salary paid to the concerned employees. This action be completed before 30-11-93 and compliance report to be sent to the undersigned by the first week of December 93.

This issue with the approval of Director², Navodaya Vidyalaya Samiti.

Yours faithfully,

(C.A.S. Raghavan)
Deputy Director (Pers.)

1. See page 279
2. Now Commissioner.



F.2-18/97-NVS(Estt)

Dated : 30.6.97

To

The Deputy Director
Navodaya Vidyalaya Samiti
Regional Office
Jaipur

**Sub. : Entitlement of Compensatory Leave in Lieu of Duty Performed on
Gazetted Holidays by Group 'D' Employees of NVS.**

Sir,

I am directed to refer to your letter No. 8-32/96-NVS-JR/2359 dated 13th May, 1997 on the above noted subject and to say that as you are aware, the JNVs being the residential schools, all the employees in General and Group 'D' employees in particular, are not permitted to avail Public Holidays except a weekly off and as such a compensatory holiday may please be granted to those Group 'D' employees of the JNVs who have been asked to perform duty on Sunday i.e. in lieu of the weekly off.

This has the approval of Director, NVS.

Yours faithfully,

(A.K. SINGHAL)
SECTION OFFICER(ESTT.)

Copy to :

All the Deputy Directors of the Remaining Regional Offices : for information.



F.2-1/98-NVS(Estt.)

Dated : 16.7.98

To

The Deputy Directors of
All Regional Offices of
Navodaya Vidyalaya Samiti

Sub. : Enhancement of Quantum of Maternity Leave and to allow Paternity Leave Recommendations of the Vth Central Pay Commission.

Sir,

I am directed to say that consequent upon the decision taken by the Govt. on the recommendations of the Vth Central Pay Commission relating to Maternity Leave and Paternity Leave, the Samiti with the approval of its Executive Committee has decided that the existing provisions of the Central Civil Services (Leave) Rules 1972 may be treated as modified as follows in respect of all teaching and non teaching staff of the JNVs at par with other civilian employees of the Central Govt. :

- (a) For existing ceiling of 90 days Maternity Leave provided in Rule 43(1) ibid shall be enhanced to 135 days.
- (b) A male Govt. servant (including an apprentice) with less than two surviving children may be granted Paternity Leave for a period of 15 days during the confinement of his wife. During the period of such leave, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Paternity leave shall not be debited against the Leave Account and may be combined with any other kind of leave (as in the case of Maternity Leave). It may not normally be refused under any circumstances.

These orders take effect from the date of issue of the Department of Personnel & Training O.M. No. 13018/1/97 Estt.(Leave) dated 7th October, 1997. However, a female Govt. servant in whose case the period of 90 days of Maternity Leave has not expired on the said date (i.e. 7th Oct.'97) shall also be entitled to the Maternity Leave of 135 days. Similarly, Paternity Leave to a male Govt. employee may also be allowed in case his wife had given birth to the child on a date not prior to 135 days from the date of issue of this order.

Yours faithfully,

(V.K. SHARMA)
DY.DIRECTOR (PERS.)

Copy to :

1. All the Principals of JNVs
2. Sr. P.A. to Director, NVS
3. JD(Admn.)/JD(Acad.), NVS Hqrs.
4. F&A Wing of the Samiti
5. Guard file



F.No.1-15/98-NVS(Estt)

Dated: Dec. 10, 1998

To

The Deputy Directors
All the Regional Offices of
Navodaya Vidyalaya Samiti

**Sub. : Duties and Responsibilities Attached to the Post of Vice Principal–
reg.**

Sir,

In accordance with the provisions of the Recruitment Rules, two batches of Post Graduate teachers have been promoted as Vice Principals and posted in different Vidyalayas. Samiti is receiving references from the Regional Offices as well as the JNVs regarding duties and responsibilities of the Vice Principals of the Vidyalayas. As per the discussions held at the Deputy Directors Conference of Bangalore, Bhopal and subsequently at New Delhi on 4th December, 1998, it has been decided to assign following duties and responsibilities to the Vice Principals of the Jawahar Navodaya Vidyalayas:

- (i) The Vice Principal shall work under the overall control of the Principal at all times and is accountable to him for various responsibilities and duties assigned to him from time to time.
- (ii) He shall shoulder the responsibilities and duties as assigned to him from time to time by the Principal/Regional Office.
- (iii) He shall take minimum 10 periods per week and will compulsorily handle either 10th Class or 12th Class batch.
- (iv) He shall subject to the control of the Principal supervise and monitor all the academic programmes such as preparation of academic calendar and institutional plan, supervising and checking of home work and assignments, classroom teaching of the teachers, preparation of the examination papers, conduct of the tests, preparation of time table, maintenance of Central Marks Register and other allied activities.
- (v) He shall also supervise and monitor the house system, co-curricular activities, sports and games, NCC, Scouts and Guides and other related activities of the development of the students.
- (vi) He shall keep a close watch on the presence of the students of the Vidyalaya and maintain discipline among the students.
- (vii) He shall assist the Principal in planning and supervision of the Library, required purchases for the Vidyalaya, Vidyalaya Mess and other related activities.
- (viii) The Vice Principal shall be compulsorily a Member of all the Committees formed at the Vidyalaya level and would also be a co-signatory of the cheques etc. issued by the Principal.

Overall, the Vice Principal shall function as Coordinator and supervisor of variety of activities being conducted in the Vidyalaya under the supervision and guidance of Principal concerned.

All the Regional Offices are requested to issue necessary instructions in this regard to all the Principals of the Vidyalayas functioning under their administrative control. The Regional Offices have already been instructed with regard to the utilisation of the services of the Vice Principals as Incharge Principal in the Vidyalayas where the post of Principal is vacant. In such cases, the Vice



Principal should report in the place of his posting as Vice Principal first and then shall be sent as Incharge of the Vidyalaya where there is a vacancy of post of Principal in the most economical manner.

The details of such postings may please be communicated to the Samiti positively by 20th December, 1998.

This issues with the approval of the Director, NVS.

Yours faithfully,

(V. RAMA RAO)
JOINT DIRECTOR(ADMN.)

Copy to :

1. All the officers of NVS Hqrs.
2. All the Principals of JNVs – with a request to communicate the said duties and responsibilities to the Vice Principals where they are posted.



F.No.1-6/94-NVS(Admn.)

Dated : 2.8.99

NOTIFICATION

In pursuance of Department of Personnel & Training O.M. No. 22036/1/92-Estt (D), dated 30-11-93 read with O.M.No., dated 7-7-95 and O.M.No. 35034/3/97-Estt.(D), dated 01-06-98, it has been decided to introduce the promotion scheme for Staff Car Drivers in Navodaya Vidyalaya Samiti. Accordingly, the existing Posts of Drivers working in Hqrs./Regional Offices and Vidyalaya Cadre will be placed in three scales based on the length of service as under:

<i>Pay Scale</i>	<i>Nomenclature</i>	<i>Eligibility</i>
Rs. 3050-75-3950-80-4590/-	Driver	Basic (Ordinary Grade)
Rs. 4000-100-6000/-	Driver Grade-II	09 years regular service in Ordinary Grade.
Rs. 45000-125-7000/-	Driver Grade-I	06 years regular service in Grade-II or combined regular service of 15 years in Grade-II and in Ordinary Grade put together.

The existing posts of Drivers are hereby distributed in the above three Grades in the ratio 55 : 25 : 20. Appointments to the posts of Grade-II & I will be made by promotion on Non-Selection (Seniority-Cum-Fitness) basis on the recommendations of a DPC and will be further subject to passing of a trade test at appropriate standard prescribed by Govt. of India under these instructions. The scheme of trade test, prescribed is given below:

I. Appointment to Grade-II of Drivers (Syllabus):

1. Must be able to read English Numerals and figures.
2. Must have good knowledge of Traffic Regulation.
3. Must be able to locate faults and carry out minor running repairs.
4. Must be able to change wheels and correctly inflate tyres.

Test :

Practical test based on the above.

II. Appointment to Grade-I of Drivers (Syllabus) :

1. Must be able to read English Numerals and figures.
2. Must have a thorough knowledge of Traffic Regulations.
3. Must have good knowledge of petrol and diesel engine working and be able to locate faults and rectify minor running defects.
4. Must be able to clear carburettor, plug etc.

Test :

Practical test based on the above.



3. Any fresh vacancies created in addition to existing strength of Staff Car Drivers will be filled up only in the Basic Grade of Rs. 3050 – 4590/-. All appointments to various grades will be subject to reservation orders as applicable.

4. Any question relating to interpretation of these orders shall be decided by the Director, Navodaya Vidyalaya Samiti.

(M.S. Khanna)

Deputy Director (Admn.)

Copy to :

1. All Regional Offices of the Samiti.
2. Joint Director (Admn.), NVS Hqrs, New Delhi alongwith copy of approval of Govt. of India. Suitable instructions regarding operation of Promotion Scheme for Staff Car Drivers in JNVs may kindly be issued, keeping in view the strength of cadre in each R.O.
3. Director (UT), Deptt. of Education, New Delhi.
4. Deputy Director (Fin.) NVS Hqrs, New Delhi
5. SPA to Director
6. Guard File.
7. Notice Board.



No. F. 1-30/93-NVS(Estt.)

Dated : 22.9.99

To

The Deputy Director
NVS, Regional Office
Pune

Sub. : Promotion of Group 'D' Employees of the Vidyalayas to the Post of LDC/Store Keeper against 10% Posts Reserved for them.

Sir,

I am directed to refer to your letter no. 2-81/97/NVS(PR)/2528 dated 16.7.97 on the above noted subject and to clarify that the provisions made in the recruitment rules in respect of appointment of Group 'D' employees of the Vidyalayas having not less than five years regular service, to the post of LDC/Store Keeper against the 10% of total sanctioned posts is a statutory provision and, hence, prominently reflected in the recruitment rules. Whereas, the consideration of Group 'D' employees of the Vidyalayas, who, otherwise, fulfill the eligibility criteria as prescribed for direct recruitment, by exempting them from the sponsorship from the employment exchange being departmental candidates, provided they fulfil the prescribed age and educational qualifications, are allowed and no preferential treatment is given in accordance with the Ministry of Home Affairs OM No. 14/45162-Estt(D) dated 26.12.62.

Yours faithfully,

(V. RAMA RAO)
JOINT DIRECTOR(ADMN.)

Copy to :

All remaining Regional Offices of NVS : for information.



F. No. 2-79/99-NVS(Estt.)

Dated : 28.10.99

ORDER**Sub. : Introduction of Promotional Scheme for Vidyalaya Cadre Drivers of NVS.**

In continuation to the Samiti's notification No. 1-6/94-NVS (Admn.) dated 2.8.99¹ on the above subject, I am directed to convey the approval of the Competent Authority for distributing the existing posts of Drivers in the following three grades in the ratio 55 : 25 : 20, viz. Ordinary Grade, Grade II and Grade I :

<i>Grades & Nomenclature</i>	<i>Pay scales attached to the posts</i>	<i>No. of Posts as on 1-4-99</i>	<i>Eligibility</i>
Driver (Ordinary Grade)	3050-75-3950-80-4590	188	At initial stage as per the provisions of recruitment rules.
Driver (Grade II)	4000-100-6000	86	After rendering Nine (9) years regular Service in Ordinary Grade
Driver (Grade I)	4500-125-7000	69	After rendering 6(six) years regular service in Grade II or combined regular service of 15 years in Grade II and in Ordinary Grade put together.

Initial appointment and any fresh vacancies created in addition to existing strength of Drivers under Vidyalaya Cadre will be filled up only in the Basic (Ordinary Grade) of Rs. 3050-4590. Appointments to the posts of Grade II & Grade I will be made by promotion on non-selection (seniority-cum-fitness) basis on the recommendations of the duly constituted committee subject to passing of a trade test of appropriate standard prescribed by Govt. of India under Promotion Scheme for Staff Car Drivers as enunciated in Deptt. of Personnel & Training O.M. No. 22036/1/92-Estt (D) dated 30-11-93 and O.M. No. 35034/3/94-Estt. (D) dated 1-6-98 and as prescribed by the Samiti vide Notification No. 1-6-94-NVS (Admn.) dated 2.8.99. The promotion to these grades are further subject to reservation policy of Govt. of India and being followed by Samiti.

The region-wise break-up of the existing sanctioned posts of Drivers into three grades in the ratio 55 : 25 : 20 shall be as under:

<i>Name of the Regional Office</i>	<i>Total Sanctioned post as on 1-4-99</i>	<i>Ordinary Grade</i>	<i>Grade-II</i>	<i>Grade-I</i>
Patna	31	17	08	06
Hyderabad	61	34	15	12
Pune	44	24	11	09
Jaipur	39	21	10	08

1. For reference see page 296



Bhopal	57	31	14	12
Lucknow	42	23	11	08
Shillong	35	19	09	07
Chandigarh	34	19	08	07
TOTAL	343	188	86	69

Since, no Driver is eligible for the promotion to Driver (Grade I) for the present, only 86 posts of Drivers (Grade II) have been made upgraded as per the details given above.

The expenditure on upgradation of 86 posts of Drivers (Grade II) will be met within the existing provisions of 'Staff Payment' under Plan/Non-Plan as the case may be from the date of such promotion.

This issues in consultation with F&A Wing of the Samiti- vide their Dy. No. 1779/DD (Fin.) dated 11-10-99.

(V. RAMA RAO)
JOINT DIRECTOR(ADMN.)

Copy to :

1. The Dy. Directors of all Regional Offices of NVS.
2. Sr. PA. to Director for the kind appraisal of Director (NVS).
3. Dy. Director (Admn.), NVS, N. Delhi, w.r.t. his notification No. 1-6/94-NVS (Admn.) dated 2-08-99.
4. Dy. Director (Fin.), NVS, New Delhi, for information w.r.t. Dy. No. 1779/DD(F) dated 11.10.99.
5. Guard file.



F.1-15/98-NVS(Estt)

Dated: 12.1.2000

The Deputy Directors of
All regional Offices of
Navodaya Vidyalaya Samiti

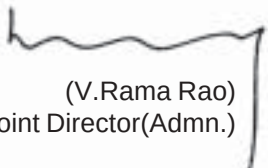
Sub. : Service and Administrative Matters Pertaining to the Vice Principals of JNVs.

Sir,

In continuation of the Samiti's letter of even number dated 3rd March '99¹ the following clarifications are being issued to satisfy the queries raised by the Regional Offices :

1. The resignation tendered by the Vice Principals shall be accepted by the JD(Admn) at Samiti's Hqrs. in his capacity as Appointing Authority. As such, no resignations of Vice Principals shall be accepted by the Regional Office concerned without having the prior approval of the JD(Admn.).
2. While acting as an Incharge Principal the Vice Principals are not entitled for the Incharge allowance as admissible to the teaching staff.
3. The Vice Principals while acting as an Incharge Principal are entitled to sign the cheques upto the limit prescribed for with an specific order issued by the concerned RO.
4. The Vice Principals while joining the post as an Incharge Principal other than the Vidyalaya where he is working, is entitled for the actual fare and the $\frac{1}{4}$ the DA in terms of SR-51 as admissible with reference to his pay and post of Vice Principal.
5. Subject to exigencies of work and the larger interest of the organisation the Vice Principals are allowed to continue to act as Incharge Principal for more than 180 days till a regular Principal joins.
6. On reviewing of ACRs of the Vice Principals by the Deputy Director of the Regional Office concerned, the same may be forwarded to JD(Admn.) for counter signature and retaining the same at Samiti's Hqrs.

Yours faithfully,


(V.Rama Rao)
Joint Director(Admn.)



F.No. 2-79/99-NVS(Estt)

Dated: 4.5.01

ORDER**Sub. : Modified Promotion Scheme for Drivers (Vidyalaya Cadre)**

In pursuance to the directions given by the Principal Bench of the Central Administrative Tribunal (CAT) in O.A. No. 2529/96 dated 5.5.2000, Department of Personnel & Training, in consultation with the Ministries of Law, Finance & Railways, it has been decided to implement, in modification of the existing orders by introducing a new Grade for Staff Car Drivers to be called "Special Grade" in the scale of pay of Rs. 5000-150-8000.

Promotion to Special Grade shall be Non-selection (Seniority-cum-Fitness) from Grade-I with three years' regular service in Grade-I of Drivers. The revised ratio in which the posts of Drivers shall be placed in different grades shall be as follows:

Sl.No.	Grade	Pay Scale	Ratio	
			Earlier	Present
01	Ordinary Grade	Rs.3050-75-3950-80-4590	55%	30%
02	Grade-II	Rs.4000-100-6000	25%	30%
03.	Grade-I	Rs.4500-125-7000	20%	35%
04.	Special Grade	Rs.5000-150-8000	Nil	05%

As per the revised Ratio, the bifurcation of 343 posts of Staff Car Drivers in four Grades would be as under :-

Name of the Regional Office	Total Sanctioned Post	Ordinary Grade	Grade-II	Grade-I	Special Grade
PATNA	31	10	09	11	01
HYDERABAD	61	18	18	21	04
PUNE	44	13	13	16	02
JAIPUR	39	12	12	13	02
BHOPAL	57	17	17	20	03
LUCKNOW	42	12	12	16	02
SHILLONG	35	11	11	11	02
CHANDIGARH	34	10	11	11	02
TOTAL	343	103	103	119	18

These orders shall take effect from the date of issue of the orders. Hence, the post of Drivers should be apportioned and the promotions should be made to different grades accordingly to the extent of shortfall in the relevant grade(s).

As on the date of issue of this order, there is excess regular promotions already made in any grade as compared to the revised ratio mentioned above, such promotion shall be allowed to the excess incumbents on personal basis from the date of their initial promotion to that grade till they are covered within the revised ratio prescribed but the period of such promotion on personal basis shall not count towards the eligibility services for further promotion.



Necessary action is being taken for making necessary amendments in this regard in the Recruitment Rules.

The terms and conditions and the eligibility conditions as notified in Samiti's order of even number dated 28th Oct.'99¹ remains unchanged.

This issues with the approval of the Director, NVS.

(V.K. SHARMA)
DY.DIRECTOR(P&E)

Copy to :

1. Dy. Directors of all ROs of the Samiti
2. Sr. P.A. to Director : for the kind appraisal of the Director, NVS.
3. DD(Admn.), NVS New Delhi
4. F&A Wing, NVS, New Delhi
5. Guard file

1. See page 299



Recruitment



No. F. 1-21/88-NVS(Estt.)

Dated: 7th Aug, 1989

To

The Deputy Director
Navodaya Vidyalaya Samiti
Regional Office

Sub. : Appointment of Persons who Donated Land Free of Cost of Establishing Navodaya Vidyalayas – reg.

Sir,

The Samiti has been receiving requests from the persons who have donated their land, free of cost, for establishing Navodaya Vidyalayas for the appointment of their wards to the group 'C' and 'D' posts in the concerned Vidyalayas. The matter has been considered in the Samiti in depth and it has been decided, in principle, to provide employment to one of the wards of blood-relations of the persons who had donated a reasonable area of land for establishment of the Navodaya Vidyalaya. The individual cases may be examined at the Regional Office on merits by adopting the following norms and forwarded to the Samiti for the approval of the Director :

- a) The person may be considered for a non teaching post of Group C & D.
- b) The appointment should be considered subject to the availability of vacancy of that post.
- c) The individual must fulfil the essential qualification required for appointment to that post. Only age relaxation will be considered by the Director, NVS in exceptional case.
- d) The facility of such appointment is admissible only once to the individual donor.
- e) Before referring all such cases to the Samiti, the requests should be duly verified and recommended by the Deputy Director of the region.

(DR.S.K. NARANG)
Deputy Director (Admn.)



F.1-7/90-NVS(Estt.)Vol. II

Dated: April 29, 1991

To

The Deputy Directors
All regional Offices of the Samiti

Sub. : Creation of a post of Electrician-cum-Plumber in the Navodaya Vidyalayas.

Sir,

I am directed to convey the sanction of the competent authority for creation of a post of Electrician-cum-Plumber in the Navodaya Vidyalayas where 200 KVA Transformers have been installed or are likely to be installed at their permanent sites during 1991-92, in the scale of pay of Rs.950-20-1, 150-EB-25-1,500. A list of Navodaya Vidyalayas where this post has been sanctioned for the year 1991-92 is enclosed herewith. The qualifications required for this post would be as under :

ESSENTIAL

1. Metric/High School/SSLC Pass
2. Diploma/Certificate in electrical engineering/trade from a recognised ITI.
3. Age between 18 to 25 years.

DESIRABLE

Persons having about 2 years experience and capable of handling plumbing jobs will be given preference.

The appointing authority for the post of Electrician-cum-Plumber would be the respective Regional Officer of the Vidyalayas but the recruitment process will be done at Vidyalaya level by the Principal concerned following prescribed procedure. The person so appointed would be on probation for a period of two years with effect from his date of joining. In case, suitable persons are not available the post can be filled up on adhoc basis out of the eligible candidates.

100 Point communal Roster will be maintained at Regional Office level and RO will communicate the roster point to the Principal for filling up the vacancies.

The duties and responsibilities attached to this post is given as under :

1. Maintenance of transformer.
2. Plumbing and maintenance work of pumpsets installed in the Vidyalaya.
3. To carry out maintenance of electrical installation as well as for plumbing job.
4. To attend to faults, if any, in water supply and electrical systems.
5. Any work assigned by the Principal of the Navodaya Vidyalaya.



The expenditure will be met from the funds allocated to the Vidyalaya during 1991-92.

Yours faithfully,

(S.S. GAURI)
DY.DIRECTOR(PERS.)

Copy to :

1. The Principals of the Navodaya Vidyalaya concerned.
2. F&A Wing of the Samiti with r.e.f.. to their note No. 6338/DD(F)/NVS dated 8th March, 1991.
3. GM(Const.), NVS with reference to his note No. 1164/GM dated 12th April, 1991.
4. Sanction folder
5. Guard file.



F.No.1-8/91-NVS(Estt.)

Dated: 1.11.1991

To

Deputy Director,
Navodaya Vidyalaya Samiti,
All Regions.

Sub. : Creation of Posts of Vocational Teachers in the Navodaya Vidyalayas.

Sir,

I am to convey the sanction for creation of the following posts of Vocational Teachers by converting the existing sanctioned posts of PGTs. with immediate effect.

- (i) Fisheries Science & Technology - One post in the scale of pay of Rs. 1640-2900 at Jawahar Navodaya Vidyalaya, Madhubani.
- (ii) Textiles Designs - Two posts in the scale of pay of Rs.1400-2600 - One each at Jawahar Navodaya Vidyalaya, Kheda & Meerut.
- (iii) Stenography - Seven posts in the scale of pay of Rs.1400-2600 - One each at Jawahar Navodaya Vidyalayas Phulbani, Tikamgarh, Nalgonda, Chittoor, Mandya, Shimoga and Jaunpur.

The qualification and experience prescribed for these posts are as under:

(i) Fisheries Science & Technology

Post-graduate diploma in fisheries Science from Central Institute of Fisheries Education, Bombay.

or

Master's degree in Fisheries Science from Fisheries College or equivalent.

or

Bachelors's degree in Fisheries Science from Fisheries College or equivalent with two years experience in the field or Teacher Training Course from Central Institute of Fisheries Technology, Cochin.

(ii) Textile & Designs

Diploma in Textiles & Designs with two years experience.

(iii) Stenography

B.A. with Certificate Course in Stenography/Office Management from recognised Institute.

or

Matriculation with a Certificate Course in Stenography with 10 years experience.

The appointments to these posts will be made only on deputation/adhoc/part-time/contract basis. Under no circumstances appointment to these posts are to made on regular basis. The appointing authority for these posts is the Dy. Director of the Region. However, the recruitment process can be initiated at Vidyalaya level with the approval of the concerned Regional Officer.



Appointment on deputation/adhoc/part-time will be made as per rules in force for other teaching posts. The appointment of contract basis may be made upto the end of next academic session with the condition that the payment of vacation period will be made only when the concerned teacher is required by the Vidyalaya during the vacation period. However, the contract may be terminated by either side by giving three months notice. About filling these posts on contract basis it may please be noted that this process should be adopted only as a last resort and there is no bar of age, registration with Employment Exchange etc. for these appointment. It may also be made clear in the contract that these persons have no claim on regular appointments in the Samiti. The persons appointed on contract basis may be allowed to draw Rs.2600 p.m. in case the post is carrying the scale of pay of Rs.1640-2900 and Rs.2200 in the post is carrying scale of pay of Rs.1400-2600.

The Vocational Teachers are allowed to draw the teaching allowance only in case where the incumbents to these posts are appointed on deputation basis and they were drawing the same in their parent organisations. For other matters, namely provision of mess and accommodation, the Vocational Teachers will be treated at par with other teachers of the Vidyalaya.

The instructions in Library Science for the time being will be imparted by the Librarian of the concerned Vidyalaya. The instructions in 'Insurance' will continue to be imparted by the officers of the LIC on same terms and conditions. The instructions in Computer Science will be imparted by the persons-in-charge of 'Computer Literacy Programme' already available in the Vidyalayas. In case the present incumbents are not having post-graduate qualification in their field the matter may be brought to the notice of the undersigned immediately for necessary action.

The students of 'Commerce and Business Group' and of the Computer Studies' have since been allowed to take commerce as an elective subject in lieu of Hindi. The post of PGT (Hindi) will be allowed to the concerned Vidyalayas, if required by the concerned Regional Offices. Immediate action to appoint the persons against these posts may please be initiated.

An amount of Rs. 30,000/- per Vidyalaya is being sent separately towards the purchase of immediately required equipments to start the vocational classes. You are requested to ask the Principals to purchase the equipment within Rs.30,000/- immediately following the usual purchases procedures. You may get from them demand for the needed amount for the purchase of vocational equipments for this year and pass on the same to the Deputy Director (Academic) with your remarks to facilitate the release of the remaining part of the amount. Principals may be advised to keep in view the stringent economic condition prevailing, while working out the demands.

Yours faithfully,

(Dr. S.K. Narang)
Director (Incharge)

Copy to :

1. The Principals of the concerned Vidyalayas. It is requested that necessary actions in this regard may please be initiated immediately.
2. Finance & Accounts Wing.
3. Deputy Director (Acad.) Navodaya Vidyalaya Samiti (Hqrs.)

(S.S. Gauri)
Deputy Director (P&A)



No. F. 2-1/91-NVS(Estt)

Dated: Feb. 24, 1992

Sub. : Crucial Date for Determining the Age Limit for Appointment to Various Posts.

The Samiti is receiving various references seeking clarification regarding the crucial date for determining the age limit for appointment to various posts.

In this connection, it is clarified that as notified in the Notification No. F.1-67/89-NVS(Admn.) dated the 7th June, 1991¹, the crucial date for determining the age limit for appointment to the posts for which the applications have been called for through an open advertisement will be the last date prescribed in the advertisement for receipt of applications from candidates other than those from Andaman & Nicobar Islands and Lakshadweep etc. for which additional time is allowed for likely postal delays. This additional time will not be taken into account while determining the age limit. In the case of recruitment made through the Employment Exchange, it has been decided that the crucial date for determining the age limit will be the date on which the names are sponsored by the concerned Employment Exchange.

(S.S. GAURI)
DY.DIRECTOR(P&A)

To

1. All Regional Offices of NVS
2. All Jawahar Navodaya Vidyalayas
3. All Officers at the NVS Hqrs.

(S.S. GAURI)
DEPUTY DIRECTOR(P&A)

1. May refer to Employment News dated 7th June 1991.



F. No. 1-57/93-NVS(Estt.)

Dated: 9.2.94

To

The Deputy Director
All Regional Offices
Navodaya Vidyalaya Samiti

Sub. : Equivalence of Educational Qualification for the Post of Electrician-cum-Plumber in Navodaya Vidyalayas.

Sir,

We have been receiving references from some Regional Offices as well as Vidyalayas regarding the eligibility of persons holding Electrical Mechanician (Power) certificate issued by Indian Navy for the post of Electrician cum Plumber in Navodaya Vidyalayas.

In this connection, it has been clarified by Ministry of Defence/DGR that the above trade certificate is equated to "Diploma in Electrical Engineering" in Civil. As such, persons holding Electrical Mechanician (Power) Certificate issued by Indian Navy are eligible for appointment as Electrician cum Plumber in Navodaya Vidyalayas.

Yours faithfully,

(CAS RAGHAVAN)
DY.DIRECTOR(PERS.)

Copy to :

All Navodaya Vidyalayas



F.1-46/93-NVS(Estt.)

Dated: 15.5.96

To

The Deputy Directors
All Regional Offices
Navodaya Vidyalaya Samiti

Sub. : Creation of Three Posts of Security Guards for the Navodaya Vidyalayas.

Sir,

As you may be aware that the Executive Committee of the Samiti in its meeting (XV) approved in principle for creation of three posts of Security Guards in each Navodaya Vidyalaya for round the clock security of Vidyalaya premises subject to the concurrence of the Ministry of Finance.

The proposal was accordingly referred to the Ministry for concurrence wherein it has been opined that it may not be financially viable to accord approval for sanctioning three posts of Security Guards in each Navodaya Vidyalayas. However, the proposal can be considered on absolute need based and only in those Vidyalayas where such a situation warrants for a need of Security Guards.

In view of this, it is requested that this proposal may please be considered taking the each and every aspects of the Vidyalayas under your region and a concrete proposal be formulated by giving adequate justifications for each Vidyalaya where the post of Security Guard is absolute essential. The deployment of these Security Guards vis-a-vis the Chowkidars and Chowkidars-cum-Sweepers already sanctioned may also be given in such a way that their duties don't overlap and the purpose of deployment of Security Guards is achieved to the maximum extent.

Please accord priority to this.

Yours faithfully,

(O.P. KUMAR)
ASSTT. DIRECTOR(PERS)



F.No.2-34/96-NVS(Estt)

Dated: 7.3.97

OFFICE ORDER

In order to consider the promotion of eligible PGTs for the posts of Vice Principals in the scale of pay of Rs.2000-3500/-, the eligibility criteria as notified in the revised Recruitment Rules and the selection process as approved by the Executive Committee in its XVII meeting held on 14th Feb.'97 is being notified to all concerned as under :

- 1) The post of Vice Principal is a promotional post for the PGTs having five years of regular service in the grade in the Samiti.
- 2) In accordance with the Recruitment Rules, the post of Vice Principal is considered to be a Selection Post and has been classified as Group 'B' post.
- 3) Being a selection post, though filled by 100% promotion basis, the eligible PGTs whose grading in the ACRs is equal to or better than the bench mark "Good" will have to be included in the zone of consideration in order to their interse seniority as notified by the Samiti.
- 4) The zone of consideration will be determined as under with reference to the number of vacancies available in the grade of Vice Principal for each recruitment year and the cut off date for determining the zone would be 30th Sept. of every recruitment year.

*No. of Vacancies**No. of teachers to be considered*

01

05

02

08

03

10

04

10+ twice the number of vacancies
in excess of 3 vacancies i.e. 2=12.

- 5) The vacancies reserved for SCs/STs will be made only from those SCs/STs who are within normal zone of consideration and where adequate number of Scs/STs candidates are not available within the normal field of choice, the zone of consideration shall be extended to five times than the number of vacancies and the Scs/STs coming within the extended field of choice shall be considered against the vacancies reserved for them.
- 6) In order to consider the suitability of the eligible PGTs covered under zone of consideration, the ACRs for the preceding five years including that of the current ACR for the year in which the promotion is considered also in order to judge their suitability in respect of their administrative aptitude and performance in the residential culture an interview/personal talk shall be arranged to determine their merits for the post of vice principal.
- 7) On promotion, the Vice Principal shall have to take 22 periods in a week in a subject in which they are processing the post graduate degree and has been taught as PGT before their promotion to the post of Vice Principal.

This issues with the approval of the Director, NVS.

(V.K. SHARMA)

DY.DIRECTOR(PERS.)

Copy to :

1. The Deputy Directors of all Regional Offices of the Samiti
2. All the Principals of NVs with a request to display this order in the Notice Board of the Vidyalaya
3. Senior PA of Director, NVS for the kind information of the Director
4. Office order file



No. F. 1-30/93-NVS(Estt)

Dated: 9.12.97

CIRCULAR

Sub. : Recruitment Rules for the Post of Store Keepers – Clarification thereof.

Sir,

The Samiti has been receiving a number of references from the Regional Offices as well as the Principals of the Navodaya Vidyalayas regarding the recruitment rules for the post of Store Keeper in the Navodaya Vidyalayas, as the same have not been incorporated separately in the revised Recruitment Rules notified on 22.06.1995.

It is clarified that in the revised Recruitment Rules notified on 22nd June, 1995, and as further amended on 11th June, 1997 (with regard to eligibility of Group 'D' employees for appointment to the post of LDC under 10% quota), the posts of LDC and the Store Keeper in the Vidyalaya cadre have been merged and clubbed for the purpose of recruitment and the provisions contained in the revised recruitment rules for appointment to the post of LDC shall also be applicable in respect of Store Keeper's post.

(M.S. KHANNA)
DEPUTY DIRECTOR(ADMN.)

Copy for information :

1. Principals of all JNvs
2. All Regional Offices
3. All Officers of the Samiti
4. SPA to Director, NVS
5. AD(Admn.) for file no. 2-29/94-NVS(Admn)
6. Guard file.



F. No. 1-18/98-NVS(Estt.)

Dated: 23.12.99

To

The Dy. Director of
All Regional Offices of
Navodaya Vidyalaya Samiti

Sub. : Appointment of Teachers on Contract/part-time Basis — Clarification thereof.

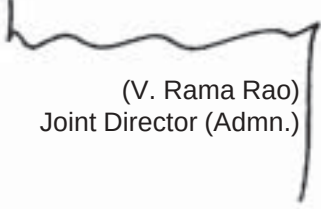
Sir,

This is with reference to the Samiti's letter of even number dated 15th January '99 and subsequent clarifications issued vide letter dated 13th March '99, 7th June '99 and 2nd July '99 on the above noted subject. Samiti is still receiving a number of reference seeking clarification about the appointment and remuneration to be paid to the teachers being appointed on contractual/part-time basis. The matter has been examined in the light of the clarifications already issued and are being sought by the various Regional Offices and it has been decided that with the clarification issued vide Samiti's letter of even number dated 2nd July '99, the remuneration for B.Ed./non-B.Ed. PGTs and TGTs including that of Misc. Categories of teachers (other than SUPW teacher) shall be as under:

Sl.No.	Category of Post	Remuneration for	
		Contract basis	Part-time basis
1.	PGTs (B.Ed./non-B.Ed.)	6000/-	35000/-
2.	TGTs (B.Ed./non-B.Ed.)	5000/-	3000/-
3.	Misc. Category (other than SUPW teacher)	5000/-	3000/-

The other terms and conditions regarding the appointment of these teachers on part-time/contractual basis as laid down in Samiti's letters will remain unchanged.

Yours faithfully,



(V. Rama Rao)
Joint Director (Admn.)



F.2-38/99-NVS(Estt)

Dated: 19.1.2000

To

The Deputy Directors of
All regional Offices of
Navodaya Vidyalaya Samiti

Sub. : Appointment of Non-B.Ed. Teachers in the JNVs – Instruction thereon.

Sir,

Samiti is receiving a number of requests from the individuals concerned as well as through the Regional Offices of the Samiti as to how the services of non- B.Ed. teachers are to be regularised particularly in those cases where they could not acquire the B.Ed. degree within the time limit given.

In this connection, I would like to inform you that as per the decision taken with the approval of the HRM and Chairman, NVS, no non-B.Ed. teachers shall be appointed in the Navodaya Vidyalayas, in future. However, in order to consider the cases of the existing non-B.Ed. teachers, already appointed on trial basis by the ROs of the Samiti in the past as per the provisions of the prevailing Recruitment Rules, it has been decided that all such non-B.Ed. teachers must acquire the B.Ed. degree by 30th April, 2000, failing which, their services shall be terminated without assigning any reasons.

It has been observed that barring a few cases, most of the non-B.Ed. teachers have already sought admission for acquiring B.Ed. degree either by correspondence courses or by getting admission in the regular courses. However, the non-B.Ed. teachers already appointed in the NVs are being categories into 3 categories as under :

Category A

The non-B.Ed. teachers who are recruited during 1998-99 and not yet completed the required probation period of two years.

Category B

The non-B.Ed. teachers who were appointed during recruitment year 1997 and have already completed the probation period of two years by 31.12.1999.

Category C

The non-B.Ed. teachers who have been appointed prior to 1997 and those teachers who have already been granted EOL for acquiring the B.Ed. Degree by extending the probation period to that extent.

In order to deal with these three categories, it is decided that :

1. For Category A, instructions to the non-B.Ed. teachers may be issued that they will have to acquire the B.Ed. degree before the completion of the probation period and in case they fail to do so, their services shall be terminated on completion of the prescribed period without assigning any reason. However, in case some of them have already joined the courses (regular or correspondence) for acquiring the B.Ed. degree, their probation period shall be extended upto April 2001 to get the course completed and acquire the B.Ed. Degree, failing which, their services will be terminated, thereafter.



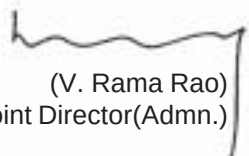
2. For Category B, the probation period shall be extended upto 30.4.2001 clearly stipulating that in case they fail to acquire the B.Ed. degree during the extended period, their services will be terminated on the expiry of the extended period.
3. For Category C, the teachers who have already been accorded permission for acquiring the B.Ed. degree by granting EOL and by extending the probation period, they will have to acquire the B.Ed. degree within the stipulated time given or by 30th April, 2001, whichever earlier, failing which, their services shall be terminated, thereafter.

It has also been decided that the non-B.Ed. teachers will reckon their seniority in their respective grades from the date of acquiring the B.Ed. degree i.e. the date of declaration of the results.

All the ROs are requested to ensure that while extending the probation period of the non B.Ed. teachers, it must be made clear to them that their probation period is extended for want of acquiring the B.Ed. degree and in case they fail to do so within the extended period, their services shall be terminated on the expiry of the extended period.

It is emphasised that above instructions must be strictly adhered to and there shall not be any deviation, failing which, the responsibility will be fixed with concerned Regional Officers.

Yours faithfully,


(V. Rama Rao)
Joint Director(Admn.)



1-11/98-NVS(Estt)

Dated : 9.4.01

To

The Deputy Director
Navodaya Vidyalaya Samiti
Jaipur

Sub. : Recruitment of Staff through Notification of the Vacancies in Employment News in Addition to the Employment Exchange – Clarification thereof.

Sir,

This is with reference to your letter No. F.76-1/NVS-JR/89/Estt./1678 dated 27th March, 2001 on the above noted subject. Basing on the instructions already issued vide Samiti's letter of even number dated 4th Feb.'99 and dated 29th April '99, the following clarifications are given as under :

1. The candidates must have registered their names in the concerned Employment Exchange and must be residents of that particular district. As regards making obligatory to furnish certificate of the bonafied residents of the district, it is for the RO concerned to verify the bonafied residence of the candidates. However, it would be appropriate if the candidate is registered with the local Employment Exchange.
2. It is mandatory that the candidate who apply in response to the displayed vacancies on the notice board must have their names registered with the local Employment Exchange prior to sending the requisition to the Employment Exchange.
3. The Principal should send the requisition to the local Employment Exchange as well as Zila Sainik Board. However, in case, the Zila Sainik Boards are not responding to the requisition within the stipulated date, the Principal should not wait for the names from the Zila Sainik Boards and can conduct the interviews basing on the names sponsored from the Local Employment Exchange.

This issues with the approval of JD(Admn.)

Yours faithfully,

(V.K. Sharma)
Dy. Director(P&E)

Copy to :

All remaining ROs for information & compliance



F.No.1-11/01-NVS(Estt)

Dated : 13.6.2001

To

The Deputy Directors
All Regional offices of
Navodaya Vidyalaya Samiti

Sub. : Appointment of Non-Teaching Staff in JNVs on Contract Basis – Clarification – reg.

Sir/Madam,

I am to refer to the Sanction Orders issued for sanctioning the non-teaching posts for JNVs for the year 2000-01 and subsequent references received from the regional Offices seeking clarifications for appointment of non-teaching posts and to say that it has been decided with the approval of Director, NVS that all non teaching posts other than Office Supdt., UDC, Staff Nurse, Catering Assistant of JNVs are henceforth shall be filled up on Contractual Basis only. In this regard, I am directed to clarify the following points while making contract appointments :

- (a) All appointments to the posts of Drivers, LDC/Store Keeper, Cook, Electrician-cum-Plumber, Lab Attendant, Chowkidar, Chowkidar-cum-Sweeper and Mess Helper of JNVs are to be filled henceforth, up on contract basis only by following the prevailing selection procedures already in vogue, initially for one year which can be extended year to year basis by the JD(Admn.) of NVS Hqrs. on recommendation of RO concerned.
- (b) All recruitments for which the recruitment process has already been started at Vidyalaya level or at pending at Regional Office for want of approval or otherwise shall also be made/ filled up on contractual basis.
- (c) Since no decision has so far taken about the terms and conditions of the appointment of Matrons, the same may be kept in abeyance until further orders.
- (d) No reservation roster is applicable for making appointment on contractual basis.
- (e) The post of Driver in JNV will also be filled up on contract basis.

This issues with the approval of Director, NVS.

Yours faithfully,

(V.K. SHARMA)
DY.DIRECTOR(P&E)

Copy to :

1. Sr. PA to Director, NVS : for the kind information of Director, NVS.
2. Guard file.



F.1-17/01-NVS(Estt)

Dated: July 31, 2001

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices

Sub. : Appointment of Teachers on Short Term Contractual/Long Term Contractual basis.

Ref. : This office letter No. F.1-18/98-NVS(Estt.) dated 23.12.99¹.

Sir,

In continuation to this office letter reference cited, I am to inform that it has been decided to enhance the rates of remuneration for the teachers engaged on short term basis equal to that of the contract teachers. While the contract teachers are engaged on long term basis against the vacancies of Post Graduate Teachers, Trained Graduate and Miscellaneous categories of teachers which are not filled on regular basis, the contract teachers can also be appointed for short term against the long leave, maternity leave, unauthorised absence of Post graduate Teachers and Trained Graduate and Miscellaneous Categories of teachers. While the long term contract teachers are engaged for a period of not less than 45 days and not exceeding 189 days in one spell against the regular vacancies. The short term contractual teachers will be appointed for a period of not less than 30 days and not exceeding 89 days in one spell where the teachers have gone on long leave, maternity leave or unauthorised absence etc. Efforts must be made to appoint long term contractual teachers against the regular vacancies.

The following conditions should be fulfilled while appointing the short term/long term contractual teachers :

- Such teachers should possess required educational qualifications as prescribed for direct recruitment of the concerned post.
- Age limit for such teachers would be 65 years.
- Such teachers should be engaged till such time the regular teacher joins or the end of academic session whichever is earlier. However, in case of short term contractual teachers it will be for the period of absence of the regular teacher who is already working against that post.

The following is the rates of remuneration for long term contractual appointment and short term contractual appointment :

Sl.No.	Categories of Teachers	Contractual Appointment	Short Term Contractual Appointment
01.	PGTs	Rs.6000/- per month	Rs.6000/- per month
02.	TGTs	Rs.5000/- per month	Rs.5000/- per month
03.	Miscellaneous Categories	Rs.5000/- per month	Rs.5000/- per month

1. See page 317



While the long term contractual teachers are not to be engaged for less than 45 days and not more than 189 days, the short term contractual teachers are to be engaged for not less than 30 days and not more than 89 days. The services of the contractual teachers shall be terminated as per the terms of contract.

It is also requested that enough care should be taken to ensure that the same teachers are not engaged consecutively.

The Deputy Directors are requested to communicate the revised remuneration and conditions of short term/contractual teachers to the Vidyalaya in their region. It may please be noted that such appointments can be made only against the teaching posts. With regard to non teaching posts, separate instructions have already been issued.

The Deputy Directors are further directed to authorise the Principal to appoint short term/long term contractual teachers against the vacancies after confirming the non availability of teachers being recruited on regular basis.

Yours faithfully,


(V. RAMA RAO)
JOINT DIRECTOR(ADMN.)



No. F. 1-11/2001-NVS(Estt)

Dated : 23.1.2002

To

The Deputy Directors of
All Regional Offices of the
Navodaya Vidyalaya Samiti

**Sub. : Appointment of Non-Teaching Staff of Jawahar Navodaya Vidyalayas
on Contract Basis – Clarification reg.**

Sir/Madam,

This is in continuation to the Samiti's letter of even number dated 13.6.2001¹ on the above noted subject. It is further clarified that the undermentioned non teaching posts of Jawahar Navodaya Vidyalayas are to be filled up on contract basis only till further orders:

1. Cook
2. Electrician-cum- Plumber
3. Lab Attendant
4. Mess helper
5. Chowkidar
6. Chowkidar-cum-Sweeper

All other Non-Teaching posts of Jawahar Navodaya Vidyalayas other than the six posts mentioned above may be filled up in accordance with the revised recruitment rules 1995.

This issues with the approval of Commissioner, NVS.

Yours faithfully,

(V.K. SHARMA)
DY.DIRECTOR(P&E)

1. See page 321



No. F. 2-1/02-NVS(Estt.)

Dated: 7.5.2003

ORDER

With a view to ensure objectivity in the selection process, the following guidelines are hereby laid down in supersession of all previous instructions on the subject to streamline the process of selection of candidates for appointment to the post of LDC, Lab Attendant and Electrician-cum-Plumber in the Vidyalayas :

I Notification of Vacancies :

- (i) Vacancies should be notified to all the Employment Exchanges of the district where Vidyalaya is located including all sub-Employment Exchanges. While notifying vacancies to the Employment Exchange, complete details regarding : Name of Post, Pay Scale, Age limit, reservation of post as per roster points, eligibility conditions, copy of recruitment rules, last date for submission of names etc. must be intimated.
- ii) Vacancies shall neither be advertised in the newspapers nor displayed on the notice board of the Vidyalaya. It is reiterated that no candidate other than the one sponsored by Employment Exchange shall be considered under any circumstances.
- iii) The names of all the persons sponsored by all the Employment Exchanges shall be verified with reference to the provisions of recruitment rules to ensure that they are eligible for consideration for appointment on the post. Only such persons who are eligible for consideration shall be called for a trade test.

II. Trade Test

Trade test should be conducted only a Govt. ITI or polytechnic in the concerned district headquarters where facilities for requisite trade test are available. If no such agency is available at the District Hqrs. trade test should be conducted at such institute located at sub-divisional or divisional Hqrs. In no case, the trade test should be conducted by the Vidyalaya itself. Trade test is of qualifying nature only. No weightage is to be given for the trade test performance.

III. No Written Test

No written test of any type should be conducted in any case for appointment to these posts by the Vidyalayas.

IV Merit Criteria

Candidates qualifying the trade test shall be short listed for further consideration of selection. These short listed candidates will be awarded marks out of a total score of 15 as under :

Sl.No.	Qualification	Weightage	Scoring Pattern
1.	Essential educational qualifications prescribed under the recruitment rules.	10 Marks	Marks equal to one tenth of the percentage of marks in the final exam upto 2 decimal points. For example 50% marks will score 5.00 and 66.70% will score 6.67 marks etc.



2.	For one next higher educational qualification only.	3 Marks	Weightage for only next higher exam will be given on the basis of %age of marks as under : 3 marks for score above 60% 2 marks for score between 50% and 59.9% 1 mark for score below 50%
3.	For experience (only relevant experience)	2 Marks	Weightage for relevant experience will be given at the rate of 0.5 points for each year of experience in the same field and relevant for the duties and responsibilities of the post for which being considered.

Essential educational qualifications under (i) above and the next higher qualification under (ii) above for various posts will be as under :

<i>Name of Post</i>	<i>Essential educational qualification as per RRs</i>	<i>Next higher qualification eligible for weightage</i>
LDC	Class XII with 50% marks	Graduation degree
Lab Attendant	Class X with Science	Class XII Board exam. with Science
Electrician-cum-Plumber	Class X	Class XII/3 years diploma in the trade of electrician from a ITI. In case of a candidate possessing both these qualifications, the one with higher %age of marks in the final exam will be considered.

V. No Interview

No interview of any type shall be conducted in any case for appointment to these posts in the Vidyalayas.

VI Preparation of Merit List

The candidates shall be arranged in the order of merit on the basis of total score worked out as per criteria at IV above by convening a meeting of duly constituted Selection Committee as per provisions of recruitment rules.

VII The entire process will be verified as per check list in the enclosed proforma (Annex.-I) which shall be verified by the Principal personally. This check list duly verified by the Principal, shall be sent to RO for approval within 7 days of its preparation alongwith all records related to the recruitment and including :

- a. Notification to Employment Exchange.
- b. List of names sponsored by Employment Exchange
- c. Communication intimating details of trade test to the candidates



- d. Complete bio-data (alongwith copies of all educational and experience certificates) of all candidates who appeared for test.
 - e. Result of trade test
 - f. Calculation sheets for working out the total score of each candidate for preparation of merit list
 - g. Final merit list and
 - i. The proceedings of DPC
- VIII**
- (i) The record submitted by the Principal shall be scrutinised at the level of Regional Office by a Committee comprising of an Assistant Director and Section Officer. This scrutiny at regional Office will be with regard to eligibility of candidates as per provisions of the recruitment rules and observations of all other procedural formalities of selection procedure laid down above.
 - (ii) The Deputy Director, Regional Office shall verify all the records received from the Vidyalaya personally also before conveying approval. The decision will be taken by Deputy Director, Regional Office within 7 days from the receipt of proposal from the Vidyalaya and conveyed to the Vidyalaya within three days thereafter. A checklist for the Dy. Director before granting approval is available at Annex. II.

IX. Intimation of Results

Final report indicating scoring pattern of all the applicants will be displayed on the Vidyalaya notice board and also intimated to all the applicants including those who are not selected within five days of receipt of approval from the Regional Office.

Above instructions are for appointment to the posts of LDC, Lab Attendant and Electrician-cum-Plumber in Jawahar Navodaya Vidyalayas as per provisions of recruitment rules and you may go ahead to fill up these posts. Detailed guidelines in respect of remaining categories of non-teaching posts will be communicated shortly. Till that time the ban on making appointment to all other categories of non-teaching posts in Vidyalayas will continue to be in force.

Above instructions are circulated to all concerned for strict compliance. If there is any deviation from these instructions, the Principal will be personally held responsible as executory authority and Deputy Director, Regional Office as supervisory authority. Any appointment made in a manner otherwise than the one detailed above will be liable to be set aside and personal responsibility for violation of the instructions will be fixed.

(Dr. Rakesh Sharma)
Joint Director(Admn.)

1. Principals of All Jnvs
2. Dy. Director of all ROs
3. All Officers at NVS Hqrs.

**Annexure-I****Checklist to be Prepared at Vidyalaya**

- Note:**
1. This check list must be personally verified by Principal himself.
 2. This check list must be sent to RO alongwith all records relating to recruitment for approval.
1. Date from which regular vacancy existing.
 2. Whether reserved for SC/ST/OBC as per Roster Point for reservation received from RO.
 3. Date of sending communication to Employment Exchange for inviting names of eligible candidates.
 4. Date on which nominations received from Employment Exchange.
 5. Total number of candidates sponsored by Employment Exchange.
 6. Whether eligibility of all candidates has been verified as per provisions of RRs.
 7. Is there any candidate who is not eligible as per RRs? If so, particulars thereof with reasons.
 8. Date fixed for trade test
 9. Date and method of sending communication to candidates for appearing in trade test. (Proper communication to candidates for appearing in trade test is the responsibility of the Principal.
 10. Date of publication of result of trade test.
 11. Date of DPC meeting to prepare the panel.
 12. Whether following records have been enclosed for submission of case to RO :
 - Notification to Employment Exchange
 - List of names sponsored by Employment Exchange
 - Communication intimating details of trade test to the candidates
 - Complete bio data (alongwith copies of all educational and experience certificates) of all candidates who appeared for test.
 - Result of trade test.
 - Calculation sheets for working out weightage given to each candidate for preparation of merit list.
 - Final merit list and
 - The proceedings of DPC
 13. Date of submission of proposal to RO for approval.
 14. If there is an inordinate delay (more than 30 days) at any stage between activities 8-13. If so, reason thereof.

(Signature of Principal)

Date :



Annexure-II

Checklist to be prepared at RO level

Note: All the points in this check list are to be seen by Dy. Director of RO personally before granting approval.

1. Date of receipt of proposal from Vidyalaya for approval.
2. Whether communication to Employment Exchange contains all relevant details.
3. Whether reservation point is correct.
4. Whether trade test conducted properly and as per instructions.
5. Whether weightage given are strictly as per qualifications/experience certificate of candidate issued by appropriate authorities.
6. Whether weightage for experience given is for experience relevant for duties and responsibilities of the post.
7. Whether weightage for higher qualification is only for one next higher exam in the same line.
8. Whether all particulars furnished by Vidyalaya are verified w.r.t. records.
9. Whether DPC is constituted as per Samiti's instructions.
10. Is the panel prepared strictly as per instructions issued by Samiti.

(Signature of Dy. Director)

Date :



F. No. 11-26/2003-NVS(Estt.)

December 12, 2003

OFFICE ORDER

The Samiti has decided to adopt the Scheme regarding grant of temporary status to Casual workers as notified by the Government of India, Ministry of Personnel, PG & Pension (Deptt. of Personnel & Trg.) vide their Office Memorandum No. 51016/2/90/Estt. (C) dated 10-9-93 (Copy of the scheme enclosed). The scheme will be applicable only to those daily wagers/casual workers in employment of Samiti on 10-9-1993 as per the guidelines issued by the Department of Personnel & Training referred to above.

All Regional Offices may process the cases of Casual workers/daily wagers working in the vidyalayas under their control strictly in accordance with the instructions contained in the aforesaid orders of the Govt. of India. Orders in individual cases may be issued by the Regional Offices after ensuring the eligibility of the concerned employees.

(M.S. Khanna)
Deputy Director (Admn.)

Copy to :

1. All Regional Offices
2. All Officers, NVS Hqrs.



F. No. 51016/2/90-Estt.(C)

10th September, 1993

**Government of India
Ministry of Personnel, P.G. and Pensions
Department of Personnel & Training**

OFFICE MEMORANDUM

**Sub. : Grant of Temporary Status and Regularisation of Casual Workers —
Formulation of a Scheme in Pursuance of the CAT, Principal Bench,
New Delhi, Judgement dated 16th February 1990 in the Case of Shri
Raj Kamal & others Vs. UOI.**

The guidelines in the matter of recruitment of persons on daily-wage basis in Central Government Offices were issued vide this Department's O.M. No. 19014/2/86-Estt(C) dated 7-6-88. The policy has further been reviewed in the light of the judgement of the CAT, Principal Bench, New Delhi delivered on 16-2-90 in the writ petition filed by Shri Raj Kamal and others Vs. Union of India and it has been decided that while the existing guidelines contained in O.M. dated 7-6-88 may continue to be followed, the grant of temporary status to the casual employees, who are presently employed and have rendered one year of continuous service in Central Government offices other than Department of Telecom, Posts and Railways may be regulated by the scheme as appended.

Ministry of Finance etc. are requested to bring the scheme to the notice of appointments authorities under their administrative control and ensure that recruitments of casual employees is done in accordance with the guidelines contained in O.M. dated 7-6-88. Cases of negligence should be viewed seriously and brought to the notice of appropriate authorities for taking prompt and suitable action.

Sd/-
(Y.G. Paranda)
Director)

To

All Ministries/Departments/Offices of the Government of India as per the standard list.

Copy to :

1. All attached and subordinate offices of (i) Ministry of Personnel, PG and Pension as (ii) Ministry of Home Affairs.
2. All Officers and sections in the MHA and Ministry of Personnel, PG and Pensions.

Sd/-
(Y.G. Paranda)
Director)



Appendix

DEPARTMENT OF PERSONNEL & TRAINING, CASUAL LABOURERS (GRANT OF TEMPORARY STATUS AND REGULARIZATION SCHEME)

1. This scheme shall be called "Casual Labourers (Grant of Temporary Status and Regularization) Scheme of Government of India, 1993".
2. This scheme will come into force with effect from 1-9-1993.
3. This scheme is applicable to casual labourers in employment of the Ministries/Departments of Government of India and their attached and subordinate offices, on the date of issue of these orders. But it shall not be applicable to casual workers in Railways, Department of Telecommunication and Department of Posts who already have their own schemes.
4. Temporary status.
 - (i) Temporary status would be conferred on all casual labourers who are in employment on the date of issue of this OM and who have rendered a continuous service of at least one year, which means that they must have been engaged for a period of at least 240 days (206 days in the case of offices observing 5-day week).
 - (ii) Such conferment of temporary status would be without reference to the creation/availability of regular Group 'D' posts.
 - (iii) Conferment of temporary status on a casual labourer would involve any change in his duties and responsibilities. The engagement will be one daily rates of pay on need basis. He may be deployed anywhere within the recruitment unit/territorial circle on the basis of availability of work.
 - (iv) Such casual labourers who acquire temporary status will not however, be brought on to the permanent establishment unless they are selected through regular selection process for Group 'D' posts.
5. Temporary status would entitle the casual labourers to the following benefits:
6. Wages at daily rates with reference to the minimum of the pay scale for a corresponding regular Group 'D' official including DA, HRA and CCA.
7. Despite conferment of temporary status, the services of the casual labourer may be dispensed with by giving a notice of one month in writing. A casual labourer with temporary status can also quit service by giving a written notice of one month. The wages for the notice period will be payable only for the days on which such casual worker is engaged on work.
8. Procedure for filling up of Group 'D' posts
 - (i) Two out of every three vacancies in Group 'D' cadres in respective offices where the casual labourers have been working would be filled up as per extant recruitment rules and in accordance with the instructions issued by Department of Personnel & Training from amongst casual workers with temporary status. However, regular Group 'D' staff rendered surplus for any reason will have prior claim for absorption against existing/future vacancies. In case of illiterate casual labourers or those who fail to fulfil the minimum qualification prescribed for post, regularization will be considered only against those posts in respect of which literacy or lack of minimum qualification will not be a requisite qualification. They would be allowed age relaxation equivalent to period for which they have worked continuously as casual labourer.



9. On regularization of casual worker with temporary status, no substitute in his place will be appointed as he was not holding any post. Violation of this should be viewed very seriously and attention of the appropriate authorities should be drawn to such cases for suitable disciplinary action against the officers violating these instructions.
10. In future, the guidelines as contained in this Department's OM, dated 7-6-1988, should be followed strictly in the matter of engagement of casual employees in Central Government Offices.
11. Department of Personnel & Training will have the power to make amendments or relax any of the provisions in the scheme that may be considered necessary from time to time.



F. No. 1-11/2001-NVS(Estt.)

March 29, 2004

OFFICE ORDER

Detailed instructions regarding regularizations of employees presently working on group 'C' & 'D' non-teaching posts in the vidyalayas on contract/part-time/daily wages basis etc. have been circulated separately vide order of even number dated 29-3-2004.¹ Pending consideration of the cases of existing employees working on contract/part-time/daily wage basis, it has been decided to kept in abeyance the scheme regarding grant of temporary status to casual workers as notified vide Samiti's Office Order No. 11-26/2003-NVS (Estt.) dated 12-12-2003.²

(M.S. Khanna)
Deputy Director (Admn.)

Copy to :

1. All Regional Offices
2. All Officers, NVS Hqrs., New Delhi

1. Copy enclosed.
2. See page 330.



F. No. 1-1/2001-NVS(Estt.)

March 29, 2004

ORDER

Policy regarding appointment to various non-teaching posts in the Vidyalayas has been under consideration of the Samiti for some time. After detailed consideration of the following decisions regarding appointment to various non-teaching posts of the vidyalayas is hereby communicated:

<i>Sl. No</i>	<i>Issues</i>	<i>Decision</i>
1.	Regular appointment to the posts of LDCs, Lab Attendant and Electrician-cum-Plumber in the vidyalaya	Detailed guidelines for appointment to the post of LDC, Lab Attendant and Electrician-cum-Plumber in the vidyalaya have been circulated vide order number F.2-1/2002-NVS(Estt.) dated 7.5.2003 ¹ . Appointment to these posts would be made strictly in accordance with the instructions dated 7.5.2003. Further, names of only those candidates who are sponsored by the Employment Exchange are to be considered for appointment to their posts. Regular Group 'D' employees of the vidyalayas are not exempted from these conditions. However, their names may be considered if they are sponsored by the concerned employment exchange.
2.	Finalization of selection procedure for appointment to Group 'D' posts (Cook, Mess Helper, Chowkidar and Chowkidar-cum-Sweeper) in the vidyalaya	Regional Office will make appointments to Group 'D' posts in the vidyalayas viz Cook, Mess Helper, Chowkidar & Chowkidar-cum-Sweeper strictly in accordance with the provisions of Recruitment Rules, by following the existing selection procedure. However, in all such cases only those names are to be considered which are sponsored by the employment exchange.
3.	Regularization of such group 'D' employees who have been contract basis but in whose cases the vacancies were notified for regular appointment and due procedure for regular appointment was made.	Such Group 'D' employees who have been appointed on contract basis but in whose cases the vacancies were notified for regular appointment and due procedure for regular regularization with prospective effect. However, before issuing orders for regular appointment it would be responsibility of the Regional Office to ensure that the employment notification against which the above persons were appointed on concerned post was issued for regular appointment only and due process for regular appointment i.e. trade test, consideration of the cases by a duly constituted selection committee, preparation of panels etc. was followed, that the concerned person fulfilled all the conditions for appointment to the concerned post at the time of his initial appointment on contract basis and is still working on the post.

1. See page 325



4.	Regularization of all those LDCs/Store Keepers and Group 'D' employees who were appointed on contract basis and in whose cases the posts were also notified on contract basis	Such all those LDCs/Store Keepers, Lab Attendants and other Group 'D' employees who were appointed on contract basis and in whose cases the posts were also notified on contract basis may be allowed to compete along with other eligible candidates whose names are sponsored by the employment exchange for appointment to the respective posts. Such candidates will be allowed relaxation in age and weightage for experience to the extent of length of service rendered in the Samiti. The weightage for experience will be the same as notified for regular appointment vide Samiti's instructions dated 7-5-03 ¹ referred to above. The cases of employees of above category appointed on daily wages, part-time or ad-hoc basis against regular sanctioned posts may also be processed accordingly.

Appointment to non teaching posts in the vidyalaya may henceforth be made strictly in accordance with the above instructions.

(M.S. Khanna)
Deputy Director (Admn.)

Copy to :

1. All Regional Offices
2. All Officers, NVS Hqrs., New Delhi

1. See page 325



Pay and Allowances



F.No.1-39/87-NVS

Dated: 24th June, 1987

To

All the Principals
Navodaya Vidyalayas

Sub. : Grant of Children Education Allowance to the Teaching staff of the Navodaya Vidyalayas.

Sir/Madam,

I am directed to state that the question of grant of Children Education Allowance to the teaching staff in the Navodaya Vidyalayas had been under consideration of the Samiti. Now I am to convey the sanction of the Samiti to the grant of Children Education Allowance to the teaching staff who have joined and Navodaya Vidyalaya on deputation basis at the rate of Rs.150/- per child per month for a maximum of two school-going children subject to the following conditions:-

- (i) In case, such facilities are not available in the Navodaya Vidyalayas and the teachers have to leave their schools going children at a place away from their place of posting, only then they may be entitled to get Children Education Allowance subject to production of certificate from the Institution where these children are studying. However, the teachers would be required compulsorily to admit their children to the Navodaya Vidyalayas where such facilities are available for their children. In that case no Children Education Allowance will be admissible.
- (ii) The facilities for admission in the Navodaya Vidyalayas and the grant of Children Education Allowance both will be applicable for only two school going children. In case one child of the teaching staff is studying in the Navodaya Vidyalaya and other children are studying at a place away from their place of posting, the teaching staff would be eligible to get Children Education Allowance only for one child i.e. Rs.150/- per month per child and so on.
- (iii) The entitlement of Children Education Allowance will be admissible w.e.f. 1.6.87 to all the teaching staff of the Navodaya Vidyalayas working on deputation basis.
- (iv) Non-teaching staff and teaching staff working on adhoc basis are not eligible to get this facility.

Principals are requested to inform all the teaching staff accordingly and entertain the claims of Children Education Allowance subject to fulfillment of the above conditions. The expenditure to be incurred on grant of the Children Education Allowance to the teaching staff will be debitable to Head, 'Salary' and allowance of the Staff and may be met from the Vidyalaya Account.

Yours faithfully,

(J.N. Sharma)
Deputy Director(Admn.)

Copy for information to :

1. Accounts Branch of the Samiti.
2. PA to Director (NVS)/DD(A)/AD(Acad)/AD(P)/AD(Admn.)
3. Office order file/Reference file.



F.No. 7-8/91-NVS(Estt.)

Dated: 8.4.1992

Sub. : Grant of Teaching Allowance to the Librarians in the Navodaya Vidyalayas.

The question of grant of teaching allowance to the Librarians has been engaging attention of the Samiti for quite some time.

With the approval of the Executive Committee at its meeting held on 12.1.92, it has been decided to grant teaching allowance at the rate of Rs.100/- per month to the Librarians of Navodaya Vidyalayas w.e.f. 1st Jan' 92 on the same terms and conditions as applicable to the teachers of the Navodaya Vidyalayas. Henceforth the Librarians cadre will be treated as 'Vidyalaya Cadre (Teaching)', w.e.f. 1st Jan'92.

This issues with the concurrence of the F&A Wing.

(S.S. Gauri)
Deputy Director(P&A)

Copy to :

1. Deputy Director, All Regional Offices, NVS.
2. Principals, All Navodaya Vidyalayas.
3. F & A Wing.
4. All Officers at the Hqrs.



F.11-5/96-NVS(Estt.)

Dated: 15.4.97

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices

Sub. : Special Allowance to Teachers for Performing the Duties of Incharge Principal in JNVs.

Sir,

As you are aware that the grant of Special Allowance for the senior most teachers for performing the duties as Incharge Principal in the Vidyalayas was under consideration in the Samiti for a long. Accordingly, a proposal to this effect was placed before the Finance Committee in its 22nd meeting held on 29th of Jan. 1997 and that Committee has approved the proposal for granting Special Allowance of Rs.300/- p.m. to the senior most teacher deputed to perform the duties of Incharge Principal in the absence of the regular Principal as directed by the concerned Deputy Director either in their own Navodaya Vidyalaya or also to other places, provided the teacher concerned continuously hold this charge for a period of more than 3 months subject to the fulfillments of the following guidelines:

- (a) The inchargeship should be in continuity and that too in one spell. No broken periods/spells will be taken into account for the purpose of drawal of inchargeship allowance.
- (b) Incharge Principal shall be made amongst the regular teachers of that Vidyalaya as far as possible, preferably senior most PGTs and in case no PGT is available then the senior most TGTs can be considered. Under no circumstances, no person of non teaching staff be made Incharge Principal. The principle of seniority-cum-fitness shall be adhered to amongst the regular teachers of that Vidyalaya.
- (c) Making a regular teacher of a Vidyalaya other than the Vidyalaya concerned as Incharge Principal shall be avoided as far as possible. However, in the grave emergent situation and that too in the newly sanctioned Vidyalaya, this arrangement can be made from other Vidyalaya under prior intimation to the Samiti with detailed justification. In that event, the concerned teacher shall be entitled for actual fare and DA as admissible for journey period only and no allowance, as such, is allowed for the first three months of duties of Incharge Principal. No transfer TA is allowed in this regard.
- (d) No adhoc/part time/contractual appointee teacher shall be entitled for consideration for Incharge Principal under any circumstances.
- (e) The expenditure involved in this regard shall be met out of the provision made under Head "Salaries etc." of non plan or plan from which the salaries of the teachers are drawn.
- (f) No allowance would be payable for holding the charge for first three months, irrespective of the period of inchargeship.

The above decision of the Finance Committee has also got approved from the Executive Committee in its XVII meeting held on 14th Feb., 1997.

This issues in consultation with F&A Wing of the Samiti and has the approval of the Director, NVS.



This will take effect from 1st July, 1997 and old cases will not be re-opened under any circumstances.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'V.K. Sharma', is written over a horizontal line.

(V.K. Sharma)
Dy. Director(Pers.)

Copy to :

1. All the Principals of JNVs to all concerned
2. F&A Wing of the Samiti
3. Sr. P.A. to the Director
4. JD(Admn)/JD(Acad.)



F.2-95/99-NVS(Estt)

Dated: 03.11.2000

To

The Deputy Directors of
All Regional Offices of
Navodaya Vidyalaya Samiti

Sub. : Stepping up of the Pay/Pre-ponement of date of Next Increment in Respect of Seniors to the Extent of their Juniors (Teaching and Non-Teaching Staff) Instructions thereon.

Sir,

The Samiti has been receiving a number of references from the individuals through the Regional Offices concerned for considering their request of stepping up of pay or the pre-ponement of date of increment to the extent of their juniors in respect of teaching and non teaching staff of the Vidyalayas. In this connection, it is noticed that while forwarding such proposals to Hqrs. Office, Regional Offices are not given due weightage to the relevant rules and material information (viz. pay, scale of pay, seniority list and other related aspects) required to consider their proposal and simply forwarding the representations to the Samiti's Hqrs. for consideration. This has not only been causing delay in disposal of cases but also increasing unnecessary correspondence.

It has, therefore, been decided that the following norms/guidelines may, henceforth, be followed while dealing with such proposals :

1. In accordance with the provisions contained under FR 22 and FR 27, the competent authority to sanction the stepping up of pay/advancing the date of next increment as per extent rules has been elaborately defined. Accordingly, the cases for stepping up of pay, consequent on application of FR 22(a)(i), (earlier FR 22(c), on promotion must be referred to Hqrs. office for obtaining the prior approval of the competent authority after initial examination and comments thereon by Regional office concerned.
 - (A) The stepping up of pay of seniors is permissible only in cases where the anomaly in pay arises, if a senior employee drawing equal or more pay than his junior in the lowest post and promoted earlier, starts drawing less pay than such juniors promoted later on regular basis. With a view to remove such genuine anomalies arising out of the application of the rules/ orders, the stepping up of pay can be done subject to the fulfillment of following conditions
 - (i) Both the senior and the junior employees should belong to the same cadre and the posts to which they have been promoted or appointed should be identical and in the same cadre. Here the same cadre means the strength of a service or sanction of a post by the Regional Office by which the recruitment is done.
 - (ii) The junior and senior should have held identical scales in the lower post and should hold identical scale in the higher post.
 - (iii) The anomaly should directly arise as a result of the relevant rules/order, resulting pay fixation on promotion of juniors.
 - (iv) The stepping up of pay is admissible with reference to the first junior (not necessarily immediate junior) on only one occasion but if the junior concerned gets his pay stepped up at par with one junior to him than the pay of the senior may again be stepped up.



- (v) The junior should not have been drawing more pay than the senior from time to time in the lower post.
 - (vi) Advancement of date of next increment (DNI) of senior is admissible only if he was drawing more pay than the junior in the pre-revised scale and his pay in the revised scale is fixed at the same stage as that of his junior.
- (B) It may also be noted that the following instances constitute an anomaly of junior drawing more pay than the senior and the stepping up of pay will not be admissible in cases as under:
- (i) A senior joining higher post later than the junior and drawing less pay.
 - (ii) A senior appointed later than the junior in the lower post itself and drawing less pay than the junior, when promoted to the higher post earlier than the junior.
 - (iii) A senior direct recruit drawing less pay than a junior promoted whose pay has been fixed with reference to the pay drawn in the lower post.
 - (iv) When a junior gets a more pay due to additional increments earned on acquiring higher qualifications.
 - (v) Extraordinary leave resulting in postponement of the date of next increment with consequent drawl of less pay than the junior in the lower grade itself ; pay parity cannot be claimed even if promoted earlier to the higher grade.
 - (vi) A senior forgoing/refusing promotion leading to the promotion of junior earlier and drawl of higher pay than the senior; increased pay drawn by a junior due to adhoc officiating/regular service rendered in the higher posts for periods earlier than the senior.
2. In respect of the cases pertaining to pre-ponement (i.e. advancing), the date of increment with reference to the juniors are somewhat different to that of the cases of stepping up of pay which are arising due to fixation of pay in the revised scale of pay, as recommended by the Vth Central Pay Commission in accordance with the provisions contained in the CCS (Revised Pay) Rules, 1997, and the salient governing factors are given as under :-
- “The date of next increment of a senior Government servant in the revised scale will be advanced to the same date as that of his junior, if the following conditions are fulfilled :
- (i) Both the senior and junior officials should belong to the same cadre;
 - (ii) Both should have been drawing pay in the same pre-revised scale of pay;
 - (iii) The junior should have been drawing pay at a lower stage than the senior in the pre-revised scale.
 - (iv) The pay of the senior should have been fixed at the stage lower than of such junior in the revised scale of pay; and
 - (v) The date of next increment of the junior official should be earlier than that of the senior officials.

Hence, all such cases of pre-ponement of increment due to pay fixation under Revised Pay Rules to the extent of juniors may be examined by Regional Office in accordance with the above guiding factors and sanctioned with the approval of regional Deputy Directors on recommendation of Accounts Officer. However, all such cases shall be dealt by the Regional Office concerned only on receipt of the representations from the individual concerned and onus lies on the individual for furnishing



the supporting/material information in support of their claims. Regional office should refrain themselves to enter into such examination of the cases of their own. Cases already decided by Regional Offices themselves in the past may be reviewed in terms of above instructions and take appropriate action wherever necessary , to recover the overdrawn payments, if any, in lumpsum under intimation to Samiti.

However, in case of any doubt, the matter shall be referred to the Samiti's Hqrs. for seeking clarification by mentioning the specific point on which the clarification is required.

Yours faithfully,



(V. Rama Rao)
Joint Director(Admn.)

Copy to :

1. PS to Director, NVS
2. All Officers of the Samiti



2-119/99-NVS(Estt.)

Dated: 6.11.2000

To

The Deputy Directors of
All Regional Offices of
Navodaya Vidyalaya Samiti

Sub. : Grant of Senior/Selection Scale to the Teachers and Vice Principals of NVs.

Sir,

We are receiving references from the individuals, Principals and ROs of the Samiti seeking clarification regarding grant of senior scale and selection scale to the teachers and Vice Principals of the Nvs. After the implementation of the Vth Pay Commission recommendations w.e.f. 1.1.96 three tier pay scales have been recommended to the school teachers including that of Vice Principals. However, the terms and conditions and the period of residency for grant of senior and selection scales as recommended by Pay Commission were not clarified till date. We are writing to the Ministry of HRD time and again in this regard to clarify the same to our ROs. It has now been informed by the Ministry of HRD vide their letter dated 20th July, 2000 that no change in terms and conditions and period of residency for grant of senior and selection scales has given in the earlier letter No. 5-180/86-UT.I dated 12th Aug. '87 has been agreed to by the Government till date. As such, you are requested to take necessary action for the grant of senior/selection scales to the teachers and Vice Principals in the NVs, subject to the following conditions :

- (i) While senior scale will be granted after 12 years, Trained graduate Teachers and Miscellaneous Categories and regional Language Teachers, Post Graduate Teachers, the Selection Scale will be granted after 12 years service in the senior scale of the respective cadre. For the Vice Principals of Secondary Schools, there will be only senior scale after 12 years and no Selection Scale. The service in the grade shall be counted from the date of regular appointment in the Samiti.
- (ii) The number of posts in the Selection Scale for Trained Graduate Teacher, Miscellaneous Categories and Regional Language Teachers, Post Graduate Teachers will be restricted to 20% of the number of posts in the Senior Scale of the respective cadre.
- (iii) The Senior Scale and selection scale will be given after screening regarding their satisfactory performance by an appropriate DPC.
- (iv) Every teacher would be required to participate in the in-service training programme of atleast three weeks duration before he/she is promoted to senior scale or selection scale, i.e. once in every six years, provided that where arrangements for such training cannot be made, the competent authority may exempt a category of teachers for a specific period of time. Director, NVS is the competent authority in such matters.
- (v) Although for purposes of grant of selection scale to Trained Graduate Teachers, Miscellaneous categories and Regional Language Teachers will be required to obtain higher qualifications, they will not be required to shift to an institution of higher level.
- (vi) Appointment to the post of Principals and Vice Principals will be made in all schools on the basis of merit.



Before issuing the necessary orders regarding grant of senior/selection scales to the teachers prior approval of the Samiti Hqrs. may please be obtained by forwarding their complete details alongwith the specific comments of the Deputy Director of the Regional Office concerned about their suitability for the senior scale.

In case of any doubt, the specific reference may please be sent to the Samiti for further clarification.

Yours faithfully,

(V.K. Sharma)
Deputy Director(Pers.)



F. No. 2-47/98-NVS(Estt)

Dated: 6.12.2000

To

The Deputy Directors
All Regional Offices of
Navodaya Vidyalaya Samiti

Sub. : Payment of Salary for Electrician-cum-Plumber Appointed on Contract Basis Clarification.

Sir,

I am to say that the Samiti has been receiving a number of references from the Regional Offices regarding the effective date of implementation of the revised remuneration of Rs.3050/- plus DA as admissible under rules to Electrician-cum-Plumber appointed on contract basis in Jawahar Navodaya Vidyalayas.

In this regard, it is clarified that the revision is in accordance with Samiti's order No. 1-16/97-NVS(Admn.) dated 11.2.98 revising the pay scales of NVS employees as per the recommendation of the Vth Central Pay Commission w.e.f. 1.1.1996.

Yours faithfully,

(V.K. Sharma)
Dy. Director(P&E)

Copy to :
Guard file.



No. F. 2-119/99-NVS(Estt.)

Dated : 31.5.2002

To

The Deputy Director
All Regional Offices of
Navodaya Vidyalaya Samiti

Sub. : Grant of Senior/Selection Scale to the Teachers and Vice Principals of NVS.

Sir,

In continuation to the samiti's letter of even no. dated 6.11.2000¹ on the above noted subject and to further clarify the modalities to be adopted for granting Senior/Selection Scales to the Teachers and Vice Principals of NVS.

1. Senior scale will be granted after 12 years of service to TGTs/Misc. Category of teachers/Regional Language teachers and PGTs. The selection scale will be granted after 12 years of service in the senior scale of the respective cadre. For the Vice Principal, there will be only senior scale after 12 years and no selection scale.
2. The number of posts in the selection scale for TGTs/Misc. category of teachers/Regional Language teachers and PGTs will be restricted to 20% of the number of posts in the senior scale of the respective cadre.
3. The senior scale and selection scale will be given after screening regarding their satisfactory performance by an appropriate DPC.
4. Every teacher would be required to participate in an inservice training programme of atleast three weeks duration before he/she is promoted to their senior scale or selection scale i.e. once in every six years, provided that where arrangements for such training cannot be made, the appointing authority may exempt a category or teachers for a specific period of time.
5. Although for purposes of grant of selection scale to TGTs/Misc. Category of teachers/Regional Language teachers will be required to obtain higher qualifications, they will not be required to shift to an institution of higher level.
6. Appointment to the post of Vice Principals will be made in all schools on the basis of merit.
7. Since the senior scale and selection scale are applicable to teachers on completion of service in the respective cadre, transfer from one region to another does not debar the teachers for these scales. The date of joining of teachers in the Samiti, irrespective of region, should be counted and after completion of 12 years of service, the senior scale may be granted after DPC etc.
8. The senior scale and selection scale are granted on completion of required length of service and other conditions.

1. For reference see page 346



9. The senior scale and selection scale are applicable as per sanctioned posts as on 31st March, 2002.
10. The senior scale and selection scale will be applicable from the date of clearance by the DPC.
11. The DPC for TGTs/Misc. Category of teachers/Regional Language teachers for granting senior scale and selection scale are to be conducted at Regional Office level. However, the proceedings as well as the select list prepared by the ROs are to be submitted to NVS Hqrs. for approval before implementing.
12. The DPC for PGTs for granting senior scale and selection scale are to be conducted at Hqrs. level. The Regional Offices will submit the ACRs of PGTs covered in the zone of consideration to Hqrs. after receipt of number of PGTs in consideration zone from Hqrs.

This issues with the approval of the competent authority.

Yours faithfully,

(V.K. SHARMA)
DY.DIRECTOR(P&E)

Copy to :

1. AD(Pers.) for information & taking action in respect of vice Principals.
2. The Principals of all Jawahar Navodaya Vidyalayas.



Transfer Policy-Package of Incentives for North-East Region



No. F. 2-37/98-NVS(Estt)

Dated: 12.4.99

To

The Deputy Directors of
All Regional Offices of
Navodaya Vidyalaya Samiti

Sub. : Revised Transfer Policy in Respect of the Vidyalaya Staff of the Samiti.

Sir,

A Review Committee was constituted under the Chairmanship of Additional Secretary (Education) to revise the existing transfer policy of teaching staff of Navodaya Vidyalayas. The Committee, after a great deal of deliberations on various issues involved, has recommended for revising the existing transfer policy of the teaching staff of the Navodaya Vidyalayas. The details of revised transfer policy duly approved by the Hon'ble HRM & Chairman, NVS, are as under :

1. The Samiti may transfer any employee on administrative grounds/public interest at any time.
2. Transfers will normally be affected only between academic sessions and there will normally be no transfers after 31st August of the respective academic year.
3. All inter-regional request transfers shall now be considered on completion of five years' tenure in the region of recruitment in all the cases including that of North East Region.
4. No teaching personnel will normally be posted in or transferred to their home districts.
5. Transfers at the request of the teaching personnel are to be minimised and are not to be made available as a matter of right.
6. (a) Each employee of the Samiti will be given two opportunities for request transfer in their career against the vacant post as against one request transfer permissible at present. In case, there is more than one request to be considered for transfer to a particular vacant post, the transfer will be decided on the basis of the following priorities :
 - i. Extremely serious medical grounds
 - ii. Spouse cases
 - iii. Long service (atleast five years) in a place declared hard by the Samiti.
- (b) The request for second transfer shall be considered only after the lapse of a period of five years after the date of the first request transfer. Priority will be given to those seeking first transfer over the others.

N.B : In the event of any tie in applying the above priorities, the Director, NVS will decide on priority regarding medical grounds and in other cases preference will be given on seniority basis.

- (c) In the event of an inter-regional transfer in the category of TGTs, Miscellaneous categories of teachers and non teaching staff i.e. UDC and below who are not of All India cadre, the employee concerned will be placed at the bottom of the seniority list of the relevant year in the relevant cadre in the region to which he is transferred.



7. In case of inter-regional request transfers, an initial minimum mandatory period of five years in the region of recruitment is required before becoming eligible for consideration of request transfers.
8. Third language (Regional language) teachers on completion of five years of service in the region of their initial posting may be transferred to a different region on a rotational basis.

While effecting the transfer of an employee on a request basis, an undertaking may be obtained from him/her in the prescribed proforma (specimen enclosed) to the effect that he/she is accepting this transfer on request knowing well the restrictions on transfer imposed by the Samiti. This undertaking must be obtained before relieving the employee on request transfer. A separate record of such request transfers should be maintained in a separate register in addition to the records of their personal files.

The provisions contained in the revised transfer policy shall take effect while considering the Annual Transfer Drive '99. It is requested to ensure that there is no deviation to the provisions of the revised transfer policy.

Yours faithfully,

(ANURAG BHATNAGAR)
DIRECTOR

Copy to :

1. JD(Admn.)
2. DD(Pers.)



FORM OF UNDERTAKING
(To be submitted by an employee who has been
transferred on request)

I _____ presently working as TGT/
 PGT _____ in Navodaya Vidyalaya _____, hereby submit as under:

- 1) I clearly understand that I am entitled to only two transfers on request throughout my service in the Samiti and I am accepting my transfer from Navodaya Vidyalaya _____ to Navodaya Vidyalaya _____ on my own request.
- 2) I will not claim any benefits from the Samiti for this transfer.
- 3) I will not request the Samiti again for transfer during my service with the Samiti.
- 4) Place of my new posting is not my Home District.
- 5) I also understand that I will lose my seniority in the region of my present posting and I will be placed at the bottom of the seniority list of that year, of my cadre, in the region of my posting (in case of inter region transfers only).

Signature.....

Name.....

Designation.....

Official Address :

.....



No. F. 2-72/99-NVS(Estt)

Dated : 27th Sept, 2002

OFFICE ORDER

Sub. : Allowance and Facilities for Samiti's Employees Serving in the State & Union Territories of North-East Region – Granting of.

The matter regarding grant of Special (Duty) Allowance to the employees of NVS posted in North Eastern Region has been reviewed and in modification of all previous instructions issued by the Samiti on the subject, it has been decided that the following categories of employees posted in North East Region will be eligible for drawl of Special (Duty) Allowance at the rates notified by Govt. of India from time to time :

- i) All teaching staff of the Samiti (including librarians); and
- ii) All the employees covered under the following categories :
 - a) Those transferred from outside the region to North East Region.
 - b) Those promoted and posted to North East Region from outside the region.
 - c) Those from outside the North East Region on their selection and appointment in North East Region on direct recruitment on All India basis

These order will take effect from the date of issue.

These instructions may be brought to the notice of all concerned.


(DR. RAKESH SHARMA)
JOINT DIRECTOR(ADMN.)

Copy to :

1. Deputy Director, Regional Office, Shillong
2. Sub Regional Office, Silchar
3. All Principals of JNVs
4. All Officers, NVS Hqrs.



No. F. 2-72/99-NVS(Estt)

Dated : 31.10.2002

ORDER

A general reluctance has been observed on the part of employees belonging to various categories for posting in North East region, Shillong. It is affecting adversely both the academics as well as general administration of Shillong Region. It often becomes difficult to fill up the vacancies in this region even on contract basis due to inadequate availability of qualified and competent persons at local level.

This issue has been discussed in detail and it has been decided that one posting in North East Region for a tenure of 3 years shall, henceforth, be mandatory for the employees of NVS.

A package of incentives, special concessions and service benefits to encourage and motivate the employees for accepting the posting in North East region is being worked out separately and shall be circulated in due course of time.

(DR. RAKESH SHARMA)
JOINT DIRECTOR(ADMN.)

Copy to :

1. Deputy Directors, NVS, All Regional Offices
2. All Officers in NVS Hqrs.
3. Principals of all JNVs.

} The order must be got
noted from all concerned



F.2-72/99-NVS(Estt)

Dated: 13.11.02

ORDER

It is in continuation to Office Order of even number dated 31st October, 2002¹.

The package of incentives to be made available to the employees posted in North East Region is as below :

(1) SPECIAL DUTY ALLOWANCE

The following categories of employees posted in NE Region will be eligible for drawl of Special Duty Allowance (SDA) at the rates notified by Govt. of India from time to time :

- (I) All teaching staff of the Samiti (including Librarians); and
- (II) All the employees covered under the following categories :
 - (a) Those transferred from outside the region to NE Region.
 - (b) Those promoted and posted to NE Region from outside the region.
 - (c) Those from outside the NE Region on their selection and appointment in NE Region on direct recruitment on All India basis.

The rate admissible at present is 12.5% of basic pay. It will be an addition to special pay and/or deputation (duty) allowance, if any, drawn.

(2) SPECIAL COMPENSATORY (REMOTE LOCALITY) ALLOWANCE

This allowance will be in addition to SDA and will be admissible to the NVS employees serving in specified remote localities, at the following rates :

Locality	Pay below Rs.3000	Pay Rs.3000 to Rs.4499	Pay Rs.4500 to Rs.5999	Pay Rs.6000 to Rs.8999	Pay Rs.9000 and above
Part A	Rs.300	Rs.500	Rs.700	Rs.1000	Rs.1300
Part B	Rs.250	Rs.400	Rs.550	Rs.800	Rs.1050
Part C	Rs.150	Rs.300	Rs.450	Rs.600	Rs.750
Part D	Rs. 40	Rs.80	Rs.120	Rs.160	Rs.200

Localities of NE Region that qualify for this allowance are as below :

(a) PART A

- Arunachal Pradesh — Difficult areas of Arunachal Pradesh
- Mizoram — Chimtuipui district of Mizoram and areas beyond 25 kms. from Lunglei town in Lunglei district.
- Sikkim

1. See pre-page for reference.

**(b) PART B**

Arunachal Pradesh	—	Throughout Arunachal Pradesh except difficult areas mentioned under Part A
Mizoram	—	Throughout Lunglei district excluding areas beyond 25 km. from Lunglei town.
Nagaland		
Tripura	—	(only difficult areas)

(c) PART -C

Manipur		
Mizoram	—	Throughout Aizawl district
Tripura	—	All areas except difficult areas

(d) PART-D

Assam and Meghalaya

(3) T.A. AND JOINING TIME

- (a)** On first appointment — for journeys to take up initial appointment, TA will be admissible to the government servant and his family for the total distance as below :

For journey by rail	—	Second class fare
For journey by road	—	Ordinary bus fare

(b) On transfer

- (i) If the family does not accompany the government servant – He will be paid TA on tour for self only besides the cost of transporting personal effects upto 1/3rd of his maximum entitlement irrespective of the actual weight carried.
- (ii) If the family accompany the government servant – He can draw the TA as on tour for self as well as family besides the cost of transporting personal effects to his maximum entitlement irrespective of the actual weight carried.

These provisions apply for the return journey on transfer back from the NE Region also.

This concession is admissible only in cases of transfer from a station outside to a station in the NE Region and vice versa. It is not applicable from one station to another within the region.

- (c)** Road mileage for transportation of personal effects - The allowances for carriage of personal effects on transfer between two different stations in the NE Region not connected by rail will be admissible at a higher rate i.e. as for A class cities, limited to the actual expenditure. It will be irrespective of the class of station of posting.
- (d)** Joining time while proceeding on/returning from leave – Government servant proceeding on leave from the place of posting in the Region to a place outside the region are entitled for the joining time as follows :
- (I) If the place of posting in the region is not a remote locality :
- | | |
|---|--------------------------------|
| (i) When the journey time between place of posting and the place outside the region in two days or less . | No joining time is admissible. |
|---|--------------------------------|



(ii)	When the journey time referred to in (i) above is more than 2 days	Journey time in excess of 2 days is allowed as joining time.
(II) If the place of posting in the region is a remote locality :		
(i)	Period of travel from the remote locality to the specified station	Journey time as prescribed is allowed as free joining time.
(ii)	Period of travel from the specified station to a place outside the region	Journey time in excess of 2 days is allowed as additional joining time

This concession is also admissible when the government servant returns from leave.

(4) LEAVE TRAVEL CONCESSION

- (a) Government servant who leaves his family behind and does not avail transfer TA for the family will have the option to choose either;
 - (i) The existing LTC to home town once in a block of two calendar Years; or
 - (i) The concession for himself once a year from the station of posting to his home town or place where the family is residing, and in addition concession for the family (restricted to the spouse and two dependent children only) also to travel once a year from the place of residence to the employee's station of posting.
- (b) In addition, government servant and family (spouse and two dependent children) posted in the region will be, during entire service career, entitled to leave on two additional occasions, as "Emergency Passage Concession" to travel to their Home Town or station of posting in an emergency by the entitled mode and class of travel as for normal LTC.
- (c) Travel by air – Officers posted in NE Region drawing pay of Rs.13,500/- and above and their families (spouse and two dependent children) may perform the above LTC journeys by air between stations Imphal/Silchar/Agartala/Aizawl/Lilabara and Kolkata

(5) CHILDREN'S EDUCATION ALLOWANCE (CEA) AND HOSTEL SUBSIDY :

If the children do not accompany the employee on his transfer to NE Region, Children's Education Allowance for Class I to XII will be admissible for children studying at the last station of posting or any other station where the children reside.

If such children are put in hostels, hostel subsidy will be admissible. It shall, however, not be admissible for a child for whom Children's Education Allowance is drawn.

These concessions are admissible to the officials transferred from one place to another within the NE Region also.

Admissible rates of Children's Education Allowance are Rs.100/- p.m. per child and Hostel Subsidy Rs.300/- p.m. per child for Class I to XII.

(6) DOUBLE H.R.A.

The employees posted to NE Region from outside the NE Region will be entitled to HRA at the rates admissible for the old stations in case they do not shift their families to the new place of posting and keep them in rented accommodation/own house. It will be in addition to HRA at the new place of posting at the rates admissible there in case they live in hired private accommodation.

**(7) ADMISSION TO CHILDREN IN JNVs**

Employees posted to NE Region from outside the NE Region will be given the option of admitting their children in any of the JNVs of their choice throughout the country.

(8) NOMINATION TO TRAINING PROGRAMMES

Employees posted to NE Region from outside the NE Region would be given preference in the matter of nomination for training programmes/courses within India and abroad.

(9) SPECIAL ENTRY IN THE A.C.R.

A special entry to this effect shall be made in the ACR of the employees who render full tenure of satisfactory service in the NE Region. Such entries shall be given recognition in the matter of promotion. A detailed scheme in this regard is being worked out and will be circulated separately.

All the above referred incentives shall, however, be governed by instructions issued by the Government from time to time.

(Dr. Rakesh Sharma)
Joint Director(Admn.)

Copy to :

1. All Deputy Directors of Regional offices of NVS
2. All Officers in NVS Hqrs.
3. Principals of all JNVs

With the direction to get it
noted from all concerned.



F.2-72/99-NVS(Estt.)

Dated : 14.11.2002

To

The Deputy Director
Navodaya Vidyalaya Samiti
All Regional Offices

Sir/Madam,

Sub. : Recognition of Service Rendered in North Eastern (NE) Region in Promotion – reg.

Modalities to give recognition to rendering satisfactory service in NE region in the matter of promotion were under consideration of the Navodaya Vidyalaya Samiti and it has now been decided as under :

- (a) A special entry to this effect shall be made in the ACR of all the employees, which shall be taken into consideration at the time of promotion.
- (b) Such ACRs shall be evaluated/assessed one level above at the time of considering it for promotion.
- (c) A merit certificate will be issued to an employee, who has rendered meritorious service in the NE Region for each full tenure. A employee in possession of such merit certificate shall be given preference over the others at the time of promotion.
- (d) Refusal to comply with the transfer orders to NE shall besides attracting disciplinary proceedings may be treated as a disqualification in the matters of promotion.

(DR. RAKESH SHARMA)
JOINT DIRECTOR(ADMN)

Copy to :

1. All Officers of NVS HQrs. with the direction to get it
2. Principals of all JNVs noted from all concerned.



No. F. 2-72/99-NVS(Estt.)

Dated: 15.11.02

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regions

Sub. : Willing Acceptance of Posting in North-Eastern Region – Modalities.

Sir,

One posting in North Eastern (NE) Region for a tenure of three years for the employees of Samiti has been mandatory vide orders No. 2-72/99-NVS(Estt.) dated 31.10.2002¹.

Incentives to motivate the employees to opt for this posting willingly were under consideration of the Samiti and it has not been decided as under :

- (a) An employee posted to NE Region shall be necessarily posted back out of the NE Region after a mandatory tenure of three years.
- (b) Transfer/posting to NE Region will be treated under two categories i.e. Category-I (comprising of employees opting for such posting willingly) and Category-II (other than Category-I employees).
- (c) On completion of mandatory tenure Category-I employees will be posted to station of their choice. Choices in respect of three JNVs and one State will be obtained from them at the time of posting to NE Region. All possible efforts will be made to post them to one of three JNVs of their choice. In the event of it not being feasible on account of unavoidable reasons, at least the State of their choice will be assured even if it amounts to displacement of someone.
- (d) Orders for posting outside the NE Region in respect of Category-I employees will be issued two months before the completion of mandatory tenure. However, in case such orders are not received even after two months of completion of mandatory tenure, they shall stand relieved automatically and report for duty to the Regional Office having the jurisdiction of State of their choice.
- (e) Category-I employees will further be assured of posting of their choice in the NE Region from within the available vacancies.

In fact all such conditions will be incorporated in the transfer order itself. A draft proforma of transfer orders for Category-I employees is also enclosed.²

Yours faithfully,

(DR. RAKESH SHARMA)
JOINT DIRECTOR(ADMN)

Copy to :

1. All Dy. Directors of Regional Offices of NVS
2. All Officers of NVS Hqrs.
3. Principals of all JNVs

With the direction to get it
Noted from all concerned.

1. See page 357 for ready reference.
2. See next page.



TRANSFER ORDER

Shri/Ms. _____ is, hereby transferred to NVS, Regional Office, Shillong under Category-I for a tenure of three years from the date of his/her joining. He/she shall report for duty to Dy. Director, Regional Office, Shillong. Further posting to a JNV of their choice from within the available vacancies shall be made by Dy. Director, RO Shillong in consultation with him/her.

He/she has indicated following choice stations for posting upon completion of the mandatory tenure :

<i>Sl.No.</i>	<i>JNV (District)</i>	<i>State</i>
01.	—	1.
02.	—	
03.	—	

Posting orders to outside North East Region in respect of Shri/Ms. _____ will be issued two months before the completion of mandatory tenure of three years. In the event of such orders not being received in time, Shri/Ms. _____ will stand relieved immediately after two months of completion of mandatory tenure to report for duties to the Regional Office having the jurisdiction of State of choice indicated above.

Though all possible efforts will be made to post him/her to one of the JNVs of his/her choice, atleast the State of his/her choice is assured.

()



F.2-72/99-NVS(Estt.)

Dated : 10.1.2003

To

The Principals of
All Jawahar Navodaya Vidyalayas

Sub. : Willing Acceptance of Posting in North-East Region – Modalities

Sir,

The modalities for filling up a vacant posts of teachers and other categories in Navodaya Vidyalayas have been considered in depth and it has been decided that one posting in North-East Region for a tenure of three years shall henceforth be mandatory for the employees of Navodaya Vidyalaya Samiti. Orders in this regard have already been issued vide letter No. 2-72/99-NVS(Estt.) dated 31.10.02.¹ The samiti, would, however, still prefer that the employees opt for this posting willingly and with it in view, a package of incentives, special concessions and service benefits has been announced vide Samiti's communications dated 27.9.2002², 13.11.2002³ and 15.11.2002⁴. We hope that the contents of these letters have been brought to the notice of all the staff under your control.

It is hoped that adequate number of teachers willing for posting in North East Region (i.e. Category-I) will be available. It being not the case, Samiti will be compelled to order such postings in public interest under Category-II).

It is to reiterate that the benefit of a choice posting on completion of the mandatory tenure in North East Region is available only to category-I employees. While ordering postings under Category-II, proportionate number of teachers with length of service below 5 years, between 5 to 10 years and above 10 years will be taken. Exemption of postings under Category-II will be available only to the employees retiring within next two years.

Commissioner, NVS, expects you to motivate as many teachers from your JNVs as possible for posting in North East Region. Suitable entry in the ACRs of Principals will be made appreciating their efforts in this regard.

Yours faithfully,

(DR. RAKESH SHARMA)
JOINT DIRECTOR(ADMN)

1. For reference see page 357
2. See page 356
3. See page 358
4. See page 363



No. F. 2-72/99-NVS(Estt)

Dated: 10.1.03

ORDER

Several incentives have been circulated by NVS to motivate its employees to opt for a posting in North East Region. Amongst others, these provide for a choice posting on completion of mandatory tenure in North East Region. Doubts have been raised as to whether such employees will be entitled for transfer TA benefits and whether their seniority will be effected adversely during such inter-regional transfers.

To set aside such doubts, it is clarified as under :

- (a) The seniority of such employees, whether it is maintained on regional level, will be protected in their parent region i.e. the region where it is being maintained presently both while being posted to as well as out of North East region. In other words, such employees will not loose their seniority which will be protected in their parent region.
- (b) Such transfers, both at the time of posting to and out of North East Region, will be considered as public convenience and as such the employees will be eligible for transfer benefits.

These orders are applicable with immediate effect.

(DR. RAKESH SHARMA)
JOINT DIRECTOR(ADMN)

Copy to :

1. Dy. Directors of all Regional Offices of NVS
2. Principals of all JNVs
3. All Officers at NVS, Hqrs.



F.No. 2-3/03-NVS(Estt)

Dated: 6.11.03

To

The Deputy Director
Navodaya Vidyalaya Samiti
Regional Office
Pune/Chandigarh/Lucknow

Sub. : Regarding Identification of Hard and difficult Stations for the Sake of Extension of Additional Benefits as Admissible to the other Central Govt. Employees Posted there.

Sir,

In continuation of Samiti's circular No. 2-26/02-NVS(ESTT) dated 18/3/03¹ on the above cited subject, I am directed to inform you that the following Vidyalayas have been identified as hard and difficult stations:

Sl.No.	JNV	State	R.O.
1.	Kutch	Gujarat	Pune
2.	Doda	J&K	Chandigarh
3.	Rajouri	J&K	Chandigarh
4.	Uttarkashi	Uttaranchal	Lucknow
5.	Tehri Garhwal	Uttaranchal	Lucknow

However, the incentives to be offered for the above stations to be restricted only to service matters. Keeping in view above the following incentives are hereby recommended for the stations so identified.

1. The employees working in these stations may be considered for transfer to their choice place after completion of three years of service as far as possible.
2. Option of admitting their children in any of the JNVs of their choice throughout the country.
3. Preference in nomination to training programmes.
4. Transfers both at the time of posting as well as out of after completion of tenure of three years to be considered as public convenience thereby making the employees eligible for transfer benefits.
5. Seniority of the employees to be posted in these areas to be protected in their parent region both while being posted as well as out of these areas i.e. such employees not to loose their seniority.

Yours faithfully,

(Mukesh)

Deputy Director (Estt.)

1. Copy enclosed. See page 368



F.No. 2-26/02-NVS(Estt)

Dated: 18.03.03

To

The Deputy Director
Navodaya Vidyalaya Samiti
Regional Office
Chandigarh

Sub. : Special drive for Transfer of Teachers from N.E. Region to outside N.E. Region-Regarding

Sir,

This is in continuation of Samiti's circular of even no. dated 18.11.2002 on the above cited subject. I am directed to inform you that the teachers working in following stations, being hard and difficult stations, will be considered for transfer on request basis to their choice place after completion of 3 years of service as has been done in N.E. Region:

1. Srinagar	6. Kupwara
2. Badgaun	7. Leh
3. Pulwama	8. Kargil
4. Anantnag	9. Kinnaur
5. Baramullah	10. Lahaul Spiti

You are requested to invite applications, on prescribed format as sent vide Samiti's circular dated 18-11-2002, from teachers working at these stations and send the same to HQ as per preference criteria.

The information may kindly be sent latest by 31-3-2003.

Yours faithfully,

(Mukesh)
Deputy Director (Estt.)



F. No. 2-72/99-NVS(Estt)

Dated: 14.02.2003

OFFICE ORDER

Various incentives related to service matters have been extended by the Samiti in recent past to NVS Employees serving in North East Region vide office order of even no. dated 27.09.2002, 31.10.2002 and 13.11.2002. These incentives are as under :

- (a) Special Compensatory (remote locality) allowance.
- (b) Children Education Allowance and Hostel Subsidy.
- (c) Benefit of Double HRA.
- (d) Other benefits like Emergency Pass Concessions and joining time, leave travel concession etc. as per instructions issued by the Government from time to time.
- (e) TA and joining time.
- (f) Option of admitting their children in any of the JNVs of their choice throughout the country.
- (g) Preference in nomination to training programmes.
- (h) A special entry in the ACRs to be given recognition in the matter of promotion.
- (i) ACRs for the period served in North Eastern Region to be evaluated/assessed one level above at the time of considering it for promotion.
- (j) Merit certificate for rendering meritorious service and such certificates to be given recognition in the matter of promotion.
- (k) Transfers both at the time of posting to as well as out of North Eastern region to be considered as public convenience thereby making the employees eligible for transfer benefits.
- (l) Seniority of the employees to be posted in North Eastern region to be protected in their parent region both while being posted to as well as out of North Eastern region i.e. such employees not to lose their seniority.
- (m) To categorise the employee opting for such postings willingly as category I and to extend them the benefit of a choice posting both while being posted to and out of the North Eastern Region on completion of mandatory tenure.

It has now been decided to extend all these benefits to the employees posted in JNVs in Andaman & Nicobar and Lakshdweep groups of Islands also subject to fulfillment of conditions prescribed for drawl of these allowance.

However, in Andaman & Nicobar and Lakshdweep groups of Islands, Islands Special (Duty) Allowance shall be admissible in place of Special (Duty) Allowance at the rates and subject to conditions prescribed in Government of India instructions issued from time to time. The rates of Island Special (Duty) Allowance at present are as under :



Sl.No.	Areas	Rate per month
01.	Areas around Capital Towns : (Port Blair in A&N Islands, Kavaratti and Agatti in Lakshdweep.	12 ^{1/2} % basic pay plus NPA and Stagnation increment.
02.	Difficult Areas : (North and Middle Andaman, South Andaman, excluding Port Blair, all Islands in Lakshdweep except Kavaratti, Agatti and Minicoy.	20% of basic pay plus NPA and Stagnation Increment.
03.	More Difficult areas : (Little Andaman, Nicobar group of Islands, Narcondum Islands, East Islands in A&N Islands, Minicoy in Lakshdweep.	25% of basic in pay plus NPA and Stagnation increment.

(DR. RAKESH SHARMA)
JOINT DIRECTOR(ADMN.)

Copy to :

1. Dy. Directors of all regions.
2. All Officers of NVS Hqrs.
3. Principals of all JNVs
4. SPA to Commissioner, NVS.



F.2-26/2002-NVS(Estt)

Dated: 20.3.2003

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices

Sub. : Willing Acceptance of Posting in North East Region – Modalities.

Sir,

Concern of the Samiti to fill up vacant posts of teachers including Principals, Vice Principals, PGTs, TGTs and Misc. Category of teachers (SUPW, Art Teacher, Music Teacher, PETs) in North East Region has been highlighted in recent circulars. One posting in the North Eastern Region for a period of three years has now been made mandatory for the NVS employees. Samiti has also extended a package of incentives, special concessions and service benefits vide communications dated 27.9.2002¹, 13.11.2002² and 15.11.2002³ to motivate employees to accept these posts willingly. A gist of such incentives/concessions has been reproduced in communicated dated 4.2.2003.

It has also been decided that in couple cases, both husband and wife will be given posting in the same JNV in North Eastern Region.

Samiti has received a number of queries regarding whether the couple cases will be posted in the same JNV after completion of mandatory tenure in North Eastern Region. The matter has been considered and it has been decided as under :

- (a) Such couples will get preference for posting together in the JNV of their choice, in case vacancies are available for both of them.
- (b) In the event of vacancies for both husband and wife not available in the JNV of their choice, they will get preference for posting in a JNV of their choice State, in case vacancies are available for both of them.
- (c) In the event of vacancies for both husband and wife not available in either the JNV or the State of their choice, they will be intimated the JNVs located in the region (comprising State of their choice) where vacancies are available for both of them. Preference will be given to them for posting in such JNVs subject, of course, to their consent in this regard.

Object is to ensure posting of couple cases in the same JNV.

Yours faithfully,

(DR. RAKESH SHARMA)
JOINT DIRECTOR(ADMN.)

Copy to :

Principals of all JNVs.

1. See page 356
2. See page 358
3. See page 363



No. F. 2-37/98-NVS(Estt.)

Dated: 02.04.2003

CIRCULAR

Transfers Guidelines issued by the Samiti from time to time in respect of various category of employees normally prescribe certain minimum tenure at a particular place before being eligible for making a request transfer.

It is observed that sometimes requests are received for mutual transfer and for the vacancies rendered unutilized after effecting transfers under all other categories like adjustment of surplus teachers, transfers pertaining to North Eastern Region, inter regional and intra regional transfers, rotational transfer of regional language teachers etc. which, if acceded to, will involve neither the displacement nor the inconveniences of any other employee. However, such step will provide satisfaction to the employees requesting such transfers, leading thereby to an increase in the overall motivation level of the NVS employees.

The issue was under active consideration of the Samiti and it has now been decided that the request for mutual transfers and against vacancies left unutilized after effecting transfers under all other categories will be considered without insisting upon a minimum tenure at a station.

Such transfers will, however, be governed by the consideration of administrative exigencies and effected only at the level of NVS Hqrs.

(DR. RAKESH SHARMA)
JOINT DIRECTOR(ADMN.)

Copy to :

1. All Deputy Directors, NVS
2. All Principals, JNVs



No. F. 2-72/99-NVS(Estt)

Dated: 24.04.2003

OFFICE ORDER

The matter regarding grant of the following allowances to NVS employees which are otherwise extended through special orders of Govt. of India to its employees was taken up in consultation with F&A Wing of the Samiti :

- अ Composite Hill Compensatory Allowance
- अ Scheduled tribal area Allowance
- अ Special Compensatory (Remote locality) allowance
- अ HRA and CCA to certain places at entitled city rates

It has been decided to extend these benefits to NVS employees posted in the respective areas wherever it is admissible in accordance with the Govt. of India instructions.

1. COMPOSITE HILL COMPENSATORY ALLOWANCE

A composite allowance is granted to Central Govt. employees posted at Hill Station situated at a height of 1000 metres or more above sea level.

The Composite Hill Compensatory Allowance is in accordance with the provisions contained in Govt. of India Ministry of Finance, Deptt. of Expenditure O.M. no. 4(3)/97-EI(B) dated 17.8.98 and 17/198/E-II(B) dated 17.8.1998.

2. SCHEDULED TRIBAL AREA ALLOWANCE

This Allowance is granted in few places – Tribal Taluks/pockets in Andhra Pradesh, Assam, Bihar, Gujarat, Himachal Pradesh, Karnataka, Madhya Pradesh, Maharashtra, Orissa, Tamil Nadu, Tripura, Uttar Pradesh and West Bengal.

The Scheduled Tribal area Allowance is in accordance with the provisions contained in Govt. of India, Ministry of Finance, Department of Expenditure ON No. 17/1/98-E-II B dated 17.7.1998.

3. SPECIAL COMPENSATORY (REMOTE LOCALITY) ALLOWANCE

The specified areas entitled for granting of Special Compensatory (Remote Locality) Allowance is in accordance with Ministry of Finance, Department of Expenditure OM No. 3/198 E-II(B) dated 20th July, 1998.

4. H.R.A. AND C.C.A. EXTENDED TO CERTAIN PLACES AT ENTITLED CITY RATES

In addition to the classified and stations covered by special orders HRA and CCA as admissible to classified cities are made applicable by specific sanctions by the Ministries/Departments to staff working in a number of individual places which are within 8 kms. of municipal limits of classified cities, but which are not included within the UA of any city, subject to fulfillment of certain conditions :

- अ Employees whose place of duty is in the proximity of a qualified city and who, of necessity have to reside within the city.

The rates and classification of cities for payment of HRA and CCA are in accordance with the provisions contained in Ministry of Finance, Deptt. of Expenditure OM No. 2(30)/97-E-II(B) dated 3.10.1997.



All the above referred allowances shall however, be governed by instructions issued by Government of India from time to time.

This issues with the concurrence of the F&A Wing vide Dy. No. DD(F)/581 dated 24.7.2002 and approval of Commissioner, NVS.

These orders will be applicable with immediate effect.

(MUKESH)
DEPUTY DIRECTOR(ESTT)

Copy to :

1. All Regional Offices of Navodaya Vidyalaya Samiti
2. Principals of all JNVs
3. SPA to Commissioner, NVS – for information of Commissioner, NVS
4. PA to JD(Admn.) – for information of JD(Admn.)
5. Guard file.



FINANCE



General Circulars



No. 24(1)/87/NVS/F&A

Dated : 8.7.88

Sub. : Procedure for Purchase.

Sir,

I am to state that the Samiti has prepared a brochure titled "Procedure for Purchase" for guidance to the Principals and other Officers who are charged with the duties of making purchases on behalf of the Samiti. A copy of the brochure is enclosed. It is requested that this procedure may be brought into use with immediate effect. Practical difficulties if any, in implementing the procedure may be referred to the Headquarters for further examination and advice.

The contents of the brochure may also be brought to the notice of the members of the Purchase Advisory Committee of the Navodaya Vidyalaya.

The receipt of this communication may kindly be acknowledged.

Yours faithfully,


(R. NATARAJAN)
Dy. Director (Fin.)

Copy to :

With a copy of the brochure forwarded to :

1. All Regional Deputy Directors
2. All Officers at NVS Hqrs.
3. PS to Director
4. Guard file



PROCEDURE FOR PURCHASE

The Navodaya Vidyalayas being set up by Samiti, are in the formative stage. They are incurring heavy expenditure on purchase of furniture, teaching aids and other equipment including stationery, out of the funds placed at their disposal. As the Samiti is fully financed by grants given by the Government of India for meeting the expenditure on Navodaya Vidyalaya Samiti and its Regional Offices and Navodaya Vidyalayas, it is incumbent on all to follow proper rules and procedures prescribed for such purchases. The objectives, policies and principles involved in making purchases are explained below :

Note: This does not cover the procedure for purchase of books, magazines etc. for the library.

A. Objectives :

The objectives in making purchases are :

- (i) Procuring articles of the requisite quality at the most economical rates; and
- (ii) Procuring articles within the available funds in order of priorities and within the period fixed for utilization of the funds.

B. Policies

The policies in making purchases are :

- (i) Procuring as far as possible articles of indigenous production
- (ii) Undue emphasis should not be laid on the specific brand names of articles of equal durability and utility are available at a lesser cost;
- (iii) Wherever possible, articles which are approved by the Indian Standard Institution or by the State Government in respect of the higher secondary schools run by them should be purchased and as the approved rates. (proof of approved rates should be kept on record).
- (iv) Articles which are covered by Rate/Running Contracts of the Director General, Supplies and Disposals (D.G.S. & D.) may be purchased. If the contract firms concerned are willing to supply such articles of assured quality at the rates prescribed by the D.G.S. & D., there is no objection to purchase the articles from the firms directly.

C. Principles

The principles to be followed in making purchases are enumerated below :

- I. Excepting in cases where it is optional to call for quotation (of (ii) below), obtaining of a minimum of three effective quotations is essential before going in for purchase of any article. The parties should be requested to send their quotation in sealed covers.
- II. Ceiling for quotations may be dispensed with only in the following cases :
 - a. Articles approved by the Indian Standards Institution or by the State Government in respect of the higher secondary schools run by them at the rates approved by the State Government (proof of approved rates should be kept on record)
 - b. Articles produced by the State or Central Govt. Undertakings or concerns wherein Government have invested capital or which are sponsored by Government (for example, Govt. Jails, Handicrafts Boards, Khadi and Village Industries Board, Super Bazars).



- c. Articles not exceeding the value of Rs.500/-¹ which are to be purchased urgently and cannot wait for the consolidated purchase in the usual course. It should be noted that purchase orders should not be split up so as to bring each of them within the above limit of Rs.500/-.¹

Note: It is essential that even in the cases mentioned above, purchases are made only after ascertaining the rates, make etc. and selecting the make before hand.

- (iii) There is no system of approved contractors and each case should be decided on its merits without any arbitrary preference for a particular article or firm.
- (iv) In case where specifications of articles are not given, guidance should be taken from comparable institutions in the station or in the State in which the schools is situated.
- (v) The quantity of articles to be used for experiments by students should bear relation to the actual number of students doing practical plus a small reserve for normal growth in the strength of the students
- (vi) The quantity of articles to be used for demonstration purposes should not exceed the prescribed number, or more than one if a limit has not been prescribed.
- (vii) The requirement of like articles to be used in more than one department should be pooled together and purchase made in lump so as to secure economy. For example
 - a. Microscope in the Biology and Home Science Department.
 - b. Film Machines in the SUPW Department and the Crafts Section (Girls).
 - c. Sewing Machines in the SUPW Department and the Crafts Section (Girls).
 - d. Stop watch in the Physics Department and in the Physical Education Section.
 - e. Electrical Equipment such as Geyser in the Hostel and in the Electrical Gadgets Section.

For convenience in accounting and stores control such articles may be asked to be billed separately for each department.

- (viii) In respect of costly equipment, detailed study of technical specifications, operating data, etc. should be made before selecting any particular make.

Purchases should be properly planned with due reference to the shape, size of the articles. This involves forecasting the actual requirements, instituting timely action for making the purchases, inspecting the articles and ensuring adequate storing arrangements. Short term planning which should apply to requirements of one year or less, should generally be resorted to in respect of purchases of teaching aids, sports equipments, crafts equipments, consumable articles for science laboratories, contingency articles (stationery etc.) and special contingency articles (typewriter, duplicator etc.). Long term planning is to be resorted to in respect of purchases of science laboratory equipment, furniture, library books, audio visual aids and hostel equipments. The essence of long term planning envisages phasing the purchases in stages in order of priorities, in other words, meeting the most essential requirements first and the less essential requirements next. The categorization of science laboratory equipment as Essential, Desirable and Supplementary exemplifies long term planning.

1. Now Rs. 1000/- Vide circular F. No. 3-9(6)/92-93/NVS (F&A)/ dated 30/10/2003 on page no 428.



The detailed procedure for making purchases is explained in the succeeding paragraphs. It is essential that the purchase procedure is scrupulously followed in both letter and spirit.

1. A Purchase Advisory Committee consisting of atleast three members of the Management Committee (including the Principal) should be constituted in each Vidyalaya. In this Committee, such other experts whose advice will be useful in making purchases may also be co-opted. For example, for purchase of laboratory equipment, a member of the Teaching Staff of the State Institute of Science or local Science College may be co-opted. Only those persons who can devote some time in proceeding the purchases and tender their advice should be selected for the Committee.
2. The Purchase Committee is a Sub Committee of the Management Committee and is as such collectively responsible to the Samiti through the Management Committee for faithfully implementing the purchase procedure. Notwithstanding the position explained above, the Principal in his capacity as the Drawing & Disbursing Officer of the Vidyalaya would remain responsible for strictly adhering to the purchase procedure and other instructions issued by the Govt. and Samiti from time to time. The Purchase Committee is to be associated with all purchases which are beyond the financial powers of the Principal right from the stage of selection of firms for inviting quotations till the purchases are actually made.
3. A pre-requisite for making purchases is a list of actual requirements of various articles. The teacher incharge of the subject should be asked to prepare the list duly indicating the existing stock, and the additional requirement of each article with due regard to the ceiling limits prescribed by the Samiti which should not be exceeded under any circumstances. The articles which are required in more than one department should be pooled together and a separate list of all such articles should be prepared.
4. The procedure for making purchases, i.e. whether issue of an advertisement or calling of sealed quotations should then be decided. Advertisement in newspaper should be resorted to in respect of purchases exceeding Rs.20,000/- at a time, while sealed quotations from specified firms may be called for in other cases. For this purpose, the requirements of a year should be taken into account and piece-meal purchases should not be made on any account. Sealed quotations should be called from only reputed firms dealing in the particular class of goods and not from general order suppliers or commission agents who do not store the articles for sale, but who act purely as intermediaries for procuring the articles. The selection of the firms should be objective and in the interest of the Samiti. Quotations should be called for only from firms which have distinct legal existence and not firms which are inter-related. This rule does not preclude the use of limited or single tenders, nor does it acquire that tender should be called for where it is clearly not in the public interest to do so. But a decision to take recourse to this should be taken by the Purchase Committee which should accord the reasons for the decision.
5. The notice inviting quotations should be complete in all respects so as to allow the prospective firms to have a clear idea of the articles required, the conditions to be fulfilled in supplying the articles including the period of currency of the quotation etc. The detailed specification of articles should be clearly mentioned. A specimen form of quotation with standard conditions of supply is given in Appendix enclosed, for guidance. The specimen form should be adapted to meet practical needs. Atleast a period of one week should be allowed to the firms for submitting quotations. The invitation to quotations should be sent by registered post or under certificate of posting.
6. All the sealed envelopes containing the quotations received from the firms should be initialed with date and hour by the Principal and kept in his safe custody. The envelopes would be



opened on the appointed day and hour in the presence of the representatives of the firms, if any. Every quotation when opened, should be initialed with date by the Principal and by at least one other member of the Purchase Committee. Any alteration in the rates made by the tenderers in their quotation should also be attested by them for purpose of authentication.

7. It is open to the Purchase Committee to entertain any quotation received after the due date fixed for the receipt of quotations but before the appointed time for opening of the quotations in the interest of securing economy to the Samiti.

A comparative statement of the quotations received should be prepared in form enclosed. In preparing the comparative statement, the following points should be borne in mind:

- (i) All the terms of payment and other conditions which affect the comparison of rates quoted by the different firms on a comparable basis should be incorporated. For example, if a firm quotes an overall discount on the rates tendered by it or offers supplies free of sales tax and another firm does not, the rates quoted by the former firm should be adjusted to the net amount excluding the discount; or the rates quoted by the other firm inflated by the amount of sales tax, so that the rates of the two firms would be on a comparable footing. If the quotations of the firms are in different units (one quotation in terms of dozen and another in terms of gross), the rates should be reduced to a comparison unit.
 - (ii) The specifications and other factors which affect the comparison of rates quoted by the different firms, should be incorporated or reference to printed literature, if any, invited.
 - (iii) The lowest rates of each articles should be indicated in red ink in the comparative statement.
 - (iv) The remarks regarding results of inspection of samples or specimen, if any, should also be incorporated.
8. The comparative statement and other records should be carefully checked and put up before the Purchase Committee. Generally each article should be accepted by the Purchase Committee. Even in accepting the lowest quotation, regard should paid to the reasonableness of the response and the reasonableness of the rates. A certificate to this effect should be recorded on the comparative statement. It is not, however, desirable that lowest rates should be accepted by compromising on the quality of articles. At the same time, undue emphasis should not also be laid on foreign make or superior quality, if articles of lesser prices but of equal durability, which can serve the purpose, are available. Arbitrary preferences should be avoided. The ultimate object should be to protect the interest of the Samiti and as such specific and strong reasons should be adduced for rejecting the lowest rate. If the standard conditions of supply are not acceptable to a particular firm whose rates are lowest and the quality of the articles of which is upto the mark, efforts should be made to conduct negotiations with the firm, procure the articles by suitably relaxing the conditions where practicable, and thereby securing economy rather than rejecting the quotation outright.
9. When the Purchase Committee takes a decision that the lowest rate should not be accepted, the reasons thereof should be clearly recorded in writing in a Minute of the Purchase Committee and the Minute should be put up to the Chairman of the School Management Committee for orders duly citing reference to the policies, objectives and principles set out in 'A' + 'B' above. The Chairman will exercise his discretion on the merits of each case duly keeping in view the policies, objectives and principles explained above. If he desired that the case deserves to be brought to the notice of the Samiti, a self contained reference should be made to the Samiti for



orders. The orders of the Chairman of the Samiti as the case may be, should be carried out by the Principal.

10. After the quotations are finalized on the lines indicated above, a supply order, clearly specifying the description of the articles, the number of articles, the date by which delivery made, place of delivery, rates and other relevant conditions of supply should be placed on the selected firm. The supply order should be carefully compared with the accepted quotation before issue and a reference to the quotation invited wherein.
11. While inviting quotation, the prospective tenderers may be asked to deposit a suitable sum, which should not be less than 10% of the estimated contract value, as earnest money. In cases where the quotations are not accepted, the earnest money should be refunded. In the case of the successful tenderers the earnest money should be retained as security deposit. If a contractor fails to supply the articles in time, the Principal shall reserve the right to purchase the articles from the market or get the rest of the contract completed by another party and adjust the difference in price, if any, from the security deposit and recover the deficiency thereafter, if any, from the contractor. The security deposit should be retained for atleast a period of six months after the satisfactory completion of the contract.
12. In case of reputed firms of high standing, which are not prepared to earnest money/security deposit, there is no objection to dispense with the earnest money/security deposit, if the Chairman of the Management Committee considers, in the light of past dealings with the firm, or independently otherwise, that no loss is likely to result in doing so. The reasons should be recorded in writing in such cases and all precautions taken to ensure compliance with the conditions of supply etc.
13. When the supplies are received, the same should be inspected with reference to the accepted sample so as to satisfy that the goods are of the requisite type, specifications and quality. In the case of furniture, inspection should be carried out before polishing of the furniture is undertaken. It should be noted that a thorough inspection is a pre requisite for quality purchases. Goods which do not confirm to the specifications or which are defective in any respect, should be returned and got replaced at the cost of the supplier. Costly equipments i.e. costing above Rs.2500/- each, like epidiascope, microscope etc. should be inspected by the Principal himself with suitable technical help and got demonstrated or operated before approval.
14. As a measure of preventing the evasion of tax to the Government, it shall be incumbent on the Principal to insist on proof of clearance of income tax and sales tax wherever there is room of doubt. Ordinarily, the indication of sales tax registration No. on the bill/cash memo may be accepted as proof of a firm having registered its name with the sales tax authorities.
15. If a tender received is liable to rejection on the ground that it does not strictly confirm to the instructions given in the invitation to tender and would result in hardship, there is no objection to waiving requirements of the following nature or getting the defects rectified on the lines indicated below:

Nature of defect or deviation

- a) Tenders submitted on forms other than those supplied by the school.

Procedure to be followed

If the contents of the tender form as supplied are exactly reproduced, the form tendered may be accepted. However, the contractors should be advised to use only the forms supplied by the school.



-
b) Tenderers submit their own conditions of supply.:	To be rejected except on account of variations in time schedule or other which could be accepted provided the rates are favourable, vide also para 8 above.
c) Tender instructions given to tenderers (which are to be returned with tenderers) are not duly witnessed, or that they have not been returned.	There is no objection to get the omission supplied before placing the supply order.
d) Income tax clearance	The certificate may be insisted.



Appendix

MINISTRY OF HUMAN RESOURCE DEVELOPMENT**TENDER FOR THE SUPPLY OF SCHOOL FURNITURE**

1. Sealed tenders for the supply of the articles shown in the attached statement are invited by the undersigned on behalf of the Navodaya Vidyalaya Samiti _____ New Delhi _____ upto _____ P.M. (date) _____. Tenders should be sent under strong sealed cover marked as "Tender for the supply of Furniture" and not by name. The tender will be opened in the office of the undersigned at _____ P.M. on _____ (date).
2. The tenders shall be submitted according to the terms and conditions specified in paragraphs 3 to 15. Unless specified otherwise in the tender, it shall be construed that the terms and conditions stipulated hereunder have been agreed to.
3. The rates should be excluding freight and should include excise duty, sales tax, any other taxes or imposition whatever liable in respect of the supplies. The Navodaya Vidyalaya Samiti shall pay freight according to the distance of the school.
4. There should not be any over writing or corrections in the tender. If a figure is to be amended, it should be neatly scored out, the revised figure written above and the same attested with full signature and date. In the absence of the attested signature, the tender is liable to be rejected.
5. The undersigned does not bind himself to accept the lowest tender and reserves the right to accept the tender in whole or in part, i.e. with respect to all the articles mentioned in the attached statement or in respect of any one or more than one articles specified in the attached statement as he may decide.
6. On acceptance of the tender, it will become a contract and one contractor shall be bound by the terms and conditions of the tender.
7. The person/persons whose tender is accepted hereinafter called the contractor, shall deposit the earnest money of Rs.5000/- alongwith the tender which shall be refunded in the event of rejection of the tender. The earnest money will be forfeited in the event of failure to comply with the contract. In the event of the tender being accepted, the earnest money will be adjusted towards Security Deposit which shall be payable at the rate mentioned below :

Security Deposit at 10% of the total amount.

If the contractor is not agreeable to pay security deposit, the reasons thereof should be specified and the undersigned reserves the right to accept or reject the request.

8. If the contractor fails to supply the articles within the time stipulated in the letter of acceptance by the undersigned, the undersigned shall be at liberty to purchase the articles from the market or get the rest of the contract completed by any other person or firm and the difference of price, if any, shall be deducted from the earnest money/security deposit and in case any amount in excess of the security deposit is paid by the undersigned the contractor shall be liable to pay this amount.
9. The quantity of articles indicated in the attached statement may be increased or decreased at the discretion of the undersigned without assigning any reason.
10. Prior to acceptance of the tender, the undersigned reserves the right to call for samples or demonstration and the contractor shall be liable to supply the samples or give the demonstration free of cost.



11. In the event of acceptance of the tender and placing of the order for purchase, the articles ordered for would be subjected to an inspection by the undersigned or his representative and are liable to be rejected if the articles supplied are not according to approved samples or do not confirm to the specifications prescribed.
12. The rates quoted by the contractor shall hold good upto _____. No amendment in the rate except increase in the rate of Sales Tax during the period of execution of the contract, will be accepted.
13. The type of wood to be used in furniture should be seasoned teak wood and wood should not exceed more than 10% sap. The contractor shall be required to fix a tin label on the furniture supplied by him, giving his name and year of manufacture.
14. The amount of security deposit shall be retained by the Samiti for a period of six months from the date of completion of supplies as a safeguard against any defect appearing in the articles supplied within this period.
15. Tenders which do not comply with the above conditions are liable to be rejected.

(PRINCIPAL)

Station :
Date :



COMPARATIVE STATEMENT OF QUOTATIONS RECEIVED

1. Name of the Department/Section for which purchase is to be made
2. Advertisement No. and date/Limited Enquiry No. and date
3. Last date for receipt of quotations
4. Total number of enquiries issued
5. Total number of quotations received
6. Names of firms from which quotations not received
7. Details of quotations received and earnest money received.

Quotation No.	Name of the firm	Date of quotation	Quotation received on	Important terms of quotation	Quotations valid upto	Earnest money recd.	Remarks reg. rejection of quotation

(Signature of Principal)

PART II

Name of the article with full description

Amount of quotation No.

1 2 3 4

Prepared By _____
Checked By _____

Signature of members of Purchase Committee

PART III

Details of Purchase Orders sent :

Signature of Principal



Dated: April 6, 1989

The Principals
All Navodaya Vidyalayas

Sub. : Amount of Fidelity Guarantee to be Furnished by the Cashiers.

Sir,

A reference is invited to this office order No. F.1-17/89-NVS(Admn) dated 9.2.89 wherein the procedure for grant of special pay to LDC/UDC for performing the duties of Cashier in the regional office and the Navodaya Vidyalayas has been laid down. In para 4 of this order, it has been provided that the official who has been appointed to work as Cashier unless he is exempted by the competent authority should furnish security in accordance with the provisions contained in Chapter 15 of the G.F.R. 1963 and orders issued there under from time to time. In this connection, it has been decided that the amount of fidelity guarantee to be furnished by the Cashiers in the Regional Offices and the Vidyalayas will be as below :

1. Rs.7500/- where the average monthly cash disbursed is upto Rs.75000/- and Cashier is in receipt of special pay of Rs.50/- per month.
2. Rs.10,000/- where the average monthly cash disbursed exceeds Rs.75000/- and the Cashier is in receipt of Special pay of Rs.75/- per month.

Yours faithfully,

(D.P. SHARMA)
Asstt. Director(Fin.)



F.2(IX)/88-NVS(F&A)

Dated : 17.5.89

To

1. Principals, All Navodaya Vidyalayas
2. Deputy Directors, NVS, All Regions

Sub. : Payment of Leave Salary and Pension Contributions in Respect of State or the Central Government Employees – Clarification reg.

Some Principals have invited a reference to the orders issued by the Government of India, Ministry of Finance, Department of Expenditure in their OM No. 14(5)/86/TA/1029 dated 9th Oct. 1986 (copy enclosed), and enquired whether the leave salary and pension contributions in respect of the persons who have come on deputation from State Governments are payable by the Samiti. In this connection, it is clarified that these orders relate to inter state deputations only and are not applicable to the cases of deputations only and are not applicable to the cases of deputation of the persons from State or the Central Govt. to the Navodaya Vidyalaya Samiti. Navodaya Vidyalaya Samiti is an autonomous organization established by the Ministry of Human Resource Development, Department of Education, and has been registered under the Society's Act (XXI of 1960). Accordingly, the persons who have come on deputation to NVS are on foreign service and leave salary and pension contributions are payable in their respect by the Samiti.

(D.P. SHARMA)
Asstt. Director(Fin.)

Encl : as above



O.M. No. 14(5)/86/TA/1029

Dated: 9.10.1986

The Govt. of India appointed a Committee to review the existing G.F.R. Treasury Rules and Account Code Vol-I and to make conceptual suggestions for their revision so as to simplify and rationalize these rules. The Committee in chapter 5 of its second report has examined the existing system allocating the liability on account of leave salary and pensionary charges of the Govt. servants who have served under the Central Govt. and State Govts. As contained in the appendix 3-B-III and IV of account code Vol-I and made the following recommendations :

- a. The practice of realizing leave salary contributions may be dispensed with altogether as this is a very small fraction of their officers to the Central Govt.
- b. Recovery of leave/pension contributions in respect of inter state transactions, which must be few and far between and could be given up.
- c. In regard to pensionary liability the Central Govt. may forego any contribution recoverable from State Govt. to whom Central Govt. Officers are deputed.
- d. In lieu of Central Govt. liability towards pension of State Govt. officers (mainly All India Service Officers) who are deputed to centre for varying spells on adhoc grant payable to each State Govt. may be worked out at the beginning of the financial year and disbursed to them in one lumpsum as grant in aid (Non Plan) on the basis of a simple formula which takes into account cadre strength and average length of deputation of All India Service Officers to Central Govt.
- e. Pursuant to the above, it has been decided in consultation with the State Govt. to dispense with the system of allocation of leave salary and pension between Central and State Govts. as specified below :
 - (i) LEAVE SALARY : The existing system of allocation of sharing of the liability on account of leave salary contributions by Central Govt. to State Govt. or vice versa will be dispensed with. The liability for leave salary will be borne in full by the Department from which the Government Servant proceeds on leave whether it be his parent department or a borrowing department with whom he is on deputation.
 - (ii) Pension : The liability for pension including gratuity will be borne in full by the Central/ State Department to which Govt. Servant permanently belongs at the time of retirement. No recovery of proportionate pension will be made from Central/State Govt. under whom he had served.
 - (iii) Contributory Provident Fund : The liability for Government contributions will be borne by the parent department of the Central or State Govt. and no share of contributions will be recovered from any borrowing department.
 - (iv) It has also been proposed to extend the above provisions to exchange of officers between two State Govts. Accordingly, there will be no allocation of leave salary /pension contribution among the departments of the various State Govts.
 - (v) These orders will take effect from 1.4.87 and will apply to all cases of leave salaries and pension sanctioned on or after that date.
 - (vi) Necessary action in regard to the payment compensation in the form of grant in aid as envisaged in para 1(d) above, to each State Govt. in lieu of Central Govt. liability towards pension of State Govt. Officers is being taken separately.



- (vii) This issues with the concurrence of the Comptroller & Auditor General of India vide his U.O. No. 114-AC.I/163-86 Vol. II dated 3.10.86.

Sd/-
(P.V. DESAI)
J.T. Controller General of Account



F.1-99/89-NVS(Admn.)

Dated:15.1.90

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regions

Sub. : Duties & Responsibilities of Accounts Officers in Regional Offices.

Sir,

The Samiti has been receiving queries in the past about the duties and function of Accounts Officers in Regional Offices consequent upon change of their designation. The duties and functions of Accounts Officers of Regional Offices have since been decided and a copy of the same is enclosed for your information and necessary action.

Yours faithfully,

(DR. S.K. NARANG)
Deputy Director(Admn.)

Copy to :

1. All Accounts Officers in Regional Offices
2. All Officers at Hqrs.



DUTIES & RESPONSIBILITIES OF ACCOUNTS OFFICER OF REGIONAL OFFICE

1. To coordinate the finance, accounts and audit work in the Region.
2. To ensure release of funds to Vidyalayas as approved by the Samiti under the guidance of Deputy Director of the Region.
3. To compile the monthly/yearly accounts of the Regional Office and Navodaya Vidyalayas and furnish the same to the Headquarters.
4. To conduct the internal audit of Navodaya Vidyalayas within the jurisdiction of Regional Office and to ensure that the objections contained in the reports are settled within a reasonable time.
5. To prepare the consolidated budget proposals/revised estimates/figures of the financial grant of the Region after getting requisite data from the concerned Vidyalayas.
6. To advise the Deputy Director of the Region on all financial matters.
7. To perform any other duty pertaining to finance/cash that may be entrusted by the Deputy Director of the Region.

(DR. S.K. NARANG)
Deputy Director(Admn.)



F. 3-8(Misc.)/89-NVS(F&A)

Dated : 16.1.90

The Principals
All Navodaya Vidyalayas

Sub. : Maintenance of Permanent Imprest – Instructions reg.

Sir/Madam,

The hand-out supplied by the Regional Office to all the Navodaya Vidyalayas contained instructions to recoup the expenditure incurred out of imprest upto 31st March of that year. This is necessary so that the actual expenditure under contingencies may be reflected in the monthly account and amount of imprest maintained at a constant figure. However, from the consolidated account prepared at Hqrs. office in respect of all the Navodaya Vidyalayas and Regional Offices, it is seen that the closing balance of imprest worked out to Rs.7,00,890,60 indicating non recoupment of full amount of imprest by some of the Navodaya Vidyalayas.

It may please be noted that the imprest amount should invariably be recouped before the last working day of the month so that full amount of imprest is available on the first working day of the next month of financial year as the case may be.

These instructions may please be carefully noted for compliance to avoid adverse comments by Audit. Please acknowledge receipt.

Yours faithfully,

(B.P. SHARMA)
Dy.Director(Fin.)



3-38/89-90/NVS(F&A)

Dated: 19.11.90

Dear Shri.....

Will you please refer to my earlier D.O. letter of even no. dated 15th Feb., 1990 in which it was proposed that the training programme on Finance & Accounts matters may be held in each of the regions, matters to the regular employees of the Vidyalayas?

I understand that three short term courses have since been held. I hope that the requirement that only regular staff of N.Vs may be deputed for training is being adhered to. If not then, this may please be kept in view for the future courses.

During the test audit inspection carried out by the officers of the Samiti, it has been revealed that the Mess Accounts of the Vidyalayas are not being properly maintained. The consumption of articles is not uniform and that the physical verification of stocks is not being done in detail as required under the rules. You will agree that proper maintenance of Mess accounts is very essential not only because it involves lot of expenditure but also because good quality of food is required to be provided to the students of the Vidyalayas within the allotted budget. I feel that these accounts (like any other accounts) should be kept very accurately and neatly and no over writing/dotting should be allowed. In case, some change becomes inevitable, then it should be signed/initialled by the concerned Officer responsible for maintaining the Mess Accounts. The total of various consumable items should be done correctly and regularly atleast once in every financial year. It should be ensured that consumption of articles is proportionate and uniform. If it is not so, then the reasons for excess/less consumption may be given in the Remarks column.

Further physical verification of stores should be done very carefully by two senior teachers of the Vidyalaya.

A certificate to the effect that physical items listed in the stores are available in the Vidyalayas/stores in good order may be signed by the teachers and countersigned by the Principal. Shortcomings, if any, may be pointed out. At any given time, the records should indicate where and how all the items entered in the stock registers have been kept/utilized. It may also be ensured that no payment is made in respect of any item of non consumable nature without its first being entered in the stock register. The Principal should personally ensure that all the instructions about the maintenance of Mess Accounts and physical verification of stores are strictly followed by the Vidyalaya. In case of any shortcomings, Principal of the concerned Vidyalaya will be held responsible for this.

It may be recalled that prior to the financial year 1989-90, the non recurring items costing less than Rs.1000/- were not being reflected in the balance sheet of the Vidyalaya/Samiti. I would suggest that with a view to ensure that our figures in the Balance Sheet on the assets side tally with the expenditure incurred on items entered in the stock register. The Vidyalayas under your charge may be advised first to identify all the non consumable items whose cost was less than Rs.1000/- and then arrive at the total expenditure incurred on all such items purchased from the inception of the Vidyalaya till 31st March, 1989. This total should be shown and reflected in the assets side of the balance sheet for the year 1990-91. Supposing total of all the articles of non-recurring nature costing less than Rs.1000/- which were purchased before 1st April, 1989 comes to Rs.50,000/- then the entry to be made in the balance sheet etc. would be as indicated in the enclosed statement. This correction of accounts is necessary and desirable so that our expenditure in the balance sheet on the assets side tallies with the expenditure on all items of non recurring expenditure whose entry had been made in the stock register from prior to 1st April, 1989.



The requisite correction may be carried out and reported to the Hqrs. by the end of December.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'K S Sarma', is written over a light blue rectangular background.

(K.S. SARMA)



A.5-1/91-NVS(F&A)

Dated : 25.3.91

The Principal
All Navodaya Vidyalayas

Sub. : Maintenance of Imprest – Instructions reg. Recoupment thereof.

Sir/Madam,

In supersession of Samiti's instructions contained in para 7 of this office letter of even no. dated the 2nd March, 1991 on the above cited subject, it is requested that the amount of imprest lying with the Vidyalayas as on 31st March for each financial year should invariably be surrendered by the ROs and Vidyalayas and fresh amount of approved imprest drawn in the next financial year i.e. on 1st April. All the Drawing & Disbursing Officers may please ensure that there should not be any imprest amount available with them as on 31st March of the financial year.

The above instructions may please be noted for strict compliance in future, to avoid any audit observation in this connection.

Yours faithfully,

(B.P. SHARMA)
IFA & CAO

Copy to :

Accounts Officers of the Regional Offices :
For information & necessary action.



F.5-1(PR)/91-NVS/F&A

Dated: 12.4.91

The Principals
All Navodaya Vidyalaya

**Sub. : Maintenance of Property Register by Vidyalayas/Regional Office –
Instructions reg.**

Sir/Madam,

Sometime back instructions were issued by the Samiti that the Property Register should be maintained in respect of the building acquired by the Vidyalayas/regional Offices. While conducting the internal audit, it has been brought to the notice of the Director that the Property register is not being maintained in the proper proforma by some of the Vidyalayas. The non maintenance of the Property Register by the Vidyalaya has been commented upon adversely by the DACR in the Samiti's Audit report for the year 1989-90. To enable us to comply with the audit objections, it will be appreciated if all the Vidyalayas could maintain the property register in the prescribed proforma. A copy of the proforma is enclosed to facilitate its reference. It is requested that the proforma duly completed in all respects should be forwarded to Regional Office so as to enable them to consult the same and furnish it to the Hqrs.

A copy of the information sent to Regional Office may be endorsed to Hqrs. also for information.

The audit is likely to take serious view if the property register is not completed within the next fortnight or so. It may be mentioned that the information about the property is also required to be appended with the Annual Accounts which in any case is due to reach the Samiti/Regional Office by 25th April, 1991 from all the Principals. An immediate action may, therefore, please be taken to furnish the details of the property in this enclosed proforma.

Yours faithfully,

(B.P. SHARMA)
IFA & CAO



PROPERTY REGISTER OF NAVODAYA VIDYALAYA.....

Sl.No.	Date of taking over acquisition	Name of the Property & brief description (i.e. Plot No., Khasra No., Boundaries etc.)	Area of the land	Cost of land & building	Construction Agency	Amt.. expended for const. of Vidyalaya's	Authority for the work	Date of disposal	Property Disposed of Reasons for disposal	Authority	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

* The land is normally provided free of cost to the Samiti. In that case the actual value of the land may be ascertained from the patwai/revenue office of the district and entry mark in the column accordingly.



D.O. No. 3-9/91-92-NVS(G&A)

Dated: 29.5.91

Dear Principal,

Recently some of the officers had been deputed by me to inspect the Vidyalayas with a view to find out as to whether accounts etc. are being properly maintained by these Vidyalayas or not. I am told that the position in regard to the maintenance of finance and accounts by the Vidyalayas is not very satisfactory. This is not a healthy state of affairs. I would desire that utmost attention should be given to the proper maintenance of accounts and the instructions issued by the Samiti on various financial matters should be followed scrupulously by all the Principals.

Some of the financial irregularities/shortcomings noticed during such visits are indicated below:

1. Mess Account is not being properly maintained. It should not only be ensured that the expenditure on lodging and boarding per student is kept within the prescribed limit but it should also be ensured that the best possible food (within the available funds) is provided to the students and each time is accounted for in the daily/weekly Mess Accounts properly.
2. Payments are not being made by cheques. The payments are split in order to ensure that the amounts to be paid do not exceed Rs.10,000/- so as to avoid the signature of D.M. The Imprest Account Register is not being maintained properly.
3. Advance paid to the staff members/agencies is not being entered in the Advance Register nor the adjustment thereof is noted.
4. The cash book is not kept upto date. It is very essential that cash book is written and completed on day-to-day basis and should always be complete on any given date.
5. The total cost of the books available in the Vidyalaya is not worked out. In some cases, the amount indicated in the Balance Sheet does not tally with the total cost of the Library Books available in the Vidyalaya.
6. Mostly, it is seen that the excess payments are being made in respect of HRA and CCA. In cases of doubt, it is always advisable to get clarification from the RO/Hqrs. so as to avoid the hardships of recovery of erroneous payments.
7. Purchase procedure is not being followed in some cases. You will agree that the proper maintenance of accounts as well in adherence to the financial rules and regulations is a must for any given organisation. It is all the more necessary for an organization engaged in academic activities. You would have by now familiarized yourself with the purchase procedure to be followed and also the way the accounts should be maintained. If so, there should be no scope at all/now for further financial irregularities especially when the Samiti has issued detailed instructions on various topics having financial bearings. In any case, it may please be noted that we have to follow Govt. Rules in all financial matters (where no specific clarifications/ instructions have been issued by the Samiti).

I am sure that you will now devote utmost attention to ensure that no financial irregularities of any sort whatsoever are committed henceforth and that there should be no occasion for internal audit/Party/A.G. to raise any objection against our Vidyalaya.

With regards,

Yours sincerely,

(K.S. SARMA)

Director



No. F. 3-9/91-NVS(F&A)

Dated: 12.12.91

Dear Shri.....

In the recent past, I accompanied by IFA & CAO of the Samiti, had the chance to visit some of the Vidyalayas. By and large, I found that the Principals were devoting adequate attention to academic matters. But, I was not very happy to find that proper attention was not being given by the Principals in regard to the observance of financial rules and that financial discipline was not being enforced to the extent it is desirable even though the instructions in this regard have been issued a number of times in the past also. The observance of financial rules and regulations by all concerned is really a matter of great importance. I would, therefore, impress upon once again and request the Principals to henceforth ensure that the financial rules and regulations are strictly adhered to.

Some of the points that came to our notice during such visits are indicated below :

1. The Cash Book as well as the Imprest account were not maintained properly. The cuttings were not initialed. Nor were the totals checked by a person other than the writer of the Cash Book.
2. TA/LTC advances had been drawn. Either the journeys were not performed at all or the TA/LTC bills were not submitted in time which resulted in unnecessary excess money lying with the person concerned. It may be ensured in future that TA/LTC bills are submitted within one month of the performance of the journey and no advance on account of LTC is taken unless there is proof that the person concerned would undertake the journey.
3. Some of the items given to the Vidyalayas as gift had not been included in the Stock Register. These should be taken into the stock as well as in the accounts by indicating that approx. value of the gift.
4. It may be ensured that the cost of all the non consumable items irrespective of its price should be entered in the Stock register and its total should tally with the value shown in the Vidyalaya's Balance Sheet.
5. A report furnishing the compliance on account of all the above points may be sent to the RO by 31st December, 1991 who in turn may report to me by 25th January, 1992. My purpose of writing to you that you may also like to advise your inspecting staff also to check that the above mentioned shortcomings have indeed been rectified. A compliance report may be sent to me by 31st December, 1991.

Yours sincerely,

(DR. S.K. NARANG)

Shri.....

(All the ROs)

Copy to :

1. Principals, all Navodaya Vidyalayas
2. DDO for similar necessary action.



3-9/91-92/NVS/F&A/60

Dated: 10.4.92

CIRCULAR

It has come to the notice of the Samiti that some of the Vidyalayas are making payment by cash. This is hereby brought to the notice of all the Principals that as far as possible, payments in respect of purchases made by the Vidyalayas should be made by cheque only. No disbursement should be made without taking proper stamped receipt from the concerned authority.

It has been brought to the notice that some articles have been found missing and its loss is generally attributed due to the lapse and during the tenure of the previous Principals. It is, therefore, advised that whenever the new Principal takes charge of a new Vidyalaya, he may first get the physical verification done in respect of the consumable and non consumable items and get the signature of the Principal handing over the charge to the new Principal. This exercise will be in the interest of both the Principals taking over and handing over the charge.

(B.P. SHARMA)
IFA & CAO

Copy to :

1. All Principals
2. All the Deputy Directors, ROs : for information
3. Admn. Division
4. DDO for necessary action



F.3-8(SHR)/93-94/NVS(F&A)IA/369

Dated:12.4.93

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regions

Sub. : Non Deduction of Licence fee and Water and Electricity Charges for Official Accommodation Provided to Deputy Directors – reg.

Sir,

I am directed to say that as per instructions contained in Samiti's letter No. F. 24(i)/87-NVS/II dated 12.7.88 (copy enclosed for ready reference). The Deputy Directors posted at Regional Offices is required to pay Licence fee @ 10% of pay and CCA for occupying accommodation in the office premises. However, during the internal audit of some of the regional offices, it has been revealed that the licence fee and water and electricity charges are not being recovered from most of the officers who otherwise are using the official accommodation.

Director has taken a serious view of the non recovery of licence fee etc. from Deputy Directors.

It will, therefore, be appreciated if you could kindly confirm that the recoveries of Licence fee and water/electricity charges, including arrears, if any, from Deputy Directors have since been made.

This issues with the approval of Director.

Yours faithfully,

(B.P. SHARMA)
DEPUTY DIRECTOR(FIN.)

Encl : a/a



F.24(1)87/NVS/II

Dated: July 12, 1988

To

All the Dy. Directors
Regional Offices

Sub. : Deduction of Licence Fee for Official Accommodation.

Sir,

In all the regional offices set up by the Samiti, residential-cum-office accommodation has been hired by the Samiti. A portion of the accommodation is occupied by the Dy. Director for their residential purpose. Accordingly, the Licence Fee at the rate of 10% of the emoluments i.e. pay plus City Compensatory Allowance of the officer concerned is to be deducted from the pay-bills from the date of occupation of the accommodation and credited to the head 2(d) House rent return from staff residing in Samiti's quarter. Instances have come to the notice of Samiti where such deductions are not being made. It may please be ensured that the necessary deductions are made from the officers concerned through monthly pay-bills, as also arrears, if any, are recovered under intimation to this office.

Yours faithfully,

(D.P. SHARMA)
Asstt. Director(Fin.)



D.O. No. 3-9(6)/92-93/NVS(F&A)

Dated: .8.93

Dear District Magistrate,

The scheme of Navodaya Vidyalaya has been, as you know, in operation for the last 7 years or so. Under the scheme, 322 Vidyalayas have already opened, 108 more are likely to be opened during the first three years of the VIII Five Year Plan. The response to the scheme is indeed encouraging and appears to have been well received by one and all. In the earlier years of the commencement of the scheme, there were few or no complaints whatsoever about financial irregularities. All this has been possible due to the able guidance provided by the DMs to the Navodaya Vidyalayas situated in their respective district. For this, I express my gratitude and sincere thanks.

Of late, we have started receiving some complaints through internal and A.G. Audit Report about financial irregularities committed by some of the Vidyalayas. These complaints formally relate to the areas of :

- (i) Purchase made by the Navodaya Vidyalaya Samiti without having followed the prescribed procedure.
- (ii) Splitting of amounts of bills with a view to avoid obtaining counter signature of the DMs.
- (iii) Non maintenance of cash book properly.

My main objective in writing to you today is to request you to ensure that the above types of irregularities are minimized, if not eliminated altogether and thereby improve the financial system in our Navodaya Vidyalayas. For this purpose, I am enclosing a (i) copy of statement indicating the financial powers delegated to the Principals (Revised version is available on Gen. Administration Section), (ii) copy of the letter No. 24(1)/87/NVS/F&A dated 8.7.88 containing the procedure to be followed while making purchases and (iii) copy of letter No. 14-10/NVS/F&A dated 18.10.88 which contains the guidelines for setting up of Appointments Committee and Purchase Advisory Committee.

It will be seen from the perusal of above letters/circulars that the Principals have been delegated financial powers which are to be exercised by them in consultation with you as Chairman of the Vidyalaya Management Committee. The Principals can make purchase of various items upto Rs.2000/-¹ in each case. Beyond this, they can make purchases only with the approval of the Purchase Advisory Committee. I would request that as hitherto you may continue to guide the Principals in the matter of making purchases etc. which are required to be made strictly in accordance with the purchase procedure prescribed by the Samiti which involves purchase only after calling public tenders as detailed in the letter referred to the preceding para.

In regard to the second type of irregularities, I may inform you that the Principals have been authorized to make payments of bills (other than salary, electric and water charges payable to the State Government for which there is no limit) upto Rs.10,000/-² only. In case, the amount of the bills exceed Rs.10,000/-, then the payment can be made only after obtaining of counter signature of the D.M. with a view to avoid the obtaining of counter signature of D.M., the Principal resort to the practice of splitting the amount of the bills. You may kindly ensure that this practice is not allowed to be followed by the Principal of the Vidyalaya of your District.

1. Now Rs. 1000/- only as contained in circular issued vide F. No. 3-9(6)92-93/NVS (F&A)/dated 30/10/2003
See page 428

2. Now Rs. 30,000/- Vide No. F. 4-10/2001-NVS (Audit), dtd 10-8-2001 on page no. 413.



In regard to the non-maintenance of Cash Book, it has come to our notice that the Cash Books are not being maintained on day-to-day basis and are not usually checked/counter signed/attested by the Principal who is also incidentally the Drawing & Disbursing Officer of the Vidyalaya.

I wonder whether it could be possible for you to nominate one of your officers to visit and inspect the Vidyalayas accounts etc. Once in a month to ensure that the financial records are being maintained properly and the purchases are being made as prescribed by the Navodaya Vidyalaya Samiti. The officer could check whether the cash book is being written properly by the Principal on day to day basis and verify the cash in hand physically.

I hope that we have not over burdened you. However, only the Chairman VMC can ensure that Principal do maintain the requisite standard of financial discipline by observing the financial rules and regulations of the Samiti. May I solicit your cooperation and hope that you will kindly assist us in this important areas of enforcing the financial discipline in our Vidyalayas.

With kind regards,

(Neeru Nanda)
Director



D.O. No. 1-30/93-94/NVS/F&A/841

Dated : 14.2.94

The Principals
All Navodaya Vidyalayas

It has come to the notice of the Samiti that Principals of some of the Navodaya Vidyalayas have in the past negotiated and/or entered into agreements with agencies like Electricity Board and made payment accordingly. The agreements signed in such cases were not in the best interest of the Samiti and resulted in excess payments. In fact, the Principals have not been delegated with powers to enter into agreements with other agencies.

It is hereby brought to the notice of all concerned that in future no such agreement may be entered into with any Govt./Non Govt. Agency without Headquarters' approval. Any such case of delinquency coming to notice of Hqrs., where powers have been flouted, will be viewed seriously and responsibility for any financial loss fixed on the defaulting officer for effecting recovery from him.

The above instructions are issued with the Director's approval and may please be noted very carefully for further guidance and compliance.

Please acknowledge receipt.

Yours sincerely,

(B.P. SHARMA)



F.6-8/92-NVS(F&A)

Dated : 18.4.94

The Deputy Director
Navodaya Vidyalaya Samiti
Regional Office
Pune

Sub. : Free Remittance Facilities for Navodaya Vidyalaya Samiti and the Vidyalayas Established and Maintained by the Samiti in Different States.

Sir,

I am directed to refer to your letter No. F. 4-4/NVS(PR)/93-94/6459 dated 31.12.93 on the above mentioned subject and to inform you that the matter regarding banking facility at par has already been taken up with the RBI, New Delhi. Accordingly, as per advice of RBI, this case has been referred to the Ministry of Human Resource Development, Department of Education for seeking the approval of the Central Govt. in the matter. This will take some more time before a decision on the subject matter is taken and communicated.

It is, however, advised to pay remittance/collection charge to the Bank as charged by them accordingly to approved scheduled rates. The expenditure on this account may please be booked under the head "Contingencies". However, if any other nationalized bank in the vicinity is ready to offer free banking facilities then the desirability of transferring the account to such a bank may be considered on priority basis in order to avoid financial loss to the Samiti.

Yours faithfully,

(B.P. SHARMA)
INTERNAL FINANCIAL ADVISOR
AND CHIEF ACCOUNTS OFFICER

Copy to :

1. All Regional Offices
2. Principals of all JNVs



F.3-8(120)/90-91/NVS /F&A(IA)

Dated: 26.7.95

The Principal
All Jawahar Navodaya Vidyalayas

Sub. : Fixation of Flat rate of Electricity Charges for Occupants of Staff Quarters in JNV Complexes – reg.

Sir,

The matter regarding fixation of electricity consumption charges in respect of these staff quarters of JNV Complexes where electric meters have not been provided, had been under consideration for quite sometime. It has now been decided that in cases where separate electric meters have not been provided, the electric consumption charges may be recovered from the date of actual date of occupation of quarters at the following rates till the electric meters are installed in the residential accommodation of JNV complexes :

For Principal's residence : @ Rs.80/- per month
For staff quarters : @ Rs.50/- per month

However, if the gadgets like water coolers, geysers, blowers, electric oven and electric heater etc. are used, the allottee has to pay the additional charges for electricity @ Rs.2/- per gadget per month. The maintenance of the residential accommodation will be the responsibility of the Vidyalaya. However, replacement of electrical items like bulbs/fluorescent tubes will be at the cost of the allottee.

Where the separate electric meters have been provided to the quarters, the recovery may be made by the Principal as per the actual meter reading and the electric consumption charges shall be calculated at the rate prescribed for domestic supply by the concerned electricity board together with electric duty etc. on such domestic rates. It is also suggested that separate register for electricity consumption on the prescribed proforma shall be maintained by the Vidyalaya concerned. This will be ensured that recovery is made invariably every month from the pay bill and deposited in school account immediately. These guidelines/instructions should invariably be followed by all.

This issues with the approval of Director, NVS.

DEPUTY DIRECTOR(FIN.)



JAWAHAR NAVODAYA VIDYALAYA.....

Quarter No. : _____

(Non metered)

Name of Allottee/Occupant _____

Rate of monthly charges for power/electricity charges

Date of occupation : _____
Gadgets....)

Rate of Monthly Charges for Gadgets(Name for

1.

2.

3.

4.

Total Rs. :

<i>Month for which recovery made</i>	<i>Amount of Recovery</i>	<i>Month's Pay Bill/Vr.No.</i>	<i>Vr. No. through which deposited into school Account</i>	<i>Initials of clerk/Supdt.</i>	<i>Principal</i>

Note :

1. Separate pages will be allotted for each quarter.
2. Separate Register will be opened for metered and non metered accommodation.
3. If more than one person is living in the same quarter, the charges will be made proportionately from each occupant.



FINANCE WING

Sub. : Rates of Dearness Allowance Sanctioned by the NVS from Time to Time.

Rates of Dearness Allowances sanctioned by the Govt. of India from time to time and also applicable to the employees of NVS are as under :

Prior to Vth Pay Commission

Period w.e.f. %age of DA

1.7.1986	4%
1.1.1987	8%
1.7.1987	13%
1.1.1988	18%
1.7.1988	23%
1.1.1989	29%
1.7.1989	34%
1.1.1990	38%
1.7.1990	43%
1.1.1991	51%
1.7.1991	60%
1.1.1992	71%
1.7.1992	83%
1.1.1993	92%
1.1.1993	97%
1.1.1994	104%
1.7.1994	114%
1.1.1995	125%
1.7.95	136%

After the Vth Pay Commission

Period w.e.f. %age of DA

1.1.1996	0%
1.7.1996	4%
1.1.1997	8%
1.7.1997	13%
1.1.1998	16%
1.7.1998	22%
1.1.1999	32%
1.7.1999	37%
1.1.2000	38%
1.7.2000	41%
1.1.2001	43%
1.7.2001	45%
1.1.2002	49%
1.7.2002	52%
1.1.2003	55%
1.7.2003	59%

Sd/-
(D.C. VERMA)
Section Officer (Audit.)

Dated : 10-11-2003



No. F. 4-10/2001-NVS(Audit)

Dated: 10.8.2001

CIRCULAR**Sub. : Operation of Bank Account of the Vidyalaya – Relaxation of Norms thereof.**

In accordance with the norms communicated as above, the bank account of the Jawahar Navodaya Vidyalaya is jointly operated by the Principal and the Chairman, Vidyalaya Management Committee or his nominee. Permission have also been given to Principals to sign the cheques upto a value of Rs.20,000/- with the counter signature of senior most teacher. Similarly, Principals have also been permitted to sign the cheque for payment of salary to employees with the counter signature of the senior most teacher.

In partial relaxation of the above norms, it is now decided by the Samiti to permit the Principals as below for issue of cheques :

1. Cheques below the value of Rs.30,000/- may be jointly signed by the Principal and senior most teacher duly nominated by the Regional Office concerned.
2. Cheques with the value of Rs.30,000/- and above may be jointly signed by Chairman VMC/his nominee and the Principal invariably. However, monthly salary cheques in respect of the staff of Jawahar Navodaya Vidyalaya to be paid against the duly sanctioned post may be signed by Principal and the senior most teacher jointly irrespective of the amount of the cheque. A copy of salary bill will due details of cheque numbers and values thereof may be sent to the Regional Office concerned without fail.

Further, following restrictions may be kept in mind while issuing the cheques :

1. The payment and cheque thereof shall not be splitted at any cost to facilitate immediate payment with a view to avoid the signature of Chairman, VMC.
2. No other official other than senior most teacher may be nominated for counter signature on cheque.
3. Efforts should be made to make payments before due time to avoid any litigation.
4. In emergent cases of payment below Rs.30,000/- during vacation when the senior teacher is not available, the cheque may be got countersigned by Chairman, VMC/nominee of Chairman.
5. Compliance to the above may please be monitored by the Regional Office concerned.

(V.K. SHARMA)
Deputy Director (Fin.)

To,

The Deputy Director
NVS, All Regional Offices

Copy to :

1. The Principal, all JNVs
2. All Officers at NVS Hqrs., New Delhi.

(B.C.R. MOHANI)
Asstt. Directort (Fin.)



Ref. No.F.3-22/93-94/NVS(F&A)/327

24th February, 2003

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices

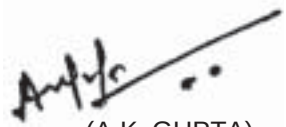
**Sub. : Empanelment of Chartered Accountants to Audit the Accounts of JNVs
— Reg.**

Though Executive Committee & Finance Committee of the Samiti have already approved appointment of Chartered Accountants to Audit the accounts of JNVs long back but could not be implemented due to non-finalisation of scheme in detail. Since internal audit of JNVs by internal audit team of NVS is not sufficient due to inadequate staff, it is proposed that appoint Chartered Accountants for Internal Audit Work. In the beginning, it is proposed that 2-3 Chartered Accountants may be empaneled to conduct audit of JNVs of your region (minimum 10 JNVs) from the empaneled Chartered Accountants as per term and conditions enclosed as Annexure-1. Your office can add any other precautionary conditions, if required for empanelment of Chartered Accountants.

Chartered Accountants may be asked to submit fees acceptable for carrying out audit on the accounts of JNVs but for administrative convenient, it is mentioned that this may not exceed Rs. 10,000/- per annum per Vidyalaya. The expenditure will be booked under head "Plan" and necessary fund for this will be made available to Regional Offices as per their actual requirement. Inquiries from reputed firm having minimum 10 years experience as elaborated in Annexure-I may be called for and empanelment of chartered Accountants may be finalised by 31.3.03 positively.

The list of Chartered Accountants empaneled may be sent to Hqrs. Office for record by 31-3-03 with the details of terms and conditions endorsed to the Chartered Accountants.

This has approval of Commissioner NVS and may be given personal attention please.


(A.K. GUPTA)
Deputy Director (Fin.)

Encl. : as above



TERMS & CONDITIONS REGARDING APPOINTMENT OF CHARTERED ACCOUNTANTS' FIRM

1. The Chartered Accountants may be stationed in the State of Regional Hqrs.
2. The Chartered Accountants Firm should be having minimum 10 years experience for similar job for some other Central/State Government Organisation/PSUs/Banks/Educational Institutions etc. in the State.
3. In the first instance appointment may be made for a period of one year to cover 10 Vidyalayas to gain experience and to examine quality of internal audit carried out by the Chartered Accountants.
4. The Chartered Accountants Firm is required to conduct concurrent audit/internal check of all transactions including purchases/accounting etc. of all JNVs.
5. There will be no restriction on the extent of depth of internal audit of the transactions of the units on the commercial/managerial/personnel/accounting efficiency and proprietary aspects and Chartered Accountants will be free to have access to all records.
6. Chartered Accountants may be apprised the scope of work. The Chartered Accountants shall ensure that the systems and procedures laid down by the Samiti in respect of purchases, administration, personnel, finance and accounts etc. as prescribed in the guidelines issued from time to time are fully adhered to.
7. Chartered Accountants may ensure proper monitoring and implementation of the management decisions, procedures, and systems laid down for effective and smooth functioning of the Samiti.
8. Chartered Accountants may ascertain the adequacy/reasonableness and correctness of receipts/payments and ensure that these items are booked to "proper heads" of account.
9. Chartered Accountants shall also check whether the Internal Audit Observations reports & Statutory audit Observation reports for the previous years are fully and justifiably complied with. Status of such outstanding if any is to be pointed out separately.
10. The persons handling the audit are required to maintain complete secrecy about the matters coming to their knowledge during the course of audit.
11. Chartered Accountants may be asked to submit fees acceptable for carrying out audit on the accounts of JNVs.
12. In addition fees payable to Chartered Accountants, it may be mentioned in the offer letter that free boarding and lodging facilities as available in JNVs will be provided to his team. No other charges such as TA/DA visiting fees etc. shall be payable.
13. Internal Audit of selected JNVs is to be conducted in the month of May/June positively.
14. Internal Audit by Chartered Accountants may be done by the team of 3-4 members to be headed by Chartered Accountant or his representative to maintain the quality of audit.
15. Chartered Accountants Firm may intimate the JNV atleast 15 days in advance about their programme so that records can be kept ready for internal audit.
16. Internal Audit by Chartered Accountants is to be conducted on the basis of available Rules/Regulations/Guidelines issued by Samiti from time to time and as per provision available in "General Financial Rules" issued by Government of India.



17. The Chartered Accountants so appointed would act as Internal Auditors only and will issue report of their findings and their suggestions, if any, incorporating all the financial and accounting irregularities to the Deputy Directors of RO within a fortnight of the Internal Audit done.

A handwritten signature in black ink, appearing to be 'Anil', followed by a long horizontal line and two dots.

Deputy Director (Finance)



F. No.3-8(89)/2002-03/NVS(F&A)/32

21st April, 2003

Sub.: Ceiling of Reimbursement of Medical Claims.

In partial modification of earlier orders issued vide letter no. F.1-56/87-NVS(Admn) dated 30/10/95¹ by the Samiti on the subject, the undersigned is directed to convey the approval of the Commissioner NVS, for increase in ceiling limit of medical reimbursement claims for treatment obtained for day to day ailments by the employees of the Samiti for self and family as follows:

<i>Settlement of Medical Claim</i>	<i>Sanctioning Authority</i>	<i>Existing Ceiling Limit (per employee per annum)</i>	<i>Revised Ceiling Limit (per employee per annum)</i>
For Vidyalaya staff (excluding Principal)	Principal	Rs. 500/-	Up to Rs. 5000/-
For Regional office staff (excluding Dy. Director)	Dy. Director	Rs. 1500/-	Up to Rs. 7500/-
For Hqrs. office staff	Dy. Director (Admn.)	Rs. 1500/-	Up to Rs. 7500/-
All the staff of NVS	Concerned DD's with concurrence of F&A wing of Hqrs. Office	Rs. 1500/-	Over Rs. 7500/-

All the medical claims above Rs. 7500/- per employee per annum will be sent to Internal Audit wing of NVS Hqrs. Office after thorough pre-check as per prescribed guidelines and norms circulated vide NVS Hqrs. office letter no. 3-59/2002-03/NVS(F&A)/IA/324 dated 24-2-03² for pre-auditing the claims. The pre-audit of medical claims of Vidyalaya staff exceeding Rs. 5000/- upto Rs. 7500/- per annum per employee will be dealt by concerned Regional Office. A proper register should be maintained at JNV/RO/Hqrs. level for follow up of above ceiling limit and the same will be a auditable document at the time of Internal/External Audit.

- During internal audit of JNV, there should be a mandatory check regarding verification of medical claim register and examination of reimbursement made at Vidyalaya level. The dealing assistant pre-auditing the medical claim should clearly indicate his full name along with dated signature. Similar register will be maintained at Regional Office and Hqrs. office level while pre-auditing medical reimbursement claims. The register should be maintained in the performa enclosed as Annex-I.
- All medical claims of the principal would be forwarded to Regional office concerned for pre-audit and sanction of reimbursement.
- All medical claims of Deputy Directors and all individual claims, including Vidyalaya staff, exceeding annual ceiling of Rs. 7500/- should be referred to Hqrs. Office after thorough pre-

1. Copy enclosed, see page 421

2. Copy enclosed, see page 423



check as per guidelines issued by NVS Hqrs. and CS(MA) Rules for pre-audit. The authority for sanction of reimbursement of medical claims is with Deputy Director if claim is as per CS(MA) Rules.

- (d) In respect of Hqrs. staff the medical claim upto the annual ceiling of Rs. 7500/- per annum per employee shall be considered for payment by DD (Admn.) after pre-check by the D.D.O. (Hqrs.). all claims exceeding above ceiling will be dealt as per (a) above.
- (e) All claims irrespective of amount seeking relaxation in CS(MA) rules, 1944 shall continue to be sent to NVS Hqrs. office for approval of the Commissioner, NVS.
- (f) All the claim settlement authorities are required to follow detailed instructions as laid down in "Appendix - XII of Swamy's Medical Attendance Rules" while sanctioning/pre-auditing the medical claims.
- (g) All precaution should be made to prevent abuse of medical reimbursement facility. In case of doubtful nature, verification should be undertaken through vigilance organisation of department.

The above instructions will come into force with effect from 1-4-2003.

(A.K. GUPTA)
Deputy Director (Fin.)

Encl. : as above

Copy to :

1. All Officers at NVS Hqrs.
2. All Regional offices.
3. All Jawahar Navodaya Vidyalayas
4. D.D.O. NVS Hqrs.
5. All NLIs
6. Guard file.

Deputy Director (Finance)



Annexure-I

PROFIRMA OF REGISTER FOR MEDICAL CLAIM AND REIMBURSEMENT

Sl. No.	Name of Employee with designation	Name of Patient & relationship with Employee	Type of Hospital & Doctor's Name	Nature/ Name of Illness	Duration of Illness	Total amount of claim	Amount of Advance	Amount of Reimbursement	No. and other Particular of bill through which amount was claimed	Progressive total of amount reimbursed	Remarks



Annexure-II

DISTRIBUTION OF DUTIES BETWEEN ACCOUNTS OFFICER & SECTION OFFICER (FINANCE)*Accounts Officer*

1. Internal Audit of Vidyalayas
2. Follow up action on Internal & A.G. Reports
3. Submission of audit reports to Hqr. and watching the Compliance from Vidyalayas.
4. Pre-audit of all the claims of Vidyalaya Staff
5. Pursuing the reports of Chartered Accountants and their Payments.
6. Follow up action on D.D.R. Heads
7. All the Sanction Orders, Expenditure Proposals, Final Payment Including Past final Payment of CPF.

Section Officer (Finance)

1. Annual Accounts Compilation.
2. Monthly Expenditure Reports
3. Budget & Final Grant
4. Release of Funds to Vidyalayas.
5. Monitoring & Control of CPF Works.
6. D.D.O. Duties and Processing the Claims of R.O. Staff.

Note :

1. Both the Officers will report for their works to DD/RO through A.D.(F) (if designated).
2. Both the Officers will work as a team member. In the absence of one, the other will discharge all the duties and responsibility for the complete work.



F.No.1-56/87-NVS(Admn.)

30/10/1995

Sub. : Ceiling of Reimbursement of Medical Claims.

In partial modification of earlier orders issued by the Samiti on the subject, the undersigned is directed to convey the approval of Director, NVS, for increase in the ceiling of medical reimbursement claims for treatment obtained for day to day ailments by the employees of the Samiti for self and family at Rs. 1,500 per annum per employee. Accordingly all medical claims for treatment obtained for day to day ailments will be considered in accordance with the provisions contained under C.S. (M.A.) Rules, subject to a maximum ceiling of Rs. 1,500 per annum.

Henceforth the following procedure will be followed for settlement of medical claims of individuals:

1. *Vidyalaya staff* : All medical reimbursement claims of Vidyalaya staff, except the Principals, may be processed for payment at Vidyalaya level upto a ceiling of Rs. 500 per employee. Claims exceeding ceiling of Rs. 500 of the Vidyalaya staff would be forwarded to the Regional office after pre-check and specific recommendations for approval of Deputy Director, R.O., before reimbursement. All medical claims of the Principals would be forwarded to Regional office concerned for pre-check and reimbursement. The R.Os. are authorised to reimburse medical treatment claims upto Rs. 1,500 per employee per annum including reimbursement made at Vidyalaya level.
2. *Regional office staff* : All medical reimbursement claims of the staff posted at the Regional offices, except Deputy Director, may be processed at Regional office level and will be reimbursed subject to the ceiling of Rs. 1,500 per employee per annum. All medical claims of Deputy Director, and all other individual claims, including Vidyalaya staff, exceeding the annual ceiling of Rs. 1,500 should be referred to Hqrs. office after pre-check by Regional office and specific recommendations of Deputy Director for consideration and approval before effecting the payment.
3. *Hqrs. staff* : All medical claims in respect of the staff posted at Hqrs. office upto the annual ceiling of Rs. 1,500 per annum per employee may be considered for payment by D.D. (Admn.) after pre-check by the D.D.O. Approval of claims exceeding Rs. 1,500 may be considered for payment in consultation with F&A Wing and approval of Director, NVS.
4. All claims should be pre-checked thoroughly by the D.D.O. concerned in accordance with CS(MA) Rules before payment or while forwarding to the Regional office/Hqrs. as the case may be. While forwarding the claims to the next authority, the amount of reimbursement recommended should be specifically indicated on each item.
5. While processing the claims of medical reimbursement, the Govt. of India instructions under GS(MA) Rules and the instructions by the Samiti on the subject should be strictly adhered to.

All Regional offices are also advised to finalise the panel of medical attendants for their staff from amongst medical practitioners included in the panel approved by the Central Government Employees Welfare Coordination Committees for their cities in consultation with the NVS Hqrs. The payment to the AMAs, so appointed, is to be made in accordance with the rates prescribed under CS(MA) Rules.



The above instructions will come into force with immediate effect.

A handwritten signature in black ink, appearing to be 'M.S. Khanna', is shown within a light gray rectangular box.

(M.S. Khanna)
Deputy Director (Admn.)

Copy to :

1. All Officers at NVs Hqrs.
2. All Regional Offices
3. All Jawahar Navodaya Vidyalayas
4. D.D.(Fin.), NVS Hqrs.
5. D.D.O., NVS Hqrs.



F.No.3-59/2002-2003/NVS(F&A)/IA/324

24/02/2003

To

The Deputy Director
Navodaya Vidyalaya Samiti
All Regional Offices

All Principals,
Jawahar Navodaya Vidyalaya

Director
All Navodaya Leadership Institute

Sub. : Reimbursement of Medical Claims.

This office is getting huge number of medical claim bills preferred by NVS staff members. Efforts are being made by Hqrs Office to entertain these bills timely to avoid hardship to the staff. As on 31-01-2003 no medical claim bill were pending with Hqrs. Office and all bills were pre-audited and sent to concerned regional office for onward necessary action.

The following shortcomings mostly noticed while pre-auditing the claims which may please to taken care before sending Medical claim bills to Hqrs. Office.

1. Check the application form (in the prescribed format) whether the same is submitted in duplicate or otherwise.
2. Check the details i.e. Name, designation, Basic Pay, place of duty, material status name & age of the children mentioned in the application form.
3. Name and relation of the patient with the employee & whether fully dependant on the employee or otherwise. The monthly income of the dependent should not exceed to Rs. 1,500/- from all sources or as amended from time to time.
4. Ensure that the nature of illness and duration (period of illness) are mentioned in the form. Some of the employee's period mentioned in the certificate 'A' differs from date to date (dates). Actual date of treatment should be mentioned.
5. As soon as claim is received from the individual for pre-check it should be entered in the inward register and certificate to that effect that the bill submitted within 3 months from the date of last treatment taken should be endorsed on the bill. Without endorsing the date of receipt of bill/claim it is not possible to ascertain whether the bill is submitted within the prescribed time limit.

A year wise medical bill register may please be maintained for progressive total of the reimbursement made to each staff member till starts earning or gets married which over is earlier irrespective of age limit (Auditable document).

6. In case of children, state the age of the children (sons-till starts earning or attaining the age of 25 years which ever is earlier. Daughter-till starts earning or gets marries which ever is earlier irrespective of age limit) as clarified in "SWAMI's" MEDICAL ATTENDANCE BOOK (CSMA). ALL JNV's are hereby requested to purchase the said book.



7. If the claim in respect of father & mother of the employees or of the spouse (non-employed) the dependency certificate in the prescribed format (Annex-I) should be given by the employee. If both are employed they should have to give joint declaration for dependency separately for their father & mother or one of them. However their monthly income source should not exceed to Rs. 1,500/- p.m. or as revised time to time.
8. The claim exceeding 500/- should be forward to RO in the enclosed proforma (Annexed-II).

CHECK LIST FOR OUT DOOR PATIENT TREATMENT (OPD) OR INFORMATION /DOCUMENTS ALONGWITH CLAIM.

1. Medical treatment from private doctor/Hospital/Nursing Home is not reimbursable. This is also noticed that the Vidyalaya staff take treatment from the Vidyalaya's Honorary Doctor which is also not reimbursable.
2. Please ensure whether treatment has been taken from the AMA or at Govt. Hospital/ PHC or hospital recognized by the State Govt. or Central Govt. It is the responsibility of each Vidyalaya every year to collect the list of Authorised Medical Attendant of their nearest town/village who is authorised to give the treatment tot he Central. Govt. Employees & their family numbers and one copy of the list kept in the Vidyalaya and another is forwarded to respective ROs for record. It should be mentioned in the claim form i.e. Sr. No. below 8(1) Medical Attendance-Name and duration. It is further suggested that if such AMA is not appointed the DMO may be contacted and list of such doctors may be invited from him who are also ready to charge the consultation fee as CSMA Rules be given duly indent of the respective doctor that he is also ready to charge the consultation fee as CSMA Rules. Kindly not that the reimbursement admissible for the treatment taken in AMA's OPD only and no reimbursement for the expenditure incurred towards inpatient treatment in the private Hospital/AMA's Dispensary/Any pathology test advised by the AMA can be reimbursed if the same tested in the Govt. Hospital or authorised hospitals by state central CGHS.

Further it is added that Govt. employees/members of their family may take treatment from any hospital recognized under CGHS w.e.f. 07-09-2001.

3. It should be noted that the doctors of the Govt. Hospital/PHC may not be considered as AMAs outside hospital for private practice as they are given non practicing allowance and the treatment from such doctors are not reimbursable and against the rules. Some of the doctors are working in the Govt. Hospital/PHC/Recognized Hospitals as honorary basis and the treatment from such doctors are also treated as private treatment hence not admissible. Such type of claims may not be entertained for reimbursement. If such doctors are authorised for private practice the Govt. Orders in this regard may be submitted even though the treatments are not authorised if he has not having the authorization (AMA) certification) letter to give the treatment to the Govt. employees.
4. If the treatment is going to be taken at Govt. hospital/PHC they should take the minimum registration fees but not consultation charges. AMA may charge the consultation fee as prescribed by the Govt. However, it should be mentioned on the essential certificate.
5. Essentiality certificate should be completed in all respects i.e. name and designation of the AMA nature of illness, duration and number of consultation and fee received for each consultation should be filled in by the doctor only. A rubber stamp of the doctor



showing the registered number and degree should be affixed on the essential certificate 'A'.

6. The prescription should bear rubber seal of the doctor, date and name of the patient and age should be mentioned by Doctor.
7. Cash voucher for purchase of medicines should contain the name of the doctor, patient's name and date. It should also be countersigned by the doctor. No alteration in the date of bills as per date of prescription should be entertained and liable to be rejected. Any overwriting or alteration without proper attestation will be viewed seriously.
8. If the treatment is taken at Govt./Recognized hospitals outside the district/state the reason should be submitted by the claimant along with the claim. Treatment taken from AMA outside the district i.e. normal place of duty station, is not admissible.
9. O.P.D. No. & Dt. is required on the prescription slip and claim should be submitted in the Essentiality Certificate. Form 'A'.
10. Indoor patient treatment claim should be submitted in Form 'B' for reimbursement of the bill.
11. Check the in-admissible medicine purchased by the patient.
12. Details of drugs:

A separate list of medicine purchase from Chemist/Medical Store in Capital letters is enclosed along with medical claims.

Sr. No.	Date & No. of cash memo	Name of Medicine	Number of Medicine & quantity purchase	Rate	Price	
					Rs.	P.

CHECK LIST FOR INPATIENT TREATMENT (I P D)

1. Medical treatment in a private hospital is not admissible except in emergent circumstances, however certificate to that effect is to be submitted.
2. The total claim including claim form, cash receipt, medicine cash vouchers, essentiality certificate should be submitted in duplicate duly Xeroxed. Otherwise the claim will be returned to Vidyalaya un-passed. If the claim exceeding Rs. 1500/- one copy of the claim should be kept by the employee for his/her reference.
3. The proper attention has to be given by the claimant as well as UDC/LDC of the Vidyalaya towards the following points. The hospitalization (Inpatient treatment) Bill should always contain the following head of expenditure under which the charges were paid by the employee, to avoid unnecessary disallowance of the charges to non availability of details.
 - (a) Details of pathology charges (rate per test with name of the test) (if as per CGHS rates with Sl. No. of rate list).
 - (b) Period of patient admitted in the hospital. Rate of the bed charges (per day).



- (c) Injection charges (total number and rate per number of I.V. injection).
 - (d) Infusion charges (total number and rate per No.)
 - (e) Anesthesia charges (rate per hour)
 - (f) Theatre charges (rate per hour)
 - (g) Oximeter charges (rate per hour)
 - (h) Hospital doctor consultation No(s) and rate (Fee) per consultation(s).
 - (i) Assistant charges (No. of assistant charges and fees each assistant (name)).
 - (j) Operation charges (Details of the operation i.e. full particular (name of disease) category under which the operation is covered duly signed by the Doctor.
 - (k) Nursing charges (normally nursing charges is not admissible) however if paid, original copy of the discharge card, brief of any other charges are not admissible. Special nursing charges (rate per day) certificate of the doctor for special nursing is required.
 - (l) Details of drugs (list of medicine) provided in the hospital from hospital stores.
 - (m) Ambulance charges should have the certificate of the doctor. Whether such charges paid are required for life saving of the patient with mention of Rate of per k.m. and distance in k.m.
9. The prescription of the doctor for each medicine purchased should be submitted duly countersigned on the cash memo etc.
 10. As the Central Govt. Employee is bound to take treatment at Govt. Hospital only. However, in an emergency when any one has no alternative except to go to private hospital. However, he should have to submit the emergency certificate from the doctor and all the documents should be countersigned by the Medical Officer/Civil Surgeon of the / District where the treatment has been taken. All the other details as mentioned in Sl. No. 3 are also to be given.
 11. It should also be ensured that the place of treatment should be within the District (duty place only). However, if treatment has been taken other than the district in should be certified by the Medical Officer/Civil Surgeon of the district, that he has referred the case to a Govt. doctor/hospital. The treatment taken in Private Hospital which is not a recognized Hospital, the expenditure will not be reimbursed. Admission in the private hospital before referring the case to Govt. or authorised hospital should be under emergency and certificate to that effect is required to be attached with the claim.
 12. *Advances* : An advance for Inpatient treatment upto 10,000/- is admissible, however the hospital should be Govt. Authorised Hospital and a statement of estimated expenditure given by the hospital should be submitted by the employee duly countersigned by the Medical Officer.

The contents of this circular may be noted by all the Vidyalaya staff for their information so that they may be aware of proper rules and shortcomings in their claim(s).

It is once again stressed that all OS/UDC/LDC/AA should note these guide lines and pre-check the claim at their level and countersign. Officials who have checked the medical claim should clearly mention his/her name & designation on the bill. This must be ensured by officers who are forwarding papers from Vidyalaya to regional office and regional office to Hqrs. Office. It may be ensured that medical claim bills sent to Hqrs. Office are thoroughly checked and should not be sent



in routine stereo-type manner. Any discrepancy noticed during pre-audit at Hqrs. level will be viewed seriously and suitable action will be taken against the official responsible.

Above instructions/guide lines be followed in toto so that staff claim may be entertained without back reference in time. Regional Office must ensure that the medical claim bills are properly submitted to Hqrs. Office for pre-audit. The delay in submitting medical claim bills at all levels will be viewed seriously.

This may be given personal attention.



(A.K. GUPTA)
Deputy Director (Fin.)



F.No.3-9(6)/92-93/NVS(F&A)/

30/10/2003

To

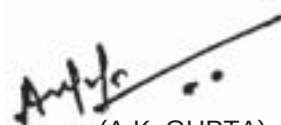
The Deputy Director
Navodaya Vidyalaya Samiti
All Regional Offices

Sub. : Enhance the Powers for Petty Purchases — reg.**Ref. : NVS Hqrs. earlier circular No. 24(1)/87/NVS (F&A) dated 8th July 1988¹**

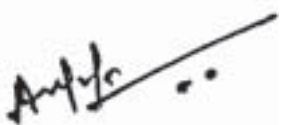
Please refer to paragraph no. C (ii) c of purchase procedure of the NVS issued vide this office circular letter No. F. 24(1)/87/NVS(F&A) dated 8th July 1988¹. It has been decided to revise with the approval of competent authority to enhance the power for petty purchases without quotations from Rs. 500/- to Rs. 1000/- on each occasion. All the other terms & conditions of earlier purchase procedure dated 8th July 1988 will be applicable and remain unchanged.

Copy for information and necessary action :

1. All Principals of JNV
2. All Officers at the NVS Hqrs.
3. P.S. to Commissioner
4. Guard file.



(A.K. GUPTA)
Deputy Director (Fin.)



Deputy Director (Fin.)

1. See page 379



F.No.5-1/2002/NVS(F&A)

10/10/2003

To

1. The Deputy Director, All Regional Offices of NVS.
2. The Director/Incharge, Navodaya Leadership Institute (All NLIs).
3. The Principal, All Jawahar Navodaya Vidyalayas

Sub. : Preparation of Annual Accounts of Navodaya Vidyalaya Samiti for the Year 2002-03 on Accrual Basis and in the Revised Format of Accounts - regarding.

Sir/Madam,

As you are aware that the Annual Accounts of Navodaya Vidyalaya Samiti for the year 2002-03 have earlier been prepared on actual (cash) basis and also submitted to DGACR for necessary certification. However, in order to comply with the requirement prescribed by the Ministry of Finance as well as decision taken in the 30th meeting of Finance Committee of NVS, the Annual Accounts of NVS for the year 2002-03 are also required to be prepared on accrual basis and in the common format of accounts prescribed by the Ministry of Finance for all Central Autonomous Organisations/ Institutions. With a view to fulfill the above mandatory requirement, the revised format of Annual Accounts of NVS has since been prepared by this office and also submitted to the Ministry for its consideration and approval.

In this regard, it is stated that the preparation of Annual Accounts on accrual basis has now to be taken up to Top Priority. Therefore, to facilitate the field units in preparation of their accounts, the revised format on "Annual Accounts Proforma for the year 2002-03" has been devised by this office for utilization by JNV/RO/NLI/Hqrs., Office of NVS. Accordingly, 4 copies of the above proforma are being sent separately with the remarks that one copy of the proforma be utilized for initial preparation of the accounts and after getting verified the same from Regional Office, 2 copies of duly verified accounts must be submitted to the Regional Office concerned and the remaining fourth copy thereof retained as office copy for necessary record. While preparing the Annual Accounts on accrual basis, the following procedures and guidelines must specifically be kept in view:-

1. The Revised Format of Annual Accounts Proforma 2002-03 contains Receipt and Payment Account (Form -A), Income & Expenditure Account (Form -B), and the Balance Sheet (Form-C) together with I to XL VIII schedules and prescribed statements marked as Form -AA to FF which has become a bulky booklet. Therefore, the required number of printed copies thereof will be supplied to Regional Office for onward distribution to each unit.
2. The concerned staff of JNV/RO/NLI who has to prepare the accounts initially must go through the contents of aforesaid proforma atleast 2-3 times till the contents are fully understood. While understanding the contents, in case any doubt/problem arises, the same be noted seeking necessary clarifications during the course of training programme to be organised centrally at R.O. level under the guidance of Hqr's team.
3. The duly accepted Annual Accounts for the year 2002-03 which were earlier prepared to actual (cash) basis shall form part of the Accounts to be prepared on accrual basis: Therefore, the same figures which were shown in Receipt & Payment Account, Income & Expenditure Account and the Balance Sheet, would initially be depicted distinctly under the concerned Head of Accounts in the revised format.



4. To prepare the Annual Accounts on accrual basis, the provision towards refund of unspent balance, outstanding liability, prior period expenditure, pre-paid expenses, receivable amount, outstanding retirement benefits (other than Samiti's contribution of CPF), stock of unutilised consumable items at the close of financial year 2002-03, depreciation on assets items, will have to be made and its effect also taken into account under the concerned Head of Accounts (Plan and Non-Plan wise) in the revised format.

While making provision on the above points, the Head-cum-Party wise details with reference to the nature of transactions carried out during the financial year 2002-03 must also be prepared and appended with the Annual Accounts in support of provisions therefor made under the respective Head of Accounts.

5. The procedure regarding depiction of transactions under the concerned Head of Accounts and provisions thereof to be made towards outstanding payments, recoveries etc. for the year 2002-03, have been enumerated in the enclosed guidelines, as per Annexure-I. While preparing the Annual Accounts, these guidelines must be followed invariably.
6. In order to familiarize with the revised format of Annual Accounts and also to make acquaint with the procedure and guidelines to be followed for the preparation of accounts, a three days training programme shall also be organised centrally at each Regional Office by the Hqrs. Team from 20-10-2003 onwards. The concerned staff of each Unit preferably one UDC and/or Office Superintendent/Audit Assistant of JNV/RO/NLI, who has to prepare the accounts, shall attend the said training programme. The Accounts Officer/S.O. (Finance) of the Regional Office concerned would be the Programme Coordinator. Therefore, all necessary arrangements for organising the training programme at Regional Office shall be made by them under intimation to this office.

For organising the training programme, the tentative date(s) in respect of each Regional Office are given below:

<i>S.No.</i>	<i>Regional Office</i>	<i>Tentative Date(s)</i>
1.	Bhopal	2-4 Dec., 2003
2.	Chandigarh	21-23 Oct., 2003
3.	Hyderabad	6-8 Nov., 2003
4.	Jaipur	28-30 Oct., 2003
5.	Lucknow	17-19 Nov., 2003
6.	Patna	11-13 Nov., 2003
7.	Pune	11-13 Dec., 2003
8.	Shillong	26-28 Nov., 2003

In this regard, the Regional Deputy Director may also suggest the alternate date(s) as per the convenience of the Region. On receipt of the confirmation from all Regional Offices, the final date(s) for organising the training programme shall be decided by this office and also intimated to the Regional Office in advance for further necessary action in this matter.

7. After organising the training programme, the Annual Accounts of field units would be finalised at Regional Office level, by constituting a team of two Audit Assistants under the overall supervision and guidance of Accounts Officer/Section Officer (Finance). The same team would also consolidate the accounts of all Units (including RO's Main and Hqrs' Account) for onward submission to Hqrs. Office in the prescribed format, for verification and acceptance by Hqrs. Office.



8. The aforesaid work is required to be completed in a time bound manner. Therefore, this must be accorded Top Priority. With a view to complete this work timely, it is requested that on receipt of this letter, the preliminary exercise for preparation of the Accounts in the prescribed proforma together with required details, schedules etc., as suggested in the enclosed guidelines, be initiated till the training programme is organised. Any doubt/practical problem/query in this regard would be resolved during the course of training programme.
9. As soon as the training programme is over, the concerned staff of field units will have to finalise and submit their Accounts to the Regional Office concerned *within 10 days* for verification and acceptance. Therefore, the supporting documents, record, details etc. should also be brought during the course of training so as to finalise the accounts timely. Thereafter, on receipt of Accounts from JNVs/NLI, the Regional Office Team would consolidate and finalise the accounts for whole of the Region *within one month from the date of organising the training programme*.
10. The duly finalised Accounts of the Region shall be submitted to Hqrs. Office, in person by the Regional Team, for necessary verification and acceptance by Hqrs. Office, as per the time schedule to be decided and intimated later on.
11. The training programme of concerned staff as well as compilation & submission of Annual Accounts in the Revised Format, shall be effective w.r.t. the Jurisdiction of Region over JNVs/NLIs as on 31-3-2003.

Kindly acknowledge the receipt of this letter.

(A.K. GUPTA)
Deputy Director (Fin.)

Encl. : As above



Annexure-I

GUIDELINES FOR THE PREPARATION AND CONSOLIDATION OF ANNUAL ACCOUNTS OF JNV/R.O./NLI/HQRS., OFFICE OF NVS ON ACCRUAL BASIS FOR THE FINANCIAL YEAR 2002-03

Part - I : GENERAL

The Annual Accounts of NVS for the financial year 2002-03 shall be prepared on accrual basis and in the Revised Format of Accounts as prescribed by NVS Hqrs. This Format has been devised on the basis of contents of common format prescribed by the Ministry of Finance for all Central Autonomous Organisations/Institutions and suitably incorporating all the required Head of Accounts as per nature of transactions being carried out by NVS with reference to the goals and objectives of Navodaya Vidyalaya Scheme.

The Revised Format of Accounts comprises Receipt & Payment Account (Form-A), Income & Expenditure Account (Form-B) and the Balance Sheet (Form-C) which interalia contain Schedules from I to XL VIII Nos., together with the following prescribed statements to be appended with the Annual Accounts, as detailed below :

- (i) Bank Reconciliation Statement as on 31-3-2003 (Form -AA).
- (ii) Supplementary details of adjustments made in Income & Expenditure Account and Balance Sheet during the year 2002-03 (Form-BB).
- (iii) Statement showing the details of balance shown as outstanding in the Balance Sheet as on 31-3-2003 (Form-CC).
- (iv) Abstract from the Register of Assets acquired wholly or substantially upto the year 2002-03 out of Govt. grants/funds received.
 - a) Against Normal Functioning and/or Special Programmes and Activities Funds (Form-DD).
 - b) Against Earmarked/Endowment Funds (Form-EE).
 - c) Against Corpus Funds (Form-FF).

The whole Accounting Format has been categorised into the following four types of activities/funds :

1. Activities undertaken against grants/funds received for Normal Functioning.
2. Activities undertaken against grants/funds received for Special Programmes and Activities;
3. Activities undertaken against grants/funds received for Earmarked/Endowment Funds and
4. Activities undertaken against funds received as Corpus.

Therefore, all the financial transactions carried out during the year 2002-03 need to be depicted distinctly under the concerned Heads of aforesaid activities/funds. Further, since no activity concerning with Earmarked/Endowment and Corpus Funds has been undertaken during the year 2002-03, this will be shown as NIL in the Revised Format.



In this regard, the significant Accounting Policies and Notes on Accounts have also been elaborated in Schedule-XLVIII, appended with the Balance Sheet which are self explanatory.

Part - II : Procedure for Compilation of Annual Accounts

While compilation of Annual Accounts for the year 2002-03 on accrual basis, the procedure regarding depiction of financial transactions in the Revised Format shall be followed as under:

1. Receipt & Payment Account :

- (i) The Receipt & Payment Account contains I to XIX Schedules which are directly linked with Broad Head of Accounts mentioned in both the sides of Receipt & Payment Account. The Broad Head of Accounts have been categorised into the above mentioned four types of activities/funds. Hence, all the financial transactions (except transactions on modified Computer Literacy and Studies in Schools - CLASS Scheme) carried out during the year 2002-03 on actual (Cash) basis shall be depicted first against 'Normal Functioning Funds' and the transaction on CLASS Scheme be accounted for against "Special Programmes/Activities Funds".
- (ii) In comparison to the earlier Format, two additional columns (viz. Schedule Reference and Previous Year) have been added in both the sides of Receipt & Payment Account in the Revised Format wherein the number of corresponding schedules and previous year's figure (i.e. for the year 2001-02) of Receipt & Payment Account would be shown under the concerned Head of Accounts against Normal Functioning Funds. The transactions pertaining to Population Education Project shall be depicted against 'Special Programme/Activities Funds.'
- (iii) Under the Head "Opening Balances", the previous year(s) figures as shown under the Head Closing Balances (Non-Plan and Plan as well as Sub-Head wise) in the Receipt & Payment Account of the year 2000-2001 and 2001-2002, shall be carried over for depiction (Non-Plan and Plan wise) under the respective Sub-Heads in the Accounts for the year 2002-03. The figures pertaining to bank balance shall be depicted under the Sub-Head "Savings Account".

The total amount of Closing Balances as on 31.3.2001 and 31.3.2002 shall be considered as Opening Balances against Normal Functioning Funds.

- (iv) During the year 2002-03, since no activity in respect of Earmarked / Endowment and Corpus Funds, has been undertaken, the financial transactions to this effect be shown as NIL in both the sides of Receipt & Payment Account, Likewise, the financial transactions in respect of CLASS Scheme and Population Education Project (if any) shall be shown under the Head "Special Programmes / Activities" in both the sides of Receipt & Payment Account. All other transactions pertain to Normal Functioning Activities and therefore their effect be depicted against Normal Functioning Funds.
- (v) The Broad as well as Sub-Head(s), as prescribed in the Schedules, shall only be taken into account and no additional Head of Account be opened till it is specifically asked for.
- (vi) While preparing the Receipt & Payment Account for the year 2002-03, the financial transactions on the basis of Annual Accounts of the year 2001-02 and 2002-03 already finalised on actual (Cash) basis, shall be depicted in the corresponding schedules and thereafter Non-Plan and Plan wise total of Broad Heads be shown under the respective Head of Accounts against the specific fund / activity in the Receipt & Payment Account.
- (vii) Since the opening balance as on 1.4.2002 has been considered against Normal Functioning Funds, the closing balance as on 31.3.2002 lying with field units be shown



as "Opening Balance against Funds received from NVS Hqrs. / Regional Office under Normal Functioning Activities." But the amount of closing balance at the end of the year (i.e. as on 31.3.2003) be bifurcated and shown against specific funds (i.e. for Normal Functioning, Special Programmes / Activities etc.).

During the year 2002-03, the funds for the implementation of "CLASS Scheme" have also been released to certain JNVs / R.O. Hence, the closing balance to this effect be worked out and shown separately in Schedule-XIX.

- (viii) While working out the amount of closing balance as on 31.3.2003, the amount of Internal Receipts shall also be worked out Fund-C urn-Activity wise. Therefore, it would comprise the effect of the following broad heads :

- a. Income on Investments
- b. Interest Received
- c. Other Income
- d. Any Other Receipts
 - i) Recovery of Interest Bearing Advances
 - ii) Recovery of Non-Interest Bearing Advances
 - iii) Refund of deposits by Construction Agencies
 - iv) Earnest Money & Security Deposits
- e. Remittances

Under the above mentioned Broad Heads, the heads pertaining to Non-Interest Bearing Advances, EM&SD and Remittances are known as DDR Heads. Therefore, in respect of DDR Heads, if the total of Receipts stand more than the total of payments made during the year, its net effect be taken as Receipts and to the contrary, if the total of payments made exceeds to the total of receipts, its net effect be accounted for as payments, in the schedule of closing balance.

2. Income & Expenditure Account :

- (i) The Income & Expenditure Account contains Schedules from XX to XXXII Nos. which have been categorised into four types of activities / funds, duly bifurcated under broad head of accounts (Non-Plan / Plan wise) and incorporated two additional columns (viz. Schedule Reference and previous year). Hence, the broad head of accounts / sub-heads / columns, as prescribed in the above schedules and Income & Expenditure Account, shall only be taken into account and no additional head of account be opened till it is specifically asked for. Taking into consideration the procedure adopted for the preparation of Receipt & Payment Account the Income & Expenditure Account shall also be prepared on the same pattern wherein the revenue nature of financial transactions be depicted under the concerned Head of Accounts for the year(s) 2001-02 and 2002-03.

While depicting transactions for the year 2001-02, the final figure / total of the concerned head of accounts, as shown in Income & Expenditure Account of the year 2001-02, need only be depicted under broad heads and there should not be any variation in the amount therefor shown under the concerned Head of Accounts in the Revised Format.

- (ii) For the year 2002-03, financial transactions in respect of Normal Functioning as well as Special Programme / Activity Funds need only be depicted since no activity towards



Earmarked / Endowment and Corpus Funds has been undertaken during the year 2002-03.

Under the head "Special Programmes /Activities", financial transactions concerning with "CLASS Scheme" shall only be depicted for the year 2002-03.

- (iv) While compiling the figures in respect of Schedule-XX relating to funds received from NVS Hqrs. / R.O, the closing balances as on 31.3.2002 as per Receipt & Payment Account for the year 2001-02, shall be shown under the column "Additions - Closing Balance of previous year permitted to utilize during the year" against Normal Functioning Funds. However, the unspent closing balance at the end of the year 2002-03 (i.e. as on 31.3.2003), worked out vide Schedule-XIX of Receipt & Payment Account, shall be depicted Fund-Cum-Activity Wise' under the concerned Broad Head of Account (viz. Unspent Closing Balance Refundable / to be carried over for utilisation in Next Year) in the Revised Format.

Further, the expenditure incurred on capital nature of items (viz. direct works and non-consumable items), shall be deducted from the total funds received for the year 2002-03, being the capital nature of expenditure, so as to arrive at the amount actually available to meet the revenue nature of expenditure for the year 2002-03. In this regard, if any outstanding payment of previous year(s) is cleared during the year 2002-03, the same will be considered as expenditure for the year 2002-03 itself. Likewise, the amount received for the prior period (i.e. for previous years) shall also be considered as amount received for the year 2002-03.

Hence, the columns "Less - Amount Paid for previous year(s) and Less - Amount received for the prior period", would not be in operation for the year 2002-03.

- (v) To prepare the Income & Expenditure Account on accrual basis, the provision in respect of outstanding liability, prior period expenditure, pre-paid expenses, recoverable amount, outstanding retirement benefits (i.e. encashment of Earned Leave and payment of Gratuity), unutilised consumable items at the end of the year, depreciation on assets items shall also be made in the Accounts.

While making provision on the above points, the Head-Cum-Party wise details with reference to nature of transactions carried out during the financial year 2002-03 must also be prepared and appended with the Annual Accounts in support of the provision therefor made under the respective Head of Accounts. Necessary adjustment entries in this regard should initially be made in the Adjustment-cum-Transfer Entry Register and its effect also accounted for in the Accounts, duly furnishing its details in the prescribed statement (i.e. Form-BB). Its Non-Plan and Plan bifurcation shall be considered as per the procedure being followed for depiction of financial transactions in the Accounts.

In this regard, the following guidelines may be kept in view :

(a) Outstanding Liability :

This refers to any committed expenditure which has become due but not actually paid against purchase of items, services etc. taken during the year 2002-03. In this regard, the outstanding amount (if any) shall be accounted for as "Amount outstanding for the year" under the respective Head of Accounts and Columns (Non-Plan and Plan wise). In such cases, the liability should be created only in cases wherein the supply of items has actually been received and accounted for in the Stock Register and / or services etc. actually rendered by the Contractor / Agency (excluding Construction Works but



including Technical / Legal and other Professional Services) during the year as per agreed terms but the payment due thereon has not been released till the close of financial year 2002-03.

In order to keep a proper watch on the above mentioned outstanding liability, it would be appropriate, if a Creditor's Ledger in the prescribed proforma given below, is also maintained wherein all Bills / Claim No. (other than Cash Memo) received by the field units must be entered and simultaneously the entry for the payment made during the year also made, in chronological order, so that the payments, if any due, at the end of the year be worked out (Activity-Cum-Head of Account-cum-Non-Plan and Plan wise) for making necessary provisions in the Accounts.

**Proforma for Creditor's Ledger
(Head of Account - Activity / Fund Wise)**

(Amount - Rupees)

Sl. No.	Particulars (Name of Supplier / Agency / Claimant)	Bill / Invoice / Claim No. and Date	Amount		
			Debit	Credit	Balance

The effect for the provision of outstanding liability shall also be depicted in the Balance Sheet under the Broad Head "Current Liabilities and Provisions".

For the year 2002-03, the details of outstanding payments which pertain to the year 2002-03 but the payment thereof (if any) actually released during the year 2003-04, shall be prepared in the above proforma and appended with the Annual Accounts. However, the aforesaid Register shall henceforth be maintained for whole of the financial year 2003-04. This requirement may please be noted for strict compliance.

(b) Prior Period Expenditure :

This refers to the expenditure of previous year(s) for which the payment has actually been released during the year 2002-03. For example, the expenditure on Pay and Allowances for the month of March, 2002, although it pertains to the financial year 2001-02, but the payment thereof has actually been released on or after 1st April, 2002 of financial year 2002-03. Hence, while compiling the accounts for the year 2002-03, the expenditure on salary for March, 2002 shall be considered as Prior Period Expenditure. Likewise, in order to clear the outstanding liability of previous year(s), the payment thereof made during the year 2002-03 shall be considered as Prior Period Expenditure.

For the year 2002-03, if any outstanding payment of previous year(s) has been cleared during the year 2002-03, the payment thereof made shall be considered as expenditure for the year 2002-03, being the first year of accounting on accrual basis.

Hence, since the payment of salary for March, 2002 has been considered as "Prior Period Expenditure", this expenditure must be deducted and shown under the concerned Head of Account and Columns prescribed in Schedule-XXV. Likewise, since the salary of March, 2003 has been paid on or after 1st April, 2003 of financial year 2003-04, this shall also be depicted as Outstanding Liability (i.e. amount outstanding for the year) under the concerned Head of Account and Columns prescribed in Schedule-XXV.

**(c) Pre-Paid Expenditure :**

This refers to the expenditure which becomes due to incur in the next financial year (i.e. 2003-04) but the payment thereof has been released during the year 2002-03 as final expenditure under the concerned Head of Account. For example, the payment of T.A. and Medical Advances released in March, 2003 but the tour and treatment therefor actually undertaken during April, 2003. Hence, the payment made thereof during the year 2002-03 shall be considered as Pre-Paid Expenditure. Likewise, if the payment made towards Annual Maintenance & Repair of assets items etc., covers the period of financial year 2003-04, the proportionate payment for the period falling in 2003-04, shall be considered as Pre-Paid Expenditure. Such expenditure need to be accounted for under the concerned Head of Account and Column prescribed in the respective Schedule.

(d) Recoverable Amount :

This refers to the amount recoverable for the year 2002-03 on account of the followings :

- (i) Interest / Dividend receivable on short term deposits (other than savings bank) and long term investments with bank, post office etc.
- (ii) Recovery of excess / undue payments made during the year.
- (iii) Amount of instalments (i.e. repayment of advances) due for the year but not recovered from the staff against Interest Bearing Advances paid to the staff.
- (iv) Accrued interest on the repayment of instalments due from the staff against Interest Bearing Advances.
- (v) Funds / Amount receivable against sanctioned / due amount, grants etc.

Necessary provision to this effect shall be made in the Accounts for the financial year 2002-03 and its effect also depicted under the concerned Head of Accounts and Columns prescribed in the respective Schedules.

For the year 2002-03, if any recoverable amount of previous year(s) has been received / recovered during the year 2002-03, the recovery thereof shall be considered as "Income for the year 2002-03", being the first year of accounting on accrual basis.

(e) Outstanding Retirement Benefits :

This refers to the provision to be made in Accounts towards payment of leave encashment and gratuity in respect of those employees who have retired on superannuation, resignation etc. till 31.3.2003 but the amount due to them, as per existing rules of NVS, has not been paid to the concerned staff till the close of financial year 2002-03.

While compiling the Accounts for the year 2002-03, the outstanding payment for the prior period (if any) made during the year 2002-03, shall be considered as expenditure for the year 2002-03. Likewise, if any payment for the prior period remains outstanding, the provision for the same can also be made, after obtaining approval of the Competent Authority. A copy of the approval so obtained and / or Sanction Order to this effect issued, shall also be appended with Form-BB.

The liability towards Samiti's Contribution (Management Share) payable to the subscribers of NVS Employees CPF Scheme for the year 2002-03 shall be worked out by the CPF Unit of Regional Office concerned and intimated to Centralised CPF



Unit in the prescribed proforma of CPF Account, for further compilation of Consolidated CPF Accounts for the year 2002-03.

(f) Increase / Decrease in stock of consumable items :

This refers to the provision to be made with reference to the value of stock of consumable items left unutilised at the end of the year 2002-03. While working out the value of stock of consumable items, the actual cost basing on FIFO (First-In-First-Out) method of costing shall be taken into account. Further, the cost of perishable items exclusively for use in mess of Vidyalayas (viz. milk, fruit, vegetables, sweets, biscuits) which remain unutilised at the close of financial year shall not be accounted for. Similarly, the value in respect of date expired medicines and other damaged stock of consumable items shall also not be accounted for. The consumable items, once issued to an individual for official use, shall be considered as utilised during the year 2002-03. Therefore, while working out the value of opening stock of such consumable items, only the value of those consumable items be taken into account which remain in the stock without issue as on 31.3.2002.

In this regard, the whole stock of consumable items has been categorised into three parts as per details thereof recorded in Schedule-XXIV. Therefore, the value of opening stock as on 1.4.2002 in respect of all the unutilised consumable items be worked out first, basing on the above mentioned procedure. Thereafter, the value of items purchased during the year 2002-03 shall be added and the value of items consumed (issued) during the year deducted so as to arrive at the closing stock at the end of the year 2002-03. In case the net value of stock (i.e. closing stock - opening stock) stands more than the value of opening stock, this shall account for as Increase (+) in stock and to the contrary, it would result into Decrease (-) in stock.

For the year 2002-03, the opening balance of stock as on 1.4.2002 shall be considered against Normal Functioning Funds. But the Increase / Decrease in stock at the close of the year 2002-03, shall be bifurcated and shown activity / fund wise (i.e. Normal Functioning and / or Special Programme / Activity Funds), under the concerned Head of Account & Columns prescribed in Schedule-XXIV.

(g) Depreciation on Fixed Assets :

The provision for depreciation on the value of assets items (including assets costing upto Rs.1000/- individually) acquired upto the year 2002-03 has to be made with reference to the "written down value method of depreciation of assets". The assets acquired against Normal Functioning Funds and / or Special Programme / Activity Funds (including assets received as gift / donation) upto the year 2002-03, have been considered as assets acquired against Normal Functioning Funds.

The depreciation on assets items shall be charged as per provisions and rates specified in the Income Tax Act, 1,961. Accordingly, taking into account the rates prescribed in the Income Tax Act as well as the life span of different assets items prescribed by NVS, the following rates for depreciation shall be effective:-

S.No.	Assets Items	Rate of depreciation (per annum)
1.	Furniture	15%
2.	Vehicles	20%
3.	Generator Sets	25%
4.	Library Books	20%



5.	Office Equipments	25%
6.	Lab Equipments	25%
7.	Computers	60%
8.	Audio-Video Aids	25%
9.	All Other Equipments	25%
10.	Buildings	10%

For the year 2002-03, depreciation on value of assets acquired during the year shall be considered for the complete year irrespective of their date of acquisition and value. Depreciation shall not be provided on the value of land capitalized in the Accounts.

While working out the depreciation on fixed assets, first of all the year-wise value of assets items actually acquired upto the financial year 2002-03 (including items received as gift / donation) shall be worked out and shown in the prescribed Schedule-XXXII. Thereafter, the total value of assets acquired (including assets received as gift) as per corresponding value of individual assets items shown in Assets Side of Balance Sheet as on 31.3.2002, shall be transferred to "Capital Fund Account", as Opening Balance. After deducting the amount of concerned assets from the total amount of capital fund as on 31.3.2002, as per item (i) to (iii) of Form-C "Liability Side of earlier Format", the balancing figure would reveal the closing balance under the head "Excess of Income over Expenditure" upto 31.3.2002 and the same figure shall be depicted in the Revised Format as Opening Balance as on 1.4.2002 under the head "Excess of Income over Expenditure".

Afterwards being taken into account the prescribed percentage of depreciation, the amount of depreciation on each assets items (Year wise) shall be worked out and shown under the respective Head of Account and Columns prescribed in the above Schedule. After deducting the amount of depreciation charged from the total value, the net value of assets items at the end of each year can be ascertained. In case any assets items has already been written off from the Balance Sheet of field units, its effect can also be depicted simultaneously in both the columns of said Schedule. After arriving at the year wise amount of depreciation for the year(s) 1986-87 to 2001-02, the total amount of depreciation for these years shall be accounted for against capital fund account in liability side (Schedule-XXXIII) and by reducing the value of individual assets for the same amount of depreciation charged, in the Assets side of Balance Sheet (Schedule-XLII). Necessary adjustment entries to this effect shall be made in both sides of Balance Sheet, to arrive at the Opening Balance as on 1.4.2002 under the head 'Capital Fund' and simultaneously depicting its effect through Adjustment Column under the head "Excess of Income over Expenditure".

For the year 2002-03, the amount of depreciation charged as per details in Schedule-XXXII shall be accounted for under the concerned Head of Accounts in Income & Expenditure Account and Balance Sheet, against Normal Functioning Funds / Activities.

- vi) After compilation of figures under the Broad Head of Accounts in Income & Expenditure Account, the gross amount towards Excess of Income over Expenditure or vice versa for the year 2002-03 shall be worked out and shown under Non-Plan and Plan wise.

Afterwards the amount pertaining to Corpus and Earmarked / Endowment Funds (as per details thereof recorded in Schedules-XXXIV and XXXV) shall be deducted and shown distinctly under the respective Head of Account and Columns prescribed thereof in Income & Expenditure Account. The balancing figure therefor would reveal the balance being surplus / deficit for the year 2002-03 against "Normal Functioning Funds and / or



Special Programme / Activity Funds” which shall be carried over and shown under the Head Excess of Income over Expenditure Account in the Balance Sheet.

In this regard, the Opening Balance under the Broad Head “Excess of Income over Expenditure” to be depicted in the Balance Sheet, need to be worked out first as per the procedure already explained vide the above guidelines at Sl. No. v (g) above.

3. Balance Sheet :

The Balance Sheet contains Schedules from XXXIII to XL VIII Nos. Out of which the Schedule bearing No.XLVIII stipulates the “Significant Accounting Policies and Notes on Accounts”, to be followed during the course of compilation of Annual Accounts of field units for the financial year 2002-03. These must be noted for necessary compliance and guidance in future as well.

While finalising the Balance Sheet, the following procedure may be adopted :

- (i) Being taken into account the Head of Accounts of Balance Sheet as on 31.3.2002 and 31.3.2003 earlier prepared in the pre revised format, the Opening Balance of Head of Accounts recorded therein shall be considered against Normal Functioning Funds / Activities and depicted distinctly under the concerned Head of Accounts and Columns prescribed in the Revised Format of Balance Sheet as on 31.3.2003.
- (ii) In the Revised Format, the Broad Head of Account “Capital Fund” denotes the total value of assets items to be capitalized upto the year 2002-03 against Normal Functioning Funds. However, the Activity-Cum-Fund wise bifurcation thereof shall be considered from the financial year 2003-04 in respect of assets acquired (including assets items received as gift / donation) on or after 1.4.2003 onwards.
- (iii) During the year 2002-03, since no activity concerning with Broad Head of Accounts - Corpus Funds, Earmarked / Endowment Funds, Loans & Borrowings and Investments has been undertaken, the financial effect thereof shall be considered as NIL.

Likewise, the information required vide Schedule Nos.XL and XLI concerning with Broad Heads - Funds Debt Employees Provident Fund and Funds Debt Employees Group Savings Linked Insurance Scheme respectively, shall be furnished as NIL. However, the details regarding amount receivable and payable upto the year 2002-03 in respect of NVS Employees CPF and GSLIS Accounts, need to be prepared and sent to Centralised CPF Unit for preparing the Consolidated Annual Accounts for the year 2002-03.

- (iv) Being the first year of accounting on accrual basis, the Opening Balance under the Broad Head of Accounts - Unspent Closing Balance refundable / to be carried over for utilisation in next year, current liabilities and provisions and current assets (other than cash and bank balances, stock of consumable items) shall be depicted as NIL. The Opening Balance in respect of other Head of Accounts wherein the financial transactions has been carried out during the year 2002-03 should be shown as per the closing balance of concerned Head of Accounts recorded in the pre revised format of Annual Accounts prepared for the year(s) 2000-01 and 2001-02.

Further, the closing balance in respect of the above Heads should be worked out with reference to the financial transactions carried out during the year 2002-03 and its effect also depicted in the Balance Sheet as on 31.3.2003, as per the procedure and guidelines explained in preceding paras.



- (v) The Opening Balance in respect of Broad Head "Excess of Income over Expenditure", as per Schedule - XXXVII of Balance Sheet in the Revised Format shall be depicted as NIL. However, the balancing figure out of capital funds shall be depicted through corrections / adjustment column as per the procedure explained vide guidelines at Sl. No.v (g) above. Thereafter, the amount being surplus / deficit against Normal Functioning and Special Programme / Activity Funds, as per the Income & Expenditure Account shall be added to this account, so as to arrive at the balance as at the year end (i.e. as on 31.3.2003).

Part-III :

- (i) The Revised Format of Annual Accounts Proforma 2002-03 contains the total XLVIII Schedules together with prescribed Statements marked as Form-"AA to FF". All these Schedules and Statements alongwith Receipt & Payment Account, Income & Expenditure Account and the Balance Sheet shall be prepared in the prescribed proforma of Annual Accounts 2002-03, by each field unit and submitted to the Regional Office concerned.
- (ii) Thereafter, the Regional Office shall consolidate the Accounts of all Units (viz. JNVs / NLIs / R.O.'s Main & Hqrs. Account) in the Revised Format. While consolidating the Accounts in the Revised Format, it may please be ensured that the final figures as accepted by Hqrs. Office in respect of Annual Accounts for the year 2002-03, as earlier prepared in the pre revised format, are only taken into account and there should not be any variation on this account.
- (iii) The practical problem, if any arises, in compilation of Annual Accounts in the Revised Format, may please be noted for discussions / further clarifications and these would be resolved at the spot during the course of training programme.



Accounting



No. F. 3-19/87-NVS

Dated: 26.6.87

The Principals
All Navodaya Vidyalayas

Sub. : Opening of "Vidyalaya Account" with State Bank of India/Nationalized Bank.

Sir,

I am directed to invite a reference to the "Accounting Instruction's" handed over to you at the time of opening of the Vidyalaya. As per these instructions, the Principals were advised to deposit the funds received by them in a "Current Account" with the State bank of India or its subsidiary located at the station or at the nearby station with the nomenclature of Account "Navodaya Vidyalaya _____ (Place)" Vidyalaya Account. Subsequently, instructions were issued to some of the Principals that these accounts can be opened with any Nationalised bank if the same is located near the Vidyalaya and if it is more convenient.

The instructions for the opening of current account were issued by this office on the pattern of school of "Kendriya Vidyalaya Sangathan" so that the Banks may not impose any restrictions on the withdrawals from the account. Since the Banks are allowing withdrawal facilities without any restrictions from the "Saving Accounts" as well, it will be beneficial to convert this account into a "Saving Account" so that additional income could be generated by way of interest on the balances, in this account. In view of this, it has been decided that the "Vidyalaya Account" may be got converted to a "Saving Fund Account". You are, therefore, requested to take necessary action in this regard with the approval of the Chairman, Navodaya Vidyalaya Management Committee.

Please acknowledge receipt of this letter.

Yours faithfully,

(O.P. Madan)
Asstt. Director (Fin.)



No. F. 3-19/87-NVS

Dated: 23.7.87

The Principals
All Navodaya Vidyalayas

Sub. : Opening of “Vidyalaya Account” within Nationalized Banks.

Sir,

I am directed to invite a reference to this office letter No. F.3-19/87-NVS dated the 26th June, 1987 in connection with the conversion of “Vidyalaya Account” from “Current Account” to “Saving Account”.

As mentioned in the letter referred to above, instructions were issued to some of the Principals that the ‘Vidyalaya Account’ can be opened with any nationalized bank if the same is located near the Vidyalaya and it is more convenient. It is once again clarified that ‘Vidyalaya Account’ in ‘Saving Fund Account’ can be opened with any Nationalised bank which is nearest to the Vidyalaya premises. Necessary action may therefore be taken in this regard. Please acknowledge receipt of this letter.

Yours faithfully,

(O.P. Madan)
Asstt. Director (Fin.)



F. 3-19/87-NVS

Dated: 5.1.88

The Principal
All Navodaya Vidyalayas

Sub. : Audit of Navodaya Vidyalayas under Section 20(i) of CAGs, DPC Act 1971 – reg.

Sir/Madam,

I am directed to forward a copy of Director of Audit General Revenues, New Delhi (Principal auditors for certification of Samiti's consolidated Accounts) letter No. Spl. Cell/4-155/86-88/449 dated 7.12.87 for your information and necessary action.

The Hqrs. of the Samiti may be kept informed as soon as the audit of the Vidyalaya is programmed by the A.G.'s/D.A.'s office. The auditable record should be reviewed and made upto date well before the date of audit and scrutinized by the Principal. During the course of audit the information/auditable documents called for by audit should be supplied without any delay. The observations of audit should be checked in proper language and the replies should invariably be seen by the Principal before they are handed over to the Audit Party. The audit should be requested to issue the inspection report in duplicate and one copy each should be sent to Hqrs. and the Regional Deputy Director immediately on receipt. Proper and complete replies to the items in the inspection reports should be sent within six weeks of the receipt of the Inspection report and a copy thereof should be endorsed to the Regional Deputy Director.

Kindly acknowledge receipt.

Yours faithfully,

(D.P. Sharma)
Asstt. Director(Fin.)

Copy to the Regional Deputy Director. A close watch should be kept on the action taken by the Vidyalayas on the cases pointed out by the Unit on the inspection report. Cases of items of inspection reports pending for more than six months from the date of their receipt as also cases of recurring nature, if any, should be particularly examined and necessary instructions issued to the Principals. Cases pending for over one year should be reported to the Hqrs. alongwith reasons for pendency.

Kindly acknowledge receipt.

Yours faithfully,

(B.P. Sharma)
Asstt. Director(Fin.)



F. 3-7/88-NVS(F&A)

Dated: 23.2.1988

Dear Principal,

1. The financial year 1987-88 is fast coming to a close. The annual accounts for the year 1987-88 have to be drawn up. This work has to be taken up on a priority basis and completed as a time bound programme.
2. Detailed instructions have been drawn up for the preparation of annual accounts which is enclosed at Annex. I. This may kindly be studied carefully and points of clarification, if any, required, maintained in time.
3. The annual accounts have to be prepared in the prescribed format a copy of which is enclosed. This includes Forms-A, AA, CD & D. Addition/deletion of some heads in these forms have been made which are indicated in Annex. II alongwith the reasons/implications of the changes. This may also be studied carefully in the form suitably corrected before bringing it into use.
4. In the case of Vidyalayas established in 1985-86 and 1986-87, the closing balance as on 31.3.1987 (reflected in the account of 1986-87) would have to be taken as opening balance on 1.4.1987. It is essential that there is no discrepancy whatever between the figures shown as closing balance on 31.3.1987 and as opening balance as on 1st April. For this purpose, the closing balances shown in the account of the Samiti have been extracted from the 1986-87 accounts. The balance pertaining to your school is enclosed as Annex. III, which may be adopted as the opening balances. If in any case you feel the need for adopting a different figure, the position should be brought to the notice of the Hqrs. with full reasons, therefore supported by the factual position in the school records. The item will also be qualified by a footnote in the balance sheet indicating the reasons for the change made in the figure.
5. In the case of certain Vidyalayas, we have written to the Principals indicating certain accounting lapses that came to our notice as a result of scrutiny of monthly statements of accounts of the Vidyalayas. These points may also be kept in view by those Vidyalayas while finalising the actual accounts.
6. The Annual Accounts have to be prepared in triplicate and one set forwarded to the Hqrs. the second kept for production to audit and the third retained as office copy.
7. The following points may also be kept in view while compiling the annual accounts
 - (i) All the funds received by the school directly from the NVS or through the D.M. should appear in the receipt side of the receipts and payments account. In the case of funds initially incurred by the D.M.'s should be obtained before 31st March. The actual expenditure incurred by the D.M. should be reflected against the relevant heads.
 - (ii) All adjustments (which do not involve the receipt of payment of cash) made or required during the year should be reflected in Form "AA" with sufficient details to enable the headquarters to scrutinize the correctness of the adjustment proposed by the Vidyalaya.
 - (iii) The details of assets written off during the year or earnest money/security deposit forfeited will also be shown in Form 'AA' with full details including the particular head of asset concerned (such as laboratory equipment, hostel equipment etc.)
 - (iv) TA advances (other than on transfer), LTC advances, medical and festival advances are directly debitible to the final heads under 'Staff Payments' and should not appear



under the head 'Other Advances'. Similarly, recoveries of all payments and pay allowances should be taken as reduction of expenditure against the relevant sub head.

- (v) The statement in Form 'D' is meant to exhibit and watch the balances outstanding for adjustment/recovery as on 31st March in the balance sheet, so that the items are not carried forward unexplained or allowed to remain outstanding for a long period. The itemwise break up of amounts appearing in this form under different heads should tally with the amount of asset/liability appearing as closing balance under the respective head of account in the balance sheet.
- (vi) Extract from the Register of Assets should be exhibited in Form 'E' and they should be sent to Hqrs. in duplicate. This form should incorporate details of :
 - (a) Immovable property irrespective of value and;
 - (b) moveable assets of capital nature with individual item costing more than Rs.1000/- each.

The value of assets shown in Form 'E' as on 31.3.88 should be the same as indicated in the balance sheet (Form 'C').

8. The accounts carefully compiled and re-checked should reach the Hqrs. of the NVS positively by 30th April, 1988. To enable you to achieve this target, I would suggest taking action as per the time frame given below :
 - (i) Update the cash book and post entries in the ledger covering transactions upto 15th March, 1988.
 - (ii) Complete bank reconciliation upto and including for February, 1988.
 - (iii) Recovery of GP funds etc. made from pay bills upto Feb. 88 in respect of deputationists should be remitted to the parent department. Similarly, deductions on account of Income Tax should be remitted. (Expenditure against salaries will be the gross amount, and the recovery from pay bill and remittances shown against item 7A and 5A under receipt and payments respectively).
 - d) The stock register should be brought up-to-date with reference to paid vouchers,
 - e) Adjustment Accounts in respect of temporary advances made to parties should be obtained and adjusted in the accounts.
 - f) All pending bills of suppliers should be paid before 31st March, 1988.
 - ii) On 31st March, 1988
 - a) Recoup the expenditure out of cash imprest upto date and bring the cash imprest to full amount sanctioned.
 - b) Close the cash book and the cash balance physically verified and a certificate recorded in the cash book.
 - iii) Immediately after the 31st March, 1988
 1. Complete the ledger posting for the period after 15th March.
 2. Prepare the bank reconciliation statement as on 31st March.
 3. Locate the adjustment entries required and make the entries in Form 'AA'.
 4. Compile the Annual Accounts carefully keeping in view the directions contained in this letter including Annexures.



9. I need hardly add that it is the personal responsibility of the Principal to ensure that the annual account is drawn up correctly and in a complete manner and in accordance with the instructions indicated above. The certificates at the bottom of the different Statement of Annual Accounts forms should be recorded only after personal verification of the facts. The accounts should be sent to the Hqrs. by the prescribed date viz. 30th April, 1988. A copy of the bank reconciliation statement for March, 1988 should also be sent to Hqrs. alongwith the accounts. We shall be glad to clarify any point of difficulty and you can feel free to write to us in time so that the work relating to the compilation of accounts is not held up or delayed.
10. Please acknowledge receipt of this letter and confirm all clear. Please also keep your Regional Deputy Director informed regarding the progress in the matter.

With regards,

Yours sincerely,

(D.P. SHARMA)

Encl : a/a



INSTRUCTIONS FOR THE PREPARATION OF ANNUAL ACCOUNTS BY NAVODAYA VIDYALAYA

The cardinal principle in preparing the annual accounts of the school is that the accounts should be prepared on cash basis based on the double entry system of accounting. The basic material for compilation of the annual accounts is provided by the following records which are to be maintained and posted by the Navodaya Vidyalayas on a day-to-day basis as and when the transactions take place

- I. **Cash Book** : Which is in fact, a classified record of the cash receipts and payments of the school. Permanent imprest for the sanctioned amount is to be recouped positively on 31st March of the year and full amount thereof should be shown as closing balance as permanent imprest.
- II. **Register for Adjustment** : Which incorporates adjustments in respect of Adjustment Accounts received from the construction agencies, losses written off, deposits forfeited and other adjustments not involving receipt or payment by cheque or cash.
- III. **Ledger** : It is a summarized record of all transactions of the school. For this purpose, a separate account is opened in the ledger for each head of receipt and expenditure.
- IV. As a rule, based on the double entry principle of accounting every entry on the receipts side of the cash book/Adjustment Register, will have a corresponding entry on the credit side (Cr) of the ledger, while an entry on the payment side of the Cash Book/Adjustment Register will have a corresponding entry on the debit (Dr) side of the ledger. The progressive totals upto the end of March under various heads should be struck both for receipt & Payment heads and the figures should tally with the figures shown in the receipt & Payment Accounts under respective heads.
- V. **Exception** : Drawal of self cheque for office use and deposit of cash into the Bank will not, however, be reflected in the ledger as the entries will be self eliminating and this only involves transfer of cash in hand to Bank or vice versa.

Note : Treatment of undisbursed salaries and cancelled cheques shall be as under :

1. Ordinarily Pay & Allowances drawn for disbursement should be paid within one month of their drawal. Where, however, these remain undisbursed for more than a reasonable time, then it may be deposited into Bank and credited to pay & Allowances, by reduction of expenditure under the head Pay & Allowances. Similarly, when a fresh cheque is not in lieu of a cancelled cheque, the value of the cancelled cheque should be credited to the relevant head. The credit of the undisbursed/unpaid amount is to be treated as deduction of expenditure under the relevant head instead of treating it as a receipt of Misc. income.
2. When a cheque issued is cancelled and fresh cheque is issued in lieu thereof no accounting adjustment entry is necessary as expenditure has already been accounted for, except making red ink entries on the payment side of the cash book by keeping a corresponding note indicating the drawal of fresh cheque against the cheque drawn earlier since cancellation.



3. An important feature of the double entry system of accounts is the segregation of the transaction into capital and revenue capital represents the transactions which result in the creation of tangible assets and revenue expenditure represents expenditure on purchase of articles which do not represent Vidyalaya Accounts will mean (i) immovable property and (ii) moveable property of a capital nature (excluding library books and articles of furniture) where the value exceeds Rs.1000 per article. Total expenditure on library books and furniture will be taken to the balance sheet.

Structure of Annual Accounts

The Annual Accounts comprise three parts viz. (i) Receipts and Payment Account, (ii) Income & Expenditure Account and (iii) Balance Sheet. The subject matter and the scope of these parts of Annual Accounts are explained below :

Part (i)	Receipts and Payment Account (Form A)	This is a classified account of receipts and payments (capital and revenue) under distinct heads for the year, prepared through the media of ledger accounts. As Receipts & Payments Account does not incorporate the adjustment transactions not involving the receipt or payment of cash, this account is supplemented by an extract of the Register of adjustments (Form AA). The preparation of Form 'A' & Form 'AA' accounts represents the initial stage of consolidation of accounts for the year. They serve as the source for preparation of the Income & Expenditure Account in so far as 'Revenue' items are concerned and the Balance Sheet in so far as the capital items are concerned.
Part (ii)	Income & Expenditure Account (Form B)	This consists of that part of the Receipts & Payments Account which relate to the 'Revenue' transactions of the year. The term 'Revenue' (as distincts from 'Capital') includes all types of internal income (by way of fees and fines, miscellaneous income such as forfeited earnest money) and expenditure which does not result in the creation of assets of a durable nature and receipts of funds from Navodaya Vidyalaya Samiti. For this purpose, furniture, library books and all other non consumable items costing upto Rs.1000/- each shall be treated as of non durable nature. The net difference between the debit and credit sides of the account will be transferred to balance Sheet as liability side as excess of income or expenditure or as 'Expenditure over Income' as the case may be.
Part(iii)	Balance Sheet (or the Statement of Assets and Liabilities)(Form 'C')	This is a statement which depicts the financial position of the school on the last working day of the financial year. This includes that part of the Receipts & Payments accounts which relates to the 'Capital' items of the year. On the right hand side, the assets of the durable nature purchased out of the funds released by the Navodaya Vidyalaya Samiti will be exhibited while on the other side



capital fund being the net difference between the debit and credit sides of the Income & Expenditure Account will be exhibited. The item wise details in respect of outstandings on liabilities or asset side under deposits, advances and remittances heads must also accompany in the prescribed form with reasons of non settlement recorded their against.

General Principles

4. (i) The progressive totals of receipts and expenditure under the various heads as per the receipts and payment account should tally with those as per the consolidated statement of account for the month of March, if any corrections to the consolidated statement are necessary as a result of the instructions given in this Appendix, a revised statement should be sent duly explaining the corrections made.
- (ii) The board nature of the heads of accounts contained in the Receipt & Payment Account and treatment to be given to each in preparing the Income & Expenditure Account and the Balance Sheet are indicated on page 4.

<i>Name of the Item</i>	<i>Scope of the Item</i>	<i>Disposal of the Item</i>
a. Revenue Receipts	Source of income such as fees, Misc. income and interest from advances.	Transferred to the credit of Income & Expenditure Account (Income side).
b. Revenue Expenditure	Expenditure on maintaining the staff and assets and purchase of consumable items.	Transferred to the debit of Income & Expenditure Account (Expenditure side).
c. Capital Expenditure	Expenditure which results in the creation of concrete assets.	Transferred to the Assets side of the Balance Sheet.
d. Advances	Self eliminating heads i.e. Receipts & Payments set off each other.	The receipts & Payments are paired and remaining uncovered if any, is taken as 'assets' the balance sheet pending set off subsequently.
e. Earnest Money	Self eliminating heads i.e. Receipts & Payments set off each other.	The receipts and payments are paired and outstanding balance, if any, is taken as 'assets' liabilities in the Balance Sheet pending set off subsequently.
f. Remittance heads	-do-	The receipts & payments are paired and remittance/payments are made against the amounts recovered/ received but in balance if any, then it will be taken as 'Liabilities' in the Balance Sheet pending set off subsequently.



Depending on the nature of items explained above, the items have either to be transferred to the Income & Expenditure Accounts or the Balance Sheet or the items of receipts are paired off against the corresponding receipts of the outstanding balance in the previous year. Guidelines for this purpose have been given in para 5.

Classification of Expenditure

The following examples will be helpful in identifying Revenue & Capital expenditure and the classification of certain receipts and expenditure:

a. Revenue Expenditure

(Generally all recurring expenditure) Staff Salaries (Gross amount), Assistance to students, Rent, Rates and Taxes, contingencies, Non recurring expenditure excepting items given under capital, Co-curricular and extra-curricular activities (all items), Maintenance & Repairs, Renovation of buildings not owned by Samiti.

Capital Expenditure

Non recurring expenditure on individual items costing more than Rs.1000/- each in respect of Teaching Aids, craft equipment, Laboratory Equipments, Sports Equipments, audio Visual Aids, Vocational Equipments, Office Equipments and Music instruments etc. Cost of land, Construction of school building staff quarters and Hostel, Expenditure on library books and furniture.

b. Classification of Certain Items :

- (i) Cost of repairs to furniture, craft equipment and sports goods, binding charges for library books etc. should be debited to 'Contingencies' while cost of replacements (i.e. in place of articles lost or damaged) should be debited to the respective heads of accounts.

Income or recoveries which cannot be identified as relating to any particular head should be credited as "Miscellaneous Income".

- ii) **Earnest Money and other Deposits :** The earnest money received alongwith the tender is adjusted towards Security Deposit, when the contract is awarded. If the Security Deposit is not refunded before the close of the year, the outstanding amount is shown as a liability in the Balance Sheet. Earnest Money or Security Deposit due to non observance of the conditions stipulated lapse to Samiti as forfeited amount.

Repairs/Renovation of buildings

a) Executed by the School Management Committee.

The amount paid from time to time to the contractors may directly be debited to the head 'Construction Work' and total amount paid in a year is to be shown under the head 'Land and Buildings' on the assets side of the Balance Sheet.

b) Executed by M.E.S., P.W.D. etc.

The amount deposited with the agency either direct or through the school, should be shown under the head 'Deposit with Construction Agency' separately for 'Construction Work' , 'Maintenance & Repairs' and Renovation of Buildings not owned by Samiti'. When the work is completed and/or when the



progressive account of expenditure incurred is received from the agency, the amount should be adjusted to the head "Land & Buildings" and or to "Maintenance & Repairs", 'Renovation of Buildings not owned by the Samiti' according to the purpose for which it was deposited and a corresponding amount reduced from the deposit head 'Deposit with the Construction Agency'. The unutilized balance, if any, lying with the agency should be got back, after completion of the work under intimation to the Samiti. The amount so received shown as Receipts side of the Receipts & Payment Accounts under the head 'Deposit' as refund from Construction Agency

- (i) Construction Works
- (ii) Maintenance & Repairs
- (iii) Renovation etc. of buildings not owned by the Samiti.

c) Treatment of Certain Advances/Fund and Remittance Heads

(1) Advances

Responsibility to watch the recovery of Interest Bearing or interest free advances sanctioned out of School Fund devolves on the school where it was disbursed outstanding balance to be recovered, if any, should be shown as set in the balance sheet pending set off subsequently.

Interest bearing advances

- i. Conveyance Advance The amount sanctioned and paid for purchase of Motor Car /Scooter, Motor Cycle or moped/bicycle and recoveries made thereof will only be shown against this head.
- ii. Other Advances The advance sanctioned and paid for purchase of warm clothing and recoveries made thereof only be shown under this head.

Interest Free Advances

- iii Other Advances will be shown : Under this head, the following amounts
 - i. Shortage of cash
 - ii. Embezzled amount
 - iii. Excess payments made over amounts received or recovered.
 - iv. Any other unauthorized payment and/or amounts advanced or paid on behalf of other Vidyalayas/RO/Hqrs.If for any reason amounts could not be settled within the year, it should be shown as an asset in the Balance Sheet pending set off subsequently.

Notes : Advance sanctioned for tour TA (including in service course), LTC and medical expenses should be charged to final head under (staff salaries). Similarly, advances for purchases out of contingencies and consumables etc. should be charged to respective heads. The



adjustments of such advances will be watched through a register to be maintained for the purpose and should be cleared early and there should be no outstanding balance on 31st March.

(2) Remittances

i. House Rent recoveries from the staff occupying quarters allotted by the other Deptts. CP fund recoveries relating to deputationists.	The amount recovered through the pay bill is to be remitted to the departments concerned every month. If for any reason, the amount could not be remitted it should be shown as a liability in the Balance Sheet.
ii Income Tax Recoveries	The amount recovered through the pay bill is to be remitted into the treasury every month or once in a quarter with the approval of the Income Tax Officer. No amount should remain as outstanding at the end of the year. Outstanding balance, if any, should be shown as a liability in the Balance Sheet.

(3) Other Remittances

The transactions of amount received, other than funds for recurring and non recurring heads, for which expenditure is to be rendered (including refund of unspent balance) and recoveries made on behalf of other NVs should be shown against this head under the sub heads given below:

a) Through NVS	The amounts sent for Summer Courses, Sports talent Scholarship, In-service course etc. Remitted by NVS should be shown against the sub head.
b) From other NVs for disbursement	Under this sub-head amounts received from other Vidyalayas for disbursement to the employees came on transfer on behalf of other schools should be shown.
c) Other direct receipts	Under this sub-head amounts received from any other source other than NVs or refundable loan, with interest, should be shown.



Annexure-II

Changes required to be made in the proforma of Accounts for the year 1987-88.

I	Form 'A' Receipts & Payment Account	Reasons for the modification and Remarks
	RECEIPT SIDE	
i.	S.No. 3(B) Misc. Recoveries creditable to Samiti A/c. (Deleted)	As recoveries of over payment of Pay & Allowance are to be shown as reduction of expenditure under the relevant subhead, this head is not required.
ii.	S.No.5(B)(iii) Festival – (Deleted)	Payment of Festival Advance to employees is to be treated as expenditure under 'Staff Payments' the recovery is to be watched through a register.
	PAYMENT SIDE	
A)	By recurring expenditure	
1)	(i) Festival Advance (addition)	- do -
3)	(B) (iii) Festival (Deleted)	
(B)	NON RECURRING EXPENDITURE	
3.	Other non consumable/ consumable articles.	
ix.	Vehicle (Addition)	Cost of vehicle will be shown here.
6(A)& (B)	By funds remitted to NVS and by funds remitted to Regional Office (Deleted)	Unutilised funds on 31 st March will be adjusted against the requirement of budget for the next year.
(II)	Form 'AA' S.No.1(ii) may be read as 'Maintenance & Repairs/ renovation etc. of buildings not owned by the Samiti – transferred to item 99 ii) expenditure side of I&E account and S.No. 1(ii) may be deleted.	Only one sub head will do here the expenditure on renovation may also be shown against this head.
(III)	Form B Income & Expenditure Account	
	EXPENDITURE SIDE	
i)	S.No. 5 & 6 'furniture' & 'Library Books' may be deleted.	Full expenditure on purchase of Furniture & Library Books will be capitalized irrespective of limits of Rs.1000/- applied in case of other heads.



- ii) S.No. 9 may be read as 'To maintenance' – only one head will do and repairs/renovation of building not owned by the Samiti.
- iii) S.No. 1A (Deleted).

INCOME SIDE

The entry 'Less refunds 9-) (item 6 of payment side of receipts & payment asset)' may be deleted. C.f. remarks against Sl.No. 6 & (B) above under payment of Receipt & Payment Account.

- iv. Form C Balance Sheet (Asset Side)
- i) Below S.No. 5, three heads S.No. 6,7 & 8 may be opened as 'Vehicle', 'Furniture' and 'Library Books' respectively and the present. S.No. 6 to 14 may be consequently renumbered as Sl. No. 9 to 17. The total expenditure against these items will be taken to the balance sheet.

LIABILITY SIDE

- 1. 'Asset received as gifts' may be read as 'Assets received as gift including the cost of Land and Building handed over by the State Govt.'
- V Form 'E' (Regarding the Register of Assets).
- i) Delete the line as per article 196 of the accounts code' which is written on the top of the form 'E'. As the reference is to account code issued by KVS and as such deleted here.



No.F.24(1)/87-NVS(F&A)

Dated: April 06, 1988

All the Principals
All Navodaya Vidyalayas

Sub. : Recommendations of the 4th Pay Commission - Decisions Relating to Grant of Children Education Allowance.

Sir,

A reference is invited to this office circular No. 1-46/87-NVS dated the 27th January, 1988¹ with which Govt. of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training) Circular No. 10811/1/87-Estt. dated 31-12-1987² on the above subject was circulated. We have been receiving queries from the Principals in application of these orders. One Principal has enquired whether these orders are applicable to teaching staff of the Samiti and whether they are eligible for Hostel subsidy. One Principal has enquired whether any recoveries are to be made, where the Children Education Allowance has been drawn at the higher rates by the teaching staff.

In this connection, it is clarified that the Central Govt. orders as contained in the Govt. of India letter dated 31-12-1987 are applicable to all the employees of the Samiti, teaching as well as non-teaching staff w.e.f. 1.12.1987. The drawal of Children Education Allowance at under these orders is subject to the fulfillment of the conditions attached to the drawal of this allowance. Children Education Allowance the higher rate of Rs. 150/- per Child for a maximum of two children has been allowed by the Samiti, under the rules as a special case to the teaching staff only. Those members of teaching staff who are drawing Children Education Allowance under Samiti's rules will not be entitled to the benefits under its Central Govt. orders in addition. There will also not be any question of recovery from the teaching staff if they had availed of Children Education Assistance under the Samiti's rules @Rs. 150/- per child for a maximum of two children at a time after fulfilling the required conditions. If the teaching staff wants to avail of the facility under Central Govt. orders, they will not be entitled for the Children Education Allowance under Samiti's rules.

Yours faithfully,

(D.P. Sharma)
Asstt. Director (Fin.)

Copy to :

All Regional Dy. Directors
All Officers in the Hq. Office
Copy to Guard file.

1. This is the covering letter of the circular No. 10811/1/87-Estt. dated 31-12-87, hence not included in this compendium.
2. Copy enclosed, see page 460.



Government of India
Ministry of Personnel, Public Grievances and Pension
Department of Personnel and Training
New Delhi

No. 10811/1/87-Estt.(Allowances)

December 31, 1987

OFFICE MEMORANDUM

**Sub. : Recommendations of the Fourth Central Pay Commission-Decision
 Relating to Grant of Children Education Assistance.**

The Fourth Pay Commission have made certain recommendations in Chapter 15 of their Report regarding the various types of Allowances under the Educational Assistance Scheme and the recommendations are as under :

1. — In addition to the Scheme for payment of Hostel Subsidy, the assistance under the Scheme of Reimbursment of Tuition Fee, Children Educational Allowance and Subsidy for purchase of Books may be given to all employees without any pay limit.
 - Re-inbursement of Tuition Fee at the rate of

Upto Claxx X	:	Rs. 20/- per month
From to XI to XII	:	Rs. 25/- per month
For physically handicapped or mentally retarded children	:	Rs. 50/- per month
 - Children Educational Allowance at a uniform rate : Rs. 50/- per month per child for primary, secondary and Higher Secondary Classes
 - Subsidy for purchase of Books

Class I to V	:	Rs. 50/- per month
Class VI to XII	:	Rs. 120/- per month
 - Hostel Subsidy at the rate of : Rs. 150/- per month per child
 - The benefit of all the Schemes of Educational Assistance, whether separately or in conjunction, may be admissible for two children only.
2. Government have considered these recommendations and the President is pleased to decide that the following modifications in Central Civil Services (Educational Assitance) Orders, 1983 issued under this Department's O.M.No. 18010/1/80-Estt. (Allow) dated 24.3.84 will be made:
 - (a) Children Educational Allowance : Rs. 50/- per month per child for primary, Secondary and Higher Secondary Classes
 - (b) Re-imbursement of Tuition Fee (Clauses 19 to the orders)

: Class X and below	Rs. 20/-	per month per child
: Class XI to XII	Rs. 25/-	per month per child



- : For Physically handicap and
mentally retarded children
Rs. 50/- per month per child
- (c) Hostel Subsidy (Clause 23 of the Orders) : Rs. 150/- per month per child
3. The new rates will be effective from 1-10-1986 in respect of employees who were eligible for these benefits as per criteria and upper pay limit in force prior to 1-1-1986.
 4. The above concessions will also apply to all Central Government employees without any pay limit, from 1.12.1987.
 5. The provision regarding subsidy for purchase of books vide clause 22 of the 1983 orders shall stand withdrawn with immediate effect.
 6. The concessions will be available upto three children as at present to children born upto the date of issue of these orders and shall be restricted to only two children born thereafter.
 7. Other conditions as laid down in the O.M. dated 24-3-1984 referred to above would continue to apply.
 8. In so far as persons serving in the Indian Audit and Account Department are concerned, these orders are being issued after consultation with the Comptroller & Auditor General of India.

Sd/-
(E.K. Sreedharan)
Under Secretary to the Govt. of India



No.F.24(i)/87-NVS(F&A)

Dated: July 15, 1988

The Principals
All Navodaya Vidyalayas

Sub. : General Rules Position Regarding Personal Entitlement of Staff on Deputation to Navodaya Vidyalayas.

Sir,

During Director's recent visit to some Navodaya Vidyalayas, teachers posed a number of questions to him relating to their personal entitlements like Deputation Allowance, H.R.A., C.C.A., Children Education Allowance etc. Clear instructions have already been issued from the headquarters to all the Principals in respect of these matters. Prima facie, therefore, either the Principals themselves were not aware of the extant orders from the headquarters on the subject or they had not shown the circulars to the staff who were affected by it. The position in this regard is recapitulated below. The Director desires that the Principals should circulate this to all the members of staff and get it noted by them. In future also, all circulars of general nature having a bearing on personal entitlements should be circulated by the principals among the teaching and non-teaching staff and their signatures obtained.

1. Deputation Allowance

Deputation allowance is admissible only to those persons who opt to draw pay as applicable to them. In their parent department and draw Deputation Allowance in addition. It is not admissible to those who opt for the scale of pay applicable to Navodaya Vidyalaya Samiti and get their pay fixed in that scale.

Deputation Allowance is to be calculated only on the basic pay and not on Dearness and other allowances. Deputation Allowance does not also count for payment of Dearness Allowance etc.

The allowances will be calculated at 10% of the basic pay if a person was working at a different station before going over to the Navodaya Vidyalaya or at 5% of basic pay if he was working in the same station. Pay in the parent department plus the deputation allowance should not however exceed the maximum of the scale of pay of the post held in N.V.S.

In the case of these, whose pay-scale in the parent department have not been revised and who are drawing additional D.A., adhoc D.A., Interim Relief, Adhoc pay etc. pending revision of scales of pay, they will be entitled to get 20% of basic pay only (and not on D.A., Additional D.A., Interim Relief etc.) as Deputation Allowance if they have joined the Vidyalaya from a different station or 10% of basic pay if they were in the same station. Once their pay-scale in the parent department are revised and their pay is fixed in the revised scale, Deputation Allowance will also be revised to 10% or 5% of the revised basic pay as the case may be.

Any special pay, charge allowance, conveyance allowance etc. drawn by the employee in his parent department can not be drawn while on deputation. Personal pay, if any drawn by him will however continue to be admissible until it is absorbed in other increases in pay.

Normally, option once exercised is final. But every time there is a change in the emoluments of an individual in the parent department, either by way of revision of scales of pay or promotion or demotion he would again have another chance to revise his option if that should prove more beneficial to him. Similarly when the scale of the deputation post is revised or the manner of pay fixation in the deputation post in the N.V.S. is changed, the deputationists would be allowed a revised option.



2. Dearness Allowance

It may be noted that the pay and the Dearness Allowance always go together i.e. in respect of persons drawing pay in the Navodaya scales of pay, only the D.A. applicable in the Navodaya would be admissible. Similarly, persons who have opted to retain their parent department's scale can only draw the D.A. applicable to them in the parent department.

3. H.R.A., C.C.A. and other Allowances :

In the case of all other allowance like H.R.A., C.C.A., Winter Allowance, Hill Allowance or by whatever made it may be called, all the staff will be entitled to draw these allowances only at the rates applicable to Navodaya Vidyalaya Samiti - i.e. only if the Central Govt. servants posted in that particular station is entitled to any of these allowances they could be drawn by the Navodaya staff also subject to the same quantum and subject to the same conditions as applicable in the central Govt.

In the case of H.R.A. however, the following provisions have been made by the Navodaya Vidyalaya in respect of teaching staff only:

- (i) A teacher for whom no suitable accommodation is available at the place of his posting would be entitled to draw H.R.A. at the rate claimed by him at the previous station till so long as his family continues in that station and till the date a suitable accommodation is offered to him at the duty station by the Samiti.
- (ii) Teachers who have brought their families to the new station and have been provided some accommodation by the Navodaya Vidyalaya even if it is not up to their normal entitlement, will not be entitled to draw any H.R.A.
- (iii) Teachers who have brought their families to the new station and have not been provided any accommodation by the Vidyalaya and have taken houses on rent from private sources would be eligible to draw H.R.A. at central Govt. scales applicable to that town or locality.
- (iv) In the case of special Compensatory Allowance like Hill Area allowance, Bad climate allowance Winter allowance etc., the staff of the Navodaya Vidyalaya would be entitled to these allowances as applicable to Central Govt. servants located in that region except in the case of Project Allowance which would not be admissible to them. In case of any doubt or difficulty, the matter may be referred to headquarters for clarification along with details of Govt. orders and the rates and conditions of payment as can be locally collected.

4. Transfer Grant

Persons on deputation from K.V.S./Govt. institutions would be entitled to family T.A. including transfer grant and packing allowance at Central Govt. rates on the basis of pay drawn by them in the parent department on the date of the relief.

A teacher joining a Navodaya Vidyalaya from a Private Institution would be entitled to a second class fare for himself only from the old duty station to the new station and would not be entitled to any T.A. for his family.

5. Children Education Allowance

Clear instructions have been issued that the teaching staff can avail of Children Education Allowance as made applicable in the Navodaya Vidyalayas or that admissible under the Central Govt. rules whichever is more beneficial to them. A copy of the circular No. F24(1)/87-NVS(F&A) dated 6-4-88 is enclosed.¹ The case of non-teaching staff will however be covered by the scheme as sanctioned to employees of Govt. of India (A copy of Govt of India letter No. 10811/1/87/Estt. dated 31-12-87 is enclosed)²

1. Copy enclosed, see page 465

2. See page 460

**6. Increments**

Persons whose pay has been fixed in the Navodaya Vidyalayas scale will be entitled to draw an increment in their pay-scale only after completion of one year from the date of their joining the Navodaya Vidyalaya. Persons who have opted for the pay-scale of the parent department would, however, draw increment on the date on which they would have normally drawn the increment in their parent department. In those cases, however, the Principal should obtain an intimation from the parent department that the increment has accrued on the normal date and there were no ineligible period in between.

7. C.P. Fund contribution/Pension and Leave salary contribution

Persons who are on deputation from K.V.S. or Govt. institutions (as opposed persons from institutions) would continue to be governed by the CPF/Pensionary benefits to which they were entitled before joining the Samiti. The Samiti would pay to the parent department the management share of CPF for the pension contribution as the case may be. The principles should ascertain from the parent department or the concerned Accounts Officer. The scheme applicable to each individual in his parent department and the rate of payment to be made from month to month. This amount should be regularly drawn through the monthly pay bill and remitted by means of a demand draft to the concerned Accounts Officer.

Similarly, the Principal should also ascertain the quantum of leave salary contribution payable in the case of teaching and non-teaching staff and arrange to remit it monthly drawing it through the salary bill. In those cases where Leave Salary contribution is being paid, the pay and the dearness allowance for the period of leave actually taken should be paid by the parent department and not by the Navodaya Vidyalaya. To avoid difficulty to the staff, however, the payment may be made by the Navodaya Vidyalaya and recovered from the parent department by Demand Draft and credited to Navodaya Vidyalaya Account. The house rent and other compensatory allowance for the period of leave will however be payable by the Navodaya Vidyalaya and not by the parent department.

These contributions are not payable in the case of persons from private institutions. The leave salary and allowances to these for the portion of leave earned in the N.V.S. would be payable by the Vidyalaya.

Kindly acknowledge receipt of this communication.

Yours faithfully,

(R. Natarajan)
Dy. Director (Fin.)

Encl. : As above

Copy to :

1. All Regional Dy. Directors
2. All Officers of N.V.S. Headquarters
3. P.S. to Director
4. Guard file.



No.F.24(i)/87-NVS(F&A)

Dated: April 06, 1988

All the Principals
All Navodaya Vidyalayas

Sub. : Recommendations of the 4th Pay Commission - Decisions Relating to Grant of Children Education Allowance.

Sir,

A reference is invited to this office circular No. 1-46/87-NVS dated the 27th January, 1988 with which Govt. of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training) Circular No. 10811/1/87-Estt. dated 31-12-1987 on the above subject was circulated. We have been receiving queries from the Principals in application of these orders. One Principal has enquired whether these orders are applicable to teaching staff of the Samiti and whether they are eligible for Hostel subsidy. One Principal has enquired whether any recoveries are to be made, where the Children Education Allowance has been drawn at the higher rates by the teaching staff.

In this connection, it is clarified that the Central Govt. orders as contained in the Govt. of India letter dated 31-12-1987 are applicable to all the employees of the Samiti, teaching as well as non-teaching staff w.e.f. 1.12.1987. The drawal of Children Education Allowance at under these orders is subject to the fulfillment of the conditions attached to the drawal of this allowance. Children Education Allowance the higher rate of Rs. 150/- per Child for a maximum of two children has been allowed by the Samiti, under the rules as a special case to the teaching staff only. Those members of teaching staff who are drawing Children Education Allowance under Samiti's rules will not be entitled to the benefits under its Central Govt. orders in addition. There will also not be any question of recovery from the teaching staff if they had availed of Children Education Assistance under the Samiti's rules @Rs. 150/- per child for a maximum of two children at a time after fulfilling the required conditions. If the teaching staff wants to avail of the facility under Central Govt. orders, they will not be entitled for the Children Education Allowance under Samiti's rules.

Yours faithfully,

(D.P. Sharma)
Asstt. Director (Fin.)



F.3-8(Misc.)/88-NVS(F&A)

Dated: 19.5.89

The Principal
All Navodaya Vidyalayas

Sub. : Audit of the Accounts of the Navodaya Vidyalayas by Internal/External Audit Parties – Instructions Regarding.

Sir,

As you may be aware, the audit of the accounts of the Navodaya Vidyalayas will be conducted by (a) an Internal Audit Party from the Regional Office and (b) a statutory Audit Party from the office of the Accountant General/Director of Audit. The following instructions are accordingly issued in this connection and should be strictly adhered to :

- (i) Immediately on receipt of intimation regarding audit programme, all the auditable documents should be reviewed by the Principal to make them upto date. The auditable documents consist of vouchers, cash book, ledgers purchase files, stock register and other connected papers. The documents called for by audit should be readily made available and queries raised promptly replied to. The communication to audit should be couched in temperate language.
- (ii) On receipt of the inspection report from the audit party immediate action should be taken to complete the action required on the audit objections raised. If ex post facto approval is required from a higher authority in NVS, the same should be promptly sought for and compliance reported to audit.
- (iii) It should be the normal endeavour to accept the audit point of view and effect recoveries where pointed out by them. Even in cases where the Principal does not agree with the audit's point of view, further payments on that accounts should not be made but stopped forth with and the matter taken up with Regional/Headquarter office for further directions.
- (iv) The first reply to the Inspection report should be sent within a maximum period of four weeks from the date of receipt of the inspection report. The reply should be comprehensive and cover all the items in the Inspection report. The comments of audit on the annual accounts should be dealt with immediately and a reply sent to the Regional Office within a week.

In the case of Internal Audit Report, the replies will be sent to the Regional Office in duplicate. In the case of statutory audit reports, the replies should be sent to the regional Office in triplicate for onward transmission to the A.G./Director by the AIO with the Samiti's remarks. One copy in each case will be returned to Principal so that the remarks of the AIO are in record in the NV file.

All items of the inspection reports not finally settled within a period of six month from the date of the inspection report should be reported to the Hqrs. office through the Regional Officer alongwith the specified reasons for the pendency.



It may be mentioned here that the position of audit objections remaining unsettled for a fairly long time is intimated by the statutory audit department to the Ministry. This would place the NVS in an embarrassing position and would be viewed seriously by the Hqrs.

Please acknowledge receipt.

Yours faithfully,

(R. Natarajan)
Deputy Director(Fin)

Copy for information and necessary action to all AIO, NVS, Regional Office half yearly reports of unsettled objections are not forthcoming as already directed. Timely submission of these returns in July and January covering the position as on 30th June and 30th December, may please be strictly adhered to.

Kindly acknowledge the receipt.

(R. Natarajan)
Deputy Director (Fin.)



3-7/89-NVS(F&A)

Dated: 10.6.89

To

1. The Deputy Directors, NVS, All Regional Offices
2. The Principals of all Navodaya Vidyalayas

Sub. : Accounting of Cash Prizes Earned by the Students and Misc. Income of the Vidyalayas.

It has come to the notice of the Samiti that there are instances where cash prizes are earned by the students and in some Vidyalayas there is misc. income on account of sale of articles through the SUPW activities. In order to facilitate the accounting of such amounts the following instructions are issued for the guidance of all.

Cash Prizes Earned by the Students :

- 1) The cash prizes are awarded to the students for their personal accomplishment on account of their meritorious activities. They are their personal gains. Such cash prizes are therefore, to be given to the concerned students. If the cash prize is given to the student directly on the spot no record is required to be maintained in this regard. However, if the amount is received by the Vidyalaya for disbursement to the student its receipt and payment should be accounted for under the head 7(b) other remittances, (III) other direct receipts in the Vidyalaya account. A receipt in token of the disbursement of the amount to the students should be obtained and kept in the Vidyalaya record.
- 2) Sale proceeds of articles prepared by the students through SUPW activities and food grains/ fruits etc. grown on the Vidyalaya premises are to be treated as misc. income of the Vidyalaya and are to be accounted under the head "3 Revenue receipts 3-1 misc. income".

Please acknowledge receipt.

Yours faithfully,

(D.P. Sharma)
Asstt. Director (Fin.)



F.3-8(Misc.)II/89-NVS(F&A)

Dated : 23.8.89

The Principal
All Navodaya Vidyalayas

Sub. : Operation of Bank Account of the Vidyalayas – reg.

Sir/Madam,

I am directed to draw your attention to the Accounting instruction for the Principals of the Navodaya Vidyalaya Samiti contained in the Compilation of Circulars (Admn., Academic and Financial) regarding operation of Bank Account of the Vidyalaya. It is envisaged therein "that the Bank Account should be jointly operated by the Principal and Chairman, Navodaya Vidyalaya Management Committee or his nominee. However, the cheques upto Rs.10,000/-¹ may be signed by the Principal of the Vidyalaya".

The arrangement regarding signing of the cheques upto Rs.10,000/-¹ by the Principal signally has been reviewed as a number of irregularities had come to the notice during internal as well as external audits of the Vidyalaya accounts. The matter was discussed in a meeting of the Deputy Directors of Regional Offices of NVS held at Navodaya Vidyalaya Samiti, Hqrs. from 3rd to 5th August, 1989. As a result of this review, it has been decided that henceforth every cheque presented by the Vidyalaya below Rs.10,000/-¹ will have to be signed both by the Principal and the senior most PGT/ TGT in the Vidyalaya. Necessary instructions in this regard should accordingly be issued to the bank authority concerned.

You are requested to take immediate action in this regard and report compliance to Director, Navodaya vidyalaya Samiti, New Delhi.

Yours faithfully,

(Y.R. Bhalotra)
Asstt. Director (Fin.)

Copy for information and necessary action to all Deputy Directors of the Regional offices of Samiti.

Asstt. Director (Audit)

1. Now below Rs. 30,000/- as per circular issued vide No. F.4-10/2001-NVS(Audit) dated 10-8-2001. See page 413



F.3-8(Misc.)II/89-NVS(F&A)

Dated: 26.9.89

The Principals
All Navodaya Vidyalayas

Sub. : Operation of Bank Account of the Vidyalaya – reg.

Sir/Madam,

I am to refer to Samiti's Circular No. 3-8(Misc.)/II/89-NVS(F&A) dated 23.8.89 on the subject noted above and to say that Principals have sought clarifications regarding the seniority of the teachers working in Navodaya Vidyalayas. In this connection, the Samiti has already sent Circular No. F.3-34/89-NMVS(Estt) dated 19.9.89 regarding the provisional seniority of teachers in Navodaya Vidyalayas.

With regard to the signing of cheques below Rs.10,000/-¹ by the senior most PGT/TGT it is clarified that senior most PGT/TGT should not be retained in the Vidyalaya during vacation/break just for signing the cheques. In all such cases, efforts should be made that the bills are cleared before the closing of the Vidyalaya for vacation/break or the payment may be made after the re-opening of the Vidyalayas. Permission is, however, granted to retain the senior most teacher for 2 to 3 days after the closing the Vidyalayas and to call him 2 or 3 days before re-opening of the Vidyalayas. This period of 2/3 days after the closing of the Vidyalaya and before the re-opening of the Vidyalayas will be considered on duty. In case of any grave emergency and unforeseen expenditure during vacation/break, the Chairman VMC may kindly be requested to sign a cheque below Rs.10,000/-* also.

Yours faithfully,

(Dr. S.K. Narang)
Dy. Director(Admm.)

Copy to :

1. Deputy Directors, All Regions
2. All Officers of the Hqrs.

(C.A.S. Raghavan)
Asstt. Director(A)

1. Now Rs. 30,000/- as per circular issued vide No. F.4-10/2001-NVS(Audit) dated 10-8-2001. See page 413



No. F. 3-8(Misc.)/890-NVS(F&A)/62

Dated: 25.9.89

Dear Shri...

The Position in respect of observations made by various Audit/Internal Audit Parties, while conducting the audit of annual accounts of Vidyalayas has been reviewed. It has been brought to my notice that quite a large number of objections are pending settlement in quite a few of the Vidyalayas. This is not a very healthy state of affairs. I would like you to ensure that in future objections raised in such reports are settled, at the most within one month of its receipt. The objections which are still pending in respect of previous Audit Parties may, I would suggest be settled by 30th Oct. 1989 at the latest and a compliance report therefore sent to the Deputy Director of your Region.

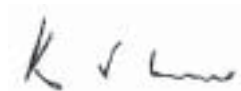
I am separately writing to the Deputy Directors to monitor the progress made in the settlement of objections and furnish us a report by the 15th Nov. 1989. I need hardly mention that the non settlement of objections will be viewed seriously. It is, therefore, requested that all efforts may be made to settle the objections on one hand and on the other hand, it may also be ensured by taking remedial steps that such situations do not arise which should invite adverse comments from the Audit.

I am informed that by and large the objections raised in the reports by the Audit Parties/IAO are all of procedural nature and that these could have been avoided, had the rules/instructions issued by the Samiti been followed. I am enclosing a note highlighting some of the common objections that are being raised repeatedly by the Audit Parties and also the remedial steps that should be taken so as to ensure that such objections are not raised by the future Audit Parties.

May I expect that compliance report as stipulated above will be sent to the Deputy Director by the due date i.e. 30th Oct., 1989 positively.

With regards,

Yours sincerely,


(K.S. SARMA)

To,

The Principal
Navodaya Vidyalaya.....
.....



(FINANCE WING)

Note: Highlighting some of the most categories of objections that are being raised by the Audit/IAO and the steps that should be taken to avoid requiring of such cases.

It is a golden principle of financial propriety that every officer should enforce financial rules and strict economy at every steps. The following principles should be kept in view by concerned officers while incurring expenditure :

- (i) Every officer is expected to exercise the same vigilance in respect of expenditure incurred from public moneys as a person of ordinary prudence would exercise in respect of expenditure of his own money.
- (ii) The expenditure should not be prima facie more than the occasion demands.
- (iii) No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.
- (iv) The amount of allowances granted to meet expenditure of a particular type should be so regulated that the allowances are not on the whole a source of profit to the recipients.

It is seen that due care has not been taken of the financial rules and the economy instructions which has resulted in a large number of objections being raised by the Internal Audit Parties/A.G. while conducting the accounts of Vidyalayas.

Following are some of the broad categories of objections and the suggestions/corrective/ steps that may be taken by the Principals so as to avoid the adverse comments/objections :

Types of objections and steps to be taken :

1. Improper Maintenance of Cash/Ledger/Petty Cash Book

Under this category, it is seen that Cash Books are not being maintained properly and entries therein are not made on day to day basis, cash in hand is not tallied with the balance and reconcession of accounts is not being done with the bank. The ledger book and the cash book are not being maintained at all in some cases.

Suggestions :

Entries in the cash book should be made as soon as the cash transactions take place. Totals in the cash book should be done on day to day basis and got checked by a person other than the writer of the cash book. Over writing should be avoided. Cutting, if any, should be attested. Cash in hand should be tallied with the cash shown as per the cash book. Reconciliation of transactions made during a month should be done with the bank by 10th of the next month. The expenditure incurred on various items should be entered in the ledger book under relevant heads. The petty cash book should be kept for all the items of expenditure incurred against the imprest advances.

2. Purchases

It is seen that the procedure prescribed for purchase of goods i.e. equipment, furniture is not being followed. In most of the cases the items are purchased in far excess of the requirement. Entries are not made in the stock register in respect of goods so purchased. A proper account is not kept of the articles issued from out of the stock. The quotations are some times not invited for the purchase of goods and the purchases are made without consulting the Purchase Committee.

**Suggestions :**

Normally whenever any expenditure on a single item exceeding Rs.500/- is to be incurred, atleast three quotations should be invited. The expenditure should not be split to avoid the limit of Rs.500/-. Tenders should be invited from reputed firms only, giving details of items to be purchased and also specifying the date by which the articles are required. Tenders should be opened on pointed date and time in the presence of Representatives of the Firms. In cases where rate other than the lowest rate is to be accepted, specific reasons for taking such a decision should be recorded by the competent authority on the file. Purchase Committee should be as far as feasible associated while making all purchases. It should be ensured that the quantity of goods purchases does not far exceed the actual requirements. It may be noted that every entry about the purchase of articles should be made in the stock register. A proper account should be kept of all the articles issued from the stock. Before the expenditure is incurred it should be checked whether the concerned officer is competent to incur such expenditure and that whether the funds are actually available with them.

3. Payment of inadmissible allowance etc.

In large of cases, it is seen that the payments have been made on account of allowances etc., which were not admissible as per Central Govt. Rules e.g. like the payment of project allowance, special duty allowance etc. In certain cases, it is also seen that for transfer TA etc., payments have been made in excess of the actual entitlement of the concerned person.

Suggestions :

It should be ensured that pay should be fixed of the deputationists as per guidelines issued by the Samiti (which in fact are as per Central Govt. Rules only). The payment of HRA, TA, transfer TA should not be paid more than what is admissible to Central Govt. employees. In case of doubt, it is suggested that the position may be checked either from the A.G.'s office or from any of the Central Govt. offices, Regional Office or from the Hqrs. before actually making such payments.

4. Non adjustment of Advances

It is seen that in quite a few cases advances were paid but the actual accounts thereof have not been rendered in time. Normally the accounts should be rendered within one month of its drawal.

Suggestions

Normally the accounts of the advances drawn should be submitted within one month of its payment. In case the accounts are not received the authority concerned may be reminded. In any case, the accounts of all the advances drawn in a given financial year should be submitted/received before the 31st March of that financial year.

5. Non maintenance of Service Book

It is seen that in some cases, the Principals have not maintained the Service Book of the staff as required under the rules.

Suggestions

Steps should be taken to ensure that service books are maintained of all the regular employees of the Vidyalayas.

6. Vehicle

In most of the cases, it was seen that the instructions issued regarding the use of vehicles have not been followed. Log Books etc., were not maintained. Consumption of Petrol and mileage etc. is not being kept.

**Suggestions :**

It is suggested that instructions issued by the Samiti for the use of Vehicle and regarding proper maintenance of log books inventories etc., should be strictly followed. A copy of the guidelines issued to the ROs¹ for the proper use of staff car is enclosed for your future guidance. It is suggested that these guidelines may be followed by such of the Vidyalayas who have been sanctioned staff car by the Samiti.

The above mentioned points may please be kept in view while incurring all types of expenditure so that likelihood of objections being raised by IAOs and the Audit Parties is reduced to a great extent.

Steps may also please be taken to ensure that the financial rules are strictly followed so that such objections are not raised by the Audit Parties in their consuming reports.

1. Please refer revised circular on page 360 of the Vol-I (School Administration Section) issued vide no. F.5-1/2002-NVS(S.A.)/146 dated 14-5-03.



F.3-31/89-90/NVS(F&A)

Dated: 16.11.89

The Deputy Director
Navodaya Vidyalaya Samiti
Regional Office
Jaipur

Sub. : Classification of Expenditure Relating to Examination Fees Paid to CBSE.

Sir,

Kindly refer to your letter No. 16-2/NVS-IR/89-90/5790 dated 27.10.89 addressed to Principal, Jawahar Navodaya Vidyalaya, Jhajjar (Rohtak) and copy endorsed to this office.

In this connection, it is stated that the payment of fees for annual examination to CBSE relating students of Navodaya Vidyalaya should be booked under the head "Assistance to Student (b) examination fees".

Yours faithfully,

(K.S. Swamy)
Section Officer(Fin.)

Copy to :

1. All the Principal for information & necessary action.
2. All Regional Office, NVS – for information.

Section Officer(Finance)



F.3-8/Misc/89-NVS/F&A

Dated: 28.11.89

The Principal
All Navodaya Vidyalayas

Sub. : Replies to Audit Parties – Delay in Submission thereof.

Sir/Madam,

Will you please refer to the Director's letter No. 3-8(Misc.)/89/NVS/F&A dated 22.9.89 (copy enclosed) in which it has been desired that the Inspection Reports received from Accountant General and the reports of Internal Audit Parties of the Samiti on the accounts of Navodaya Vidyalayas should be dealt with expeditiously by the Principals and replies thereof furnished within a reasonable time. On account of delays in furnishing such replies, the number of outstanding audit reports keep on increasing and it becomes very difficult to get the old objections settled. Instances have also come to notice where replies to A.G.'s audit reports have been delayed considerably and replies are furnished direct to the A.G. The reports being received from the Regional Office regarding outstanding objection in response to Director's letter *ibid* are not very encouraging and a lot of objections still require immediate attention as action desired is incomplete.

It is, therefore, again emphasized that no audit reports, whether received from an Accountant General's office or from the Regional Office of Samiti, should be kept pending for more than fortnight or so from the date of its receipt. It may be ensured that the replies given are brief and to the point. Such remarks "reasons known to my predecessor" or "Communicater instructions from Samiti" should not be communicated to the Accountant General as they are likely to be viewed seriously to the Audit. It is suggested that three copies of the replies of the Inspection Reports received from the Accountant General may be sent to the Regional Office so that one copy may be sent to the Accountant General concerned after verifying the comment replies of the Principal for record in his office. In case of Internal Audit Reports two copies of proforma will suffice. Test Audit Notes may, however, be replied directly by the Vidyalayas. The reply should be furnished in the enclosed proforma.

The cases where settlement of an objection requires approval of *ex post facto* sanction of the Regional Office/Director for regulating an expenditure irregularly incurred by the Principal and self contained note should be sent to Samiti (Regional Office) giving details of the expenditure, circumstances under which it was necessary to incur the expenditure without prior sanction and the justification therefor and thereafter reply accordingly sent to the Audit. A copy of the note should be sent to Samiti Hqrs. direct where the Director's approval or ratification is required.

Receipt of this letter may please be acknowledged and all old reports may please be reviewed for necessary action.

This issues with the approval of Director, Navodaya Vidyalaya Samiti, New Delhi.

Yours faithfully,


(B.P. Sharma)
CAO & IFA

Encl : a/a
Copy for information to all Regional Offices.



Proforma for submitting replies to the A.G./I.A. Reports :

No. F.....

Dated :

1. Name of School
2. Date of Audit Inspection
3. Period of Audit

S.No.	Particulars of Audit objection indicating para no. and brief subject	Reply of Principal	Remarks of Samiti
(1)	(2)	(3)	(4)



No. F. 3-42/90-91-NVS(F&A)/1580

Dated: 14.12.90

Dear Shri....

I do hope that adequate attention is being devoted by you towards the studies and academic excellence in respect of not only the students only of Class X but for all the students of your Vidyalaya. I expect all of you to produce the best possible results in the coming CBSE examination.

Apart from this, however, one aspect that is causing me concern of late is that due care is not being given by some of the Vidyalayas towards the financial and accounts matters. I have been informed that accounts in general and in particular cash book and mess accounts are not at all being properly maintained, apart from the effect that some of the procedural irregularities of serious nature are also being committed. I have some suggestions to make which I am sure you will keep in mind while exercising the financial powers :

01. No expenditure should be incurred unless there is a budget provision for that purpose. The budgetary ceilings should not be exceeded to except after obtaining approval of the competent authority. Further no expenditure may be incurred unless this is within the powers delegated to you.
02. The cash book should be very neatly maintained and kept upto the date. It should be ensured that cash book is written on day to day basis. All the entries made in the cash book should be initialed by the Principal. The total of the cash book should be checked by some one other than the one who has written the cash book. The cash book should positively be closed on the last day of the month. The reconciliation with the bank should be completed by 10th of each month. A certificate to the effect that reconciliation of the previous month has been completed may also be sent to the Regional Offices so that it reaches him by 15th of each month.
03. The Principals presently have been authorized to sign the cheques (other than the salary cheques) worth upto Rs.10,000/-¹ only. The signature of the District Magistrates are required to be obtained on payments which exceeds Rs.10,000/-¹. It has come to our notice that the amounts of the bills are being split to avoid the situation whereby the signatures of the District Magistrate may have to be obtained. It may be noted that such splitting of bills should not be resorted to. In case, it comes to our notice that instruction (of getting the cheques exceeding Rs.10,000/-¹ countersigned by the District Magistrate) is not being strictly followed, then disciplinary action may have to be taken against the defaulting Principals.
04. The procedure prescribed by the Samiti for making purchases may be followed invariably. Presently, I find that the articles purchased are not of the desired standard quality. It may be ensured that whenever purchases are made, the articles so purchased should be worth that price and of the desired standard within the range of the price that we have paid.
05. Mess accounts are not being properly maintained by most of the Vidyalayas. The Mess accounts should be as correctly and neatly drawn as any other accounts. Efforts should be made to get all the grocery items like wheat, rice, sugar from the ration shops only. In case any difficulty is experienced in this regard, District Magistrate's office may please be contacted for seeking an assistance in this regard.

1. Now the limit is upto Rs. 30,000/- as per circular issued vide no. F.4-10/2001-NVS(Audit), dated 10-8-2001. See page 413.



06. It is understood that the accounts of the Advances drawn are not being submitted within one month of the day of drawal of these advances. It may be ensured that no advance is kept pending because of the non receipt of the accounts. All the advances should be settled within one month of the payment.
07. It is seen that HRA and CEA is being drawn even in cases where these are inadmissible. It may please be ensured that these allowances are paid as per the instructions issued by the Samiti only.
08. It is seen that the audit objections raised by the Internal Audit Party and /or/by the Audit Party of the State A.G. are not being settled within one month of the receipt of the report. Adequate attention should be given to ensure that all the projections pending with you are settled without any further delay and these should in any case be settled not later than 31.12.90.
09. The Regional Offices may ensure that the audit work of various Vidyalayas is so regulated and phased that by the close of this financial year, audit of all the Vidyalayas should have been inspected atleast once. A compliance report may be sent by the Regional Offices to Hqrs. The concerned Principal may also, however, write to me in case their Vidyalaya has not been audited either by the A.G. or by the Internal Audit Party not even once in the last two years.

It is seen that the deductions on account of CPF and leave salary contribution have been made by the Vidyalaya but the same have not been remitted to the parent organizations of the concerned deputationists. Early steps may please be taken to liquidate all such liabilities in this regard.

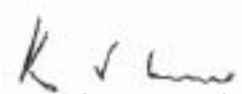
Physical verification of all the assets created thus far may be conducted. A senior most teacher of the Vidyalaya may also be associated with this work.

It should be your endeavour to see that the suggestions made above on various aspects of Finance/Accounts/Audit/Budget matters are complied with henceforth in future.

The receipt of the letter may be acknowledged.

With regards,

Yours sincerely,



(K.S. Sarma)



3-13/90-91/NVS/F&A(Audit)

Dated: 11.4.91

All Deputy Directors
Navodaya Vidyalaya Samiti
All Regions

Sub. : Guidelines for Settlement of Outstanding Paras of A.G./Internal Audit Reports – regarding.

Sir,

The Samiti has been receiving quite a large number of references from various Regional Offices/Vidyalayas about the steps that should be taken for early settlement of audit objections particularly with regard to the recoveries of over payments of pay and allowances etc. from the employees who had come to the Samiti on deputation from private institutions etc. and have since been repatriated.

The following line of action is suggested in such cases where recoveries could not be effected inspite of best efforts made by the Principal/Regional Office :

1. The Accounts Officer or some other Officer may contact the Head of the concerned private institution and persuade them to make the recovery from the salary of the concerned employees in instalments and transmit the same to the Regional Office.
2. The head of the Education Department of the District/State Government where the private institution is located may be approached by the Regional Office with a view to persuade the private organization concerned to refund the recovery due from the concerned employee after deducting the same from his salary.
3. The Chairman of V.M.C. may as D.M., be requested to take up the matter with the District Magistrate/Collector concerned to help us in getting the dues from the defaulting employee of the private organization from where the person had come on deputation.
4. If all the above efforts fail, Regional Office may request the Director, NVS to take up the matter with the Secretary of the Education Department of the State where the institution concerned is located.

Where recoveries have been suggested by the Internal Audit, due to the purchase procedure not having been followed, it is suggested that such cases may be dealt with and examined on merit in consultation with Hqrs.

(B.P. SHARMA)
Internal Financial Advisor
& Chief Accounts Officer

Copy to :

1. All Principals, JNVs – for information
2. Deputy Director (Admn.), NVS, New Delhi for information.

Internal Financial Advisor
& Chief Accounts Officer



D.O. No. F.3-42/92-93/NVS(F&A)

Dated: 18.3.93

Dear Principal,

The IFA & CAO, Navodaya Vidyalaya Samiti and other Officers from the Hqrs. & Regional Offices have been visiting Navodaya Vidyalayas to ascertain the proper maintenance of accounts by the schools. Besides noticing the shortcomings in the matters of purchases for which separate instructions have already since been issued, an area which is also of no less importance is "Maintenance of Cash Book" of the Vidyalayas. During visits to the Vidyalayas, it has been seen that due attention is not being given to the maintenance of cash book by the concerned Navodaya Vidyalayas.

In actuality the cash book should be written on day-to-day basis and all the transactions relating to the school funds should be incorporated in the cash book in a chronological sequence. For this purpose, all the receipts and payment either by way of cash or cheque/draft relating to the school funds are to be entered on receipt side of the cash book. While making entries in the cash book, the following points should further be kept in view and carefully observed to avoid any adverse comments from the audit or visit officers of the Samiti.

- (i) As soon as a Cash Book is brought into use, a certificate giving the number of pages in the Cash Book should be recorded on the first page of the Cash Book after counting the pages. The pages of the Cash Book should be serially numbered before bringing it into use.
- (ii) All entries of receipts and payments should be made as soon as they occur and each entry of receipt, payment and balance should be attested by the Principal in token of check. It is not sufficient to merely sign the Cash Book at the end of the entries for a day.
- (iii) For each entry made in the Cash Book in respect of receipt or payment, the corresponding voucher number should also be quoted for reference. Serial number should be given separately for receipts and payments. The name of the party to whom the payment has been made or from whom the money has been received should also be mentioned briefly under the column 'Particulars'. A separate entry should be made for each item of receipt or payment for which there is a distinct ledger account.
- (iv) When a self cheque is drawn for payment of 'Pay & Allowances' or for recoupment of 'permanent imprest' its number and amount should be entered on the payment sides of the Cash Book (in bank column) and its amount entered on the receipt side (cash/imprest column) as cash from bank. It should be ensured that entries on the receipt side are made and attested in the Cash Book at the time of signing and endorsement on the reverse of the self cheque. Payments made in cash out of the amount drawn on self cheque should be entered on the payments side of the Cash Book (cash column).
- (v) As each receipt and payment entered in the Cash book has to be eventually incorporated in the ledger, entries should be made by indicating the ledger against every entry and a reference to the ledger folio should also be given in token of having made necessary postings in the ledger.
- (vi) There should not be any over writing or corrections in the entries made. If there is an occasion for any correction, it should be done by striking out the original entry and making the correct entry in red ink and this correction should be duly attested with date by the Principal.



- (vii) The Cash Book should be closed each day when there is any transaction, the closing balance for the day should struck the totals of both sides agreed. The closing balance should be mentioned also in words.
- (viii) The totals of each day of closing of the Cash Book should be checked by the Principal himself and attested or the totals should be got checked and certified by a member of the staff other than the writer of the Cash Book.
- (ix) Each entry of receipt, payment and closing balance in the Cash Book should be attested by the Principal in token of having verified the correctness of the entries. The Principal should also sign the cash Book immediately after it is closed for a day.
- (x) Once a week and at the end of each month, the actual cash balance in hand should be verified physically and a certificate to the effect that the cash balance has been verified and found correct should be recorded in the Cash Book under the dated signature of the Principal.
- (xi) Balance of school money consisting of undisbursed pay and allowances etc. should be tallied with the 'Register of undisbursed amount'.
- (xii) The Cash Book should be kept in the custody of the Principal when the work for the day is over.

In future, if it comes to the notice of the Samiti that the above instructions are not being followed scrupulously by any of the Navodaya Vidyalaya then, suitable necessary action will be taken against the erring Principals.

This issue with the approval of Director.

Yours sincerely,

(B.P. Sharma)



F.6-26/91-92/NVS(F&A)

Dated: 30.7.93

All the Principals
Jawahar Navodaya Vidyalayas

Sub. : Deduction of Income Tax at Source from Staff of Vidyalayas.

Sir,

According to Govt. instructions, the Principals are the DDOs in the case of their respective NVs and responsible to recover Income Tax at source from the Govt. employees on the basis of total Pay & Allowances including teaching allowance paid to them during a financial year.

It has been noted that payments made to teaching staff on account of teaching allowances etc. are not being treated as income. It is, therefore, directed that all payments of allowances including teaching allowance except allowances exempted under Income Tax Rules paid to teachers shall be treated as an income for the purpose of income tax deductions. This may please be ensured.

Yours faithfully,

(B.P. Sharma)
Deputy Director (Fin.)

Copy to :

All Regional Offices for information & necessary action.

Deputy Director (Fin.)



No. F. 6-35/93-94/NVS(F&A)

Dated: 19.1.94

Dear Sir,

As you are aware, Jawahar Navodaya Vidyalaya has been functioning in your district for quite sometime now. There have of late, been some complaints about the financial irregularities and non maintenance of proper accounts by our Vidyalayas in general. For this purpose, it may please be recalled that I had requested you to depute/authorize some senior responsible officer from your office who could visit the Vidyalaya and inspect the accounts of our Vidyalaya once a month. There has been a very good response from almost all the Districts for which we are highly obliged and express our gratitude.

There has, of late, been a substantial increase in the number of pending audit objections that have been raised either by the Internal Audit Party of the Samiti or by the State AGs. This aspect has also been causing concern to the Samiti. With a view to streamline the accounts and audit management in the Navodaya Vidyalaya and also to ensure that in future the number of objections are produced to a minimum, it has been decided by the Executive Committee of the Navodaya Vidyalaya Samiti that work relating to conduct of audit, may be entrusted to Chartered Accountants. A proposal in detail is being worked out. While carrying out the audit, as per this scheme, the concerned Chartered Accountant will be expected to visit the Vidyalaya atleast once in three months and look into the following areas with a view to ensure that :

1. The cash book is being maintained properly and has been completed and closed on the last working day of the month. The balance of the cash book has been reconciled with the cash available in the pass book.
2. The pay and allowances are being drawn as per rules of the Samiti. Any excess amount drawn have to be noted and recoveries reported to the next internal audit.
3. The advances drawn from school funds are only noted in the registers and its recovery is watched. A list of all outstanding advances be drawn up in the report.
4. The expenditure has been incurred with the approval of the competent authority. In cases where it is not within the powers of the Principal, no splitting of the amounts in cheque has been done with a view to avoid obtaining signature of District Magistrate on items of expenditure (other than salary cheques) exceeding Rs.10,000/-.¹
5. The funds are actually available under the sub head from which the expenditure has been incurred.
6. The correct purchase procedure as prescribed by the Samiti, has been followed for making purchases etc.
7. All the entries in the relevant ledger registers have been made and totals of ledgers tally with the total shown in the balance sheet.
8. That the monthly expenditure statement has been complied by the Vidyalaya both for plan and non plan expenditure and communicated to the Hqrs.
9. In additions, the Auditor may also make any other observation that he may like to make about the maintenance of accounts, purchase procedure and stock position of the Vidyalaya etc. Each voucher to be checked against stock entries and cash book and lapses listed.

1. Now Rs. 30,000/-, see page 413.



In the meantime, I would request you to kindly intimate the name of some suitable firm of your District who could be entrusted with the internal audit work of the Vidyalaya. The Chartered Account firm should be one which may be already doing similar job for some other central Government/public undertaking in your district and should be willing to do the work at a minimum cost so that the audit work could be commenced at a very early date.

May I request you to kindly let us know the name of the firm and the money they are likely to charge who can be appointed as Chartered Accountant to conduct the audit work of the Navodaya Vidyalaya in your district on month to month basis. To begin with, we propose to cover Class XII Vidyalayas only. In some remote areas, the Internal audit can be considered once in 3 months.

Accommodation and transport would be provided by the Vidyalaya. Mess charges would be released at the rate of Rs.350/- per month or Rs.11.50 per head/per day.

With assurance of highest esteem and consideration.

(Dr. S.K. Narang)



No. 3-42/90-91/NVS(F&A)

Dated: 26.5.95

The Principals
All Jawahar Navodaya Vidyalayas

Sub. : Monthly Verification of Cash Balances of the Vidyalayas.

Dear Sir,

Detailed instructions were already issued to all the field units regarding procedure to be followed for maintaining cash book vide D.O. No. 3-42/90-91/NVS(F&A) dated 14.12.90¹ and dated 18.3.93² (copy enclosed for ready reference) and also physical checking of cash balance from time to time invariably on the last day of the month. Further reconciliation of Bank Balance with cash book balance should be done before 10th of next month.

However, it came to notice that the above instructions have not been adhered to by number of field formations. It is, therefore, reiterated that at the end of each week and month the actual cash balance in hand should be verified physically and a certificate to this effect that "the cash balance have been verified and found correct as per cash book balance" should be recorded in the cash book under the dated signature of the Principal. In addition, Principals should also nominate a person other than the person who maintain cash and cash book to conduct surprise check of balance of cash in hand once in a month. The order to conduct surprise check will be given by the Principal in a separate register for the purpose indicating the time and date for conducting surprise check and also to record the findings of such check. Appropriate action should be taken forthwith, in case of any discrepancy that is noticed. A monthly report of physical checking of cash balance and also closing of cash book daily and monthly with Bank reconciliation should be reported to Regional Office by all field formation by 10th of the following month. The compliance of above orders will also be looked into by internal audit teams from Regional Offices/Hqrs. office.

Yours faithfully,

(K.S. Swamy)
Deputy Director (Fin.)

1 Page 478

2 Page 481



F.6-8/91-92/NVS/F&A

Dated: 20.8.97

**Sub. : Bank Charges on Demand Drafts – Finance Ministry’s Decision thereon
– reg.**

I am directed to forward herewith a copy of the circular letter No. HRD/Edu./GIA/Bank/96-97 dated 19.3.97 received from the Ministry of Human Resource Development, Department of Education, (Grants-in-Aid Unit), New Delhi on the above mentioned subject for your reference and guidance.

It is requested that the matter regarding charging of commission on demand drafts (if any), by the Banker may be persuaded with them in accordance with the decision of Ministry of Finance, as communicated vide their circular letter *ibid*.

Yours faithfully,

(N.D. Sharma)
Asstt. Director (Audit)



No. HRD/EDU/GIA/bank/96-97

Dated: 19.3.97

You are aware that State Bank of India started charging commissions, from the beginning of this financial year, for issue of Demand Drafts requisitioned from them by the Government Departments not having their accounts with the SBI.

Since we have to obtain a lot of Demand Drafts from the State Bank of India through the Canara Bank and consequently have been affected substantially by this decision of the State Bank, the matter was taken up by me with the Controller General of Accounts requesting him either (i) to advise whether the Canara Bank should get the commission recouped directly from the RBI or (ii) to indicate the budget head where such commissions can be booked in case it is to be borne by us. The CGA has not intimated the Finance Ministry's decision that the commission on demand drafts should be borne by the accredited banks and not by the Government.

This is for your information please.

Sd/-
(T.K. Das)
Chief Controller of Accounts



F.2-13/98-NVS(SA)

Dated: 27.2.98

CIRCULAR¹**OPERATION OF BANK ACCOUNT OF THE VIDYALAYA – RELAXATION OF NORMS THEREOF.**

READ : F.14-10/87-NVS Dated 24.4.87
 F.14-10/87-NVS Dated 20.5.87
 F.14-10/89-90/NVS(Admn.) dated 23.10.89

In accordance with the norms communicated as above, the bank account of the Jawahar Navodaya Vidyalaya is jointly operated by the Principal and the Chairman, Navodaya Management Committee or his nominee. Permission have also been given to Principals to sign the cheques upto a value of Rs.10,000/- with the counter signature of senior most teacher. Similarly, Principals have also been permitted to sign the cheque for payment of salary to employees with the counter signature of senior most teacher.

However, in partial relaxation of the above norms, it is now decided by the Samiti to permit the Principals as below for issue of cheques :

1. Cheques below the value of Rs.20,000/- may be jointly signed by Principal and senior most teacher duly nominated by Regional Office concerned.
2. Cheques with the value of Rs.20,000/- and above may be jointly signed by Chairman VMC/his nominee and the Principal invariably. However, monthly salary cheques in respect of the staff of Jawahar Navodaya Vidyalaya to be paid against the duly sanctioned post may be signed by Principal and the senior most teacher jointly irrespective of the amount of the cheque. A copy of salary bill with due details of cheque numbers and values thereof may be sent to the Regional Office concerned without fail.

Further, the following restrictions may be kept in mind while issuing the cheques :

1. The payment and cheque thereof shall not be splitted at any cost to facilitate immediate payment with a view to avoid the signature of Chairman, VMC.
2. No other official other than senior most teacher may be nominated for counter signature on cheque. Efforts should be made to make payments before due time to avoid any litigation.

In emergent cases of payment below Rs.20,000/- during vacation when the senior teacher is not available, the cheque may be got countersigned by Chairman, VMC/nominee of Chairman.

Compliance to the above may please be monitored by the Regional Office concerned.

This issues with the concurrence of F&A Wing and approval of Director, NVS.


 (V.K. Sharma)
 Deputy Director (Pers.)

1. Latest version of circular issued vide no. F.4-10/2001-NVS(Audit) dated 10-08-2001 is available on page 413.



Auditing



Shri.....
Deputy Director
Navodaya Vidyalaya Samiti
Regional Offices
Lucknow/Pune/Chandigarh/Bhopal/Jaipur/Shillong

INTERNAL AUDIT INSTRUCTIONS

1. CASH BOOK MAINTENANCE

The Cash Book should be checked in detail for the month selected for test audit and for the remaining months, a general scrutiny should be made. In examining the cash book, it should be seen :

- I. Its pages are duly machine numbered, and the certificate of count of pages contained in the Cash Book is duly recorded under the signature of the Drawing & Disbursing Officer on the fly leaf before bringing the same into use.
- II. That all transactions of receipts and payments are correctly recorded in Cash Book in the prescribed form, strictly in the order of its occurrence and on the date they actually took place.
- III. That all receipts of cash as shown in the counter foils of receipt books as well as the cash received from the bank on cheques, cash orders etc. or from any other sources are traceable in the Cash Book with correct particulars.
- IV. That all remittances into Bank are supported by the original pay in slips.
- V. That all payments are supported by proper vouchers complete in all respects.
- VI. That the totals are correct and the balances have been correctly worked out.
- VII. The private cash or amounts are not mixed up with the regular cash balance.
- VIII. That cash book is closed and balanced on the prescribed dates.
- IX. That there are no erasures or interpolations, and the errors are rectified properly.
- X. That there is no tendency to keep an unduly large cash balance in hand and that cash in the hand of cashiers etc. does not exceed the amount of security taken from them.
- XI. That there is evidence in the Cash Book of verification of all entries made therein regarding receipts/payments and totals by the Principal and that the balances of cash in hand are counted once in a week and on the last working day of the month by him and certified as such by him.
- XII. That a complete account of permanent advance held, if any, is available in the Cash Book, full details of the cash in hand and unrecovered vouchers being worked out and clearly recorded whenever the Cash Book has been closed.
- XIII. That the permanent advance held is not excessive in the light of the expenditure incurred out of it.
- XIV. That Bank reconciliation in the form prescribed has been done every month and incorporated in the Cash Book below the entries for the last working day of each month under the signature of the Principal. Action should be taken to set right wrong debits or credits.



- XV. That in the case of undisbursed pay and allowance the dates of their withdrawal are recorded and no item is held in hand undisbursed after the last day of the month of the drawal. A register of undisbursed pay and allowances in prescribed form should be maintained.

2. LEDGER ACCOUNT

The ledger is the head-wise exhibition of all cash transactions. As soon as a cash transaction is passed through the Cash Book, it should be seen that :

- I. It has been entered on the opposite side of the ledger account i.e. Receipt side of Cash Book has been taken to the credit side of ledger and vice versa.
- II. Cross reference to page, date and number of the Cash Book has been given.
- III. Segregation of the transactions into capital has been done where required.
- IV. The minor headwise details have been distinctly indicated in the ledger accounts.
- V. The correctness of balance as shown in the Cash Book for any month should be checked with ledger accounts by applying the following :
 - a. Fund available on Ist.....(cash in hand + permanent imprest+Bank)
 - b. Funds received during the month.....
 - c. Total receipts during the month.....
 - d. Total of credit side of advances/Deposits/remittances during the month

Total

Less

- a) Total Exp.
- b) Total debit of advances/deposits/
remittances during the month
- Balance on last day (Cash in hand + permanent
Imprest + Bank as per
Cash Book)

- VI. The entries in the ledger accounts have all been attested by the Principal.
- VII. In the ledger accounts for expenditure heads the budget allotment approved for the year (BE AND RE) has been noted on top and the expenditure has not exceeded the amount sanctioned/allotted. A register of appropriation should be maintained showing the budget allotment, monthwise expenditure and the balance available.

3. Bank Reconciliation

This is most important monthly statement/document to verify the correctness of balance shown in the cash book under the Bank column. It should be Bank statements of the Vidyalaya Account which have been regularly obtained, Pass Book got updated regularly and reconciliation of balance as per cash book and bank statement/Pass book has been done and result thereof have been recorded in the cash book at the end of the month under the dated signature of the Principal in the proforma prescribed for the purpose.



4. Cheque Book & Deposit in Slips

It should be seen that only "order" cheque books are in use in the Vidyalayas. The counter foils of the cheques issued have been preserved, no amount exceeding Rs.10,000/-¹ (other than salary bills) has been withdrawn during the month without the counter signature of the Chairman or an other member of the Managing Committee specified by the Chairman. Amounts upto Rs.10,000/-¹ have been drawn by the Principal alongwith the signature of the senior teacher as per Samiti's instructions. No duplicate cheque has been issued for the same payment resulting in double payment without first obtaining the original cheques from the party or without obtaining the non payment certificate from the Bank if it was lost and that cross reference has been made at the time of issue of duplicate cheque. It should be seen that no cheque has been issued in anticipation of the receipt of articles from the suppliers/contractors to avoid the lapse of funds.

All the pay-in-slips for deposits into bank have been kept in safe custody until the accounts upto the period have been audited by the Accountant General and the Internal Audit.

5. Custody of Cash

It has to be seen that arrangement for safe custody of cash exists in the Vidyalaya and the cash is kept under double lock of which one key is kept with the Principal and the other with the Cashier. The correctness of the balance in cash shown in the cash book be verified physically. The cash of separate funds are kept distinct and not mixed up. The cash should be physically verified on any date at random to verify its correctness.

6. Fidelity Bond

The cashier has executed the fidelity guarantee bond/security bond for Rs.7500/- and payment of insurance for the purpose has not been met out of school fund.

7. Receipt of Amounts

In a Vidyalaya, there are different sources of receipt of amounts which should be checked with reference to records maintained for the purpose as detailed below :

- I. Receipt books used for collection of cash have been got printed and pages have been machine numbered. Certificate of page counting has been recorded on the fly leaf of the receipt book.
- II. No amount has been received without issue of a valid receipt viz. donation, sale of newspapers, sale procedure of compound, procedure of the school campus, recoveries on account of lost/damaged articles in the laboratories etc. Effective steps have been taken to plug the loopholes and recoveries have been effected. The receipt issued have been duly accounted for in the Vidyalaya Cash Book.
- III. That there is provision of funds for the expenditure duly authorized by the competent authority.
- IV. That the payment has in fact been made to a proper person. It has been so acknowledged and recorded so that second claim on the same account is impossible.
- V. That the payments have been correctly brought to account in the ledger/annual accounts.
- VI. That the pass and payment order has been cancelled after making payment by affixing stamp of 'Paid & Cancelled' by indicating cheque no. and date.

1. Now upto Rs. 30,000/- as per circular issued vide No. 4-10/2001-NVS(Audit), dated 10-08-2004 on page 413.



8. Pay Bills

In the scrutiny of the Pay Bills, following points may be seen :

- I. The register of increments has been maintained. Increments allowed to the employees are correct which would be verified with the entries made in the service books. The increment certificate is attached with the bill.
- II. The absentee statement in respect of those for whom leave salary has been drawn is attached.
- III. The drawl of bill should also be checked with daily attendance register to verify that duty pay for the persons drawn were all present during the month.
- IV. The pay has not been drawn for the staff in excess of sanctioned strength. A register of establishment showing the sanctioned strength and operative strength should be made available.

H.R.A. Special privileges to deputationist Teaching Staff

- V. The rates of HRA and CCA have been allowed as per approved rates and as per the relevant orders in force.
- VI. HRA is payable to Samiti's employees as per the rules on the subject applicable to Central Govt. Employees. However, in case of teaching staff, some relaxation have been given under certain conditions contained in the Samiti's circular letter No. F. 24(i)/87-NVS(F&A) dated 15.7.88¹ regarding General Rules position for personal entitlement of NVS staff. A copy of this circular is also enclosed.

For the drawl of the HRA, the following points should be seen :

- a. The certificate prescribed for drawl of HRA has been obtained from all employees to ascertain that HRA has been allowed to those only who have certified that they are paying/contributing towards rent in respect of hired accommodation while in respect of house owned by employees they are paying towards house/property tax.
- b. No HRA has been paid to the employee who is sharing accommodation allotted to his/her husband/wife/son/daughter by Central or State Government, Port Trust, Body Cooperate etc.
- c. HRA has been paid only to one employee if more than one family member in the employment of Central Govt./JNV/State Govt./Port Trust/body Corporate etc. are sharing accommodation allotted to an employee of Central or State Govt., Port trust, Body Corporate etc.
- d. Where HRA has been allowed in relaxation of the Central Govt. Rules, it is to be ensured that the same has been drawn only after ascertaining the conditions prescribed in Samiti's circular letter No. F.24(i)/87-NVS/F&A dated 15.7.88¹ mentioned above.
- VII. For different cadres of categories of posts, pay has been drawn in the bill by indicating the complete scale and post sanctioned for each.
- VIII. The arithmetical accuracy be checked.

1. See page 462



- IX. The GPF/CPF deduction is made from all employees who have completed one year's continuous service in the Samiti.
- X. Different types of deductions are prominently indicated under the respective deduction columns.
- XI. The difference in total of bill with that of previous month is generally forthcoming satisfactorily.
- XII. The totaling of the bill has been checked by a member of staff other than member who has prepared the bill.
- XIII. The gross amount of the bill has been entered in the ledger account of pay and allowances and deductions made have all been entered in the respective ledger accounts on credit side which may be seen with reference to entries made in the cash book as well.
- XIV. A certificate has been attached by the DDO that premium on account of Saving Linked Group Insurance Scheme has been deducted in the case of all the regular employees of the Samiti whose salary is being drawn in that bill.
- XV. As and when supplementary or arrear bills have been drawn, it should be seen that there are certificates to the effect that :
 - a) Note of drawal of the bill has been made in the original bill No.....from which the claim has been submitted for drawal.
 - b) "Claim is being preferred for the first time and has not been drawn before" has been recorded by the Principal on the body of the bill(s) under his dated signatures.
- XVI. The deduction of Income tax has been made and deposited with bank for all those from whom recoverable as per rules.
- XVII. No other deduction other than those approved by Samiti are made in the bills.
- XVIII. Copies of Pay bills, TA/LTC etc. have regularly been sent to Regional Office every month alongwith the monthly consolidated statement.
- XIX. A copy of the monthly consolidated statement, without copies of bills have been furnished to Hqrs. also before 10th of the following month.
- XX. The net payment made to individual has been acknowledged by each and a stamped and dated acquittance obtained on the original bill or on acquittance roll maintained and there are no erasures and overwriting.

9. TRAVELLING ALLOWANCE

The traveling allowance may be divided in following categories (as admissible to employees of the Samiti).

- I. Tour Travelling Allowance
- II. Transfer Travelling Allowance
- III. Leave Travel Concession Travelling Allowance
- IV. Travel concession towards studying away from the place of posting of the employee.
- V. Travelling allowance to home town on retirement or to the members of the family. In the event of death of an employee while in service.

**(i) Tour Travelling Allowance**

The rates of daily allowance for different cities/towns shall be related to the classification of the cities/town for the purpose of CCA.

Following points should be seen :

- a) Bills of the Principal have been got pre-audited by the regional Office before making payment.
- b) Copies of the bills have been sent to Regional Office with the disbursement statement for the month in which paid.
- c) Approved tour programme for the journey for which claim has been paid is available.
- d) The DA has been calculated from departure time of the train/bus from the Hqrs. to arrival time of train/Bus for each day from mid night to mid night.
- e) With effect from 1.2.78 for absence upto 6 hours no DA has been allowed while for more than 6 hours and upto 12 hours 70% of the admissible rates has only been allowed.
In the case of local journey daily allowance will be admissible at $\frac{1}{2}$ rates mentioned above.
- f) The DA has been paid at the correct rate which is based on pay drawn and station visited.
- g) Local road mileage has been claimed at the rates approved by the Ministry of Finance (G.E.) O.M. No. 19030/1/78E.VI(B) dated 7.4.78 as amended from time to time.
- h) In the case of places not connected by rail, road mileage or fare charged by the public conveyance run by the local State Govt. between the places whichever is less has only been allowed.
- i) The prescribed certificates have also been attached and signed by the claimant and countersigned by the Controlling Officer.

(ii) Transfer Travelling Allowance

In checking the transfer TA Bills in addition to point given in sub para(s) of para 9(i) following points should be seen :

- a) The transfer was in public interest and a copy of the order is available.
- b) The local mileage is restricted to three times if more than two additional members of the family accompany, two times if accompanied by two additional members, otherwise only one.
- c) DA has been calculated for each day of absence with reference to departure time from home at the old headquarters to arrival time at the new station. DA for the family members below the age of 12 years has been allowed at half the rates.
- d) With effect from 1.2.78, the rates for transportation and quantity of house hold effects are detailed in Govt. of India, Ministry of Finance (Deptt. Of Expenditure) O.M. No. 19030/1/76-E IV(B) dated 30.1.78 as amended from time to time, if amended.
- e) In the case of household effects carried by road a receipt in support is available and the claim has been restricted to the amount which would have otherwise been admissible had the goods been brought by goods train.



- f) The lumpsum grant of packing allowance has not been paid more than admissible. For transfer within 20 kms. No such allowance is payable.
- g) On local transfer, without change in residence nothing is paid. Where change of residence is involved actual cost of transportation has only been allowed.
- h) The bill has been properly filled in and the prescribed certificates has all been obtained before making the payment.
- i) A register of TA bills showing date of submission, the name of the claimant, period of tour, station toured, amount claimed admitted and date of departure is maintained so as to have check against possible double claim.

(iii) Leave Travel Concession

It is important to see that this concession is admissible only after completion of one year service in the Samiti. Leave Travel Concession as admissible to employees are of the following two types :

- a) Leave travel concession to visit hometown once in a block of two years reckoned from year 1956-57.
- b) Leave travel concession to visit any place in India once in a block of four years commencing from the calendar year 1974. In checking the above bills, following points are to be seen :
- c) A separate register to record the availing of LTC has been maintained.
- d) Home town is as per declaration noted in the service book.
- e) A note in the service book of the employee has been made as and when LTC is availed of by him.
- f) During one block year which coincides with first two years of 4 years block only one concession to anywhere in India or unavailed of 4 yearly or 2 yearly brought forward from previous block years has been availed of. In the next block of two years, it would be open to employee to avail of concession to visit anywhere in India or home town.
- g) No local mileage has been allowed as the same is not admissible.
- h) The money receipt/ticket nos. have been attached/noted on the bill.

(iv) Travel concession towards studying away from the place of posting of the employees :

The traveling allowance for wards of employees of Samiti for journey performed by them to visit their parents during recognized vacation may be allowed when claimed within 3 months from date of completion of journey by wards provided that cost of first 160 KM journey each way as per amended rules apply, shall be borne by the employee himself or as per current rules.

(v) Travelling allowance to home town on retirement or to the members of family in the event of death of employees in service :

In the event of retirement or death traveling allowance as on transfer will be admissible together with appropriate transfer grant (disturbance allowance) if claimed within one year.

10. TOUR/LTC ADVANCE

It may be seen that "Advance Register" of tour TA and LTC advance has been maintained to show the name of individual to whom the advance has been sanctioned and paid to watch the adjustment. The advance should be got adjusted within 15 days from the date of completion of the



returned journey and in any case before the end of financial year. In case this adjustment of TA bill has been delayed due to reasons (other than administrative reasons), the penal interest has been charged. The amount of advance should not be more than the expenditure i.e. to cover the fare for journey(s) and the contingent expenditure.

11. TRANSFER TA ADVANCE REGISTER

The maintenance of this register should be checked to verify the grant of advance paid to employees transferred and to watch the receipt back of amount from the school to which the concerned employees had been transferred.

12. MEDICAL REIMBURSEMENT CLAIMS

In the scrutiny of the medical claims following points should be seen :

- I. The claim is in the prescribed (Application) form supported with essentiality certificate and has been submitted within three months from the date of completion of the treatment. In the case of claims preferred beyond 3 months time whether it was got pre-audited from the Samiti.
- II. The claim for treatment received at the consulting room of the AMA is not for more than 10 days.
- III. There is reasonable gap between the two spells of treatment of the same disease where the treatment has been reviewed at the consulting room of the AMA.
- IV. The consultation has been contained from the AMA by the employee according to his entitled grade.
- V. Reimbursement of medical claims has been made only in respect of the employees and members of his family as defined in the C.S.(M.A.) Rules 1944. In respect of parents if claimed, declaration to the effect that the (i) Parents normally reside with the employees and (ii) the total income of the parents from all sources does not exceed more than Rs.500/- per month has been obtained.
- VI. Joint declaration from employee(s) where both are in Government service has been obtained as to who will claim reimbursement for his wife/husband and family members and placed in the personal file.
- VII. The names of family for whom medical reimbursement has been claimed are noted in the service book.
- VIII. Where Hospital treatment has been received and in the bill diet charges have not been shown separately, 20% deduction has been made in respect of persons drawing pay exceeding Rs.400/- per month before making payment or as per current orders of Government of India.
- IX. Laboratory tests were got done at a Govt. recognized Hospital. Where such a facility does not exist these were had only on the advice of the AMA. The amount paid have been restricted to charges levied by the recognized hospitals in that areas.
- X. The register of medical reimbursement claims paid for individuals to show the names, relationship with the employees, period of treatment, details of AMA medicines prescribed consultation and injection fee charged, details of purchases of medicines and amount paid etc. has been maintained.
- XI. The cost of inadmissible medicines has not been paid.



- XII. The medicines prescribed by the AMA were purchased within 21 hours.
- XIII. The quantity of medicines purchased was not in excess of what was prescribed by the AMA.
- XIV. The medicines have been purchased from cooperative stores/super market or authorized dealers or as per guidelines and cash memo of the date on which prescribed by the AMA or of the following date is available with the bill duly verified by the AMA.
- XV. The essentiality certificate has been filled and signed by the doctor himself with date.

Relaxation

- i) Reimbursement of cost of replacement of diseased Heart Valves is covered by the powers delegated to Heads of Departments. The initial supply of the Heart Valves will, however, in all cases be made only on the recommendations of the D.G.H.S. or as per Govt. of India orders issued in continuation or supersession. The administrative authorities would make the payment direct to the supplying agency and not direct to the Govt. servant concerned.
- ii) Expenditure on dental treatment obtained at Govt. Hospitals recognized under CS(MA) Rules may be reimbursed for .
 - a) Extraction
 - b) Scaling and gum treatment
 - c) Filling of teeth (Cost of dentures will not be reimbursed)
 - d) Root canal treatment
- iii) In emergent cases involving accidents serious nature of diseases etc., the person/persons on spot may use their discretion for taking the patient for treatment in a private hospitals, in case, no Govt. or recognized hospital is available nearer than the private hospital, The Controlling Authority/Departments will decide on merits of the case whether it was a case of real emergency necessitating admission in a private institution. In case of any doubt, a reference may be made to D.G.H.S. for information.

13. CHILDREN EDUCATION ALLOWANCE & TUITION FEES REIMBURSEMENT

The allowance is admissible to all employees of Samiti without any pay limit from 1.12.87 in terms of Central Govt. order as contained in Ministry of Personnel, P.G. and P (Department of Personnel & Training) circular/letter no. 10811/1/87-Estt. Dated 31.12.87¹ as circulated with Samiti circular/ letter no. F.24(i)/87-NVS(F&A) dated 6.4.88².

However, in case of teaching staff of Samiti CEA at a high rate of Rs.150/- per child for a maximum of two children, has been allowed as a special case as for the conditions enumerated in Samiti's Circular letter No. F. 1-39/87-NVS dated 24.6.87. the rates will be effective from 1.10.86 in respect of employees eligible for the benefits as per criteria and as per pay limit in force prior to 1.1.86.

(i) Children Education Allowance

- a) It has been allowed only on grounds of non availability of school of requisite standard at the place of posting of the employee or he has been forced to send his child away from his place of posting on genuine grounds of refusal of admission of his child at the station in any of the schools.

1. See Page No. 460

2. See Page No. 465



- b) The certificate from the institution where child is studying has been obtained and kept on record.
- c) Even for those who were drawing allowance for children earlier to 1.11.73 or as amended, its continuance is subject to condition the child is continuous to study in the same school or any school in the same district.
- d) The allowance has not been allowed to children below the age of 5 years and above the age of 18 years attained during the academic year. The allowance has been paid only for the children studying up to XII standard (10+2 scheme) otherwise upto XI.
- e) In respect of the employees of the NVS, no CEA should be paid for children studying from VI to XII since they have to admit their children studying in above classes only in the JNVs.

(ii) Tuition Fee Reimbursement

- a) Paid at the rates prescribed by the State Govt. within the limits prescribed by Central Govt. for the class in which the child is studying.
- b) Certificate to the effect that the child is studying in Vidyalaya has been obtained from Principal. The fee receipt issued for payment of tuition fee has been verified.
- c) Reimbursement has been made to child studying upto Class XII (10+2 scheme) otherwise upto XI.
- d) In case child is in receipt of scholarship, the reimbursement has been restricted depending upon the amount of scholarship.

14. CONTINGENT EXPENDITURE

In the checking of contingent expenditure, the following points should be seen :

- I. Contingent register in form prescribed has been maintained to show sub head wise progressive total to keep a watch over flow of expenditure to keep it within approved norms.
- II. If permanent imprest has been sanctioned, separate petty cash book is maintained and expenditure is recouped positively on last working day of each month. The rules for maintenance of this petty cash book are also observed mutatis mutandis as detailed in para (i). It may also be ensured that imprest balance is nil on the last working day of the financial year as per Samiti instructions.
- III. The stationery items are preferably purchased in bulk and piecemeal purchases are not sorted to. However, for printing and stationery, direct purchases, if made should not exceed Rs.50/- at a time subject to maximum of Rs.300/- in a year or as per Samiti instructions, if any, on the subject.
- IV. Not more than one or two local dailies and one important outside daily news papers is purchased out of contingencies.
- V. Conveyance charges are not paid for journey performed beyond 8 kms. out of contingencies.
- VI. Repair charges on furniture and other equipments and binding charges on library books are met out of contingencies.
- VII. Stamp account and dispatch register are maintained for accounting of receipts and issue of stamps. The total value of stamps used on each day has been struck and transcribed into the stamp account and attested by the Principal. The Physical verification of stamps, denomination wise, once in a week and on last day of the month is being done by the



Principal. In respect of registered letter dispatched, the postal receipt has been pasted in the dispatch register as proof of use of stamps.

- VIII. Utmost economy is observed in the use of office Telephone following points should be kept in view :
- a) No person is allowed to use the telephone for personal purposes except on payment of appropriate charges.
 - b) Telephone is kept under lock and key of the Principal.
 - c) A telephone register in proper form showing details of trunk calls made and collections from staff for private calls is maintained.
 - d) The collections made each day are credited in the accounts on the same day.
 - e) A certificate to the effect that the telephone calls were made for official purposes and charges have been recorded in respect of private calls has been recorded on the telephone bills passed for payment.
 - f) The payment made for telephone bills is supported by a receipt issued by the telephone department.
 - g) No charges for residential phone for Principal are met out of school contingencies as the same is not allowed or as per Samiti instruction on the subject, if any.
 - h) The payment has not been made against a carbon or duplicate copy of the bill received.
- IX. 1) The payment of water and electricity charges have been made against the original copy of bill and stamped dated receipt issued by the Deptt. Concerned is available.
- 2) A register of payment of charges indicating the period upto which paid together with Bill No. & Date of receipt and the date of payment has been kept as a guard against double payment.
- X. Liveries are issued to Class IV employees as per scales laid down but only after ensuring that the previous supplies have become actually unserviceable as verified and certified by the Principal before issue of the new one.
- XI. The expenditure under contingencies has been spent on approved items and is not excess of the financial powers delegated to the Principal. For example, expenditure on Repairs of Bicycle is not more than what is prescribed, if prescribed per annum.

15. EXPENDITURE ON CONSTRUCTION WORKS AND MAINTENANCE & REPAIRS

The construction of buildings, staff quarters and hostel for Vidyalayas and work relating to maintenance and repairs thereon subsequently is generally entrusted to CPWD/State PWD. In checking of the expenditure on construction works and Maintenance & Repairs, following points are to be seen :

- I. The Land has been transferred to the Samiti and a "Lease Deed" has been executed.
- II. Administrative approval of expenditure sanction of the Samiti has been accorded.
- III. The funds received for construction work and for repair as deposited with the executing agency has been acknowledged and upto date ledger entries have all been filled in.
- IV. The progress of the work is intimated by the construction agency every month and report by the Principal, is forwarded to Samiti by 15th of each month. The expenditure has been shown on "credit" side in ledger account.



- V. There is no deviation.
- VI. Completion Certificate has been obtained from the construction agency and possession of the building has been taken over by the Principal after carefully examining whether the entire work including its completion has actually been completed according to the approved plans. The Executive Engineer of the Regional Office should also certify its worthiness for occupation.
- VII. The expenditure has not exceeded the sanctioned amount and unspent balances has been received back on completion of work immediately.
- VIII. Annual repair estimates for the building have been prepared by the construction agencies and sanctioned by the competent authority before deposit of funds for carrying out work. It should however, be seen that annual repairs do not exceed one and a half percent of the cost of buildings and that no such repairs are allowed for building within two years of its construction.
- IX. On completion of construction work, note has been made in the Property Register as prescribed by Samiti.
- X. "Register of Rent" etc. in respect of quarters for staff constructed has been maintained and shows the names of allottees with monthly recovery of water and electricity charges made.

16. PURCHASE PROCEDURE

Following Points should be kept in view :

- I. A Purchase Advisory Committee as prescribed by Samiti consisting of the Principal, DEO, EE(PWD), Principal residential School, Teacher has been constituted.
- II. The Purchase Committee has been associated with all the purchase, which are beyond the financial powers of the Principal, right from the stage of selection of firms for inviting quotations till the purchases are actually made.
- III. The requirement of a year has been prepared after obtaining the lists from subject teachers in charge indicating the existing stock and the additional requirement of each article with due regard to the prescribed ceiling limits.
- IV. In all cases where purchases exceeds Rs.20,000 at a time, an advertisement in newspapers was given otherwise, sealed quotations atleast from 3 firms were obtained as selected by the Purchase Committee to ensure competitive rates except in the case of purchases :
 - a) Articles approved by Indian Standards institutions or by the State Govt. (Proof of approved rate has been kept on record).
 - b) Articles manufactured by the State or Central Government Undertaking or concerns wherein Govt. have invested capital or which are sponsored by Govt.
 - c) Articles not exceeding the value of Rs.500/-¹ or as prescribed by Samiti required urgently. It should be particularly ensured that purchase are not split up.
 - d) The notice inviting the tenders/quotations should give detailed specification of articles. Currency period of the quotation, amount of earnest money etc. time allowed for submission of quotation should atleast be 2 to 3 weeks. The invitation to quotations was sent by registered post or under certificates of posting which should be verified with Despatch Register to confirm the date of issue.

1. Now Rs. 1000/- as per circular No. 3-9(6)/92-93/NVS(F&A)/dated 30-10-2003. Please See page No. 428



- VI. Sealed quotations have been called for only from reputed firms dealing in the particular class of goods and not from general order suppliers or commission agents who do not store the articles for sale, but who act purely as intermediaries for procuring the articles.
- VII. The condition for earnest money/security deposits has been dispensed with only in the case of reputed firms with the approval of the Chairman of the Management Committee.
- VIII. The quotations need not be obtained in respect of standard articles where the firms concerned have supplied these at the rates approved by D.G.S.& D.
- IX. All sealed envelopes containing the quotations received should bear the hour and date of receipt duly initialed by the Principal. The envelopes are opened on the appointed date and every quotation bears dated initial of the Principal and atleast one other member of the Purchase Committee and the letters forwarding quotations have been diarised in the Vidyalaya in the receipt diary on the same date.
- A comparative statement in form prescribed has been prepared and the lowest rates arrived at have been indicated in the red ink.
- X. The remarks relating to results of inspection of samples specimen if any, should also be incorporated. The reasons for purchase of articles at a higher rate has been recorded and the statement bears the signature of all the members of Purchase Committee.
- XI. Supply order clearly specifying the description of the articles, the quantity of the articles, the date by which delivery, state whether inclusive of sales tax or not and other relevant conditions of supply order should be checked with dispatch register and it should be ensured that order was not placed prior to the date of acceptance of quotation by the Purchase Committee.
- XII. The security deposit has not been refunded to the contractor before the expiry of period of six months after the completion of the contract.
- XIII. Where the contractor has failed to complete the supplies in time and the articles have been purchased from the market or rest of the contract has been got completed from another party extra cost has been adjusted from the security deposit amount already received and deficiency, if any, left uncovered has been recovered from the contractor.
- XIV. As and when the supplies were received whether these were inspected with reference to the accepted quotations to verify that defective articles were not paid for or were got replaced at the cost of suppliers.
- XV. Costly equipment i.e. items costing above Rs.250/- each were inspected by the Principal himself and got demonstrated or operated before approval.
- XVI. Where direct purchases have been made? Whether the procedure adopted was approved by the Purchase Committee which may be on account of various reasons viz. absence of response from local dealers to tender quotations, non availability of goods in local market in its vicinity and paucity of time due to urgency of purchase etc., the interest of Samiti as well as of students have been given due weightage.
- XVII. To prevent the evasion of tax to the Government whether proof of clearance of income tax and also sales tax has been obtained.
- XVIII. Where the total value of contract was for Rs.5000/- or above and the supplier has not furnished the proof for clearance of income tax, a deduction @ Rs.28/- was made from the bills at the time of payment and deposited with the treasury/bank as per rules.



- XIX. No arbitrary preference has been shown to any Supplier/Contractor detrimental to the interest of Samiti.
- XX. Purchases of articles was not made without requisition from the teacher-in-charge and in excess of requirement to utilize the funds available which could otherwise have been directed profitably.
- XXI. Of late, rate contract supplies are obtained by Schools as per rates approved centrally by the Samiti for which payment is made through Bank. It has often been seen that sub standard or broken articles are supplied by the firms for which advance payment has already been made as per procedure adopted by Samiti. It should be seen that broken/sub standard articles already paid for are either replaced by firms at their cost or amount for such items is received back early.

17. WORKS EXPERIENCE EDUCATION

Work experience activities have been instituted to enable the students to learn making of day to day articles and to promote and harness the inherent faculties of the children for such trades in which they take interest in this socially useful production work.

All the activities have been well planned and necessary expenditure both recurring and non recurring has been managed out of from the allotted budget for the purpose. To give impetus profit earned on sale of articles produced is distributed amongst students concerned at the end of the year. In checking of the works experience, account following points should be seen to certify the correctness :

- I. The teacher-in-charge has maintained a complete account of amount received by him for purchase of raw materials.
- II. The cost price of articles produced has been determined in such a way that it entails no loss.
- III. The element of profit has been shown separately as the same is to be distributed amongst the students.
- IV. The list of students amongst whom the profit has been distributed should be seen and compared with ledger account of the individual to verify the pro-rata distribution.
- V. Cost price of the finished goods sold has been refunded to Vidyalaya fund account in adjustment of advances taken from that fund for the purchase of capital equipments required for production of articles.
- VI. Correctness of the W/E account should be verified with reference to advance received for purchase of raw materials less finished articles sold, amount of profit distributed to students and balance refunded as balance available with the teacher incharge in the form of cash + value of raw material + value of finished goods (cost price).

18. LIBRARY

Books have been chosen by the Selection Committee out of the prescribed list of books. It should be seen that a certificate of checking the library catalogue is recorded and that all books issued have been received back before verification takes place and that any books found missing have been replaced and their prices recovered.

All the books have been entered in the Asset Register and its total cost price tallies with the figures shown in the asset side of the Balance Sheet.



19. Service Books, Leave A/c. and Personal Files

- a) I. Date of birth has been recorded both in words and figures.
- II. Date of appointment, Education Qualification, Name of the Post, Scale of Pay, Date of increment, Promotion to the next cadre.
Demotion, suspension, awards, crossing efficiency bar etc., have been clearly noted.
Periods and nature of leave have been entered both in the body of the service book.
- III. Declaration in respect of Home town, leave travel concession availed and option regarding CPF/GPF has been entered and leave account.
- IV. All entries in the service book have been attested by the Head of Office.
- V. Service verification has been recorded at the end of each financial year and also at the time of transfer of the employees.
- VI. Signatures of the employees have been obtained in the Service Book in token of having seen the entries.
- VII. Signatures of the employees have been re-attested every five years on the front page.
- VIII. Service books have been kept in the personal custody of the Principal.
- (b) A personal file has been opened for each employee. The particulars of the employees have been filled in the prescribed proforma. Original copy of the same has been sent to the Samiti. The character and antecedents of the employee have been got verified through the police authorities within six months from the date of his appointment. Declaration about marriage, oath of allegiance/faithfulness to the constitution of India have been taken.

20. Stock Register's Physical Verification

- a) All the material purchased or received as gift has been entered in the Stores and Stock Register.
- b) There are different kinds of Stock Registers viz. Science, equipment and furniture, stationery articles and consumable and non consumable materials.
- c) Entries in the Stock Register have been initialed by the Stock Holder and Stock Entry of an item costing Rs.250/- and above by the Principal.
- d) A register or list has been maintained showing the detailed distribution of articles (e.g. furniture has been kept room wise and a copy of the list has also been kept in the room).
- e) Equipments sent for repair have not been shown as issued and a note to that effect has been only kept in the Remarks column.
- f) There has been written indent for the issue of the stores by the authorized person and its receipt has been acknowledged.
- g) Chemicals and consumable articles have not been issued in large quantities.

Annual physical verification of all the stores and equipments has been done and also whenever there has been a change in the incumbency of the stock holder. The physical verification has been conducted by the person other than the holder of the stores.



Losses of store due to theft have been reported to the police for investigation and responsibility fixed for recovery of cost.

Register of breakages of articles has been maintained.

Report of the condemnation Board alongwith the list of articles recommended for write off has been forwarded to the Samiti.

No article has been written off from the stock register without the order of the competent authority.

21. Register of Asset

A register of asset created out of the grants received by grantee institution has been maintained for keeping a record of all moveable assets of a capital nature exceeding Rs.1000/- in value and all immovable assets irrespective of values. Library Books and articles of furniture need not be entered therein but their inventories should nevertheless be maintained by the Nvs etc.

21A. Property Register of Land & Building

It should be maintained as per proforma circulated by the Samiti.

22. Register of Adjustments should indicate :

- I. Write off sanctions
- II. Centralised purchasing of books, vehicles etc.
- III. Adjustment of advances
- IV. Corrections/Adjustment carried out

23. Register of Advance

- a) It may be ensured that the entries in respect of all the advances have been made.
- b) The advances have been adjusted within prescribed limit.
- c) That the advances have not been kept for longer duration than what was absolutely essential.
- d) That the advances have been utilized for the same purpose for which these were drawn.

24. All the Registers prescribed by the Samiti are being maintained.

25. Mess Accounts

- a) that the expenditure on Lodging & Boarding and uniform etc. has been kept within the ceiling prescribed for this purpose by the Samiti.
- b) It may be checked that (i) proper accounts are being maintained on day to day basis in respect of all the consumable items.
- (c) the balance of stocks in hand of all the items are arrived at on weekly basis.
- (d) the cost of mess items consumed during a month is worked out. The expenditure on each student should be within the norms prescribed.
- (e) A random check of the balance in hand of some items (say 3) may be made viz a viz the Mess Account Register.



- (f) The items to be used for mess are properly arranged and kept in stores.

The following clarifications may be kept in view while conducting the audit of the accounts of the Vidyalaya/Regional Offices.

(i) Advance Register

It should be seen from the Annual Accounts that Vidyalayas and Regional Offices are booking the advances which have been adjusted in the same financial year to the head of A/c. 'other advance' and by booking the adjustment to the final head (This practice shows a superfluous entry in the account by way of double booking in the advance as well as to the expenditure head).

The correct procedure is that the expenditure first should be booked to the head 'Other Advances' and deduct the receipts (received from the individual) from this head instead of taking the receipt on the receipt side of the Annual Account format. Net expenditure should be booked to the expenditure head. This practice will definitely help to check the superfluous entries.

If the advance has not been settled during that financial year, it will go to the Balance Sheet. The receipt side head 'other advance' should be operated when the receipt pertains to the previous financial year. Maximum efforts should be made to adjust the advance before the close of financial year.

4. It should be checked :

- (i) That the entry of all non consumable and consumable items has been made in the Stock Registers.
- (ii) The total value of the non consumable items (as entered in the Stock Register) tallies with the B/S of that Vidyalaya.

(iii) Annual Accounts :

Annual accounts should be checked at the time of audit keeping in view the following points:

1. Opening Balance

Opening balance as on 1st of April against all the heads should be same as exhibited during previous year as closing balance and adopted by Regional Office in the consolidated accounts. If any change is noticed due to misclassification etc. as suggested by the Audit etc., necessary corrections are made in the B/S of next year A/c through adjustment column by giving a suitable footnote in support of the corrections/adjustment in the balance sheet.

- 2. All the ledger entries should be checked with reference to the entries in the Cash Book against the head "Misc. income" etc. and suggest correct classification for future.

3. Head of Expenditure

Booking of the expenditure should be checked depending upon the nature of transaction.

4. Works/M&R

There are two heads in the annual accounts format for this purpose. One is for "Direct works – L&B or M/R" and other is through 'Deposits with Construction Agencies'. Both pertain to capital (L&B) and Revenue (M&R) while capital expenditure should go to the B/S against the head "Land & Building" the expenditure on M&R works will go to the expenditure side Income & Expenditure account "Direct Works".



If the work has to be done through “Deposits Works” where amount has been deposited to the construction agency in one year and the work has to be reported in the next financial year, then it will go first to the B/S and then through adjustment, it will be deducted from the B/S and booked in the I&E account against the head ‘adjustment’ in the expenditure side by making necessary entries in the adjustment form ‘AA’ attached with the Receipt & Payments of annual account format.

5. Remittances

This head mainly pertains to the deductions made from the salary of the employees for onward transmission thereof to the concerned authorities i.e. income tax deptt., CPF fund of Navodaya Vidyalaya Samiti, GIS fund of the Samiti and to the Parent Department of the deputationists. This should be remitted every month regularly and there should be no outstanding liability against this head on 31st March. This has to be ensured in Internal Audit.

6. Other Direct receipt

This head is meant for the purpose of receipts received on behalf of the employees etc. which have no link with the Vidyalaya account i.e. misc. income and has to be paid to the concerned employees e.g. amount sent by Hqrs. for the purpose of CPF Advance etc. sanctioned in respect of any employee should be routed through the Vidyalaya cash book by booking in the ledger on receipt side of this head as per contra entry on the payment side against the same head.

7. Closing Balance

Closing balance should be checked and reconciled with the Bank Pass Book as well as cash book. As on 31st March “Imprest” and “Cash in Hand” should be kept “Nil” and may be recouped on 1st of April of the following year as per requirement of Vidyalayas.

8. Classification of “Revenue” and “Capital Expenditure

All the heads have been provided for this purpose in the annual account format, the expenditure of consumable nature irrespective of cost will go to the expenditure side of I&E account while the expenditure of capital nature i.e., non consumable will go to the B/S in the ‘Variation during the year’ column of the Asset side.

9. Write off sanction

If there are some items which are unserviceable or damaged/lost that may be got condemned by a prescribed board and written off from the stock register/B.S. by obtaining proper sanction from the competent authority in Samiti i.e. Principal/Regional Office/ Hqrs. as the case may be .

10. Outstanding Balances

Maximum efforts should be made to avoid the appearance of outstanding balances against the ‘liabilities’ and ‘Assets’, however, if there is still any outstanding balance that should be confirmed from the ledger also by giving full details and reasons in the form ‘D’.

It should be checked to ensure that there is no mis-classifications against these heads.

11. Checking of forms ‘D’ & ‘E’

It should be ensured that there is no outstanding on 31st of March. In case, due to some valid reasons, some amount remains outstanding on 31st March, then complete details



of the payments/received made indicating the date of receipt/payment should be available in the form 'D'.

Form 'E' should be checked with entries, in the 'register of Assets'.

(ii) Budget

Expenditure against the various heads should be checked with the B.E./R.E. allotment made for that particular year where it should be seen that the expenditure does not exceed the ceiling provided for against the head concerned without obtaining the prior approval of competent authority in the Samiti.

(ii) Register of EM & SD

A register of "EM & SD" is maintained in the Vidyalaya where the receipt of EM received from the contractor etc. as well as deposits made to the other authorities for telephone/electricity etc. should be noted. This should be checked with the entries made in the annual account format against this head.

It may also be ensured that earnest money received from firms etc. does not remain with the Vidyalaya beyond the time limit prescribed of six months for this purpose.



No. F. 3-42/90-91/NVSF&A

Dated : 22.11.1991

Dear Shri.....

Sometime back guidelines in connection with the checking of maintenance of accounts and proper audit thereof were 31st July 1990, 22nd Oct. 1990 and 29th July, 1991. You are aware that audit is a very significant tool for ensuring proper maintenance of accounts. Of late, it has been observed that due care is not being taken by the regional Offices in the matter of Internal Audit with the result that the outstanding audit objections go on mounting. Here are, therefore, a few suggestions which may please be kept in view while auditing the accounts of Vidyalayas :

It must be ensured by the Internal Audit Party :

- (i) That no expenditure has been incurred unless there is a budget provision for that purpose and the same was sanctioned within the powers delegated to the Controlling Authority. The procedure prescribed by the Samiti for making purchases should be followed strictly.
- (ii) That all the items of purchase costing even less than Rs.1000/- have been identified as 'consumable' in terms of Hqrs. letter no. 3-38/89-90/ NVS/F&A dated 1st Nov., 1990. The cost of all non consumable items so arrived at, has been incorporated in the balance sheet at the close of each financial year and the net closing balance non recurring head of account tallies with total of such items reflected in the concerned stock register.
- (iii) That all the advances (except of recoverable nature) paid upto the financial year have been settled within the financial year to ensure that there is no outstanding advance as on 31st March. The TA advance etc., should be settled immediately and in any case within one month of journey/withdrawal etc.
- (iv) That the Vidyalaya Property register has been prepared in the prescribed form giving the information including the plot no., Khasra no. and boundaries of the permanent land with the Vidyalaya and the Form 'E' pertaining to Register of Assets (in duplicate) has been prepared correctly and appended with the copy of Annual Accounts sent to Regional Office.
- (v) That the payment of HRA and CEA is being drawn only in cases where these are admissible as per Govt. of India Rules/instructions issued by the Samiti in the past.
- (vi) That physical verification of the stores (including mess item and fixed assets) has been conducted once in a year by a physical verification committee comprising of at least three senior employees of the Vidyalaya and the report thereof duly countersigned by the Principal furnished to the Regional Office concerned also. The stock of some of the important items may be physically verified by the concerned inspecting teams.
- (vii) That all the objections raised either by the Internal Audit Party or by the A.G. should have been got settled by that concerned Vidyalaya within one month of the receipt of the Audit Report.
- (viii) That all the items reflected under the head 'remittance' are cleared by the close of the financial year. It should be the endeavour to see that the accounts are properly maintained by the Vidyalayas and there are no loopholes unplugged so that there is no audit para from the visiting audit parties of the A.G.
- (ix) The progressive totals have been worked out in the Accession Register. The total as on 31st March in a particular financial year should tally with the total in the Balance Sheet of that year.



- x) The Accounts Officer/internal Audit Party/Officer if to region/Hqrs. visiting and Vidyalaya for inspection purpose etc., may be requested to give a certificate in the report that above points were checked by them during the visit in question.

Kindly acknowledge receipt.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'B.P. Sharma', is placed above the printed name.

(B.P. SHARMA)
Internal Financial Advisor
& Chief Accounts Officer



No. F. 3-8(68)/96/NVS/F&A/IA

Dated: 30.8.96

To,

1. The Principal, all Jawahar Navodaya Vidyalayas
2. The Dy. Director, NVS, All Regions

Sub. : Settlement of Audit Objections.

Sir/Madam,

The Samiti has been constantly reiterating the need for the expeditious settlement of outstanding objections / paras of internal audit as well as A.G. Audit and also the prompt action to recover the amounts objected to from the Officer / staff concerned. However, it is noticed that the pace of settlement of objections is negligible, and also the recoveries due from the Principals and other staff are not being effected promptly, attracting adverse comments from the higher authorities.

The Director, NVS, has taken this state of affairs very seriously and has directed to convey that all the Head of the Units should take immediate action to recover the outstanding amounts forthwith from the concerned. Any lapse on the part of the Head of the unit will be viewed seriously and he will be personally held responsible for this.

In this connection, the following guidelines/procedure are prescribed for immediate implementation :

I. For Vidyalayas :

- (a) As soon as the Internal Audit or A.G. Audit Report is received, the Principal should take immediate action for furnishing the compliance report to the audit authority concerned endorsing a copy of the same to Hqrs. office without fail, clearly indicating action taken on the objections, particularly in respect of the recoveries to be effected on the financial involvement of individuals within fifteen days from the date of receipt of the report.
- (b) All the payments/amounts objected to in the Audit Reports for recovery should be entered in a register, in the format given at Annexure I in respect of each individual. The recovery of the same should be preferably made in lump sum failing which it should be recovered in minimum possible monthly instalments to be deducted from the salary of the following month in which the report has been received. The Principal should personally ensure the recovery of the amount due from individuals and each and every entry in the register should be duly attested by him.
- (c) The recovery should be effected forthwith should not be either kept in abeyance or stopped because of the individuals representation etc. in case concerned audit para for recovery is dropped on a subsequent date on his representation etc. by the A.G. concerned/Deputy Director of Regional Office/Hqrs. Office, the Principal should take up the case of refund of recovered amount with the Deputy Director of Regional Office concerned. The amount should be refunded only on a authority letter to be signed by the Deputy Director of Regional Office concerned. The refund should not be made under any circumstances on a letter issued/signed by any officer other than the Deputy Director issued/signed by any officer other than the Deputy Director of Regional office concerned. This authority letter should be attached with payment voucher for audit scrutiny.



- (d) In case of an official from whom the recovery is going on, is transferred within the Region or to other Region of the Samiti, the outstanding amount due for recovery should invariably be entered in the L.P.C. The Principal should ensure that the outstanding amount is indicated in the L.P.C. with reference to amount outstanding in the register, maintained vide para(b) above. Necessary entries should also be made in the remarks column of the register to watch the future recovery. The details of recovery to be made at the time of transfer, as shown in the L.P.C. in the format at Annexure II¹, should also be sent to the Regional Office concerned.
- (e) In case of an official, from whom recovery is to be made as per Audit Report, has since been transferred to some other Vidyalaya and LPC has already been issued, the details of amount objected to in the Audit Report(s), irrespective of its period should be entered in the register and also the details of amount to be recovered should be communicated to the concerned Vidyalaya under intimation to the Regional Office(s) concerned in the format at Annexure II. The Principal of the Vidyalaya to which the individual has been transferred, should also make necessary entries about the recovery as shown in the LPC or intimated separately by other Vidyalaya, in the recovery register maintained by him and also intimate the details of the recoveries made by him in response to such LPC/intimation to the Vidyalaya in whose audit report the amount was objected to.
- (f) In case of officials, repatriated or ceased from service of the Samiti, action as per the instructions contained in the Hqrs., letter No. 3-13/90-91/NVS/F&A(Audit) dated 11.4.91² (copy enclosed for ready reference) should be strictly followed. This aspect should also be entered in the register in the 'remarks' column. In case, the LPC is yet to be issued or the final payment, such as CPF, GIS and leave encashment etc. is yet to be made, the details of the recoveries to be made should be invariably indicated in the LPC/or and in the applications for final payments of dues at the time of forwarding the same to the office(s) concerned.
- (g) The details of the recovery made should be entered in the recovery register in respect of individual in the relevant columns clearly indicating the bill/voucher T.R. No., date of recovery, amount recovered etc in blue ink and the outstanding balance should be shown in red ink. All these entries should be duly attested by the Principal concerned.
- (h) A consolidated schedule of the recovery made should be prepared by the Principal every month in the format at Annexure III and be forwarded to Regional Office positively by 10th of the following month. This schedule should include the details of all the individuals, including the cases of recoveries made by him on behalf of other Vidyalayas. A separate schedule in respect of the recoveries made by him on behalf of the other Vidyalayas is also to be sent to the Vidyalaya concerned and the regional office of that Vidyalaya. In case, the recovery has not been made in a particular case/individual, the reason, in brief, for the same should be indicated in the schedule.
- (i) A quarterly statement showing year wise total number of objections outstanding in the audit report of Vidyalaya at the beginning of the quarter, raised during the current quarter and settled during the quarter and year wise number of balance outstanding

1. Page No. 519
2. Page No. 480



paras should be furnished to Regional Office concerned in the format at Annexure IV¹ so as to reach the concerned Regional Office on or before 10th of the month following the quarter ending June, September, December and March of a financial year.

II. For Regional Offices

- a) As soon as the internal audit of a Vidyalaya is conducted, the report containing irregularity, brief of reply of head of the unit on the spot and conclusion thereon should be immediately finalized with the approval of the Deputy Director of the Region. This report should also be attached with a statement of individual recoveries recommended in that report after establishing the individuals responsibility and recovery thereon wherever necessary and also a brief statement of para wise serious irregularities noticed for to initiate remedial measure and immediate rectification by the unit concerned on TOP PRIORITY. These statements should invariably be signed by the Deputy Director. The report alongwith the above documents should be dispatched within a month of date of completion of audit to the Vidyalaya, forwarding a copy to the Hqrs. Office.
- b) The recoveries so pointed out in a audit report should be entered in a register in the format at Annexure-I² under the initials of Accounts Officer/Assistant Director of Regional Office to watch the prompt recoveries by the units concerned.
- c) Like wise, on receipt of A.G. Audit Reports on a Vidyalaya or Regional Office, the objections having recovery of financial implications should be entered in a separate register in the format at Annexure I², under the initials of Accounts Officer/Assistant Director of Regional Office to watch the compliance by the unit concerned.
- d) On transfer of an individual against whom the recovery is due to a unit of other Region, the same should be intimated to the concerned regional Office duly endorsing a copy of the unit(s) concerned to effect recovery, duly making an indication to that effect in the register. Similarly, on receipt of intimation or recovery either from unit of other region or from other Regional Office, against the individual presently working under his control, the same should be entered in the register with details of the original unit etc. under the initials of Accounts Officer / Assistant Director.
- e) The Regional Office should initiate prompt action for recovery of amounts pointed out in respect of officials repatriated or ceased from service in terms of the instructions contained in Hqrs. letter No. 3-13/90-91/NVS/F&A(Audit) dated 11.4.91 (copy enclosed for ready reference)³ and after exhausting all the avenues for recovery at their level, the same should be sent in format at Annexure V⁴ to Deputy Director(P) at Hqrs. office in respect of Principals, briefly giving the details of action taken by the Regional Office to recover that amount, for further action. So far as other staff concerned, all our efforts should be made for recovery and in case it is finally concluded that the same are non recoverable, the details of the same should be forwarded in the same format at Annexure V⁴ to Finance Wing of the Hqrs. Office in a consolidated statement on quarterly basis for submission to the Director, NVS.

1. See page 521
 2. See page 518
 3. See page 480
 4. See page 522



- f) On receipt of the monthly schedule of recoveries made either from his own Vidyalaya or of other Region, the amount recovered should be entered in the manner indicated at I. (g) above. The receipt of the monthly statement on due date prescribed above from each unit, where the recoveries are due, should be strictly watched and the defaulters should be promptly and periodically be reminded.
- g) The Regional Office should furnish a quarterly consolidated statement, Region as a whole to the Finance Wing of Hqrs. office containing the number of year wise objections outstanding, including financial implication (recovery) in the format Annexure IV¹. An additional statement, showing unit wise, individual wise, amount outstanding at the beginning of the quarter, recovered during the quarter, raised fresh during the quarter, and outstanding at the end of the quarter in the format Annexure VI², alongwith summary of the region as a whole in the format at Annexure VII³, should also be forwarded to the Hqrs. office by 25th of the month following the quarter June, September, December and March of the financial year. The cases of non recovery during the quarter, in respect of any individual, the brief reasons for the same should be indicated in the statement.
- h) The internal Audit Parties of Regional Office should check the proper maintenance of the prescribed register and other prescribed items at Vidyalaya level and a test check of the recoveries furnished in monthly statement with the concerned original records should be made during their visit.

It is requested that all the Vidyalayas and Regional Offices should review all the outstanding objections from the inception of the unit (i.e. from the every first audit either I.A. or A.G. Audit) and immediate action should be taken to maintain the prescribed register (Annexure I)⁴ for recovery of dues from the individuals. The work should be completed within a month and the first quarterly statement should be submitted to Hqrs office for the period ending 30th Sept., 1996 by 25th Oct., 1996 positively so as to apprise the position of outstanding objections, as well as of recoveries to the Director and also to furnish upto date compliance report to the DACR on audit paras.

Kindly acknowledge the receipt immediately.

Yours faithfully,

(K.S. Swamy)
Deputy Director(Fin.)

Copy to :

1. All Officers of the Samiti – for information
2. DD(Pers.), NVS Hqrs. – for follow up action
3. PS to Director, NVS – for information.

1. See page 521
2. See page 523
3. See page 524
4. See page 518



Annexure-I

REGISTER OF DETAILS OF AMOUNT OBJECTED TO IN INTERNAL AUDIT REPORTS & A.G. AUDIT REPORTS ETC. AGAINST THE INDIVIDUAL AND RECOVERIES THEREON.

Financial Year of Issue of Report	Period of A/C. Audited	Para no. of the Report	Brief of Para	Name of the Official	Designation	Amount Objected to for recovery	Balance outstanding at the beginning of the financial year	Particulars of Recovery	Total amount recovered in the financial year	Balance outstanding	Remarks
							TR no. Vr.No.	Date	Amount recovered		



Annexure-II

**STATEMENT SHOWING THE OUTSTANDING RECOVERIES OF AUDIT OBJECTIONS IN
RESPECT OF OFFICIALS TRANSFERED TO _____ VIDYALAYA/UNIT**

<i>Financial Year of</i>	<i>Para No.</i>	<i>Brief of Para</i>	<i>Name of the Staff</i>	<i>Designation</i>	<i>Total amount objected</i>	<i>Recovered in the existing unit upto _____</i>	<i>Balance for Recovery</i>	<i>Remarks</i>



Annexure-III

**MONTHLY SCHEDULE OF RECOVERIES EFFECTED FROM THE INDIVIDUALS ON THE
INTERNAL AUDIT / A.G. AUDIT OBJECTIONS FOR THE MONTH OF _____**

NAME OF THE VIDYALAYA : _____

<i>Sl.No.</i>	<i>Financial Year of issue of Report</i>	<i>Para No.</i>	<i>Name of the Official</i>	<i>Designation</i>	<i>Bill TR No.</i>	<i>Amount Recovered</i>	<i>Remarks</i>



Annexure-IV

**QUARTERLY STATEMENT OF TRANSFER INTERNAL AUDIT / A.G. AUDIT OBJECTIONS
OUTSTANDING AT THE QUARTER ENDING _____**

NAME OF THE VIDYALAYA : _____

<i>Year of Issue of Report</i>	<i>No. of Paras at beginning of the quarter</i>	<i>No. of paras raised during the Quarter</i>	<i>No. of Paras settled during the Quarter</i>	<i>No. of Paras outstanding at the end of the Quarter</i>	<i>Reasons for Pending</i>
1	2	3	4	5	6
I. <u>Internal Audit</u> 1986-87 1987-88 1988-89 <u>1996-97</u> 1. I Quarter 2. II Quarter 3. III Quarter 4. IV Quarter					
II. <u>A.G. AUDIT</u> 1986-87 1987-88 1988-89 <u>1996-97</u> 1. I Quarter 2. II Quarter 3. III Quarter 4. IV Quarter					

NOTE : COL. (1) THE ACTUAL FINANCIAL YEAR IN WHICH THE AUDIT REPORT ISSUED SHOULD BE INDICATED.



Annexure-V

QUARTERLY STATEMENT SHOWING THE AMOUNT OUTSTANDING FOR RECOVERY OF THE OFFICIALS BUT REPATRIATED, CEASED FROM SERVICE.

Sl.	Financial Year of Issue of Report	Para No.	Brief of Para	Name of the staff	Desig- nation	Amount Outstan- ding	Nature of Cessation	Details of Action taken by JNV/RO
1	2	3	4	5	6	7	8	9



Annexure-VI

QUARTERLY STATEMENT SHOWING THE UNIT WISE INTERNAL AUDIT / A.G. AUDIT OBJECTIONS PENDING FOR WANT OF RECOVERIES FROM THE INDIVIDUAL FOR THE QUARTER ENDING _____ OF _____ REGION

Sl. No.	Name of the Unit	Year of Issue of report	Para No.	Brief of Para	Name of the individual	Designation	Present unit of Working	Balance amount outstand -ding at the beginning of the Quarter	Amount recovered during the quarter	Amount objected to during the Quarter	Balance Outstand -ding	Remarks/ Action Taken
1	2	3	4	5	6	7	8	9	10	11	12	13

Note: The information about transferred official should continue to be depicted in the unit as per original report and not as per the unit where the recoveries are made presently.



Annexure-VII

REGION WISE QUARTERLY SUMMARY SHOWING THE AMOUNTS OBJECTED TO RECOVER
OUTSTANDING AT THE QUARTER ENDING _____ OF _____ REGION.

<i>Year of Issue of Report</i>	<i>Amount Outstan- ding at the begin- ning of the Qtr.</i>	<i>Amount objected to during the Qtr.</i>	<i>Amount Recovered during the Qtr.</i>	<i>Balance outstanding at the end of Quarter</i>	<i>Remarks</i>
1	2	3	4	5	6
1. INTERNAL AUDIT ETC.					
1986-87					
1987-88					
.....					
.....					
TOTAL					
2. A.G.Audit					
1986-87					
1987-88					
.....					
.....					
.....					
TOTAL					



Ref.No.3-8(84)/2002/03/NVS/F&A/IA/274

Dated: 10.1.2003

The Deputy Directors
NVS
All Regional Offices

Sub. : Monitoring of Internal Audit Report – reg.

During previous Deputy Director's Conference held at Pune on 13th & 14th Sept., 2002, all regional Offices were given details of outstanding internal audit paras, and it was requested to make special efforts to settle these paras as these are creating complications specially at the time of arranging settlement dues. Since no fruitful results achieved and internal audit paras are mounting day by day, it has been decided to make a special campaign for first six months of calendar year 2003 and to settle these paras @ 10% of outstanding para as on 1.1.2003 per month from January 2003 to March 2003 and @ Rs.15/- from April to June 2003. During this campaign period, approx. 75% of paras outstanding as on 1.1.2003 must be settled.

During campaign period monthly progress will be watched with target fixed and results achieved as per enclosed Proforma¹. Monthly progress report is to be submitted to Hqrs. Office so as to reach on or before 10th of the following month. Since this monthly progress report is to be put up to the Commissioner on every 15th of month for his appraisal, therefore, target dates must be adhered to.

As mentioned in earlier correspondence lying with regional Offices, proposal may be submitted if any guidance/help is needed from Hqrs. office. Old outstanding paras which have lost their relevancy due to passage of time and cannot be verified at distant date may be settled on the merit of case to avoid financial loss to the Samiti. While finalizing such para clear verbatim remarks be recorded. There must be a practical approach while finalizing the audit para.

The position of paras outstanding as on 1.1.2003² is enclosed for taking action as detailed above. These outstanding paras may be updated as most of Regional Offices have not submitted current position. Statistics for new accretions of audit para from 1.1.2003 onwards may be maintained and monitored separately in the similar fashion by fixing targets at your end.

Settlement of audit para during SPECIAL CAMPAIGN PERIOD from January 2003 to June 2003 and achievement of targets as per action plan will be linked with reward scheme (To be announced later) and also suitably reflected in Annual Confidential Report.

THIS ISSUES AS PER THE DIRECTION OF COMMISSIONER.

(A.K. GUPTA)
DY.DIRECTOR(FINANCE)

Encl : a/a

Copy to :

1. SPA of the Commissioner, NVS – for kind information of Commissioner, NVS, please.
2. JD(Admn), JD(Acad) & JD(P&M) – for information, please.

Deputy Director(Fin.)

1. See page 526
2. This needs not to be included in the compendium.


MONITORING OF INTERNAL AUDIT REPORT SPECIAL CAMPAIGN PERIOD – JANUARY 2003 TO JUNE 2003
MONTHLY PROGRESS REPORT FOR SETTLEMENT OF INTERNAL AUDIT PARA OF _____ REGION FOR THE MONTH OF _____ 2003.

(ACTION PLAN TO SETTLE THE OUTSTANDING PARA @ 10% OM JAN., FEB & MARCH AND @ 15% IN APRIL, MAY * JUNE 2003)

(This Statement should reach Hqrs. Office on or before 10th of the following month)

<i>No. of Para Outstan- ding as on 1.1.2003</i>	<i>Para Settled during Jan. 2003</i>	<i>Closing balance as on 31.10.2003</i>	<i>Achievement during the month in %age</i>	<i>Remarks</i>

1. Please elaborate whether targeted progress as per action plan has been achieved. If no, reason thereof.
2. Please elaborate as to whether any proposal sent to Hqrs. office for guidance/help.



Ref. No. 3-8(84)/2002-03/NVS/F&A/1302

Dated : 29.1.2003

The Deputy Director
Navodaya Vidyalaya Samiti
All Regions.

Sub. : Strengthening of Internal Audit of JNVs.

The financial management of an organization comprises of four essential aspects i.e. budgeting, expenditure, accounting and auditing. In fact, successful financial management is the sum total of all the four aspects, leading to timely achievements of targets with least possible expenditure, with minimum wastage and optimal use of resources. The objective of the current guidelines is to formulate ways and means to strengthen fourth aspects of financial management i.e. auditing. Auditing lays stress on financial propriety during utilization of funds. Keeping this in view, earlier Samiti has issued detailed guidelines and instructions. Though the guidelines relating to actual conduct of audit inspection (of records and procedure of expenditure etc.) were communicated in detail but administrative procedure for the same (i.e. constitution of audit teams, periodicity of audit, time bound reports and compliance etc.) could not be enforced by ROs. Hence, the current guidelines are issued for compliance by authorities concerned.

Constitution of Audit Teams

In view of fairly high level of budgetary provision of JNVs, it is essential that internal audit inspection of JNVs is carried out at least once in two years. However, ROs may get the same conducted on the basis of emergent circumstances, if any. The objective of audit inspection is not only to detect the misuse of funds but also to provide corrective guidance to JNVs for maintenance of financial propriety in their day to day dealings.

The Constitution of the audit team is suggested below :

i) Accounts officer/SO(Finance)	- Team Leader
ii) Audit Assistants	- Two
iii) UDC(Accounts)	- One

DURATION

For in depth study of accounts of a JNV, an audit inspection team may be deputed for three – four days. However, audit of newly opened JNVs can be conducted in 2-3 days. The team must conduct the internal audit of atleast 3-4 JNVs in a month and rest of the days may be utilize for preparation of reports and follow up action.

ROLE OF TEAM LEADER

- i) The leader of the audit team must ensure that the guidelines communicated by Finance Wing of the Samiti regarding conduct of audit inspection are strictly followed.
- ii) Relevant inspection memos are issued to the Principal of JNV concerned and clarification/ compliance, wherever possible, is obtained during the conduct of inspection itself.
- iii) Wherever satisfactory replies are furnished by JNVs, the audit objection (para) may be dropped before inspection team leaves Vidyalaya.
- iv) The records of JNV should not be carried to RO unless absolutely essential.



- v) The report of the audit inspection be prepared and same is forwarded to JNV concerned by DD(RO) within a period of a fortnight of the conduct of the inspection.
- vi) The Principal of the JNV concerned must forward his comments/compliance to RO within a period of one month of receipt of report.
- vii) AO (Accounts Officer) of RO concerned may study the comments/compliance, drop the objections wherever satisfactory compliance is reported with the approval of DD/RO and guide the JNV for further necessary action, if any. Issue of serious nature paras should be referred to audit section of the Hqrs. Office of the Samiti for consideration, examination and orders.
- ix) Recommendations for recoveries, if any, must be submitted by AO to DD(RO) for issue of formal orders. This should also be complied within a period of one month after submission of compliance report by the Principal.
- ix) AO concerned should monitor the recoveries, if any, must be brought to the notice of the DD, RO for taking remedial action.

ROLE OF DEPUTY DIRECTOR, REGIONAL OFFICE

- i) Preparation of annual calendar for audit inspection of JNVs in advance. For financial year 2003-04, the calendar must reach the Hqrs. office on or before 15th March, 2003.
- ii) Monitoring of the conduct of such inspections.
- iii) Submission of a quarterly report relating to actual conduct of inspection to the Hqrs office of the Samiti.
- iv) Issuance of orders for recovery, if any.
- v) Periodical review of the progress of audit related activities.
- vi) Submission of details of outstanding paras to Hqrs. office in juxtaposition in following manner:

<i>Brief of the Para</i>	<i>Remarks of the Principal</i>	<i>Views A.O./SO</i>	<i>Observation of DD/RO (F)/Audit Team</i>

Role of Headquarters Office

- i) Approval of Annual Calendar so as to reach RO by 30th March.
- ii) Review of outstanding audit report para as received from ROs.
- iii) Quick disposal of audit related issues received from various Regional Offices.
- iv) issuance of guidelines for disposal of serious nature para.
- v) To apprise Commissioner with the latest position of audit para and other related works.

Kindly acknowledge the receipt of this letter.


 (A.K. GUPTA)
 DEPUTY DIRECTOR(FINANCE)



No. F. 3-8(84)/2002-03/NVS(F&A)/301

Dated: 29.1.2003

The Deputy Director
Navodaya Vidyalaya Samiti
All Regional Offices.

Sub. : Monitoring of Internal Audit Report.

Please refer to this office letter of even number dated 10.01.2003 by which detailed instructions were communicated to monitor settlement of outstanding paras lying outstanding upto 31.12.2002. This matter was also discussed in Deputy Director's Conference held at Hyderabad on 17th & 18th instant.

During special campaign period outstanding paras have to be examined with positive approach and paras to be settled on the merit of the case so that there may be no financial loss to the Samiti. Following type of audit objections may be settled by examining properly.

- i) Paras which have lost their relevance due to passing of time.
- ii) Paras which cannot be verified due to non traceable of records /persons at this distant date.
- iii) Amount involved is very meager in comparison to energy being used in finalization of such paras.
- iv) Paras due to non observation of purchase procedure if there is no financial loss to the Samiti.
- v) Paras due to non observation of routine paper procedure considering urgency of time.
- vi) Paras due to non recording of items in the stock register.
- vii) Paras due to excess over expenditure that budget allotted to the Vidyalayas.
- ix) Paras regarding in-fructuous expenditure said to be incurred by Vidyalaya on some occasions.
- x) Paras regarding bank charges paid by the Vidyalaya.
- xi) Paras regarding preparation of demand draft in advance of utilize fund in the same financial year.

Above details are exemplary and similar natured other items can also be examined on merit basis. Also this may not be considered as blanket sanction for closure of outstanding audit paras as same is to be considered with positive approach on the basis of merit of individual case. While finalizing such paras, DD/RO must record remarks against each para while issuing instructions for settlement of paras. For this, it is suggested that a juxtaposition statement may be got prepared from Accounts Officer/Section Officer having following details :



<i>Brief of the Para</i>	<i>Remarks given by the Principal</i>	<i>Remarks of the AO/SO/Audit team of the Regional Office</i>	<i>Decision of DD/RO</i>

Any guidance/help, if required from Hqrs. office, reference may be made by enclosing juxtaposition statement . It may be ensured that details furnished in the statement is true and as per record.

Statistics regarding new accretion of audit paras from 1.1.2003 onward may also to be furnished to Hqrs. office as per statement enclosed¹. The statement should reach to Hqrs. Office on or before 15th of the following month.

Statement regarding settlement of old outstanding paras as mentioned in letter of even no. dated 10.1.2003, must reach to Hqrs. office on or before 10th of the following month. For strengthening of Internal Audit Team, separate guidelines are being issued.

Kindly acknowledge receipt.


(A.K. GUPTA)
DEPUTY DIRECTOR(FIN.)

Encl : a/a

1. See page 531



**MONITORING OF INTERNAL AUDIT REPORT
FOR THE NEW ACCREATION OF INTERNAL AUDIT PARA
W.E.F. 1.1.2003 OF _____ REGION FOR THE
MONTH OF _____ 2003**

(This statement should reach Hqrs. Office on or before 15th of the following month)

<i>No. of Para outstanding as on 1.1.2003</i>	<i>Audited objection settled during Jan.03</i>	<i>Audit Objec- tions settled during Jan.03</i>	<i>Audit Objection outstanding at the end of Jan.03</i>	<i>Reasons for Outstanding</i>		
				<i>Reply not recd. From Vidyalaya</i>	<i>Reply under scrutiny</i>	<i>Any other Reason in RO</i>

Principal may be asked to submit juxtaposition statement for each audit conducted by the Internal Audit Team.



Personal Claims



F.No.10-4/91-92/NVS(F&A)/1333

Dated: 16.12.91

CIRCULAR

It has been often observed that quite often the employees taking Tour/TA/LTC advance etc. do not prefer their claims within the stipulated time limit prescribed under the rules. This aspect has also been adversely commented upon by D.A.C.R. in its ensuing Audit Report and has also desired that penal interest may be charged from the concerned employees who do not submit their bills in time.

It has been prescribed in Rule 234 GFRs. that the amount of tour advance granted/brawn by an employee should be adjusted, immediately but definitely within 15 days of the completion of tour, Further, Rule 233 of GFRs. also envisages that the employees cannot draw a second advance unless the first is adjusted.

In view of the above, all the officers of the Samiti are requested to submit their Tour/TA/LTC claims etc. within the stipulated period positively as prescribed in GFRs. failing which, the whole advance is likely to be recovered from the salary for the following month.

(B.P. Sharma)
Dy. Director(F)

Copy to :

1. All Officers & Sections in the Samiti Hqrs.
2. All Regional Offices.
3. All Principals N.V.S. for similar action in respect of their officers and schools under their administrative jurisdiction.
4. Audit Asstt.



F.No.10-4/91-92/NVS(F&A)/1334

Dated: 17.12.91

CIRCULAR

In continuation of Samiti's circular of even number dated the 16th Dec., 1991, the undersigned is directed to bring to the notice of all officers in the Samiti for information and future compliance the following provisions of CCS(LTC) Rules 1988:-

1. Where an advance has been drawn by a Govt. Servant for availing himself of LTC, claim for reimbursement of the expenditure incurred on the journey shall be submitted within one month of the completion of return journey. On a Govt. Servant's failure to do so, he shall have to refund the entire amount of advance fourthwith in one lumpsum; and
2. Where no advance has been drawn by a Govt. Servant for availing himself of LTC, a claim for reimbursement of expenditure incurred on journey shall be submitted within three months of the completion of return journey. Failure to do so will entail forfeiture of the claim and no request for relaxation shall be entertained in this regard.

(B.P. Sharma)

Dy. Director (Finance)

1. All officers in the Samiti.
2. Principals/R.Os. with the request that the above provisions may be kept in view and the LTC adjustment/advance bills of the staff may henceforth be dealt with accordingly.



Grant of Bonus



Extract of
Annexure of Ministry of Finance
OM No.14(10) E (Coord)/88

Dated 4.10.88

Revised Clarification Relating to AD-HOC Bonus Orders

<i>Query</i>	<i>Clarification</i>
Whether the employees in the following categories are eligible for the benefit of ad-hoc bonus for an accounting year.	Subject to completion of minimum six months continuous service and being in service as on 31st March of the accounting year.
(a) Employees appointed on purely temporary ad-hoc basis.	(a) Yes, if there is no break in services.
(b) Employees who resigned, retired from service or expired before 31st March of the relevant year.	(b) As a special case only those persons who super-annuated or retired on invalidation medical grounds or died before 31st March by after completing at least six months regular service during the year will be eligible for the ad-hoc on pro-rata basis in term of nearest number of months of service.
(c) Employees on deputation/foreign service terms to State Governments. U.T. Govts. Public Sector Undertakings/etc., on 31st March.	(c) Such employees are not eligible for the ad-hoc bonus to be paid by the lending department. In such cases, the liability to pay ad-hoc bonus with the borrowing organisation depending upon the ad-hoc bonus/FIB/ex gratia/incentive payment scheme if any in force in the borrowing organisation.
(d) Employees who reverted during accounting year from deputation on foreign service with the organisation indicated in (c) above.	(d) The total amount of bonus/ex gratia received for the accounting year from foreign employees and the ad-hoc bonus, if any, due from a Central Government Office for the period after reversion will be restricted to the amount due under ad-hoc bonus orders.
(e) Employees from State Govt./UT Admn./ Public Sector undertaking/Autonomous Organisatin of reverse deputation with the Central Government.	(e) Yes, they are eligible for ad-hoc must to be paid by the borrowing departments in terms of ad-hoc orders provided no additional incentive as part of terms of deputation, othe than Deputation Allowance is paid and and the lending authorities have no objection.



(f) Superannuated employees who were re-employed.	(f) Re-employed being fresh employment, eligibility period is to be worked out separately for re- employed period, the total amount admissible, if any for period prior to superannuation and that for re-employment period being restricted to the maximum admissible in ad-hoc bonus orders.
(g) Employees on half pay leave/E.O.I./Leave not due/ study leave at any time during the accounting year.	(g) Except in the case of leave without pay, the period of leave of other kinds will be included for the purpose of working out eligibility period. The period of EOL/dies non will be excluded from eligibility period but will not out as break in service for the purpose of ad-hoc bonus.
(h) Contract employee, like residents doctors, consolidated salary worker in Register General of India, Research Fellows etc.	(h) Yes, if the employees are eligible for benefits like dearness allowance and interim relief categories not eligible for these benefits would be considered at par with casual labour in terms of ad-hoc bonus orders. Research Fellows not being in receipt of emoluments, are not eligible for the benefit.
(i) Employees under suspension at any time during the accounting year.	(i) Subsistence allowance given to an employee under suspension for a period in the accounting year cannot be treated as emoluments. Such an employee becomes eligible for the benefit of ad-hoc bonus and when reinstated with benefit of emoluments for the period of suspension, and in other cases such period will be excluded for the purpose of eligibility as in the case of employees on leave without pay.
(j) Employees transferred from one Min./Deptt. /Office covered by ad-hoc bonus to another within the Government of India of a Union Territory Govt. or an autonomous body covered by ad-hoc bonus orders and vice versa.	(j) Employees who are transferred from any of the Min. Deptt./Office covered by ad-hoc bonus orders to another such office without break in service will be eligible on the basis of combined period of service in the different organisations. Those who are nominated on the basis of a limited departmental or open competitive exam. from one organisation to a different organisation will also be eligible for the ad-hoc bonus orders. The payment will be made only by the organisation where he employed as on 31st March and no



	adjustments with the previous employer will be necessary
(k) Employees who are transferred from a Govt. Deptt./ Organisation covered by ad-hoc bonus orders to a Govt. Deptt./Organisation covered by Productivity-Linked Bonus scheme or vice versa.	(k) They may be paid what would have been paid on the basis of emoluments in ad-hoc bonus covered by the department for the year less the amount due as productivity-linked bonus. The amount so calculated may be paid by the Deptt. where he is working on 31st March or at the time of payment.
(l) Part-time employees engaged on nominal fixed payment.	(l) Not eligible
2. What are the emoluments to be taken into account for working out eligibility and quantum of bonus in the following types of cases.	In terms of ad-hoc bonus orders employees drawing emolument upto and including Rs.2500/- per month are eligible for benefit of ad-hoc bonus. The points raised are clarified as under:-
(a) The month in the accounting year the emoluments for which is to be taken into account.	(a) Emoluments admissible as on 31st March or the emolument last drawn by the employees who superannuated/expired during the year.
(b) Those who were on EOL/Half-pay Leave/ Study leave during the month of March.	(b) Emoluments last drawn before proceeding on leave.
(c) Those promoted on ad-hoc basis to higher posts but who have not completed six months as in higher post.	(c) The emoluments admissible on 31st March.
(d) Those who are promoted, draw increment which entitle them to emoluments exceeding Rs.2500 p.m.	(d) The emoluments admissible on 31st March alone will be taken into account for the purpose or determining eligibility and payment of bonus.
(e) Types of allowance which will be treated as part of emoluments.	(e) Unless otherwise defines the ad-hoc bonus orders for the relevant year, the "emolument" will be and include basis pay, person pay, special pay and dearness allowance, deputation (duty allowance and will also include additional dearness allowance and interim relief in the case of employees who have not opted to come over to revised scales of pay, does not include certain other allowance such as house rent allowance, compensation (city) allowance, special compensatory (remote



locality) allowance bad climate allowance, children education allowance etc.

(f) Emoluments in the case of pensioners who are re-employed.	(f) The emoluments which the pensioner are entitled as on 31st March (including the portion of deduction on account of pension or PEG).
(g) In case of employees of State Govt./U.T. Govt./Public Sector Undertaking, autonomous organisations on relevant Deputation to Govt. of India.	(g) Emoluments admissible as on 31st March in borrowing organisations under Central Government.
3. Whether ad-hoc bonus is payable to casual labour for an accounting year in the following cases:
- | | |
|---|---|
| <p>(a) Those who have put in specified number of days of work in different offices during each of the three years ending with the said accounting year.</p> | <p>(a) The eligibility is to be worked out for three years from the said accounting year backwards. The period of 240 days of work in each of these years may be arrived at by combining the number of days worked in more than one office of the Government of India, for which bonus ex-gratia or incentive payment has not been earned and received.</p> |
| <p>(b) Casual labour who were not in work on 31st March.</p> | <p>(b) The condition of being in employment on 31st March as laid down in relevant orders is applicable for regular Govt. employees and not to casual labour.</p> |
| <p>(c) Those who have put in at least specified number of days work in each of two years preceding the accounting year but are short of this limit due to regularisation in employment in the said accounting year.</p> | <p>(c) If a casual labour, who has been regularised in the accounting year does not fulfill the minimum continuous service of six months as on 31st March therefore cannot be granted benefit as a regular employee. He may be allowed the benefit as for a casual labour provided the period of regular service int he said year, if added to the period of work as casual labour, works out to at least specified number of days in that accounting year.</p> |



No. F. 5-16/98-UT. 1
Government of India
Ministry of Human Resource Development
Department of Education
A.2/W.4, Curzon Road Barracks
New Delhi

F.No.5-16/98-UT. 1

Dated: 27.10.99

To

1. The Secretary (Education).
All UTs.
2. The Commissioner,
Kendriya Vidyalaya Sangathan,
New Delhi.
3. The Director,
Navodaya Vidyalaya Samiti,
New Delhi.
4. The Secretary,
Central Tibetan Schools Association,
New Delhi.

Sub: Grant of ad-hoc Bonus for the Year 1996-97 to the Teachers Drawing Pay in the Scale Rs.1640-2900/- (pre-revised) - Clarification Regarding.

Sir,

I am directed to refer to the Ministry of Finance Department of Expenditure's O.M. No.14(I).E. Coord., (I).97 dated 3rd Oct. 1997 and to say that the ad-hoc bonus equivalent to 30 days emoluments for the Accounting year 1996-97 was sanctioned to the Central Govt. employees in Group 'C' & 'D' and all non-gazetted employed in Group 'B' who were not covered by any Productivity Linked Bonus Scheme. The provisions of the aforesaid Memo were extended to the autonomous bodies vide Ministry's O.M.No.14(1)-E.Coord.(I)/97 dated 7.10.97. In this connection, a point had arisen whether the teachers/employees in Union Territories and Autonomous Bodies such as Kendriya Vidyalaya Sangathan, Navodaya Vidyalaya Samiti etc. where the classification of Gazetted and non-gazetted did not exist, are eligible for ad-hoc bonus. The question of admissibility of bonus to these categories of employees of autonomous bodies and UTs has been considered in consultations with the Ministry of Finance, Deptt. of Expenditure. The Ministry of Finance have clarified that since there is no classification as 'gazetted' in these organisations, the payment of bonus may be made only to those categories which are comparable in all respects with similar categories in the Central Govt. and in whose case the post in Central Govt. has been classified as non-gazetted. Where a similar post has been classified as gazetted in Central Govt. ad-hoc bonus may not be paid.

Accordingly, it is clarified that the teachers/employees who are drawing pay in the scale of pay exceeding Rs.1640-2900 (pre-revised) and Rs.5500-9000 (revised) are not eligible for ad-hoc bonus. All UTs/autonomous bodies are requested to make payment of bonus in the light of above clarification



and make recovery in cases where excess payment has already been made for the year 1996-96 and 1997-98.

This issues with the concurrence of Ministry of Finance (Deptt. of Expenditure) vide their ID No.534/E-Coordl/99 dated 21.7.1999.

Yours faithfully,

(M.M. Jha)

Joint Director to the Govt. of India.



F.No.6-22/2001-02/NVS(F&A)IA/209

Dated: 24.10.2002

MEMORANDUM**Sub. : Eligibility of Ad-hoc Bonus to PGTs Clarification-reg.****Ref. : This Office Memorandum of even No. dated 10.7.02.¹**

The matter regarding eligibility of adhoc bonus to PGTs has been reconsidered in the light of Ministry of HRD's, Deptt. of Secondary & Higher Education's Letter No.5-16-UT.I dated 18.2.02 which was issued in consultation with Ministry of Finance. It has been decided that all the PGTs working below the pay scale of Rs.8000-13500 are considered at par with other government employees as such they are eligible for payment of adhoc bonus.

In view of this, it is clarified that TGTs (in Entry, Senior & Selection Pay Scales) and PGTs (in entry and senior scales of pay) are eligible for payment of adhoc bonus from 1996-97 onwards and the payment may be regulated accordingly. In case the adhoc bonus was paid to the eligible teachers and subsequently recovered based on the clarification issued by this office, the same may be re-paid to the teachers concerned.

This has been issued with the approval of Commissioner.



(A.K. Gupta)
Dy. Director(Fin.)

Copy to :

1. All Regional Offices of the Samiti.
2. All Sub Regional Offices & NLI of Samiti.
3. All Principals of Jawahar Navodaya Vidyalayas.
4. Estt. Section.
5. Guard File.



Dy. Director(Fin.)

1. Copy enclosed, See page no. 546



F.No.6-22/2001-02/NVS(F&A)IA/

Dated: 10.07.2002

MEMORANDUM**Sub. : Eligibility of Ad-hoc Bonus to PGTs Clarification-reg.**

The Samiti is receiving references from many Jawahar Navodaya Vidyalaya with regard to provision of Ad-hoc Bonus in reference to Ministry of HRD, Department of Secondary & Higher Education's letter No. 5-16-UT-1 dated 18-02-2002. The matter has been examined on the basis of recruitment rules of Navodaya Vidyalaya Samiti. Since PGTs working in the pay scale of Rs. 6500-10500 & 7500-12000 below the pay scale of 8000-13500 are classified as Group 'B' in Navodaya Vidyalaya Samiti as such it has been decided that all PGT Teachers are not eligible for Ad-hoc Bonus (Non-PLB) in terms of clarification received from Ministry of HRD.

Also NVS do not have Gazetted/Non-Gazetted cadres as such eligibility of granting Ad-hoc-Bonus wholly depends on classification of posts as Group A, B, C & D. Since Employees coming under group A & B are not entitled for Ad-Hoc-Bonus, PGT teachers are also not entitled for Ad-Hoc-Bonus being placed in Group 'B'.

This has been issued with the approval of Competent Authority.



(A.K. Gupta)
Dy. Director(Fin.)

Copy to :

1. All Regional Offices of the Samiti.
2. All Sub Regional Offices & NLI of Samiti.
3. All Principals of Jawahar Navodaya Vidyalayas.
4. Estt. Section.
5. Guard File.



Dy. Director(Fin.)



F.No.6-22/2001-02/NVS(F&A)IA/

Dated: 17.10.2002

Sub. : Grant of Ad-hoc Bonus to the Employees of the Samiti for the Financial Year 2001-02. Reg.

The undersigned is directed to refer to the Office Memorandum No. 14(4)-E. Coord.I/2002 dated the 7th October, 2002 (copy enclosed) of Ministry of Finance (Department of Expenditure) towards grant of ad-hoc bonus to the Central Government Employees for the financial year 2001-02 and to convey the approval of the competent authority of the Samiti for granting the ad-hoc bonus for the financial year 2001-02 to eligible employees of the Samiti, as en-listed in the enclosed Annexure, subject to the following terms and conditions.

The benefit of ad-hoc bonus will be admissible :

- (i) Only those eligible employees of the Samiti who were in service on 31st, March, 2002 and have rendered atleast 6 months of continuous service during the year financial year 2001-02. However, in cases where the period of service rendered stands from 6 months to a full year, the pro-rata payment will be admissible to the eligible employees for the actual period of their continuous service during the year (rounded to the nearest number of months).
- (ii) The amount of ad-hoc bonus shall be without any wage ceiling and equivalent to 30 days emoluments for the financial year 2001-02.
- (iii) The quantum of ad-hoc bonus payable will be worked out on the basis of emoluments as admissible on 31-3-2002 and subject to the maximum ceiling of Rs. 2500/- for calculation as under.

"To calculate ad-hoc bonus for the day, the average emolument in a year will be divided by 30.4 (average number of days in a month). This will thereafter be multiplied by the number of days of bonus granted. To illustrate, taking the calculation ceiling of Rs. 2500/- (where actual average emoluments exceed Rs. 2500/-) ad-hoc bonus for thirty days would work out to Rs. 2500/- x30/30.4-Rs. 2467.10 (rounded off to Rs. 2,467/-).

Here, the term/emoluments will include Basic pay, Personal Pay, Special Pay, Deputation (Duty) Allowance, Teaching Allowance and Dearness Allowance, City Compensatory Allowance, Bad Climate Allowance, Children Education Allowance etc.

- (iv) In case where the aforesaid terms and conditions are silent, the clarificatory orders issued to this effect by the Samiti from time to time, would hold good.
- (v) The payments under these orders will be rounded off to the nearest rupee.

The expenditure on this account will be met from the existing Budget Provision of the Headquarters/Regional Office/Vidyalaya for the financial year 2002-03 under the head "Staff Payment-Bonus", under Non-Plan and Plan as the case may be.


(A.K. Gupta)
Dy. Director(Fin.)

Encl : As above

1. Principals of all Jawahar Navodaya Vidyalayas.
2. All Regional Offices of the Samiti.
3. All the NLI of Samiti.
4. All Section Heads of NVS (Hqrs.), New Delhi.
5. DDO, NVS (Hqrs.), New Delhi.
6. Senior P.A. Commissioner, NVS (Hqrs.), New Delhi.
7. Guard File



F.No.6-22/2001-02/NVS(F&A)

Dated: 21.11.02

Sub. : Grant of Ad-hoc Bonus to the Employees of NVS for the Financial Year 2001-02.

In this office circular of even no. dated 17.10.02¹, following may also be included as para IV and necessary action be taken accordingly.

- IV) The casual labour who have worked in office following 6 day week for at least 240 days for each year for 3 years or more (206 days in each year for 3 years or more in the case of office observing 5 day week). will be eligible for this Non-PLB (Ad-hoc Bonus) payment. The amount of Non-PLB (Ad-hoc Bonus) payable will be (Rs.1200x30/30.4 i.e. Rs.1184.21 (rounded off to Rs.1184/-). In cases where the actual emoluments fall below Rs.1200/- p.m. the amount will be calculated on actual monthly emoluments.


(A.K. Gupta)
Deputy Director(Fin.)

Copy to :

1. The Principal of all Jawahar Navodaya Vidyalayas.
2. All Regional Offices of the Samiti.
3. All NLI of the Samiti.
4. All Section Heads of NVS (Hqrs.), New Delhi.
5. The DDO, NVS (Hqrs.), New Delhi.
6. Senior P.A. to Commissioner, NVS (Hqrs.), New Delhi.
7. Guard File.


Deputy Director(Fin.)

1. See page no. 547



F.No.6-9/2003/NVS(Admn.)

Dated: 10.07.2002

Sub. : Payment of Honorarium, Conveyance Charges, TA/DA and Working Lunch to the Various Non-Official Members of Various Committees of the Samiti.

In partial modification of Office Order No. 5-37/95-NVS (Admn.) dated 03-02-1998 on the subject, the revised rates for payment of honorarium, conveyance charges, TA/DA etc. to non-official members of various Committees, attending the Meeting on behalf of NVS either at the Samiti Hqr. in the Ministry and where the Chairman of the Committee is Commissioner, NVS or Joint Secretary and above in the Ministry will be as under:

- (i) Local Members : (a) Honorarium of Rs. 500/- per day of the Meeting of the Committee.
(b) Conveyance allowance @Rs. 100/- per day to each member of the Committee who actually attends the Meeting by his own conveyance.
- (ii) Out station Members : (a) Honorarium of Rs. 500/- per day of the Meeting of the Committee.
(b) TA/DA as admissible to Officers of comparable scale under the Govt. of India or as per entitlement under Rules. DA may be paid in case the member opts for drawal of DA for halts in lieu of honorarium otherwise only honorarium may be paid and DA may be allowed only for the period of journey.
2. All other conditions contained in order dated 3-2-1998 will remain unchanged.
- The above rates are applicable from the date of issue of these orders.

(M.S. Khanna)
Dy. Director (Admn.)

Copy to :

1. All Officers of NVS Hqrs.
2. All Regional Officers of the Samiti
3. Guard File
4. Office Copy



F.5-30/2003/NVS(Admn.)

November 18, 2003

OFFICE ORDER**Sub. : Residential Telephones — Fixation of Ceiling for Free Calls.**

As per instructions issued by the Govt. of India, Ministry of Finance, all officers provided with residential telephone are extended the benefit of 650 free calls + 150 free calls provided by MTNL i.e. a total of 800 free calls on bi-monthly basis. The audit team from the office of DGACR has pointed out that in some cases the number of calls on the residential telephones of some officers is exceeding this limit and as such the charges for excess calls should be recovered from the concerned officers. This matter has been reviewed in the light of instructions issued by the Govt. of India and it is reiterated that this ceiling of 650 calls bi-monthly in addition to 150 calls by MTNL has to be strictly followed by all officers availing the facility of residential telephone. If the number of calls exceeds this ceiling, the officers concerned will have to pay for the excess calls. However, the officers entitled to STD facility will be allowed all STD calls made by them for official purpose, if so certified by them.

These instructions will be enforced with immediate effect and may please be noted for strict compliance.

(M.S. Khanna)
Dy. Director (Admn.)

Copy to :

All officers of NVS Hqrs.



CONSTRUCTION



F.No. 1-2/2002-NVS(GM)

Dated: 7.11.2002

CORRIGENDUM

Sub. : Fire Fighting Equipment in Jawahar Navodaya Vidyalayas.

Ref. : This Office Circular No. F. 1.2/2002-NVS (GM) Dt.1.7.2002¹

This is in reference to the Circular No.F. 1-2/2002-NVS (GM) Dt. 1.7.2002 issued for providing Fire Fighting Equipments in Jawahar Navodaya Vidyalayas.

The Principals were requested to provide Fire Fighting Extinguishers Charging Expenditure to the contingencies.

It is decided that the head of account may be charged "other equipments -non consumable" under Plan side instead of contingencies.

This issue with the approval of F&A Wing and GM(C).

Sd/-
(Dineshwar Gaur)
Executive Engineer

Copy to :

1. The Dy. Directors, All Regional offices, Navodaya Vidyalaya Samiti-for necessary action.
2. The Principal, All Jawahar Navodaya Vidyalayas.
3. The Executive Engineer, Navodaya Vidyalaya Samiti All Regional offices.
4. The Executive Engineer/Assistant Engineer Navodaya Vidyalaya Samiti, Head office, New Delhi
5. PA to GM(C)

Sd/-
Executive Engineer

1. See page 673



F.No. 7-1/86-NVS(Land)

'Palika Place'
R.K. Ashram Marg
Panchkuin Road,
New Delhi-110 001

July 21, 1987

To

All the Principals
Navodaya Vidyalayas

Sub. : Detail about the Permanent Sites Allotted to Navodaya Vidyalayas.

Sir,

As you are aware that about 83 Navodaya Vidyalayas were opened during the last academic session in various parts of the country. Due to the urgency of this programme it was not possible to construct suitable infrastructure for various physical facilities of the Vidyalaya with the result that Vidyalayas were started in temporary or permanent accommodation as provided by the various State Govts. In order to effectively plan various physical facilities for coming years, it is essential that the permanent site of the school should be made available to each Navodaya Vidyalaya immediately without any further delay if not made available yet. The formal handling/taking over and lease deed registration is also to be done immediately if found essential. Without this, it will not be possible to consider planning of various physical facilities for your Vidyalaya.

2. From the information submitted by you about the transfer of land it is seen that at some places suitable permanent site measuring about 30 acres is yet to be earmarked/acquired/allotted, resulting in delay in formal transfer of land in the name of the Samiti. The construction programme for the permanent building cannot be taken up if the land is not legally transferred in favour of the Samiti. This foremost and important stage need proper monitoring and an effective coordination with the respective Department of the State Government at your level in case there is delay in formal allotment of land to your Vidyalaya. In case there are some inherent difficulties the matter should be brought immediately to our notice alongwith copies of letters/ Communications/efforts made by you.
3. In order to have an up-to-date position about allotment of land to your Vidyalaya, I request you to send the requisite details in the enclosed proforma alongwith only certified copies of supporting documents to the Samiti Headquarters immediately. No original documents be sent to Samiti as the same should be kept safety in the Vidyalaya's records.
4. Since the issue is urgent and hence it requires your personal attention so that information furnished is accurate and up-to-date in all respects. This information should reach the Samiti's Hqrs. by 10th August 1987 positively.

Yours faithfully,

(K.S. Sarma)
Director

Encls : Proforma



PROFORMA

1. Name of Navodaya Vidyalaya
2. District's name
3. Name of State
4. Year of opening
5. Location where Vidyalaya is functioning at present indicate whether it is
 - a. Temp. site/Permanent site
 - b. Urban/Rural area

Category 'A'

6. Permanent site for school clearly earmarked/acquired/allotted
 - i. Area of land allotted/Transferred
 - ii. Location of school site with complete address and a copy of index map showing surrounding locality
 - iii. Ownership of plot i.e. State Govt./Zila Parishad/Panchayat- State clearly as the case may be
 - iv. Name of the authority which sanctioned formal allotment of land for your NV (enclose a copy)
 - v. Date on which the possession of plot was given to Vidyalaya (enclose a copy of handing/taking over document)
 - vi. Enclose a site plan of school plot clearly showing the boundaries exact area etc. (boundaries marked in colour)
 - vii. Whether lease deed is executed for transfer of titles of NVS or it is done through Govt. order. Please enclose a copy of the lease-deed if executed or appropriate Govt. documents if registered.

Category 'B'

7. Permanent sites for Vidyalaya clearly earmarked/ acquired/ but formal handing/taking over/ lease not yet done.
 - i. Area of the land promised/earmarked
 - ii. Location of school site with complete address and a copy of index map showing surrounding locality.



- iii. Ownership of plot i.e. State Govt. /Zila Parishad/Panchayat State clearly as the case may be.
- iv. If sanction for formal allotment/not yet issued mention the reasons for delay.
- v. If sanction for formal allotment/transfer issued but but possession not given, mention the reason and the likely date by which possession will be given.
- vi. If sanction for formal transfer issued and possession given but transfer of title in the name of NVS of lease deed not executed mention reasons for delay and likely date by which all these formality will be completed.
- vii. Any other relevant details.

Category 'C' (Buildings)

8. Permanent sites for NVs yet to be earmarked /allotted/acquired (please give a brief report in respect of such case.

Category 'D' (Buildings)

- i. Whether the present accommodation of the Vidyalaya is in a permanent/ semi-pucca/pucca buildings located on the Temporary Site?
- ii. If so, what is its distance from the Permanent Site earmarked/ acquired/allotted for the Vidyalaya
- iii. Whether the present accommodation of the Vidyalaya is in a Temporary semi-pucca/pucca buildings located on the Permanent Site?
- iv. Any other relevant information.



F.No. 18-1/88-NVS

Dated: 18.6.88

Dear Principal,

The Samiti is receiving a number of enquiries regarding procedures to be followed for transfer of land for permanent construction of Vidyalaya buildings. In this regard following guidelines are being issued for compliance:

1. Principal of the Navodaya Vidyalaya is authorised to take over land on behalf of Navodaya Vidyalaya Samiti.
2. If there are specific procedure to be followed in any particular State/UT including some nominal payment for land, Principals are authorised to comply with such laid down procedures.
3. Wherever land is being acquired, the Principal should apply for the land on behalf of the Samiti with a specific stipulation that the cost of acquisition/transfer/assignment/alienation/lease would be borne by the State Government.
4. Wherever government land is being alienated, assigned or leased out, the Principal is authorised to represent the Samiti on all such transactions.
5. Efforts may please be made to acquire land from respective State/UT government on lease basis only by signing a lease agreement for a period of 99 years. Nominal annual lease rent/premium as decided by the concerned authority may also be paid by the Navodaya Vidyalaya.
6. Registration of land may require documents such as copies of sanction order of the concerned Navodaya Vidyalaya, memorandum of association and of registration certificate of Navodaya Vidyalaya Samiti as a society. While copies of first two documents have been made available to each Navodaya Vidyalaya, a copy of registration certificate of the Samiti as a registered society is being enclosed with this letter.¹
7. If required, justification for 30 acres of land for a Navodaya Vidyalaya may also be submitted to the appropriate authority. A specimen copy of lay out plan for 30 acres of land is being enclosed² which may be forwarded to the concerned authority if needed for justification of the requirement of land. 30 acres requirement is not only a stipulation of the scheme (as evident from a copy of the scheme) but also in view of the covered space to be constructed being approx. 1,20,000 Sq.ft. which includes dormitories staff quarters, administrative buildings, playground etc.
8. Efforts should be continuously made for procurement of minimum of 30 acres even if you have presently accepted provisionally less than 30 acres.

In case of any difficulty please feel free to write to the Samiti for further guidance.

With regards,

Yours sincerely,

(K.S. Sarma)

All Principals of Navodaya Vidyalayas
Copy to Deputy Directors of Regional Offices.

(S.S. Gauri)
Asstt. Director (P)

1. See cover page no. 3 in the last of this compendium
2. See page 559.

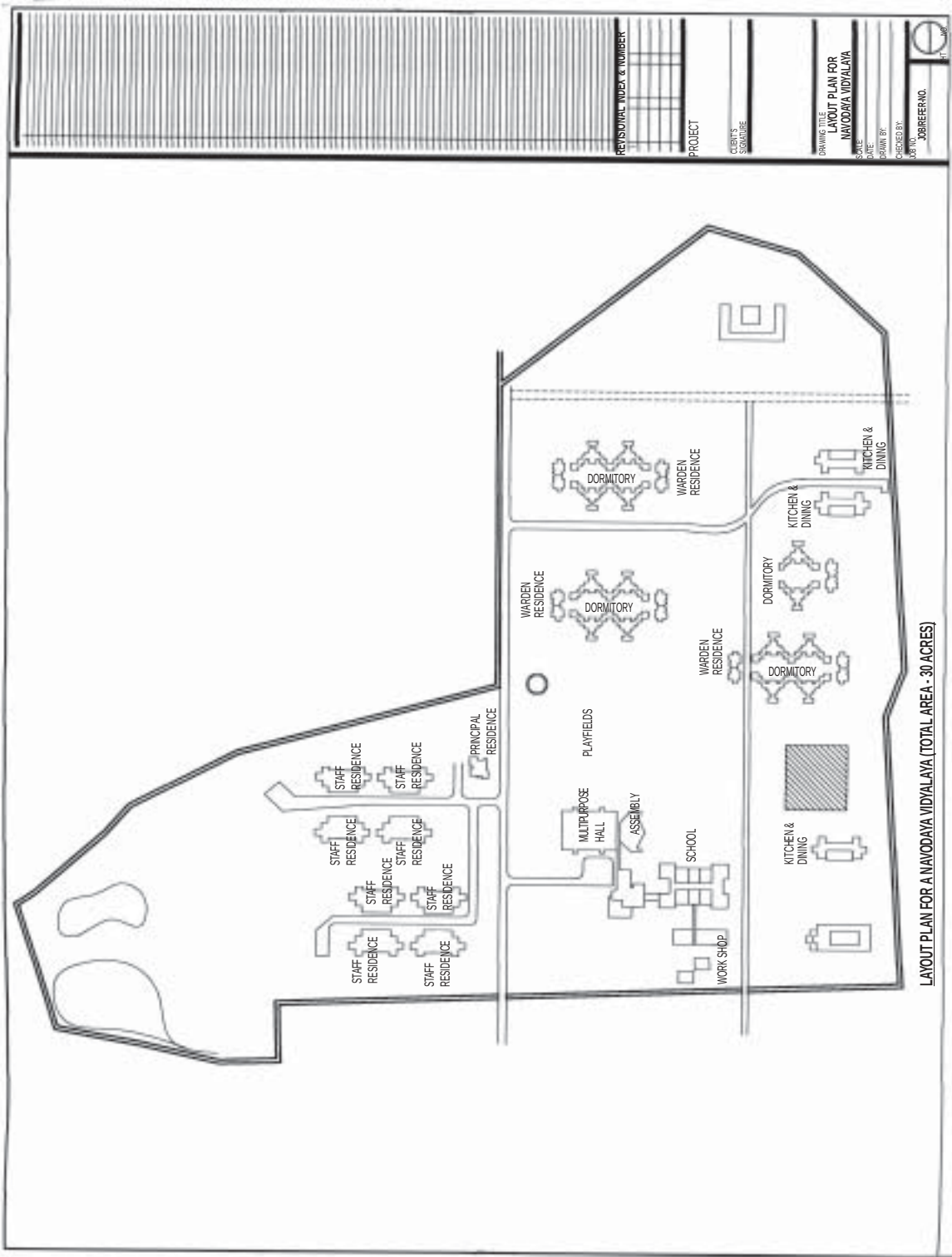


Building requirements for a full-fledged Navodaya Vidyalaya

A. School Building	Covered Area	Sq.Fit.
1. Class rooms-18 (Two each for classes VI to VIII and four each for classes IX to XII, area for each class room including walls 520 sq.ft.)	520 X 18 24' X 20' (inside)	9360
2. Laboratories - 3 (One each for Physics, Chemistry and Biology covered area for each 750 sq.ft.)	750 X 3	2250
3. Workshop for work experience and vocational subjects-3 (Covered area for each 750 sq.ft.)	750 X 3	2250
4. Library		750
5. Music and Drama Room		750
6. Games Room		520
7. Gymnasium Hall-auditorium		5000
8. Offices for Principal, Vice-Principal and Secretariat staff		1560
9. Canteen		520
Total		22960
Add 25% area for corridors, toilets and storage		5740
Total area covered for school building		28700 or say 28000
B. Hostel (Dormitories):		
1. For 560 students (Each dormitory will house 30 students i.e. 18 dormitories covered area per dormitories will be 60X30 (60 sq.ft per students) and 200 sq.ft. for toilets-i.e. 2000 sq.ft.)	2000 X 18	36000
2. Quarters for wardens 600 sq.ft. per warden	600 X 18	10800
3. Kitchen and Dinning halls (one for 2 dormitories)	750 X 9	6750
4. Reading rooms (2 dormitories)	750 X 9	6750
Total covered area of Hostel		60300 or say 60000
Total covered area for one school		88000 sq.ft.

General Stipulations :

1. Each school would have roughly 30 acres of land.
2. Cost saving techniques, including use of local materials, would be employed to economize on cost of constructions.
3. An inexpensive swimming pool (without tile-floor & internal filtration) would be provided, if possible.





F.No.1-12/89/NVS(W)

Dated: 13-9-1991

To

The Principal
All Navodaya Vidyalayas,

Sub. : Maintenance of property register of Vidyalayas-reg.**Ref. : This office letter of even no. dated-6-6-89**

Sir,

In the office circular cited, instructions have been issued to maintain la register of buildings acquired by Samiti. It is seen that the old buildings as well as the trees which are already existing in the land given by the State Government have not been properly entered in the register. It is, therefore, directed that a register of buildings and trees and other assets shall be maintained for all the Vidyalayas as per the details given below under the following subheads:-

(A) Register Buildings already existing in the campus and taken charge by the Principal with the land:

1. Sr. No.
2. Name of the building.
3. Plinth area of the building.
4. Type of roof
5. Amount spent for construction/maintenance of each building
6. Year of construction/acquisition
7. No. of fans fitted
8. No. of light points, tubes, etc.
9. No. of wash basins etc.
10. Any other valuable items
11. Remarks

(B) Register of buildings constructed by construction agency and taken charge by the Principal and also the semi-permanent buildings, toilet etc. constructed in the campus:

1. Same detailed as above may be furnished

(C) Register of trees:

1. Sr. No.
2. Name of the tree
3. Age of the tree



4. Girth measured at 1mt. above ground
5. Height of the tree
6. Remarks

Any other permanent asset in the campus acquired by us shall be entered in the register. Additional construction or assets created in subsequent years shall also be included in the register.

If any of the buildings due to old age of dead trees are to be disposed of, a proper survey report has to be prepared and sanction of the competent authority shall be obtained before disposal. Principal on his own shall not cut any tree or demolished any building without obtaining sanction. When any tree is cut and removed or building demolished proper entry shall be made in the register indicating therein the sanction no. and date. An abstract of the register shall be forwarded to the regional office for their record. Receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-
(E. Kurien Mathew)
General Manager(Const.)



F.No. 1-2/91-NVS(Works)

Dated: 20.7.1994

To

All Construction Agencies

CIRCULAR**Sub. : Developing 'Rajiv Gandhi Smriti Van' in Jawahar Navodaya Vidyalayas-
Plantation of Trees.**

Dear Sir,

This year, the Samiti has decided to undertake plantation in Jawahar Navodaya Vidyalaya Campus for setting up 'Rajiv Gandhi Smriti Van'. The rainy season has already set in. The Construction Agencies working for Jawahar Navodaya Vidyalayas under them, are therefor, requested to take up this job of plantation of trees on TOP MOST priority and complete plantation latest by 31st August, 1994 after consulting the concerned principal and the local Forestry Department/Horticulture Department (Where ever available). The Construction Agencies may also like to take advice of Horticulture Divisions/Land Scaping Division of their respective organisations. The Construction Agency may debit the actual expenditure incurred for labour and cost of plants (Where necessary) to the work. Since the aim is to cover 25% of the area of the permanent site at a rough estimate of 1000-1200 trees per hectare (the density will reduce where fruit trees are planted) a total of 7½ acres with approximately 3000-4000 trees should be planted. (This does not include shrubs like bougaenvilleya etc.) If possible two dense strips should be planted in the form of a small wood/van on either side of the school building where the board "Rajiv Gandhi Smriti Van" will be displayed.

A list of recommended species of the trees is enclosed¹. Out of this list, the Construction Agencies may select suitable plants which are available locally and are suitable as per climatic and soil conditions of the place. As far as possible, a dense strip of trees may be planted all along the boundary (say three to four rows). One Pipal/Bargad tree or any other similar local tree which has dense shade and foliage be planted at a prominent location preferably in front of the school building for which a brick Jali tree guard be also constructed for its safety. In front of this tree, please affix a name plate with 'Rajiv Gandhi Smriti Van' written on it. This tree, to be planted in the brick jali enclosure shall be ceremonially planted after all other plantation is completed in a function when Principal will invite the Chairman of the Vidyalaya for planting the tree. Prominent public representative should also be invited to participate in the function.

All trees planted in the Vidyalaya Campus will carry a name plate of each students and staff member who will then be responsible for its subsequent maintenance and up keep. The name plates will be provided by the Principal of the Vidyalaya who will approach the District Magistrate/R.D. Department or sponsoring agencies like banks etc. to meet the nominal expenditure involved.

Wherever sanction for the boundary wall/fencing has been issued, work may be started and completed on war footing. Where sanction has not been accorded, the work may be started in anticipation of A/A & E/S as per the enclosed sketch and guidelines such that 50% length is provided with brick/RR masonry wall and balance 50% by RCC post barbed wire fencing. The agencies are requested to intimate the correct length of the boundary wall to be constructed immediately for accord of A/A and E/S.

1. See page 564



Necessary instructions may be issued to all concerned Site Engineer for taking up the work and TOP PRIORITY to achieve the target. Your best cooperation is solicited.

The receipt of this letter may be acknowledged.

Yours faithfully,

(V.S. Dixit)
General Manager (Const.)

Encl : A/A

Copy to :

1. The Director, Navodaya Vidyalaya Samiti, New Delhi - For kind information please.
2. To all the Deputy Directors of Regional Offices of the Navodaya Vidyalaya Samiti -They are requested to monitor the progress of the work effectively in their regions so as to achieve the target.
3. To all Principals of Jawahar Navodaya Vidyalayas - They are requested to make all sincere efforts to achieve the target on planting the trees by 31st August, 1994. Where the sanction for the boundary wall have been issued but work not started or where wherever sanction not issued, the work of plantation of trees may be started immediately in anticipation of the actual sanction. Action to accord sanction for the boundary wall is being taken separately. They are requested to ensure that total length of the boundary wall of the Vidyalaya Campus, to be constructed, is intimated to this office by 30th July, 1994 positively. Where the sanction already accorded but work not yet started/completed, they must vigorously follow the contruction agencies to start the work/complete without any delay. In case the work is not taken up by the Construction Agency by 31.7.1994, they must intimate this office telegraphically or on telephone with recommendation to fix another agency for the same. If for same unavoidable reasons the Construction Agency is also unable to undertake the digging of pits and planting of trees, this may be done departmentally by the Principal by hiring labour and details of expenditure incurred be submitted immediately for sanction. The Rajiv Gandhi Smriti Van plantation should be undertaken only along boundary wall, (4 rows deep) in case the lay out plan has not been finalised. In permanent land where contruction has not started and/or the school is not located at permanent site, the scheme is not to be taken up in this season.
4. To Dy. Gen. Manager(Constn.)/Ex.Engineers/Asstt. Engineer for immediate action to put up the cases for sanction of the boundary wall on receipt of the boundary length from the Construction Agencies/Principals.

General Manager (Constn.)



LIST OF TREES RECOMMENDED FOR PLANTATION

1. Neem (to be given top priority)
2. Peepal
3. Mango
4. Guava (Amrood)
5. Mulberry (shahtoot)
6. Papaya (Papeeta)
7. Banana
8. Teak
9. Sheesharo
10. Jamun (blackberry)
11. Mahua
12. Palash
13. Amla
14. Imli (Tamarind)
15. Babool (Try to avoid sou babool)
16. Sirus
17. Kachnar
18. Peltophorum (it gives more shade than gulmohar)
19. Amaltas
20. Desi Badam
21. Arjun
22. Koral tree
23. Coconut
24. Alstonia
25. Samol
26. Volnut
27. Apple
28. Devdar
29. Sural
30. Temperate fruit plants of the Himalayan region

Trees to be avoided as far as possible

1. Eucalyptus
2. Popular
3. Ashoka Pendulata
4. Acacia
5. Oriculiformis
6. Bottle brush

Flowering shrubs and hedges such as menhadi, vogan villa etc. should be planted profusely wherever possible.



F.No.1-1/89-NVS(W)

Dated:14-8-94

CIRCULAR

To

All Construction Agencies

Samiti has decided the following modifications and additional construction in the Vidyalayas where CBRI design has been adopted.

1. To provide additional rooms in the dormitory blocks to accommodate house masters. The drawings have already been finalised by CBRI and approved by the Director. All the Construction Agencies are therefore, requested to get the drawing and BOQs from CBRI and take up construction of the additional rooms in all the dormitory blocks immediately.
2. The area of dining and kitchen has been fixed as 680m² and there will be only single dining hall instead of twin dining halls 2 nos. Wherever the construction of kitchen and dining has not been taken up, the agencies are requested to collect the drawings and BOQ from CBRI and take up construction accordingly.
3. To provide sufficient accommodation to the employees of the Vidyalaya it has been decided to construct 27 nos. of type III quarters of plinth area 55 m, and 12nos. of type I quarters 34 m² and two nos. of type II quarters of 45 m². whenever the construction of 16 nos. of staff residence has already been completed, the agencies are requested to submit estimates for 12nos. of single room accommodation and the balance no. of type III quarters taking into consideration the area of SP sheds available to be converted as staff residence. The drawings and BOQ for type III and type I may please be obtained from CBRI.
4. Construction of compound wall has to be taken up in all the Vidyalayas for which Samiti has already developed a drawing and specification. Wherever sanction has not been issued for construction of compound wall, estimate may please be submitted as per this specification and drawings approved by the Samiti and submitted to this office immediately. If the agencies are not in receipt of these specifications and drawings the peripheral length of the compound may please be submitted to this office immediately so that the Administrative approval and expenditure sanction can be issued from this office.

(Sulochana V.K.)
Deputy General Manager (Const.)

Copy to :

All Principals
All DDs of ROs
All EEs/AE of NVS(HQ)
PS to GM(C)



F.No. 1-2/Cir./GM/NVS-94

Dated : 20th Oct, 1994

CIRCULAR

Sub. : Issue of ownership Certificate/various formalities required to be done by the owner for obtaining electricity connection, water connection, sewerage connection, approval of drawing etc.

Various Navodaya Vidyalayas are under construction in every district of various States of the country except West Bengal and Tamilnadu. At number of places, above certificates are required to be issued by the owner for obtaining electric connection, water connection, sewerage connection, approval of drawings and other similar matters etc. Such certificates are generally being issued by the Principals of the concerned Vidyalayas. However, in few cases, the matter has been referred to NVS Hqrs. for issue of such certificates by the Principals.

The matter has been examined and it is decided by the Director, NVS, New Delhi, that all above mentioned certificates/formalities may be done by the Principals of the concerned Vidyalayas and such matters shall not be referred to NVS Hqrs. New Delhi. Copies of such documents should also be retained by the Principal.

The above instructions may please be followed rigidly and with immediate effect.

(V.S. Dixit)
General Manager (Const.)

Copy to :

1. Dy. Director, NVS, all Regional Offices.
2. Executive Engineers, NVS, (Hqrs. & all ROs.)
3. Dy. General Manage, NVS Hqrs.
4. Principals, all Navodaya Vidyalayas.
5. PS to Director.



F.No.1-2/94-NVS(W)

Dated: 1-2-95

All Principals,

Vide Circular No. 1-2/91(w) Dated 20-7-94¹, it was decided to develop Rajiv Gandhi Smriti Van in all the Vidyalayas. It is learned that action has already been taken in most of the Vidyalayas and planted trees wherever open space is available. This causes lot of difficulties to locate the buildings and play ground.

So it is decided that Rajiv Gandhi Smriti Van need be developed only after the Lay Out Plan is finalised by the Architect and only in the specific locations marked in the LOP.

(V.S.Dixit)
General Manager (Const.)

Copy to :

1. All Construction Agencies.
2. All Executive Engineers/Asstt. Engineer of NVS. HQ/RO

General Manager (Const.)

1. See page 562



F.No.1-2/94-NVS(GM)

Dated: 6 June, 1995

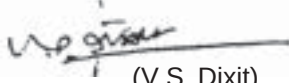
CIRCULAR**Sub. : Construction of 42 Numbers of Staff Quarters in all JNVs.**

Samriti has decided to construct 42 numbers of staff quarters in all Vidyalayas. The break-up quarters will be as under:

1. Principal Quarter - 1 No. (90 sqm.)
2. Teachers Quarters - 27 Nos. (35 sqm.)
3. LDC Quarters - 2 Nos. (45 sqm.)
4. Class IV Quarters - 12 Nos. (35 sqm.)

In order to issue the sanction for construction of additional staff quarters the necessary details may be supplied in the following proforma :

S.No.	Existing Type	Quarters Nos	Area	Present Strength Category	No. of Staff	Remarks
1.	Principal Qtr.			Principal	1 No.	
2.	Teachers' Qrs.			Teachers		
3.	LDC Qrs.			LDCs		
4.	Class IV Qrs. S.P. Sheds (for conversion into Qrs.)			Class IV		


 (V.S. Dixit)
 General Manager (Constn.)

All Principals & DDs ROs
 DGM/AE
 All EEs (Hqr. & ROs)
 PS to Director



F.No.1-2/95-NVS(GM)

Dated: 26th June, 1995

CIRCULAR

Sub. : Placement of Funds to the Extent of Rs.1.00 lakh per annum per Vidyalaya at the Disposal of DDs, RO for :

- (i) Carrying out minor works, day to day maintenance and repair work in JNVs functioning in permanent sites in permanent buildings.
- (ii) Carrying out minor works, day to day maintenance and repair works in JNVs functioning in temporary site in buildings provided by State Govt./hired buildings.
- (iii) Construction of two handpumps at temporary or permanent site.
- (iv) Construction of temporary toilets and bathrooms at temporary or permanent site.

18th Finance Committee in their meeting held on 29.11.94 has approved for placing of funds to the extent of Rs. 1.00 Lakh per annum to each Vidyalaya at the disposal of Deputy Directors of Regional Offices as unassigned grant for carrying out the above mentioned works. Subject to the following guidelines/Conditions. Which shall be observed while incurring the expenditure.

1. The expenditure shall be approved/incurred on passing of specific resolution by the Vidyalaya Management Committee and approval of Chairman of the VMC on file about carrying out the proposed works.
3. The requisite funds will be placed by the RO at the disposal of the Principal, who will utilise the funds and submit proper account alongwith a certificate of satisfactory performance of works obtained from Chairman, VMC to DD, RO, on completion of such works.
4. The total cost of works shall not exceed the following ceiling :
 - (a) Cost of minor works, day to day maintenance and repair works in JNVs functioning in the permanent site in the permanent buildings of Samiti. Rs.10,000/- per annum.
 - (b) Cost of Minor works, day to day maintenance and repair works in JNVs functioning in temporary site in buildings provided by State Govt./hired buildings, Rs. 10000/- per annum.

However the responsibility of carrying out minor works and day to day maintenance and repair works in the temporary buildings provided by the State Government or hired from owner rests with the State Government or with the owner, but where the State Govt. or the owner is not responsible/agreeable to carry out such works, then only such minor works or repair may be carried out with the specific approval of the VMC.

- (c) Construction of two hand pumps costing Rs. 25,000/- each Rs. 50,000/-

The VMC shall examine the existing hand pumps, if any and requirement of water in the Vidyalaya viz-a-viz availability of water. Only where it is essential to provide such hand pumps, the same may be constructed with specific approval of VMC. The work shall be preferably carried out through Public Health Engineering Department of the State Government or any other such competent department after making underground water survey.



- (iv) Construction of temporary toilets
 at the temporary site.....Rs. 60,000/-
 at the permanent site.....Rs. 1,00,000/-

The construction of bathrooms and toilets will be taken up after examining the number of baths and toilets already existing at the site viz-a-viz requirement as per strength of students and teachers. At Annex. I¹, an approved norm for construction of toilets/baths has been enclosed. In no case, the number of toilets/baths to be constructed and existing shall exceed the norms. The construction shall be taken up as per enclosed sketches and specifications at Annex-II²

5. In respect of day to day petty works such as replacement of bulbs, tube-lights, ordinary repairs of doors, windows, water supply, sanitary and electrical fittings, electrical wiring, clearing of choked sewer pipeline, repair to water supply Pipeline etc. the work may be carried out in such emergent cases at the discretion of Principal not exceeding Rs.500/- at a time and in each case. However, sanction/ex-post facto approval of the Vidyalaya Management Committee as well as DD, RO, shall be taken in each case.
6. The total cost of all works mentioned in para 4 shall be kept within the ceiling prescribed in para 4. However the unassigned grant of the Rs.1.00 lakh per Vidyalaya for the above mentioned works will be placed at the disposal of DD. He may utilise the funds as per need in each Vidyalaya. The estimated cost of works exceeding the above financial powers of DD, RO, shall continue to be forwarded to the Hqrs. office after its thorough scrutiny together with specific justification and position of funds with RO on this account. The position will be reviewed in December every year and additional funds, if so required, region wise will be placed at the disposal of DD, ROs with reference to works sanctioned at his level as well as Hqrs.
7. The funds placed at the disposal of Regional Office/Vidyalaya will be spent judiciously observing all necessary rules/formalities. The funds should be spend according to the requirement and according to the sanction issued by the VMC so as to properly maintain JNV Complex throughout the year.
8. The Deputy Director, Regional office, will prepare a list of all Vidyalayas under his jurisdiction and demand funds from the Samiti by 30th April every year.
9. This expenditure is to be debited to the plan provision under the head "M&R" of the financial year.

(V.S. Dixit)
 General Manager (Constrn.)

Copy to :

1. Deputy Directors, All Regional Offices. They should circulate to all Principals of their Region.
2. Executive Engineer, All Regional Office.
3. DGM/EEs (Hqr.)/AE
4. DD(F)
5. PS to Director

1. See page 571
2. See page 572



Annexure-I

**NAVODAYA VIDYALAYA SAMITI
(CONSTRUCTION WING)****Sub. : Norms for Preparation of Estimates of Temporary W.C.s and Bathrooms.**

It has been observed that at present there are no standard norms for calculating the number of temporary W.C.s and bathrooms to be provided in JNVs. In the past different norms in different cases were adopted which is not considered as a healthy practice.

The matter has been studied in detail and it is decided that the following norms will be adopted henceforth for calculating requirement of W.C.s and bathrooms:

1. 1 W.C. for 12 Nos. of persons.
2. 1 bathroom for 12 Nos. of persons

The above norms have been decided after considering the shortage of availability of funds and also keeping in view the time available for the users in the morning. The temporary toilets will not be a substitute for the permanent toilet as they are based on minimum plinth area and very temporary type specifications. A sketch for construction of temporary W.C.s and bathrooms is also enclosed for preparation of estimates. The above norms have been also approved by the Director, NVS in the file No. F.2-16(5)/92-NVS(W).

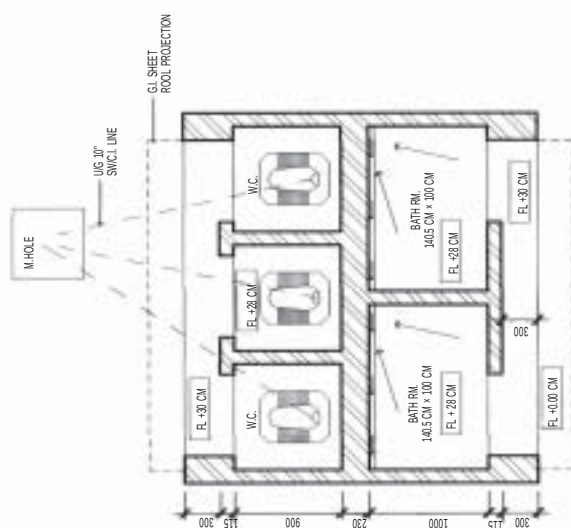
(V.S. Dixit)

General Manager (Constn.)

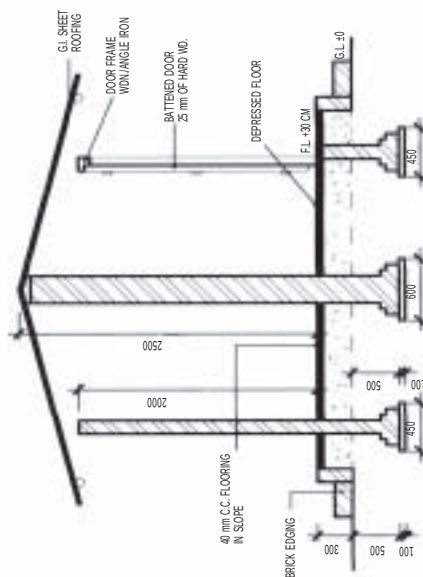
Copy to:

1. IFA, NVS, New Delhi
2. P.S. to Director, NVS, New Delhi
3. All Executive Engineers (Hqrs. & Regional Office)
4. The A.E., NVS, New Delhi
5. SO(Constn.) for information.

General Manager (Constn.)



PLAN OF TOILET



SECTION A-A'

SPECIFICATIONS

1. THE TEMPORARY TOILET SHALL BE PROVIDED IN THE ROW OF 3 WC'S AND 2 BATHS, IF MORE NOS. ARE REQUIRED LATER EXTENSIONS CAN BE MADE
2. FOR EVERY TOILET BLOCK OF 3 WC'S & 2 BATHS MASONRY WATER STORAGE TANK OF 1600 LTRS. CAPACITY AND OF HT. NOT MORE THAN 1.2 MTS. SHALL BE PROVIDED WITH THE INCREASE IN NOS. OF TOILETS THE CAPACITY OF TANK SHALL ALSO INCREASE, IT MAY BE DELETED IF OH WATER SUPPLY IS AVAILABLE
3. TO THE TOILETS HARD WOOD (LOCALLY AVAILABLE) BATTENED DOOR OF 25 MM THK SHALL BE PROVIDED, IT SHALL BE KEPT 5CM ABOVE FLOOR LVL. PROVISION OF 1 TOWER ROIL INSIDE AT A HT. OF 100-125 CMS SHALL BE MADE. THE WIDTH OF THE DOOR SHALL BE 700 FROM INSIDE WOODENIRON
4. IF IN THE JNV CAMPUS OH WATER SUPPLY IS NOT AVAILABLE PROVISION OF CISTERN AND TAPS IN WC'S & BATH RM SHALL NOT BE MADE AND THAT AS SPECIFIED AT (2) SHALL BE MADE.
5. THE BATH ROOM WATER SHALL BE TAKEN THROUGH OPEN DRAIN TO NEARBY LOW LYING AREA/ SOAKPIT IF AVAILABLE.
6. THE THREE WC SEAT'S SHALL BE CONNECTED TO ONE MANHOLE. IT WILL BE CONNECTED TO SOAKAGE PIT DULY COVERED.
7. C.G.I. SHEET ROOFING SHALL BE PROVIDED TO THE TOILET BLOCK.
8. THE CONST. WORK SHALL BE AS PER CPWD SPECIFICATION IN BRICK MASONARY.
9. THE TEMP. TOILET BLOCK SHALL BE LOCATED VERY JUDICIOUSLY NOT TO CREATE HINDERANCE FOR BLDGS. TO BE CONSTRUCTED IN FUTURE.
10. W.C. SEAT TO BE PROVIDED SHALL BE INDIAN TYPE LONG PAN.
11. THE TOILET BLOCK SHALL BE CONSTRUCTED MOST ECONOMICALLY & SHOULD BE MAINTENANCE FREE

Annexure-II

PROJECT	
CLIENT'S SIGNATURE	
REVISIONAL INDEX & NUMBER	
DRAWING TITLE LIQUID DETAIL	
SCALE	
DATE	DRAWN BY:
CHECKED BY:	JOB NO.
JOB REFERENCE NO.	
SHEET NO.	



F.No.1-2/95-NVS(GM)

Dated: 14th July, 1995

CIRCULAR**Sub. : Preparation of Estimates for Maintenance and Repairs of JNV Complexes.**

It has been proposed that, from this year, maintenance and repairs of various buildings and development works of JNV Complexes will be undertaken on priority basis. On this subject, a circular of even number dated 26 June, 1995¹ has also been issued to all concerned. However, those maintenance and repair estimates, which are to be sanctioned by the NVS Hqr. the Principal of the school or EE, Regional office, may ask Construction Agency to frame a proper maintenance and repair estimate for various buildings and/or development works of a JNV complex. The construction agency shall be of central or state Govt. department or Undertaking. The estimate will be routed through the concerned officer, who has placed the requisition upon the CA and the concerned officer will counter sign the estimate and then submit to NVS Hqrs. for sanction. In case, the estimate is requisitioned by the Principal, then the estimate shall also be counter signed by the Chairman, Vidyalaya Management Committee in acceptance of requirement of such maintenance and repair works. In case of requisition placed upon the CA by EE/DGM of NVS Hqr. the estimate may be submitted directly to the Hqr. for sanction.

The requisite funds will be released to the Construction Agency by the NVS Hqr. On completion of work, the CA shall submit final bill to the NVS Hqr. based on the actual expenditure booked, duly certified by the competent authority of the CA, alongwith a certificate from the Principal of the school that the work as claimed in the final bill has been actually done and its quality found satisfactory.

This procedure will be followed with immediate effect.

(V.S. Dixit)
General Manager (Constrn.)

Copy to :

1. DGM
2. EEs (Hqrs. & ROs)
3. DDs (ROs). This may be circulated to all Principals.
4. AE
5. DD(F). As discussed with him, Circular is issued.
6. PS to Director.

General Manager (Constrn.)

1. See page 569



F.No.2-22/87-NVS(W)

Dated: 4th March, 96

All Construction Agencies

Sub. : Purchase of Sewage Pump for JNV.

Sanction of purchase of one sewage pump costing Rs. 20,000/- as detailed below is hereby accorded for each JNV functioning at permanent site.

KIRLOSKAR Make Pump Model SP 3L coupled with 5 HP X 1500 RMP Engine, Water cooled, Head 10 metre, Discharge 19 litre/second. Suction and delivery pipe 80 X 80mm size along with suction pipe and valve, mounted on a common M.S. base frame and trolley. Complete One No. LS Rs. 20,000

Agency charges extra as admissible

Sewage pumps as per above description may be procured and handed over to Principal of JNV for getting cleaning of septic tanks from time to time.

The expenditure is chargeable to Construction head and may be claimed as reimbursement of construction works.

This is issued with the concurrence of IFA.

(V.S. Dixit)
General Manager (Constn.)

Copy to :

1. IFA.
2. Principal of all JNVs
3. All office of Const. Wing, DGM/EE(G)/EE(P)/EE(A)/AE(S)/S.O(C).
4. PS to Director
5. Deputy Director, NVS, RO.
6. Circular File.
7. File No. F.2-22/87-NVS(W)
8. Deputy Director (F), NVS, Hqrs.



F.No. 1-2/95-NVS(GM)

Dated: 11th March, 1996

CIRCULAR**Sub. : Changes Made in the Approved LOP and Construction of Boundary wall around Principals Quarter in a few JNVs by the Principals.**

It has come to the notice of the Hqrs. that in some of the Vidyalayas, Principals have been making changes in the approved lay out plans by the NVS Hqr. The Principals may kindly be asked to note that the lay out plans are prepared by the Consultant of the Samiti and are approved after a series of discussions with the GM(C) and Director. As such no changes in the LOP shall be made by any authority without taking prior approval from the Director, NVS.

Also it has come to notice that in a few vidyalayas, the Principals have forced the CAs for construction of 2 meter high brick/stone boundary walls around Principal quarter. This sort of unauthorised construction has not been appreciated by the Director. It may be brought to the notice of all the principals had no boundary walls around any quarter or building are to be constructed as Samiti is sanctioning construction of boundary wall around the land of the Vidyalaya. If Principal are very much interested, they may grow hedges around their quarters, but under no circumstances any boundary wall/barbed wire fencing shall be got constructed in an unauthorised manner around any building or quarter within the campus of JNV. It may be noted that if such boundary walls are constructed, the cost of such boundary wall is likely shall have to be borne by the concerned officer.

(V.S. Dixit)
General Manager (Constn.)

Copy to:

1. Deputy Director. All Regional Office. This may be brought to the notice of all Principals in your region.
2. DGM (Hqr.)
3. EE (Hqr. & ROs.)
3. AE (Hqr.)

General Manager (Constn.)



F.No. 1-2/96-NVS(GM)

Dated: 1-5-96

CIRCULAR**Sub. : Construction of JNV Mesra, Distt. Ranchi, Bihar - Development of Play Field, Basket Ball and Volley Ball Court.**

An estimate for above work in JNV Ranchi, Bihar was submitted to Dy. Director (Fin.) for sanction. The Finance Wing has observed that as per decision of Finance Committee in its meeting held on 15th and 19th January, 1996, the cost of construction of play field, volley ball ground/basket ball ground in JNVs has to be met out of grants/fund to be received from the sports Authority of India. Such construction works can not be taken up by Samiti from his own funds. On the subject the decision of Finance Committee is stated below:

"The Committee decided that the Samiti may approach Sports Authority of India for release of grants/funds for development of play grounds in some identified Vidyalayas".

In view of above decision of Finance Committee and the observations of DD(F), NVS, it is decided to suspend the construction of play fields, basket ball ground and volley ball ground etc. for all JNVs with immediate effect. The work will be resumed when the funds will be received from the Sports Authority of India and on receipt of clearance from DD(F), NVS. The construction agencies are, therefore, advised not to carry out any construction work of development of play fields as Samiti will not be able to make payment against such works.

(V.S. Dixit)
General Manager (Constn.)

Copy to :

1. All the Dy. Directors of Regional Offices of NVS-A suitable circular to all the Principal of JNVs may be issued to apprise them about above decision and advise them not to persuade construction agencies to carry out construction of play fields.
 2. All the Executive Engineers/Asstt. Engineers, of Hqrs. and Regional Offices.
 3. The Dy. Director (Fin.), NVS, New Delhi.
 4. PS to Director, NVS, New Delhi
 5. The Dy. Director (Acad.), NVS, New Delhi-
- We are temporarily suspending construction of play fields till the above matter is decided. The construction will be resumed as soon as go ahead signal is received from DD(F), and DD(Acad.).

General Manager (Constn.)



F.No.1-2/95-NVS(GM)

Dated: 6th May, 1996

Sub. : (a) Safety of Temporary Buildings taken from the State Govt. or Hired by Samiti for Opening of School at Temporary Site.
(b) Safety of Permanent Buildings Constructed by Samiti.

Buildings taken over from State Government or hired by Samiti for opening Vidyalayas at temporary sites should be structurally safe and there should be no possibility/chance of any accident. It has been decided that before taking over, these buildings may be examined by the EE, RO and the Principal and a certificate that the buildings are safe for occupation may be issued by them. The temporary buildings which have been already occupied should be examined from this angle and the necessary certificates may be issued by 31 May, 1996. A copy of such certificates may be sent to DD, RO and DD(Admn.), NVS Hqr. for record.

Regarding permanent buildings, buildings where some cracks/problems have cropped up, may be identified at the RO level and a list of such buildings should be maintained in the Regional Office and GM's office. These buildings shall be inspected by EE, RO, every year in the month of April and a certificate regarding structural safety of buildings may be issued by him in the month of May every year. The original certificate may be kept in the Regional Office and a copy may be sent to GM (Constn.), NVS, New Delhi and the Principal of the concerned Vidyalaya.

All buildings, temporary as well as permanent shall be occupied only if they are certified as safe for occupation.

In the GM's office, SO(Constn.) shall maintain a list of permanent buildings found to have problems and remedial measures shall be taken by the Construction Wing to rectify the defects/problems.

(V.S. Dixit)
General Manager (Constn.)

Copy to :

1. All Deputy Director, Regional Offices.
2. All Principals of JNVs.
3. All EEs (Hqr. & ROs)
4. AE (Hqr.)
5. SO (Constn.)
6. DD (Admn.)
7. PS to Director.



F.No.1-2/96-NVS(GM)

Dated: 10th June, 1996

CIRCULAR**Sub. : Revised Phasing for Construction of JNV Complex.**

The Construction Coordination Committee in its Meeting held on 2.3.1995 had decided the following phasing for construction of JNV Complex, based upon CPWD architectural drawing :

Phase - A (For 250 students)

- (i) School Building - full
- (ii) Dormitories : (a) Boys - 2 Nos.
(b) Girls - 0.5 Nos.
- (iii) Staff Quarters (55 sqm.) - 14 Nos. (including 6 Nos. staff quarters in dormitories)
- (iv) Single room accommodation - 6 Nos.
- (v) Full Development Works
- (vi) Boundary Wall

Phase - B

- (i) Kitchen & Dining Hall - 1 No.
- (ii) Dormitories : (a) Boys - 2 Nos.
(b) Girls - 1.5 Nos.
- (iii) Principal Quarters - 1 No
- (iv) Staff Quarters (55 sqm.) - 13 Nos. (including 6 in dormitories)
- (v) LDC Quarters (45 sqm.) - 2 Nos.
- (vi) Single Room Quarter - 6 Nos.
- (vii) Development works related to buildings in Phase-B.

The above phasing may be strictly adhere to in future.

(V.S. Dixit)
General Manager (Constn.)

Copy to :

1. Deputy Director, All ROs. This phasing may be brought to the notice of all Principals of your Region.
2. All EEs (Ros & Hqr.)
3. AE
4. DD (F)
5. PS to Director



F.No. 1-2/96-NVS(GM)

Dated: 10th June, 1996

To

All Construction Agencies

CIRCULAR**Sub: Providing Hangers for Clothes in Dormitories Based on CPWD Architectural Drawings.**

Recently a few dormitories which are under construction and have reached finishing stages were visited by the undersigned. The matter of hangers for clothes was discussed with Deputy Directors and Principals and it was decided to provide suitable hangers for hanging of clothes as per the enclosed sketch in all dormitories to be construction based on CPWD architectural drawings.¹ All Construction Agencies are therefore requested to provide the same as per enclosed sketch before handing over them to the concerned Principal.

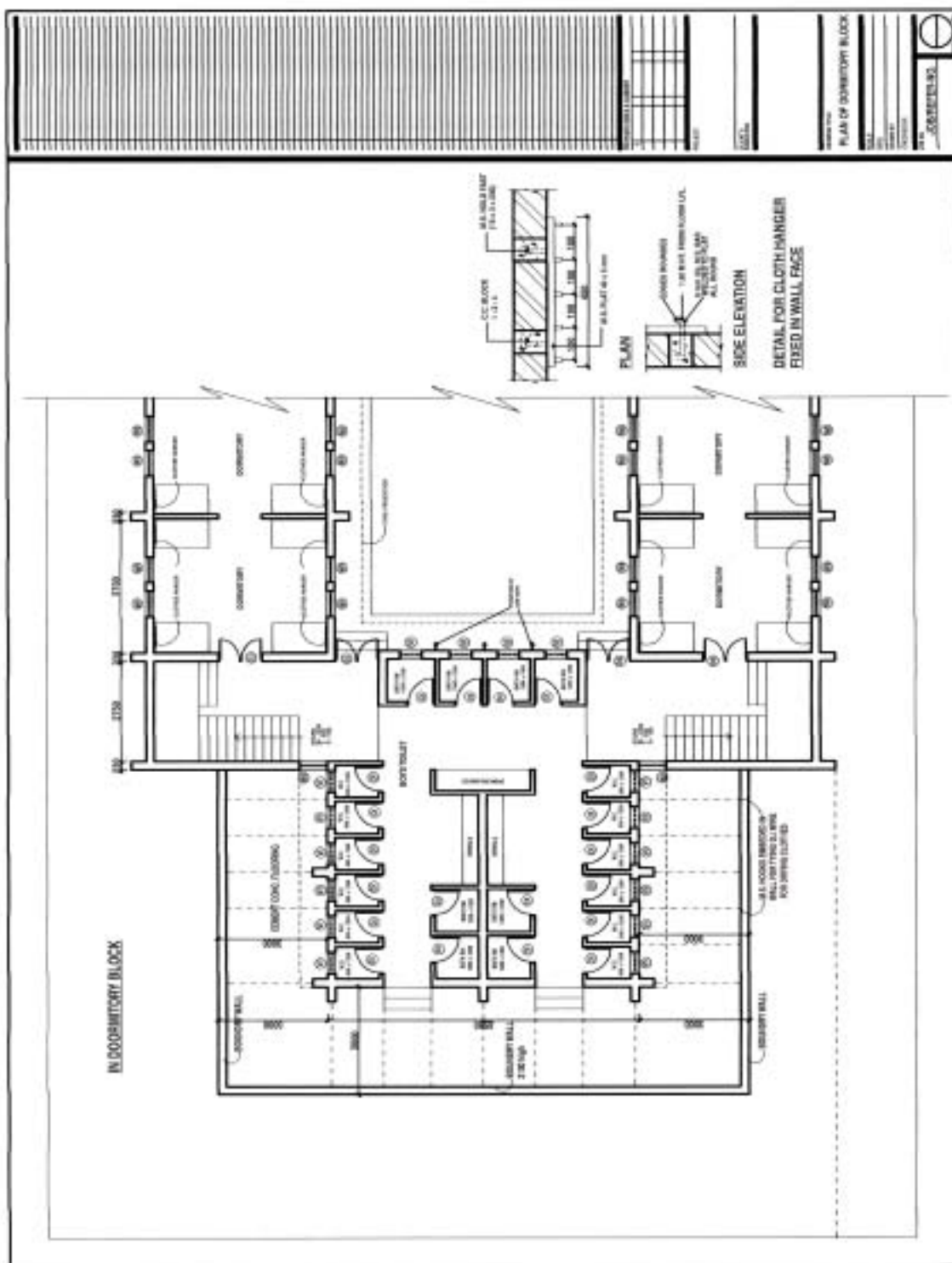
(V.S. Dixit)
General Manager (Constn.)

Copy to :

1. CA-II, CPWD, Nirman Bhawan, New Delhi, The sketch has been issued as already discussed with you. Kindly incorporate these in the working drawings, so that this item is not committed at site.
2. Deputy Director, All Regional Offices. The content of this circular alongwith sketch may be forwarded to all Principals of your region.
3. All EEs (Hqr. & ROs)
4. AE
5. DD(F)
6. PS to Director.
7. S.O. (C)

General Manager (Constn.)

1. Copy enclosed. See page 580





F.No.1-2/96-NVS(GM)

Dated: 26th July, 1996

To

The Deputy Director
Regional Office
Navodaya Vidyalaya Samiti

Sub. : Guidelines for Hiring of Accommodation at Temporary Site.

A number of cases have come to notice of this office where accommodation has been hired from private parties for opening of Vidyalayas due to non-availability of same free of cost from the State Governments. While hiring the accommodation, proper procedure has not been adopted. Due to this when the cases are submitted to NVS Hqr. for approval of rent, lot of objections are raised by the Finance Division. As far as Construction Wing is concerned, our role is very limited and is to the extent of checking the reasonability of rent. However, in order to follow the proper procedure while hiring the accommodation and submitting the cases for approval of NVS Hqr., the Guidelines on the subject have been prepared and are enclosed herewith.¹ It is requested that copies of these guidelines may be taken out and given to all the Principals in your region and laid down procedure in guidelines shall be strictly adhere to.

(V.S. Dixit)

General Manager (Constn.)

Encl : As above

Copy alongwith a copy of guidelines to:

1. Executive Engineers (Regional Offices)
2. AE, NVS (Hqr.)
3. DD(F)
4. DD(Admn.)

1. Copy enclosed. See page 582-583



Sub. : Guidelines for Hiring of Accommodation at Temporary Site.

A number of cases have come to our notice where the accommodation has been taken on rent from private parties for opening of Vidyalayas due to non-availability of permanent buildings. Such cases are sent to NVS(Hqrs.) after occupation of such accommodation for accord of sanction of rent. While processing the cases, it is noticed that proper procedure has not been followed/irregularities committed.

In order to ensure that proper procedure is followed, the following guidelines are framed for circulation amongst all Regional offices and Principals for strict compliance.

1. For opening of Vidyalaya the State Government is to provide suitable temporary accommodation free of cost, hence the regional office shall insist that suitable accommodation is provided by the State Government for opening of Vidyalayas. Hiring of rented accommodation shall be avoided as far as possible.
2. Where State Govt. is unable to provide accommodation free of cost, a letter from competent authority of the State Govt. may be obtained about it and shall be submitted to the Director, NVS alongwith the case for seeking written approval of the Director, NVS to hire the accommodation.
3. Where due to absolutely unavoidable circumstances, the State Govt. is unable to provide temporary accommodation free of cost and it is unavoidable to postpone opening of the Vidyalaya, the reasons may be recorded and written approval of the Director, NVS shall be taken to hire the accommodation. A letter of the State Govt. as mentioned in para(2) above shall be attached. The minimum area to be hired, approximate rent per month, and period, must be mentioned while taking approval of the Director, NVS.
4. After obtaining the approval mentioned in para(2), a Hiring Committee consisting of following officials shall be formed :
 - (i) Principal of JNV.
 - (ii) A Senior Teacher co-op. by the Principal
 - (iii) A representative of D.M.

The Committee shall identify, available accommodation and obtain written offers from the owners. The Committee then shall examine each case on its merits and select most suitable offers.

The accommodation proposed for hiring shall satisfy contents of circular No.F1-2/95-NVS(GM) dated 6.5.96 (copy enclosed)¹. The reasonable rent shall be got assessed from State or Centre PWD and their certificate shall be obtained. The rent to be arranged between Samiti and owner shall be within the reasonable rent certified by the State/Central PWD.

5. A proper lease agreement on a nonjudicial stamp paper of suitable value shall be signed between the Principal (on behalf of the Samiti) and the owner. The lease period shall be 3 years, to avoid increase in rent during the lease period. A draft lease agreement is enclosed²

1. See page 577

2. See Annexure-I at page 584



for guidance. The draft lease agreement has been got vetted from a legal expert and a copy of his opinion is also enclosed¹ for guidance/amendment as per local bye laws. The lease agreement shall be got registered under the Indian Registration act as advised by the legal expert. It will be the sole responsibility of the Principal of the school and the Deputy Director of the concerned Region that proper lease agreement, free from ambiguities and with proper relevant conditions, is signed between both the parties taking into account all legal requirements/ formalities as per local bye laws.

6. After signing of the lease Agreement, the complete case containing approval mentioned in para 2, certificate vide circular No.F.1-2/95-NVS(GM) dated 6.5.96², rent reasonable certificate from State/Central PWD and copy of lease agreement shall be submitted to NVS Hqr. through DD, Regional Office for approval of rent by the Director on the prescribed proforma (copy enclosed)³. Incomplete cases shall not be processed and returned to the RO.

(V.S. Dixit)
General Manager (Constn.)

Copy to :

1. Deputy Director, Regional Office. Contents may be brought to the notice of all Principals of your region.
2. Executive Engineers, All Regional Offices
3. Executive Engineer (Hqr.). /AE/JE
4. DD(F), NVS Hqrs.
5. P.S. to Director

1. See page 587
2. See page 577
3. See Annexure-IV as page 589



Annexure-I

DRAFT LEASE AGREEMENT
(On a non-judicial Stamp Paper of suitable value as per local Bye-laws)

This Indenture of lease made this _____ day of one thousand nine hundred and _____ between _____ (Name of owner of property) residing at _____ (full address) hereinafter called the "Lesser" which expression unless excluded by or repugnant to the context be deemed to include his heirs, executors and administrators and assigns of the one part and the Navodaya Vidyalaya Samiti represented by the Principal of Jawahar Navodaya Vidyalaya at _____ Distt. _____ State _____ (hereinafter called the "Lessee" which expression shall unless excluded by or repugnant to the context be deemed to include his successor, or successors in office and assigns of the other part).

Whereas the lessor hereinabove named is the owner and in possession of a dwelling house the adjoining apputenance such as sheds, garages and other generally known as House no. _____ (name of the building) situated within the limits of Commune, hereinafter called the "said building" and morefully described in the schedule below :

And whereas the Lesser agrees to let the said building to the Lessee

Now this Indenture witnesseth that the said building has been let to the Lessee on the following terms & conditions.

1. That the Lessor has let and the Lessee has taken on lease the "said building" for a period of 3 (three) years commencing from _____ and ending on _____ for a monthly rent of Rs. _____ (Rupees in words _____ only) payable at the expiry of each month within a period of 7 days.
2. That the Lessee is free to surrender the lease before the term is expired and to vacate the premises without giving reasons whatsoever after giving one month's notice to the Lessor.
3. That the Lessor have got the liberty to terminate the lease before its expiry after giving one month's notice if the Lessee has defaulted in payment of rents for 3 months in succession.
4. The Lessor hereby binds himself to pay all taxes and charges etc. due to the government or local bodies etc. in respect of the said building as the Lessee is only bound to pay the monthly rent agreed upon by the parties. The expression "charges" does not include electricity and water charges which will be borne by the Lessee.
5. The Lessor agrees to carry out at this own expenses the regular maintenance works including electric and sanitary fittings as well as essential repairs such as white washing, painting, etc. in order to keep the building in a clean and habitable conditions.



6. If after one month's notice given by the Lessee or an engineer under the latter's control the Lessor does not carry out necessary repairs provided in clause 5 above or if he does not pay taxes and charges provided in clause 4 above, the lessee or their authorised representative will have the lawful right to get such repairs done, and pay such taxes and charges and to deduct the amount of expenses so incurred from the rent to be paid or recover such amount from the Lessor.
7. In case where an office working under the Lessee and occupying the said building during this lease period, would ask for any change in the structure of the said building or for any addition/alteration to the said building, the Lessor can do so or authorise the said officer to do so only after obtaining before hand the consent in writing of the Lessor and the Lessor shall indicate the increase in rent if any that might be demanded on account of structural changes or improvements.
8. If a portion of the said building is destroyed or damaged by fire, storm, flood or violence by an army or any other irresistible force, so as to become unfit for habitation the Lessee shall not be bound to pay the rent except the outstanding arrears upto the said destruction or damage. In such case only a fair and proportionate fraction of rent shall alone be payable during the period of reconstruction or repairs.

If for any of the reasons mentioned above a major portion of the said building is entirely destroyed or rendered substantially and permanently unfit for purpose for which it has been let, the case will become void and terminate at the option of the Lessee.

9. That the Lessee shall not sub-let, transfer or in any manner encumber the demised premises and the Lessee also undertakes to take all reasonable precautions so as to avoid any damage or deterioration by any omission by the Lessee or persons under his control.
10. (a) The Lessee has the right to remove at the expiry of termination of the lease all the fittings, temporary partitions and furniture etc. erected/placed by him.

(b) Before taking possession of the building the Lessee should in the presence of the Lessor check all existing installations and furnitures and list thereof will be drawn up and signed by both the parties. At the expiry of the lease, at the time of handing over of the building the installations and furnitures shall be checked according to that list.
11. The Lessor has put the Lessee in possession of the said building and the Lessee paying rent hereby reserved and observing and performing all the covenants herein contained may hold and enjoy the said building during the term without interruption by the Lessor or any person.



SCHEDULE

Survey No.

Plinth Area

In Witness Whereof

Said Lessor Thiru

and Principal, Navodaya Vidyalaya

for and on behalf of the Navodaya Vidyalaya Samiti have signed and executed this deed on the day, month and year stated above.

Signed by the Lessor in the Presence of

1. Name :

Occupation:

Address:

2. Name :

Occupation:

Address:

Signed by.....

In the presence of witness:

1. Name :

Occupation:

Address:

2. Name :

Occupation:

Address:

Signed by.....

Principal

Navodaya Vidyalaya.....



Annexure-II

रुपै र टरुडु | — हलु
ADVOCATES, DELHI HIGH COURT

RAJ SINGH VERMA
ARUN KUMAR VARMA
PAWAN KUMAR VARMA

Correspondence Address
2G.U.B., Jawahar Nagar
Delhi-110007

Tel. 291-3993

Ref.No. AKV/NIDC/L0-79

Date: July 12, 1996

Shri M.L. Chandok
Secretary & General Manager
National Industrial Development Corpn. Ltd.
Chanakya Bhavan, Chanakyapuri
New Delhi

Sub. : Legal Vetting of Proposed Draft Lease Agreement to be adopted by Navodaya Vidyalaya Samiti for taking Buildings on Rent.

Dear Sir,

Apropos the discussion the undersigned had with you and after going through the draft lease agreement shown to us for legal vetting, we are of the following opinion:

OPINION

1. The draft shown to us as aforesaid is more or less in order and can be adopted as a general draft for the purpose of taking premises on rent as and when required.
2. However it is to be kept in mind that the lease deed of the nature similar to one under consideration is required to be executed/written on a Non-Judicial Stamp Paper of a value which is specified under various local legislation of different states in India. In Delhi the said stamp paper for a lease of upto a period of three years is 1% (One Percent) of the annual rent agreed upon. It is therefore required to ascertain the value of the stamp paper required to execute the lease deed in every State, prior to writing the document.
3. It is also necessary to be borne in mind that a lease deed similar to the one under consideration requires compulsory registration under the provisions of the Indian Registration Act. This registration is done by the Sub-Registrar in Delhi and other appointed officers of local state administrations.
4. In the document under consideration we recommend the following changes to be made:
 - (a) In para No. 2 the word "Terminate" should be replaced with the word "Surrender".
 - (b) Para No. 11 should be replaced with the following.



“That this lease deed shall on the expiry of the term hereby reserved stand extended at the option of the lessee for a further period of _____ years on the same terms and conditions unless specifically varied mutually. Provided the lessee gives one month’s notice to the lessor for the said purpose.”

5. We are therefore of the above opinion. It may however be mentioned that the draft under consideration is merely a general draft and despite the correctness thereof, necessary changes may be necessary in view of the facts, circumstances and peculiarities which may vary from case to case.

Thanking you and assuring you of our prompt attention at all times.

A handwritten signature in black ink, appearing to read 'Arun Kumar Varma', is written over a horizontal line.

Arun Kumar Varma
(Advocate)



Annexure-IV

**PROFORMA TO BE FURNISHED THROUGH REGIONAL OFFICE
ALONGWITH THE APPLICATION FOR SANCTION OF RENT**

1. Name of the Vidyalaya _____ Distt. _____ State _____
2. Year of opening of the school _____ :
3. Strength of the students _____ Boys _____ Girls _____
4. Distance between permanent site & temporary site (hired accommodation) _____ :
5. Stage of construction of permanent site at the time of hiring _____ :
6. Area of land on which the hired building is located _____ :
7. No. & date of letter according permission by the Director, NVS to take the building on rent (copy to be attached) _____ :
8. Rent assessed by the Central/State PWD (attach certificate) _____ :
9. Whether the building proposed to be hired is structurally safe (attach certificate vide circular No. F.1-2/95-NVS(GM) Dt. 6-5-96) _____ :
10. Attach copy of the lease agreement made with the owner of the building _____ :
11. Name of the owner of the building with complete address _____ :
12. Survey no. of the land with name of Village and Taluk _____ :
13. Rent demanded by the Owner of the building (attach statement) _____ :
14. Plinth area of the building proposed to be hired (attach sketch of the building) _____ :



15. Purpose for which the building proposed to be hired :
16. Period upto which the building proposed to be hired :
17. Date of occupation of the building :
18. Date from which the rent is to be paid :
19. If any building is taken on rent already, the plinth area, rent paid, date from which taken etc. may be given :
20. Whether the State Govt. will bear any portion of the rent :

Certified that there is no Government building available in the area adjacent to the temporary Vidyalaya and that taking the proposed building on rent is absolutely essential for running of the Vidyalaya.

Sd/-
PRINCIPAL

COUNTERSIGNED

DEPUTY DIRECTOR



F.No. 1-2/96-NVS(GM)

Dated: 13.11.96

Sub. : Procurement of Water Tanker Mounted Truck with Pump set for obtaining Water for the Vidyalaya at the Permanent Site.

There are few Vidyalayas where it is very difficult/not possible to obtain water at the permanent Vidyalaya site through tube well, open well or from the nearby natural sources, such as river, canal, pond etc. In such Vidyalayas, there is no alternative left but to obtain water from nearby natural source through water tanker mounted truck. For this purpose, it has been decided by the Samiti that the proposal for such JNVs along with estimates for procurement of water tankers will be called from DDs of various regions. The same will be processed and sanctions will be issued by the Construction Wing. The cost of such water tanker Mounted Truck will be chargeable to water supply sub head of the development works of the project. The funds for procurement of water tanker will be placed with the ROs, and it will be their responsibility to procure the same, for this purpose, the following guidelines are laid down.

1. In a Vidyalaya where it is essential to procure a water tanker mounted truck, the proposal in the enclosed approved Proforma¹, shall be submitted to the office.
2. The capacity of the water tanker shall be 10,000 litres for plain areas and 7,500 litres for hilly areas. In hilly regions, where terrain is extremely difficult, the capacity may be reduced to 5,000 litres if so decided by the D.D. R.Os.
3. The truck without body shall be procured from M/S TELCO for this purpose, RO shall obtain their offer and the cost of the same shall be filled in the proforma accordingly.
4. Mild steel tank of suitable capacity and design shall be got manufactured and mounted on the body of the truck by the RO from the nearest available fabricators. The tanker may be provided with one manhole of 60 cms dia with cover & locking arrangement at top and outlet security pipes etc. as per standard practice.
5. A self priming diesel pumping set. of suitable H.P. (with minimum suction head 6 metre, delivery head 10 metre, discharge capacity 10000 lt./hour) shall be mounted on the chases for filling the water tank from the natural source and for emptying the same at the Vidyalaya. For this purpose, flexible suction pipe of about 8 metre length and flexible delivery pipe of 20 meter length in suitable roles shall be provided. Diameter of pipe shall be 65 mm.
6. Any other arrangement if required for running the water tanker smoothly shall be made.
7. RO shall also inform regarding availability of Driver. They shall satisfy that they will be able to utilise the Services of the Driver attached to Vidyalaya vehicle or it will be necessary to appoint Driver for this purpose alongwith full justifications.

1. See page 593.



All these details shall be filled in the enclosed proforma and same shall be submitted to this office for sanction. On receiving the information, the case will be processed and sanction will be issued to DD, ROs. for further necessary action.

(V.S. Dixit)
General Manager (Conrn.)

Encl. : As above

1. All Executive Engineers (Hqrs.) and Regional Offices.
2. Deputy Director (Acad.) N.V.S.
3. Deputy Director (Finance) N.V.S.
4. All Deputy Director (R.Os.)
5. Assistant Engineer (Hqrs.) N.V.S.
6. Section Officer (Constn.) N.V.S.
7. P.S. to Director



PROFORMA

Proposal for procurement of Water Tanker Mounted Truck with Self Priming Pumping Set to obtain Water for Vidyalaya at Permanent Site

1. Name of JNV _____ District _____ State _____
2. Permanent Water Supply Scheme (give brief description of scheme, yield per day and problem being faced).
3. Full justification for procurement of Water Tanker Mounted Truck
4. Source from where water will be obtained and its distance from the Vidyalaya.
5. Deployment of Driver (whether driver of Vidyalaya Vehicle will be utilised or a driver is proposed to be employed)
6. Capacity of Water Tanker Required (10,000/7,500 Lts.)
7. Cost of TELCO Truck chassis their approved rates. Model:TATA
8. Cost of fabricating and mounting Water tanker including cost of self priming diesel pumping set with all accessories etc. complete.
9. Any other information

Place _____

Signature of Principal _____

Dated _____

Seal

10. Recommendation of D.D./R.O./

Place _____

Signature of DD/RO _____

Dated _____

Seal



F.No.1-8/96-NVS(GM)

Dated: 31th Oct., 1996

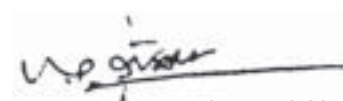
CIRCULAR**Sub. : Development of Play Fields in JNVs.**

The matter of development of play fields in the various JNVs was discussed with the Director during a meeting of the Heads of the Wings with the Director on 17.10.96. During the meeting, it was decided that in all JNVs the following play fields may be developed depending upon availability of land etc. Where enough area of land will not be available, or where development cost will be very high as in hilly regions, the size or number of play fields shall be suitably curtailed/reduced:

1. One play-field of 190 Meters X 110 Meters.
Note: This play field will include 400 Meter track and would also accommodate football and hockey fields as and when required.
2. Two Play-fields of 40 Meter X 30 Meter to be used for activities such as gymnasium, kho-kho, badminton courts etc.
3. Two Basket Ball fields of size 30 Meter X 40 Meter. The Basket Ball court of size 30 Meter X 18 Meter will be provided with cement concrete pavement, 50 mm, thickness, in CC 1:2:4, (1 cement, 2 course sand and 4 hard stone aggregate 20 mm nominal size) with matt finish on top and laid over 75 mm thick, CC 1:5:10 (1 cement, 5 course sand and 10 hard stone aggregate 40 mm nominal size.)

The Basket ball posts shall be supplied by the Principal and will be fixed by CA. All other arrangements, such as marking of track, providing of foot ball and hockey goal posts etc. shall be carried out by the Principal of the respective JNVs.

The cost of the above works will be charged to the development head of the project.


(V.S. Dixit)
General Manager (Constn.)

Copy to :

1. Executive Engineers (Hrq. & Ros.)
2. Deputy Directors (Regional Offices)
3. AE
4. DD (Acad.)
5. DD(F)
6. SO (Constn.)
7. PS to Director.



F.No.1-2/97-NVS(GM)

Dated: 18th Feb, 1997

CIRCULAR

Sub. : Providing 15 KVA Generating Sets at the Permanent Site for Running Water Supply Pump or Emergency Lighting.

In the past 10 KVA generating sets were being procured by the Deputy Director/Principals for Vidyalays. However, Samiti has taken as decision that henceforth, the generating sets shall be procured by the Construction Agencies and will be installed at the permanent site for running water supply pump or emergency lighting during the evening when pump is not running. The capacity of generating sets has also been increased to 15KVA, so that it can run the water supply pump. However, 15KVA generating set shall be procured only if 10 KVA generating set has not been procured by the DD/Principal. In case 10 KVA generating set has been procured by the DD/Principal, same shall be made available to the construction agency for installation at the permanent site and in that case 15 KVA generating set will not be procured. As a precaution, the CAs will obtain a letter in writing from the Principal of the concerned JNV that he has not procured any generating set before taking steps for procurement of 15 KVA generating set. The Generating Set shall be of Kirloskar make. No other make may be procured/installed.

The construction agency shall be installing/commissioning generating set at the permanent site. They shall be making necessary circuit wiring for school building, kitchen & dining and dormitories only, to be laid in MS conduit pipes. Only copper wiring shall be used. No connection from generating set shall be given to any residential quarters. The necessary change over switch shall be provided as per requirement in the various buildings and in the Generator Set room, so that as and when required, water supply pump or emergency lighting can run with the generating set. The generating set shall be installed in a room in the kitchen buildings (CPWD drawings). CA-II, CPWD, has issued the drawing, indicating the arrangement. In case of buildings constructed as per CBRI drawings, the generating set may be installed in the sub station building. Where sub station buildings have not been constructed, suitable generator room may be constructed. The following light points shall be connected to Generating set in the various buildings.

- (i) School Buildings - 6 class rooms - 4 points in each class room.
- (ii) Kitchen & Dining - Kitchen - 4 light points & 4 Exhaust Fans.
Dining - 8 light points
Varandah - 2 light points
Pantry - 1 light point.
- (iii) Dormitories - For Dormitories hall of 24 beds - 2 points.
Toilet block for 48 students - Total 4 points,
(2 points over two rows of WCs and 2 points at two entrance).

Note :

1. In case of double storeyed dormitories, one points for each stair case may be provided in addition.
2. Above lighting is minimum. If capacity of generating set permits provision of more points may be provided. Principal room in school building can also be lighted in the case. Points can be increased in class rooms and dormitories.
3. No points shall be provided in staff quarters including Principal's quarter.



4. Our Consultants M/s RITES will be issuing detailed working drawings, BOQs etc. for execution purposes.
5. In case of works allotted to CPWD, they shall themselves prepare drawings BOQs etc. as consultancy of works allotted to CPWD is with CPWD.

Temporary Site

The generator will be procured only for permanent site and not for temporary sites by the construction agency. At temporary site, Principals will have to manage without generating sets.

All construction agencies are, therefore, advise to install the generating set including necessary wiring, change over switches, generator room etc. as per our introductions and expenditure may be charged to the development head of the project. Where the project is nearby completion/completed, in such cases, estimate on the above lines may be submitted to Samiti for sanction.

(V.S. Dixit)
General Manager (Constn.)

Copy to :

1. All Construction Agencies.
2. Deputy Directors, All Regional Offices.
3. Executive Engineers (Hqrs. & EOs)/AE(S)
4. F.No. 3-20/96-NVS(W)
5. DD(F)
6. DD(A)
7. DD(P)
8. AD(SA)
9. SO(Constn.)
10. PS to Director.



F.No.1-2/97-NVS(GM)

Dated: 5th March, 1997

Sub. : Placement of Funds to the Extent of Rs. 20,000/- per annum at the Disposal of Principals for Carrying out Minor Works, Day to Day Maintenance and Repair Works in JNVs of NE Region.

Please refer to GM(C)'s circular of even number dated 26 June, 1995, regarding carrying out minor works, day to day maintenance and repair works in JNVs functioning at temporary site in the buildings provided by the State Government/hired buildings. For the above, maintenance and repairs works at the temporary site, the annual limit of Rs. 10,000/- has been increased to Rs. 20,000/- per annum, only for JNVs functioning in NE Region. A copy of approval of the Director is also enclosed.¹

(V.S. Dixit)
General Manager (Constn.)

Copy to :

1. Executive Engineers/AE/JE (NVS Hqrs.)
2. DD(F)
3. DD, NVS RO, Shillong

General Manager (Contsn.)

1. See page 598



**NAVODAYA VIDYALAYA SAMITI
REGIONAL OFFICE SHILLONG**

F.No.

Dated : 10-02-97

Sub. : Regarding Sanction of Funds for Rs. 10,000/- for M&R for JNVs of N.E. Region

It is submitted that majority of Vidyalaya of N.E. Region are functioning in temporary buildings. Principals have to incur expenditure for the maintenance of these structures. Presently undersigned has to sanction an amount of Rs. 10,000/- on need base requirement for getting repair work done for temporary buildings. However, certain vidyalayas where ceiling and walls are completely damaged, require more funds. Director may kindly persue and permit R.O. Shillong to sanction funds upto Rs. 20,000/- to a Vidyalaya under M&R for the consolidated head of M&R of the Region under emergent conditions. This additional amount will be diverted from those vidyalayas which otherwise don't require funds under M&R.

Submitted for kind approval.

(Dr. U.C. Bajpai)
Deputy Director

The limit may be raised to Rs. 20,000/- for NE Schools per year.

(Anurag Bhatnagar)
Director



F.No.1-2/97-NVS(GM)

Dated: 3rd April, 1997

The Deputy Director
Navodaya Vidyalaya Samiti
All Regional Offices.

Sub. : Award of Horticulture Work to CPWD in Respect of Vidyalaya Allotted to CPWD - Development of Rajiv Gandhi Smriti Van and Lawns/Flower Plants around the Buildings.

Recently Director has approved the above work and sanction are being issued by the Samiti for about 150 Vidyalaya allotted to CPWD. The work shall be carried out by CPWD. The guidelines/terms and conditions for execution of the above work are enclosed. Copy of the above guidelines must be sent to all Principals where the work is to be executed to apprise them about the terms and conditions and guidelines for execution of above work. Receipt of this circular may be acknowledged with the confirmation that the same has been circulated to all the Principals.

(V.S. Dixit)
General Manager (Constn.)

Copy to :

1. The Executive Engineer, All Regional Offices.
2. EEs (Hqrs.). Alongwith A/A copy of terms and conditions/guidelines shall be enclosed. A copy of A/A should also be given to Principal alongwith terms and conditions, so that there is no confusion about execution of work.
3. SO (Constn.)

General Manager (Constn.)



IMPORTANT TERMS AND CONDITIONS FOR DEVELOPMENT OF RAJIV GANDHI SMRITI VAN AND EXECUTION OF HORTICULTURE WORKS IN VARIOUS JNVs ALLOTTED TO CPWD

1. Sanction for development of Rajiv Gandhi Smriti Van and execution of Horticulture works around school building, dormitories and residential quarters has been allotted to CPWD in respect of those works, which are with CPWD. In all, there are 150 Nos. of JNVs. The Horticulture works are to be executed by Horticulture wing of CPWD. However, the full responsibility for getting the horticulture work executed satisfactorily shall rest with EE(Civil) of CPWD to whom the funds will be released by the Samiti. In JNVs, where Horticulture Wing of CPWD does not exist, the work may be got done by EE(Civil) through any State Government Horticulture Department available in that area or through the approved contractor for horticulture works by award of contract etc. by the EE(Civil), CPWD
2. The provision for development of Rajiv Gandhi Smriti Van has been made on the average basis. There may be variation due to increase/decrease in length of compound wall and availability of area for developing Rajiv Gandhi Smriti Van. Accordingly, the actual position/requirement should be studied and work may be executed as per requirement of each JNV in consultation with the Principal of the JNV. In the past, in some Vidyalayas, some work towards Rajiv Gandhi Smriti Van was got done by the Principals vide Samiti's Circular No.F.1-2/91-NVS(W) dated 20.7.94¹, copy of which was given to all the, Construction Agencies. CPWD would also determine the number of trees already planted earlier by the Principal and quantity of such trees should be deducted from the scope of work, thereby reducing the scope of work on the basis of work already done. This is essential and may be done in consultation with Principals of the vidyalaya.

Development of Rajiv Gandhi Smriti Van shall be taken up only when the following conditions are fulfilled.

- (a) School has started functioning at the permanent site.
- (b) Water supply scheme has been completed and water is available for watering the plants.
- (c) Compound wall work has been completed.

There is no use developing Rajiv Gandhi Smriti Van, unless the above three conditions are satisfied. Hence, it may be ensured that work is taken up on completion of above conditions.

4. The work of horticulture such as development of lawns, flower plants etc. around buildings shall be taken up only in those JNVs where followed conditions are fulfilled
 - (a) School has started functioning at the permanent site.
 - (b) Water supply scheme has been completed and water is available for watering the lawns/plants.
 - (c) Compound wall work has been completed.
 - (d) Buildings alongwith development works have been completed and area around has been cleaned up.

The horticulture work around buildings shall be taken when the above conditions are fulfilled and horticulture work is not going to be disturbed by the construction activities.

5. On completion of development of Rajiv Gandhi Smriti Van and horticulture work around all buildings, the same must be handed over the Principal in good conditions with all plants, grass

1. See page 562.



etc. in living condition. The completion period shall include maintenance period of 6 months to be counted from the date of physical completion of work which shall be recorded by the CA and counter signed by the Principal. This is most essential and a proper handing over note must be got signed by the CA and the Principal to avoid any dispute at later date that plants dead at the time of handing over to the Principal etc.

6. Principal shall take over Rajiv Gandhi Smriti Van and horticulture work around the buildings from the CA in good and living condition. Principal should also keep full liasoning with the CA to see that both the works are done satisfactorily as per topography of land, lay out of JNV etc. so that the work beautifies the Vidyalaya Campus.
7. Certain standard plants have been considered in the estimate. The CA and Principal shall examine the same with regard to local conditions. It will be preferable to use local plants, according to the climate conditions, the availability of water, quality of water etc. The plants as far as possible may be obtained from the local bodies, free of cost to reduce the cost of the work. For Rajiv Gandhi Smriti Van plants as suggested in our circular dated : 20.7.94¹ may only be used.
8. The estimate does not provide for good earth. Use of same shall be minimised. It may be used in a limited quantity in rocky areas. Selection of plants shall be done with due care that they grow in the local soil as far as practical/possible.
9. The responsibility for maintenance of Rajiv Gandhi Smriti Van and horticulture works around the buildings shall rest with the Principal. He may obtain necessary materials for maintenance, such as Manure etc. as per the norms suggested by CPWD, chargeable to the maintenance work. Regarding engaging Malies/Labour for maintenance, Principal shall not employ labour directly to avoid complications. He is advised to get the maintenance done on contract basis. This is as per directions of Construction Coordination Committee & Finance Committee of the Samiti, hence engagement of labour directly by the Principal shall not be done.

(V.S. Dixit)
General Manager (Constn.)

1. See pages 562 and 564



F.No.1-2/97-NVS(GM)

Dated: July, 1997

GUIDELINES FOR MAINTENANCE AND SPECIAL REPAIRS OF JNV COMPLEXES AND ZONAL TRAINING INSTITUTE (FOR PERMANENT BUILDINGS AT PERMANENT SITE)

- 1.1 Maintenance of property is extremely important. If a property is not properly maintained, it will deteriorate very fast. Due to non painting, white washing etc., it will look old and dull. Lack of maintenance will lead to choked sewer lines, bath rooms and toilets etc. If chocking is not cleaned on day to day basis soon the material causing chocking will set and harden and the whole system may require replacement. Leakage in water pipes will increase day by day unless attended to on day to day basis and would create water shortage on account of leakages. Chockage in rain water pipes/spouts will lead to stagnation of water on roofs which will leak through roofs, thereby damaging walls and RCC roof causing corrosion of steel reinforcement and reducing life of the building. Non cleaning of storm water drains would cause temporary flooding and would seriously damage roads and paths. In short lack of maintenance makes building look shabby and old and makes services nonfunctional, thereby causing damage them and reducing their lives. There is one more important observation made while using the property. In many JNVs the electrical wiring is removed and fittings such as switches, fan regulators etc. are damaged. This causes short circuiting and permanent damage, burning of cables etc. Glass panes are broken, sanitary and electrical fittings are damaged by the users by careless handling. Primarily it is the responsibility of the Principals and teachers to educate the users about carefully using and delicately handling the water supply, sanitary and electrical fittings. Everybody should feel that it is their property and they should use it as carefully as they use their own house/property.
- 1.2 Samiti has taken a decision to spend adequate funds and to carryout annual maintenance and repairs including special repairs from year 1997-98. Primarily it is the responsibility of the Principal to carry out annual maintenance and repairs and special repairs in his vidyalaya. If a school complex is well maintained, the full credit will go to the Principal. Also if a school is badly maintained, then discredit shall also go to the Principal only.

2. Annual Maintenance and Repairs

- 2.1 The Annual maintenance and repairs has been divided into two parts. One time annual maintenance, repairs and special repairs and day to day maintenance. The procedure for carrying out these is laid down in the subsequent paras.
- 2.2 Annual Maintenance & repairs including Special Repairs
- 2.3 This shall be carried out as a "Deposit Work" once a year through a Construction Agency which shall be a Government of India/State Government Department or Undertaking or a State Government Department or a local body/agency under the Chairman, VMC, such as DRDA etc.
- 2.4 The Principal shall approach any one of the available and willing Construction Agency as mentioned above and shall obtain a proper detailed estimate from the CA. The estimate shall generally cover the following items as per time frequency, given in Table-I¹

1. See page 603



TABLE-I

S.No.	Name of Item	Frequency of Maintenance
(i)	Repair of damaged plastering, flooring, masonry work etc. in buildings, development work & compound wall etc.	Every year
(ii)	White Washing & Colour Washing on Walls External/exposed portion	Every year
	Internal/protected walls	Once in 2 years.
(iii)	Water Proof Cement Paint	Once in 2 years.
(iv)	Painting of bathroom/ toilet doors in dormitories, kitchen & dining & school building (only boys & girls toilets)	Every year
	Painting of all other doors, windows, stair case railing, grill/collapsible door, in remaining buildings including doors /Windows in their toilets etc.	Once in two years.
	Painting of Staff Quarter's doors and windows, grill/collapsible door, stair case railing including doors/windows in their toilets etc.	Once in two years.
	Painting of black board with black colour board paint of approved make	Every year
(v)	Cleaning of terrace tanks of all buildings including staff quarters, water supply main overhead tank and underground tanks.	Every year
(vi)	Septic tanks cleaning and removal of solids.	Every six months
(vii)	Cleaning of Rain Water pipes/spouts in all buildings and storm water drains of campus including expansion joints to be examined and damage repaired.	Once before commencement of rainy season and as and when needed during rainy season.
(viii)	Painting of Main gate and doors & windows of Chowkidar hut and repair to barbed wire fencing.	Every year.

Any other item of found essential may be proposed by the Principal.



2.5 Special Repair Items

(i)	Replacement of Damaged electrical wiring	As and when needed
(ii)	Replacement of HDPE water pipeline as per GM's Circular No.1-2/97-NVS(GM) dated 5.3.97. (Placed at Annx.-I) ¹	As and when needed
(iii)	Construction of new soakpit if old has become choked and has to be abandoned.	As and when needed.
(iv)	Re-carpeting of road surface by 25mm thick bitumaneous carpet and repair of concrete paths.	Once in 4 years.
(v)	Replacement of damage HDPE tanks with RCC/brick masonry tanks.	As and when required.
(vi)	Damaged storm water drains, retaining walls etc.	Once a year.
(vii)	Leaking roofs	Once a year.
(viii)	Replacement of broken damaged doors.	Once a year.

Any other item if found essential may be proposed by the Principal.

Note: The above frequencies are based on minimum time periods. The Principal shall, however, examine and if old work is in good conditions, maintenance shall be postponed till it become essential.

2.6 After preparing the estimate the same shall be checked by the Principal in respect of scope of work that all necessary items are covered and that all unwanted/unnecessary items are deleted/removed.

2.7 The Principal shall record following certificate on the estimate.

"I certify that the estimate has been prepared in consultation with me and covers all essential items as required in the JNV Complex", and has been duly approved by VMC in its meeting held on_____."

Signature of the
Principal

The Principal shall take action for obtaining estimate from the willing Construction Agency as mentioned in para 2.3 in the month of January of previous year, scrutinise it and obtain approval of VMC by March.

1. See page 612.



- 2.8 The estimate shall be submitted to the GM(C) in the month of April every year. The same shall be sanctioned and sanction will be issued in the month of May alongwith the 50% advance payment to those CA, who are executing permanent buildings. In case CA is fixed by Chairman of VMC, the funds are to be given to DD, RO, to the extent of 100%. DD, RO then shall suitably release the funds to the Principal. All estimate shall be routed through the DD, RO, who shall check them with the help of EE, RO, and countersigned them before submission to the GM(C).
- 2.9 The estimate shall be prepared in two distinct subheads as under:
- Subhead A - Annual Maintenance and repairs.
- Subhead B - Special repairs.
- After sanctioning of estimate the CA shall make arrangement to take up the work. The work shall be taken up immediately after rainy season in the month of September/October and completed by December.
- 2.10(a) The work shall be executed within the financial year including settlement of Accounts. The Principal shall be fully responsible for getting the works executed expeditiously. He shall keep a watch on day to day progress of work and ensure good quality work. He should also prepare a programme of execution of work with the CA and see to it that work is done as per programme. The programme every year and the final bill is submitted by the agency through the Principal in January every year, so that final accounts of the CA are settled by March every year.
- 2.10(b) Under no circumstances the completion of work and settlement of final bill shall be carried over to the next financial year.
- 2.11 On receiving of final bill from the CA, the Principal shall record the following certificate on the bill.
- “Certified that the value of work as claimed in the bill has been actually done and quality of work is satisfactory”.

Signature of the
Principal

After recording above certificate the Principal shall submit the final bill to GM(C). After passing the bill, the same shall be settled in respect of those estimates where advance payment was released to the CA. In respect of those estimates where the full cost was deposited with DD, RO, the bill shall be sent to concerned Principal for settlement under head M&R Plan clearing the deposit head in the accounts.

- 2.12 The Deputy Directors shall ensure that time schedule as prescribed above is strictly adhered to in all schools of their regions. They shall also get quality of maintenance works checked from Executive Engineer, RO, before payment of final bill in respect of minimum 20% of JNVs selected by him.
- 2.13 The EE, RO, Shall record the following certificate and submit it to DD, RO and GM(C), NVS in respect of minimum 20% JNVs mentioned in para 2.12.



CERTIFICATE

I have inspected the maintenance and repair/special repair works of the following JNVs. Results of inspection is as given below:

S.No.	Name of JNV	Whether work is done as claimed in the bill.	Quality of work	Remarks if any.
		Yes/No	Satisfactory/ Unsatisfactory.	

Signature of the
EE, RO

3.0 Day to Day Maintenance

3.1 The day to day maintenance of property consists of the following items.

- (i) Maintaining water supply scheme, running pump set, treating water and storing water in UG tanks/OH tanks etc. Distributing water as per needs.

Principal shall ensure that water shall be free from harmful bacteria/organism. He should get the water tested from a reputed laboratory and determine dosage of bleaching powder to eliminate all harmful bacteria/ organism. Normally the dosage of bleaching powder varies from 150 grams to 400 grams per 1,00,000 litres of water (1.0 lacs litres).

- (ii) Attending to leakage in pipelines, taps and other fittings on immediate basis.
- (iii) Cleaning of chockage of sewer lines, bathrooms, toilets etc. on immediate basis.
- (iv) Replacement of damaged water supply, sanitary and electrical fittings, such as taps, tube-lights, bulbs, fuse wires, switches, chocks/starters etc. on immediate basis.
- (v) For repairs of tubewell pumping set, Vidyalaya should have one stand by pumpset. When pump in the tubewell become out of order it should be replaced by the stand-by set and the main set got repaired on priority. In case a pump has outlives its life the same may be replaced by procuring a new pumpset of approved make and capacity out of the funds available with Principal, with the approval of RO. Later the actual cost of replacement shall be intimated to NVS Hqr. alongwith supporting details for equipment of cost of new pumping set.

All out efforts shall be made and water supply shall be maintained in functional order all the time, and repairs carried out on immediate basis.

- (vi) Running maintenance of 15 KVA generating set.
- (vii) Maintenance of Rajiv Gandhi Samiti Van and grass/ flower plants in and around buildings.
- (viii) Any other item if found essential by the Principal.

3.2 The Principal shall ensure that day to day maintenance is carried out most efficiently and on immediate basis to avoid any damage to the property and to keep the complex neat and clean.

3.3 For the purpose of carrying out day to day maintenance the Principal shall be provided with allocation by the regional offices as per the following norms, depending upon completion of permanent buildings/works in a JNV.



Category A	Rs.1.0 lac per year	For those JNVs where all buildings and development works in Phase-O, Phase-I and Phase-II have been completed and occupied as per CBRI drawing. For JNVs where all buildings and development works completed and occupied in Phase-A and Phase-B as per CPWD drawings.
Category B	Rs.80,000/-	For JNVs where buildings and related development works per year in Phase-O and Phase-I have been completed and occupied as per CBRI drawings. JNVs where buildings and related development works completed and occupied in Phase-A as per CPWD drawings.
Category C	Rs.32,000/- per year	For those JNVs where buildings and related development works completed and occupied in Phase-O as per CBRI drawings. For those JNVs where school buildings and related development works have been completed and occupied as per CPWD drawings.
JNVs at temporary site	Rs. 15,000/- per year	For those JNVs which are functioning from the temporary site.

3.4 The funds will be released by RO on quarterly basis. For the funds of next quarter, the Principal shall submit the necessary account to the Regional Office in the 1st week of following quarter and RO shall released further funds within 15 days of the following quarter on the recommendations of EE, RO, after checking the quarterly account submitted by the Principal.

3.5 For day to day maintenance, the following labour strength may be deployed by the Principal as and when needed, through a registered contractor of the Central/State Govt. Department on contract basis with the approval of Chairman, VMC.

As decided no labour shall be directly engaged by the Principal. It shall be engaged through a registered contractor of a Central/State Govt. Department, on contract basis with the approval of Chairman, VMC, not exceeding 10 months in a financial year. The expenditure is to be met from M&R Plan provision. The contractor shall be fixed by call of sealed competitive quotations as per standard/approved practice with the approval of Chairman VMC.



TABLE-II

<i>School</i>	<i>Sewer man</i>	<i>Plumber</i>	<i>Electrician cum Pump Operator</i>	<i>Mali</i>	<i>Helper</i>
Category - A	1	1	1	1	4
Category - B	1	1	1	1	4
Category - C	1	1	1	-	1

Note : 1. This does not include Chowkidar/security arrangement.

2. If any category of labourer has been already engaged or employed by the Vidyalaya on regular basis such as Electrician or helper etc., that category shall not be engaged on contract basis as they are already available.

3.6 Carpenter, mason and additional beldars may be deployed for a short period as and when needed by the Principal.

3.7 (a) The labour strength shall be suitably reduced during holidays/vacation. The wages of labour given in the table II shall be reimbursed for 10 months in one year to account for holidays/vacation.

(b) The maximum strength of labour is indicated in the Table-II. The same shall be deployed only if there is adequate work load. Otherwise the strength shall be suitably reduced according to the work load. A Sewerman and Plumber can be deployed once or twice in a week if work load is less. Mali need not be deployed in those Vidyalayas where there is water shortage and no horticulture operations are undertaken. In that case strength of helpers shall also be suitably reduced.

Deployment of labour shall be done judiciously and most economically, so that they are put to optimum use and there is no loss to Samiti. Work like cleaning of septic tanks with available sewerage pump, cleaning of overhead water tank, rain water spouts and pipes, storm water drains etc. may be done with labour thus deployed, so as to utilise them gainfully.

3.8 The following terms and conditions are given for general guidance of the Principal for engagement of labour on contract basis.

(i) All labour shall be engaged on contract basis through a registered contractor of a Central/ State Govt. Department with the help and approval of Chairman, VMC.

(ii) Payment to the contractor shall be released in accordance with accepted/agreed terms and conditions with the approval of Chairman, VMC.

(iii) Wages of labour shall be prevailing rates in the district. They shall not exceed minimum wages fixed by the local Govt., including paid holidays as per practice, plus 15% towards labour facilities, tools/instruments etc. contractor's profit etc. The payment shall be released for actual number of days when labour was deployed and nothing extra shall be payable.

(iv) The minimum working hours shall be 8 hours, excluding lunch break, starting from 8 A.M. to 5 P.M. Duty time can however be adjusted as per requirement. If some labourer works more than 8 hours with the approval of Principal, then his wages for extra hours shall be calculated on proportionate basis.



- (v) Officer-in-Charge who shall be Vice-Principal or a Senior Teacher shall be designated by the Principal shall coordinate and keep a watch and see that labour does the work gainfully during the working hours. The officer-in-charge shall be overall incharge and responsible for maintenance works.
 - (vi) (a) The labour shall report to the officer incharge as designated by the Principal as 8 A.M. and attendance without specifying names but designation only, shall be marked in a register. Labourer shall not be allowed to sign in the register.
 - (b) The officer-in-charge shall maintain a complaint register in which all complaints shall be recorded. After marking attendance he shall distribute the work to each labour. After attending to all complaints, the labour shall report to the officer-in-charge about compliance. The complaint register shall give full account of the maintenance works done by the labour on day to day basis. Brief description of jobs done shall be given in the register.
 - (c) All tools and other instruments etc. required for the work shall be provided by the Contractor/Supplier to the labourers at his own cost and nothing extra shall be payable on this account by the Principal.
 - (d) The skilled labourers shall possess requisite experience of minimum 3 years in the respective trade and licence/certificate etc., where applicable, to carry out the work efficiently.
 - (e) The engagement of labour shall be according to the work requirement of the vidyalayas. Officer-in-Charge can reduce the strength of labour by giving one day's notice/intimation of the contractor.
 - (vii) Any labour found not doing work or not giving optimum work output as fixed by the Officer-in-Charge or found missing after marking attendance will not be entitled to wages for that day. A remark in this regard will be entered in the register by the Officer-in-Charge.
 - (viii) The register will be countersigned by the Contractor/labour supplier, every day. The register shall form the basis for release of payments. Each page of attendance register shall be initialed by the Principal before issuing to the Officer-in-Charge.
 - (ix) The Principal shall ensure that contractor/labour supplier abides by Labour Bye-Laws, local Bye-Laws etc.
 - (x) An approved format for call of sealed quotation is enclosed at Annexure-II¹. The same shall become the agreement after it is accepted and signed by both the parties. (The format has been also get vetted from the Techno-Legal Expert of the Samiti.²
 - (xi) Any other term/condition if considered necessary by the Principal with the approval of Chairman, VMC.
- 3.9 The labour such as mason, carpenter, additional belder or any other category when required for a short period for specific work may be deployed by the Principal with the approval of Chairman, VMC, and shall be engaged through the Contractor/Labour Supplier as described above. In some JNVs Electrician have been employed by Samiti on regular basis. In such JNVs, Electrician may not be engaged.

1. See page 613

2. See page 616



- 3.10 The wages of labour shall be worked out by the Principal for one year (i.e. 10 months is a year after accounting for holidays/vacations) as described in above paras. A proper statement of wages and requirement of funds as per Table-II depending upon completion and occupation of permanent buildings shall be prepared and submitted to the DD, RO who shall then consolidate and forward it to GM(C), NVS (Hqr.) alongwith details of each JNV for allocation and allotment of funds to the DD, RO. The release of funds shall be done on quarterly basis by RO concerned as per needs of Vidyalays in consultation with EE, RO. The fund spent shall be recouped on quarterly basis.
- 3.11 For day to day maintenance, the Principal shall maintain a stock of materials like, tube lights, bulbs, switches, fuses, nails, screws, taps and fittings, electric wire etc. The cost to such materials shall be met out of the funds mentioned in para 3.3
- 3.12 The Principal shall decide about the quantities of material to be procured, such that they donot exceed the consumption of 3 months. Proper account shall be kept by the Principal in a register item wise. Each page of the register shall be initialed by the Principal before issuing to officer incharge.
- 3.13 A proforma of the register for each item is given below :

<i>Sl.No.</i>	<i>Name of Item</i>	<i>Quantity in Hand</i>	<i>Date of Procurement</i>	<i>Quantity Procured</i>	<i>Progressive Total</i>
(1)	(2)	(3)	(4)	(5)	(6)

<i>Date of issue</i>	<i>Quantity Issued</i>	<i>Quantity returned at the end of day</i>	<i>Closing Balance</i>	<i>Remark</i>
(7)	(8)	(9)	(10)	(11)

- 3.14 The physical verification of attendance register and Material account shall be done by the Principal atleast twice every year and his observations recorded. They will also be checked by visiting AD, RO or EE, RO, once a year.
- 3.15 The material to be procured shall be of best quality and of approved make and specifications.
- 3.16 The funds to be placed at the disposal of the Principal upto prescribed ceiling limit as mentioned in para 3.3 shall be spent judiciously by the Principal. The rate of spending funds shall be as uniform as possible, so as to maintain the property neatly and cleanly throughout the year. The ceiling of spending of available funds during a quarter is as under :
- 1st month of Quarter - Not exceeding 50% of allotted funds.
 2nd month of Quarter - Not exceeding 25% of allotted funds.
 3rd month of Quarter - Not exceeding 25% of allotted funds.
- Ceiling on spending is kept higher in 1st month of the quarter keeping in view procurement of materials for 3 months. The above ceiling shall be strictly adhered to.
- 3.17 M & R Committee
- A Maintenance & Repair Committee will monitor the implementation and execution of maintenance & repair activities in the school. The M&R Committee will consist of:



1. The Principal - Chairman
2. Vice-Principal/Officer-in-Charge/Senior Teacher.
3. Two House Masters (1 Male & Female)
4. One School Perfect
5. One local Officer, preferably technical from the local Panchayat to be nominated by Chairman , VMC.

The Committee will meet atleast once a month to review the M&R requirements and verify the works undertaken, including consumption of labour and material. Proceedings of the Committee will be maintained in a register which should be available for inspection.

The above Guideline have been approved by the IFA & Director, NVS.

(V.S.Dixit)
General Manager(Constn.)

Copy to :

1. All Deputy Directors, RO, for information and circulation to all Principals of their region for implementation.
2. All EEs, ROs.
3. Principals, All JNVs
4. All EEs/AE/JE (NVS Hqr.)
5. JD(Admn.) /JD(Acad.)
6. DD(F)
7. PS to Director

General Manager(Constn.)



Annexure-I

F.No.1-2/97-NVS(GM)

Dated: 5th March, 1997

CIRCULAR

Sub. : Replacement of HDPE Water Supply Pipelines by CI/GI Water Supply Pipelines.

Number of complaints are being received from various JNVs about bursting of HDPE water supply pipelines. Maintaining water supply pipelines in a working order is absolutely essential for residential JNVs. It has, therefore, been decided that in Vidyalayas where HDPE pipelines have become 5-10 years old and are frequently bursting, the same may be replaced with GI/GI water supply pipelines in a phased manner. The portion of pipeline, which is bursting every now and then should only be changed and for this purpose, a proper provision may be made in the Annual maintenance and repair estimate. The replacement of pipeline in CI/GI will be treated as a part of special repair and shall be done gradually, in a phased manner, so as to utilise HDPE pipelines to its full life.

(V.S. Dixit)
General Manager (Constn.)

Copy to :

1. Deputy Director, All Regional Offices.
2. Executive Engineers (Hqrs. & ROs).
3. AE
4. DD(F)



Annexure-II

Sub. : Providing Workers for Carrying out Maintenance and Repair Works in
JNV _____ Distt. _____ State _____ During

Sealed quotations are invited from the registered Class-V Contractors of CPWD or registered contractors in the appropriate class in the Departments of Central or State Government in which the Vidyalaya is situated or in adjacent State for providing following categories of workers for carrying out day to day maintenance and repair works in above mentioned JNV for the period from _____ to _____.

TABLE-I
(See condition 1 below)

S.No.	Category of worker	Approx. No. of workers required per day	Rates (in Rs.) per day per worker (**)
*1 _____	*1 _____	*1 _____	*2 in fig. In words

TABLE-II
(See condition 1 below)

S.No.	Category of worker	Approx. No. of workers required per day	Rates (in Rs.) per day per worker
*1 _____	*1 _____	*1 _____	*2 in fig. In words

*1 - To be filled by the Principal before sending out the quotations.

*2 - To be filled by the Contractor.

Officer-in-Charge, JNV

Contractor

Terms & Conditions

1. The category of workers mentioned in table No.1 will be required, more or less, continuously. However, due to reduction in work or due to any other reason, if the workers mentioned in Table I is/are not needed by the Vidyalaya, the same shall have to be discontinued at one day's notice, if so directed by the Officer-in-Charge.
2. The category of workers mentioned in Table No.II, will be required for a short period for which prior intimation in writing will be given to the contractors seven days in advance. The workers will stand discontinued after the specified short period, without any further notice. The workers shall have to be discontinued earlier also with one day's notice, if so directed by the Officer-in-Charge.



3. The Principal shall designate an Officer-in-Charge for execution of this contract, including, interalia, marking category-wise attendance, distributing work, supervising work done by the workers, making payments etc. But this shall not relieve the contractor of his responsibility in regard to the same.
4. The workers shall report to the Officer-in-Charge at _____ a.m. in the morning and their attendance category-wise, i.e. without specifying names of individual etc., will be marked in the attendance register by the Officer-in-Charge. The workers shall not be permitted to sign in attendance register or any document of the vidyalaya. Two registers will be maintained : one for odd months & another for even months.
5. Officer-in-Charge shall assign/distribute the work to each category of workers through work slips. In respect of complaints, after the same are attended by the worker, the slip will be returned to officer-in-charge duly signed by the person concerned in token of satisfactory attending to the complaints.
6. All ladders, tools, instruments, etc. required by the workers for satisfactory and timely execution of work shall be provided by the contractor at his own cost and nothing extra shall be payable on this account.
7. The skilled workers deployed by the contractor shall possess experience of a minimum of 3 years in the respective trade and valid licence/certificate, etc., from the Competent Authority, wherever applicable.
The Mali should possess minimum 3 years experience in his line.
The Contractor shall produce original certificates/ licences, whenever called for by the Officer-in-Charge.
8. The Contractor shall not be entitled to receive payment in respect of any worker found not doing work or not giving optimum work output as fixed by the Officer-in-Charge or found missing after marking attendance. A remark in this regard will be entered in the attendance register by the Officer-in-Charge, Whose decision shall be final & binding.
9. The attendance register will be countersigned by the contractor every day. The register shall form the basis for release of payments.
10. The Contractor shall ensure that provisions of all Central/State Government Acts, Bye-laws & other Bye-laws etc., as laid down by the local body regarding minimum wages, safety, welfare & health, etc. of workers are complied with. Any fine or penalty etc. levied by the Competent Authority for non-compliance shall be recoverable from the contractor.
11. The payment to the contractor shall be released on the basis of attendance recorded in the attendance register by the Officer-in-Charge, for the number of days specified in the attendance register & at the rates in this contract.
The payment shall be made only for the man-days the workers have actually worked. The payment shall be made once in a month. On the last day of a month, the account of that month shall be closed and shall be signed by the officer-in-charge and the contractor. The bill will be prepared and submitted by the Contractor by the 5th and paid by the officer-in-charge by the 10th next.
12. The worker shall be paid by the Contractor wages not less than the minimum wages notified by the competent Authority of the area.
13. No minor shall be employed by the contractor as a worker.
14. The materials issued by the vidyalaya shall be handled with utmost care by the Contractor's workers. In case any material is found by the Officer-in-Charge to have been wasted/damaged beyond reasonable limits, the cost thereof at market rates, as determined by the Officer-in-Charge shall be recovered from the next bill of the Contractor.



15. No worker/labourer shall be employed by the contractor continuously for a period of more than 120 days at a stretch, for the purpose of this Contract.
16. The working hours shall be eight excluding lunch break of one hour. The normal working hours shall be from 8 A.M. to 5 P.M. including one hour lunch break. In case a worker has worked for more than 8 hours on a particular day/days due to exigence of work and with prior written permission of the Principal, extra payment will be made on proportionate basis to the Contractor.
17. The quoted rates shall include weekly paid holidays, National Holidays, cost of tools etc., as mentioned in condition No.6 cost of complying with Acts/Bye-laws of the Government &/or local body as mentioned in condition No.10 local taxes etc. all complete. Nothing extra shall be payable beyond the quoted rates.
18. The validity of the contract period may i.e. extended upto a period of 3 months with the written consent of both the parties.
19. The Principal reserves the right to refuse entry on the premises of the vidyalaya to any workers, without assigning any reason.
20. The Principal reserves the right to reject any or all offers without assigning any reason.
21. If the Principal is satisfied that there has been breach of any of the conditions of the Contract on the part of the Contractor or for any other reason, he may, by giving a written notice of two weeks, terminate the contract.
22. In case any dispute arises in respect of this Contract, the same shall be referred to the Chairman, Vidyalaya Management Committee of the concerned Vidyalaya, whose decision shall be final & binding.

Office-in-charge

Contractor

Signature of the Principal

JNV _____ State _____

Dated :

Signature of Contractor

Name & Address : _____

Signature of witnesses with name & address

 1. _____

 2. _____

Officer-in-charge

Contract



W.D. DANDAGE
B.E.' L.L.B., FICA
Retired Director General (Central P.W.D.)
Formerly Engineer Member (D.D.A.) & Technical Examiner (C.V.C.)
Consultant/Arbitrator
Telephone : 689-8080

1219, Sector-A, Pocket-B
Vasant Kunj
New Delhi-110070

Dated: 31st, July 1997

To

Shri V.S. Dixit
General Manager (Constn.)
Navodaya Vidyalaya Samiti
A-39, Kailash Colony
New Delhi-110 048

Sir,

As desired in your letter No. F.1-2 /97-NVS(GM) dated : 22.7.97, I give below my advice on the specific issue raised by you therein.

Procedure to engage labour on contract basis is not against the law unless (a) under section 10(1) of the Contract Labour (Regulation & Abolition) Act 1970, the appropriate Government has prohibited through the issue of a notification in the official Gazette, the employment of contract labour in any process, operation or other work in the Navodaya Vidyalaya and/or (b) twenty or more workmen are employed on any day.

In case of Navodaya Vidyalayas the appropriate Govt. is the Central Government. The Ministry of Labour, Govt. of India on 9.12.1976 has issued a Gazette Notification prohibiting under section 10(1) of the above Act, the employment of Contract Labour for sweeping, cleaning, dusting & watching of buildings owned and occupied by that Govt. It is also clarified in the said notification that the same is not applicable to the outside cleaning and maintenance operation of multistoried buildings, where such cleaning or maintenance operation cannot be carried out except with specialised experience.

To be doubly sure contract labour should not be employed for the above operations, it should always be less than 20 nos. per day and that the same worker not be employed for more than 120 days in a period of 12 months.

The contract should not the liability of providing requisite safety, welfare, health and minimum wages to the workers, squarely on the contract. Or

The draft quotation has been examined from techno-legal point of view and is returned duly modified, where necessary.

I shall be glad to furnish further clarification, if required.

The bill for my services has already been sent. The payment of the same may be made as early as possible.

Encls: Notified draft quotation.

Yours faithfully,

(W.D. Dandage)
Techno-Legal Consultant



F.No.1-2/97-NVS(GM)

Dated:10.11.1997

CIRCULAR**Sub. : Ensuring Completion of Services, such as Water Supply, Sewerage, External Electrification etc. alongwith Buildings.**

Samiti has been observing that many of the Construction Agencies have not been taking up development works such as water supply, sewerage scheme, external electrification etc. while awarding buildings works. This is resulting in completion of buildings while services like water supply, sewerage scheme etc. still incomplete.

Due to acute shortage of accommodation at the temporary site, the Principals have no alternative but to occupy buildings without services. This leads to further slowing down of efforts on the part of CAs to complete the services and students suffer due to delay in completion of services.

One of the important reason for delay in taking upon services is delay in supplying of designs/drawings/BOQs of services to the CAs by the NVS Consultants. While design/drawings/BOQs of buildings are repetitive and are readily available, the services are to be designed/planned for each site. This results in starting of buildings construction much earlier while services are delayed.

The Samiti in its guidelines for construction of JNVs & ZTIs have highlighted the need of starting services alongwith buildings works (Refer para 6 of guidelines) and complete all services alongwith buildings. But actually it is not happening at site.

The Samiti has, therefore, taken the following decisions.

1. NVS Consultants are requested to ensure that drawngs/designs/BOQs of all services shall be supplied to the CA within six months from the date of approval of LOP. The payment, except mobilisation Advance, for consultancy work will be released to NVS Consultant only after issue of drawings/designs/BOQs of all services.
2. All CAs shall submit a statement on position of services alongwith claim of Running Bills/ advance release. The Samiti shall release payment of Running Bills or advance release only after satisfying that CAs have taken up the services or are going to start services in a reasonable time, so as to complete them alongwith buildings. In case, it is noticed that even after 50% expenditure on buildings, the services are yet to be started the reimbursement/payment is likely to be stopped by Samiti until the services are started in full swing.
3. The statement on position of services shall be submitted with every running bill or claim of advance releases (as in case of CPWD, State PWDs, BRTF etc.) without this statement no Running bill or claim of advance will be entertained by Samiti w.e.f. 1.1.1998. This may please be noted.
4. To review progress and various problems such as timely supplying of drawings/designs/BOQs etc. to CAs by NVS Consultants, Meetings will be held under the chairmanship of Director NVS at NVS Hqr. New Delhi, which will be attended by representatives of all Construction Agencies and NVS Consultants. Such meetings shall be held in April, August and December every year.
5. Principal are advised to take over buildings as far as possible only when services are completed. Where services are incomplete, buildings should not be taken over except in exceptional cases with specific approval of NVS Hqr. This will ensure that firm targets of completion of services are committed by the CAs in such exceptional cases.



This is issued with the approval of Director.

(V.S. Dixit)
General Manager (Constn.)

Encls : Standard proforma of statement on services.

Copy to :

1. The Executive Director (Consultancy), CPWD, Nirman Bhawan, New Delhi-110011.
2. Mr. Y.V.R. Murthy, AGM(SE), M/s RITES, 5th Floor, Sidharth, Bhawan, Nehru Place, New Delhi.
3. All Construction Agencies.
4. All DDs, NVS, RO. The may also be circulated to all Principals of your region.
5. DD(F)
6. All EEs/AE (NVS Hqr. & RO)
7. SO (Const.)
8. PS to Director.



Statement on Position of Development Works.

1. Name of JNV _____
District _____
State _____
 2. Refer A/A Amount _____
No. _____ Dated _____
 3. R/Bill or Advance Payment No. _____ Dated _____
 4. Details of buildings/
Development works _____
conveyed under A/A _____
Name of Buildings _____
Name of Development Works _____
 5. Position of Works
- | S.No. | Name of
buildings/
Dev. Works | Date of
start | Expected
TD of
Completion | Present
Position | Remark |
|-------|-------------------------------------|------------------|---------------------------------|---------------------|--------|
| (a) | (b) | (c) | (d) | (e) | (f) |

Certified that the Development Works/Services shall be completed alongwith the buildings.

OR

Certified that Development works/services will not be completed alongwith buildings due to reasons mentioned in remark column.

Executive Engineer
(or officer of equivalent rank
of the Construction Agency)

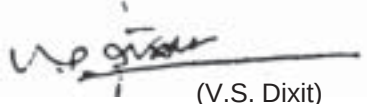


F.No.1-2/97-NVS(GM)

Dated:12.11.1997

CIRCULAR**Sub. : Use of Fans on JNV Works**

A few complaints have been received about use of duplicate fans of USHA and ORIENT make. Detailed discussion were also held with the manufacturers of fans. The manufacturer have suggested that as soon as, a decision is taken to use their fans, it will be very useful if a letter to a Area Sales Manager of their company is written by the Principal or the Construction Agency to enable them to keep a watch and ensure that only genuine fans are procured by the contractor and installed on JNV works. They would also arrange inspection of fans by their experts, to ensure genuine quality free from defects. It is, therefore, requested that Principals as well as the CA may always write to the manufacturers to seek their help and ensure that genuine fans of proper quality are installed on our works.


(V.S. Dixit)
General Manager (Constn.)

Copy to :

1. All Construction Agencies.
2. Principal, all JNVs.
3. DDs, all ROs.
4. EEs (Hqr. & RO) AE.
5. SO (Constn.)
6. PS to Director


General Manager (Constn.)



F.No. 1-2/97-NVS(GM)

Dated : 20.11.1997

To

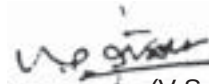
All Construction Agencies.

CIRCULAR**Sub. : Use of fans on JNV Works Manufactured by the Jay Engineering Works Ltd. of Usha Brand.**

The use of above brand of fans was banned on receipt of number of reports from JNVs about use of duplicate fans. The matter was investigated and necessary corrective steps have been taken vide this office Circular of even number dated 12.11.97¹. In view of this it is decided that USHA fans may be used on JNV works. However, as proposed by the manufacturers, only the following models of USHA fans may be used to eliminate chances of use of duplicates fans :

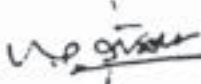
1. Usha Senator Ceiling Fans.
2. Usha Astra Ceiling Fans.
3. Usha Kohinoor Super Delux Ceiling Fans.

It is also stated that Usha Ceiling Fans of Prima Model should not be used as it is the oldest model, which has been copied to the maximum extent. This model should not be used, as suggested by the manufacturer.


(V.S. Dixit)
General Manager (Constn.)

Copy to :

1. All Regional Offices, for circulation amongst all Principals in their region.
2. All EEs/AE (NVS Hqr.)


General Manager (Constn.)

1. See page 620.



F.No.1-2/99-NVS(GM)

Dated: 17.3.1999

CIRCULAR

To

The Principal
All Jawahar Navodaya Vidyalayas

Sub. : Water Testing Report

It is essential to get the water sample tested from the nearest laboratories of Central Government/State Government/ Public Health Department or any other recognised laboratories, every quarterly by the Principals. The laboratories should also be asked to state clearly regarding whether the water being used in this Vidyalaya is fit for drinking purposes or not. Remedial measures will have to be taken by the Principals for improving the quality of water, specially being used for drinking purposes. Advice of the Executive Engineer, Regional Office, can be taken in this regard. Alternatively this office can also be approached, in case, EE, RO, is unable to extend necessary help in the matter.

The above instructions may kindly be followed strictly.



(A.K. Sarin)
General Manager (Constn.)

Copy to :

1. Deputy Director, NVS, All Regional Offices.
2. Executive Engineer, NVS All Regional offices.
3. Executive Engineer/AE, NVS (Hqr.)



General Manager (Constn.)



F.No.1-2/99-NVS(GM)

Dated: 12.11.99

To

The Deputy Directors,
Navodaya Vidyalaya Samiti,
All Regional Offices.

Sub. : Reg. the Estimates of M&R of Electrical Fittings in JNVs.

Sir,

This office has been receiving estimates of electrical works from various JNVs. These estimates normally comprise of total replacement of batten wiring with M.S. conduit, replacement of electrical tubes and even electrical fans and the sum total comes to Rs. 6 to 7 lacs. In nutshell, these estimates virtually means the total replacement of electrical works of all the buildings done earlier by the Samiti. The life span of electrical wiring and other fittings is 25 years. Such large scale replacement of wiring & fitting can be attributed to the poor upkeeping of the buildings and to the mischiefs of the students. We have to find a solution, failing which the Govt. property is likely to be damaged continuously.

This issue has to be discussed in the Principal's/D.D.'s conference. This issues with the approval of Director, NVS.

(Yogendra Kumar)
Executive Engineer

Copy to :

1. The Jt. Director (Admn.), NVS Hqr., New Delhi.
2. The Dy. Director (Fin.), NVS Hqr., New Delhi.
3. The Asstt. Director (School Admn.), NVS Hqr., New Delhi.
4. The S.P.A. to Director, NVS, New Delhi.

Executive Engineer



F.No.1-2/94-NVS(GM)

Dated:12.10.99

CIRCULAR

Sub. : Annual Repair and Maintenance of JNVs.

Presently the Maintenance & upkeep of the JNV school at large is not satisfactory. Difficulties have been expressed by the Deputy Directors of the regions and Principals at the Regional Conference about the present system of sanction or Maintenance estimates. Besides, there are problems in getting the Construction Agencies for repair works in the remote areas where JNVs are located. To stream line the procedure and simplify the existing procedure, the powers of A/R & M/O are being delegated to Executive Engineers, R.Os. upto an amount of Rs. 2.00 lacs per annum per Vidyalayas as per details given below :

1. School Building

a) CBRI Design	2400 M ²	(For 560 students)
b) CPWD Design	2017 M ²	(For 560 students)

2. Dormitory

a) CBRI Design	2783 SQM
b) CPWD Design	(695 + 110) M ²

3. Residential Qtrs.

a) Principal Qtrs.	of Area	90 SQM = 1 Nos.
b) Type-III Qtrs	of Area	55 SQM = 12 Nos.
c) Type-II Qtrs.	of Area	45 SQM = 1 Nos.
d) Type-I Qtrs.	of Area	35 SQM = 6 Nos.
(Single Room Accommodation)		
e) Warden Residence	of Area 55 SQM - 4 Nos.	

4. Kitchen/Dining of area 703 SQM — 1 No.

5. M.P. Hall of area 790 SQM — 1 No

6. Substation — 1 No.

7. Pump house — 1 No.

8. Work Shop — 1 No.

Generally, the School Bldg., dormitory, residential building are either CBRI Pattern or CPWD pattern. Building based on CBRI pattern are to be white washed/Colour Washed. Building based on CPWD pattern are having permanent finish on all Buildings with stone grit wash except in Hyderabad region.

The Executive Engineers, N.V.S. Regional Office shall sanction the estimate as per guidance given in the Appendix "A" & "B" Difference of latest cost Index as approved by Chief Engineer, CPWD should also be added at the time of Sanction on DSR 97 (Cost Index of DSR 97 is 144) i.e.

$\frac{\text{Last (CI-144)}}{100} \times 100$ Approval of Deputy Director of concerned Region and Finance Wing of R.O.

shall be obtained before accord of sanction. The sanction shall be issued under intimation to Head Quarter for information.



The estimate should include item of :

1. White Washing wherever done earlier to be done on all buildings in the campus every year.
2. Colour Washing wherever done earlier to be done on all Buildings in the campus every year.
3. Synthetic Enamel Paint to be done once in two years (i.e. Non Residential buildings i.e. School Building, Kitchen, Dining Hall, Substation Building Pump House etc. in 1st year and Dormitories in 2nd year.

Painting to be done once in three year in all residential staff quarters.

4. Water proofing paint, if done earlier in any building the same should be done once in three years only.
5. Scrapping of White Wash/Colour Wash could be taken once in five years, if required. Ex. Engineer of concerned Region should issue a certificate that he has inspected the Bldg. himself and scrapping is actually required.

6. Plaster patch Repairs :

The repair work must be done before taking up the White Washing, Colour Washing etc. This could be taken as per site condition.

Areas of repairs, exceeding 500 SQM in the entire school campus i.e. residential & non-residential shall be certified by E.E. or by Principal of school mentioning the location, name of building and specific areas etc. so that the same could be checked subsequently. Extra precaution to cure these patches shall be taken by the agencies during execution of this work. All the above works should be given to Govt. Agencies only as per Samiti's earlier circulars.

7. Electrical Works

The Principal should ensure all electrical wiring, fans and others fixtures etc. should remain in good condition. Principal, may fix responsibilities for damaging the fixtures. In case electrical wiring or other fixtures requires replacement due to regular use or climate condition the special repair estimate may be submitted after getting it from the Govt. Agency.

8. Horticulture Works

The Principal should contact Local Forest Officer and arrange delivery of free local plants. These plants may be planted through children in rainy season every year. Each child may plant minimum one plant and take care for that. A sum of Rs. 5,000/- for digging holes and procuring manures can be given to the Principal under this scheme as a one time grant.

9. Day to Day Maintenance Works

- a) For day to day maintenance as defined earlier in guidelines issued by General Manager (Constn.) Lr. no.1-2/97-NVS(GM) dated July, 1997¹ Constn. Agency of Central/State/ District Administration should be given the work by the Principal. If it is not possible, then it could be done on labour contract. The material would be purchased directly from the market by the purchasing Committee consisting of Principal, Vice Principal two Sr. Teachers and a representative of D.M.'s office through usual procedure adopted for procuring of supply of material. For employing labourer/skilled persons, Principal may take persons from Employment Exchange, alternatively from local market for a brief period not exceeding 7 days at a stretch and the number limited to 3 no. of persons.

1. See page 602.



- b) The Principal shall ensure that day to day maintenance is carried out most efficiently and immediately to avoid any further damage to the property and to keep the complex neat and clean. Special attention is drawn to cleaning of terraces, removal leaves, Mulba, small trees/plants etc. on the terraces, keeping the mouth of pipes clear of debris on the terraces as these are the major causes of seepage in buildings.
- c) For the purpose of carrying out day to day maintenance, the Principal shall utilise the allocation by the Regional office as per following norms, depending upon completion of permanent buildings/works in a J.N.V.

Category-A	Rs.1.0 lac per year	For those JNVs where all buildings and development works in Phase-0, Ph-I and Ph-II have been completed and occupied as per CBRI Drawing.
	Rs. 70,000/-	For JNVs where all buildings and development works have been completed and occupied in Phase-A and Phase-B as per CPWD Drawings.
Category-B	Rs.80,000/- per year	For JNV where all buildings and related development works in Phase-'0' and Phase-'I' have been completed and occupied as per CBRI drawings.
	Rs. 50,000/-	JNVs where buildings and related development works completed and occupied in Phase-A as per CPWD Drawings.
Category-C	Rs. 32,000/- per year	For those JNVs where buildings and related development works completed & occupied in Ph-0 as per CBRI Drg.
	Rs.25,000/-	For those JNVs where School Buildings and related development works have been completed and occupied as per CPWD Drawings.
JNVs at temporary site	Rs.15,000/- per year	For those JNVs which are functioning from the temporary site.

Release of funds

The funds will be released by RO on quarterly basis. For the funds of next quarter, the Principal shall submit the necessary account to the Regional Office in the 1st week of following quarter and RO shall release further funds within 15 days of the following quarter on the recommendation of EE, NVS, RO, after checking the quarterly account submitted by the Principal.



For special repair work, the work will be sanctioned in the Hqrs. after receiving of the estimate from Govt. Const. Agency duly forwarded/signed by the Principal and V.M.C. and thoroughly checked by E.E., NVS, R.O.

(A.K. Sarin)
General Manager (Constn.)

Copy to :

1. All E.Es, A.E, & J.E. in Hrs. & R.O.
2. PS to Director
3. F&A Wing, NVS, New Delhi
4. Deputy Director of all regions with request to circulate among all the Principals under his region.
5. S.O. (Const.), NVS, New Delhi

General Manager (Const.)



Appendix-A

MODEL ESTIMATE FOR A/R & M/O WORKS

- A. Name of School _____
- B. History & other usual scope, rate time & data of Checklist circulated vide this office letter no. F.2-31(8)/96-NVS(M&R) 1772 dated 1.9.99¹ should be a part of the estimate.
- C. Estimate rate on Plinth Area :

	Qty. (SQM)	Rate (per Sqm.)	Amount
1. White washing (one or more coat)	21335.08	@Rs. 1.35	Rs.28,802
2. Colour washing (one of more coat)	23095.45	@Rs.1.70	Rs.39,262
3. Painting with synthetic enamel paint (one of more coat)	4191.50	@Rs.14.20	Rs.59,519
4. Finishing wall with water proof cement paint (one of more coat)	Nil	@Rs.14.60	Rs. _____
			<u>Rs.1,27,583</u>

Cost of 6668.20 Sqm. Rs.1,27,583
 Cost per sqm. plinth area of Building Rs. 19.13 or say Rs.19/-

Material per 10 sqm.
 For white washing = Lime = 1 kg./10sqm.
 Colour washing = Lime = 1kg./10 sqm. 4443kg Rs. 11,108
 @Rs. 2.50/kg

Painting Paint = 0.70 lit/10 Sqm. = 293 lit
 @Rs.100/- lit Rs. 29,300

Cement Paint 2.20 kg./10 Sqm. @21kg Rs.40,408

Note : The above measurements have been adopted from a particular school. These figures are not to be taken as a mode for payment.

Measurements for each school have to be taken unless E.E., NVS R.O. is satisfied about measurements. E.E., NVS, R.O., is required to keep a record of measurements to avoid repetition in future.

1. Copy enclosed. See page 630.



Appendix-B

Name of work : A/R & M&R of JNV on CBRI Drawing

	<i>Name of Bldg.</i>	<i>Plinth Area</i>	<i>White washing</i>	<i>Colour washing</i>	<i>Painting</i>
1.	School Bldg.	1585 Sqm.	8062.32 Sqm.	4710.28 Sqm.	573.25 Sqm.
2.	Dormitory	1886.13 Sqm. (1.25 Nos.)	8962.75 Sqm.	10048.34 Sqm.	1816.07 Sqm.
3.	M.P. Hall	797.50 Sqm.	130.74 Sqm.	1899.52 Sqm.	606.01 Sqm.
4.	Kitchen/Dining 484.96+207 =691.96	693.96 Sqm.	273.21 Sqm.	846.31 Sqm.	318.12 Sqm.
5.	Staff Res. T-III - 12 Nos.	1164.00 Sqm.	2309.82 Sqm.	4630.68 Sqm.	588.48 Sqm.
6.	Warden Res. 4 Nos.	393.16 Sqm.	1196.85 Sqm.	674.27 Sqm.	209.24 Sqm.
7.	Principal Res.	148.45 Sqm.	399.39 Sqm.	286.05 Sqm	80.34 Sqm.
		6668.20 Sqm.	21335.08 Sqm.	23095.45 Sqm	4191.51 Sqm.
8.	Substation	-----	172.52 Sqm.	282.62 Sqm.	28.50 Sqm.
9.	Pump House	-----	21.70 Sqm.	178.70 Sqm.	19.01 Sqm.
10.	Work Shop	-----	-----	285.05 Sqm.	117.81 Sqm.
			21760.38 Sqm.	23861.82 Sqm.	4356.83 Sqm.

Note : Quantities of Internal White Washing/Colour Washing/Painting shall be different in case of CPWD pattern schools.



F.No. 2-31(8)/96-NVS(M&R)/1772

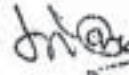
Dated: 1-9-99

CIRCULAR

Sub. : Check-List for Annual Repair & Maintenance & Special Repairs of Building Works.

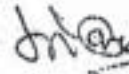
Enclosed please find herewith checklist for Annual Repair, maintenance and Special Repair works. The checklist is mandatory for all estimate submitted to Hqrs. Therefore, it is requested that in future the checklist may be sent alongwith all estimates.

This issue with the approval of General Manager (C).


(Yogendra Kumar)
Executive Engineer

Copy to :

1. All Executive Engineer, NVS, Hqrs./RO Office.
2. AE/JE, NVS, Hqrs.
3. Dy. Director/All Regional Office/NVS, Hqrs. for circulation among all Principals.
4. P.A. to GM (C), NVS, Hqrs.
5. D.D. (Fin.), NVS, New Delhi


Executive Engineer



CHECKLIST FOR ANNUAL REPAIR & MAINTENANCE & SPECIAL REPAIRS OF BUILDING WORK

1. Name of School/District :
2. Name of Buildings : School Building/Kitchen & Dining Hall/
Dormitories/T-IV Qrs./T-III Qrs./T-II Qrs./T-I
Qrs./SP Sheds/B.Wall/Sub-station Building.
3. Plinth Area of each Building :
4. Pattern: CPWD/CBRI :
5. Date of completion of Building/
Taken over of Building :
6. Details of A/R & M/O done previously : (a) Amt. spent _____ (b) Agency _____
(c) Sanction Ref. _____
(d) Satisfactory/unsatisfactory _____
7. Details of items executed in previous
A/R & M/O :
8. Has the amount given previously for
A/R & M/O fully been utilised and
adjusted in account, if so year &
month of adjustment if not reasons
thereof
9. Brief description of items taken in the
estimate with justification. These should be
mentioned in the history sheet for
each building clearly _____
10. Sign of agency _____

Sign. of Principal

Sign. of EE/RO

Note :

The check-list should be submitted alongwith all building under M&R separately.



F.No. 1-2/2000-NVS(GM)

Dated: March, 30th 2000

To

All Construction Agencies

CIRCULAR

Sub. : Installation of 15 KVA Generator

Provision of Rs. 2.25 lacs for 15 KVA Generator Set (Kirloskar make) is available under the Development Head, in the sanction under Phase-A works by the Samiti. The Construction Agencies are providing the Generator Sets only after completion of the buildings.

Some Principals have complained regarding non-availability of Generator sets at the temporary sites where the schools are functioning at present. It has been decided by the Samiti that all Construction Agencies shall provide 15 KVA Generator Set at the temporary site immediately after getting the requisition from the Principal. A Certificate from Principal shall be taken that there is no generator set of 10 KVA or more already available in the school. After completion of the Buildings at the permanent site, this Generator set shall be shifted to the permanent site by the CA. It is requested that necessary action for providing a Generator Set at the permanent site may kindly be taken immediately, so that the students and the staff do not suffer for want of electricity.

(A.K. Sarin)
General Manager (Constn.)

Copy to :

1. Chief Engineer (Elect.), CPWD, All Zones.
2. Superintending Engineer (Elect.), CPWD, All Zones.
3. Deputy Director, All Regional Offices of Navodaya Vidyalaya Samiti.



F.No. 1-2/2000-NVS(GM)

Dated: June, 6th 2000

CIRCULAR

Sub. : Maintenance & Repairs of JNVs-Mentioning the Name of the Building in the Estimate.

Detailed estimates for the Annual Repairs, Maintenance and Special Repairs are being received from the Construction Agencies. The name of the buildings for which these are being framed are not mentioned in the estimates. Therefore, it is requested that while forwarding the said estimates, the following description of the buildings should also be mentioned clearly.

1. Boys Dormitory/Girls Dormitory : No (1) (2) or (3) or name of House as the name by which the said building has been identified in the Vidyalaya/building register.
2. Class rooms : i.e. class IX A, X A, XI B etc. or permanent class room number to be marked by Principal for present and future reference.
3. Staff Quarters : Type III, II & I with their house numbers and Block name & No.
4. Detail of measurements must be given alongwith maintenance and special repair estimates.
5. In case of civil/electrical services, length/area of repairs should be demarcated on a map to be enclosed with the estimate.
6. No. L.S. provision shall be accepted. Details of such works are required.
7. The check list should be invariably enclosed in all maintenance/special repair estimates showing taken over building/service by Principal.

The above details would help in monitoring the frequency of the maintenance being done in the particular building.

(A.K. Sarin)
General Manager (Constn.)



F.No.1-2/2000-NVS(GM)

Dated:23.6.2000

To

All Construction Agencies

CIRCULAR

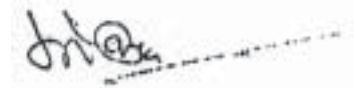
Sub. : Boring of Tube Well.

It has been observed that the details of Tube well are neither being forwarded to the Executive Engineer of Regional Office concerned, nor to the Principal of the concerned. Samiti is experiencing difficulties in getting the borewell redeveloped after a few years in absence of this data. It is therefore, directed that the detailed information as mentioned below may be furnished at the time of handing over of tube well boring.

- (i) Details of Geological report submitted by Geological Department with its recommendation.
- (ii) Boring details i.e., soil strata report (size of boring)
- (iii) Depth of Boring
- (iv) Length and diameter of slotted Pipe and blended pipe
- (v) Details of yield of water from Tube Well
- (vi) Details of submersible Motor
 - a) Make
 - b) Capacity (H.P) etc.
- (vii) Make, length, and size of Electric Cable
- (viii) Water test report of the bore well (Photo copy of the Test Report)

If the Water is not potable necessary details of filtration & Treatment plant may also be furnished.

This issues with the approval of General Manager (Constrn.)


(Yogendra Kumar)
Executive Engineer

Copy to :

1. All Deputy Directors of Regional Offices with the request that the copy of the same may be circulated among all the Principal of JNVs under their region.
2. All Executive Engineers, of R.O.'s/ Hqr for necessary action.



F.No.1-2/97-NVS(GM)

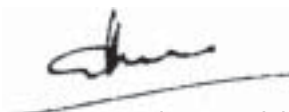
Dated:4th Dec., 2000

CIRCULAR**Sub. : Development of Play Fields in JNVs.**

A copy of circular issued vide this office No. F.1-8/96-NVS(GM) dated 31.10.96¹ is enclosed. All the construction Agencies may please note that the play fields are to constructed on priority. For this purpose, they are requested to take the following steps :

1. In JNVs where LOP does not show play fields, they may finalise the location of play fields in consultation with the Principals and in accordance with the above circular and submit the proposal to this office for approval.
2. The Construction Agencies will also calculate the cost of development of play fields. In case the cost of development of play fields will be within Rs. 9.5 lacs, they can start the work and charge the cost of development of play fields to the appropriate sub head of the main project estimate. In case, cost of development of play field is more than Rs. 9.5 lacs, they are requested to submit estimate based upon DSR 1997 plus latest approved cost index to this office for sanction. It may please be noted, where the cost will be more than Rs.9.5 lacs, the work shall be taken up only after sanction of the estimate by the Samiti.
3. The Principal and the EE/DD, RO, will monitor the construction of play fields and ensure that work is completed at the earliest. The proposal of lay out of play fields and estimate where required will be submitted to this office and construction started at the earliest.

It supersedes earlier circular No. F. 1-2/97-NVS (GM) dated 18th February, 1997.²


 (A.K. Sarin)
 General Manager

Encl. : As above.

Copy to :

1. The Deputy Director, Regional offices. Copies of this circular may be supplied on priority to all the Principals.
2. EEs (Hqrs. & RO).
3. AE/JE.
4. DD (Finance).
5. SO (Constn.)
6. PS to Director
7. All Construction Agencies.
8. CA-II, CPWD, Nirman Bhawan, New Delhi. While preparing LOPs, the Position of play fields as per circular may be indicated in this LOP, to enable CAs to carry out the work.
9. Chief Architect, M/s RITES, New Delhi, Bajaj House, 97, Nehru Place, New Delhi. While preparing LOPs, the position of play fields as per circular may be indicated in the LOP, to enable CAs to Carry out the work.


 General Manager (Constn.)

1. See page 594
 2. See page 595



Construction of Play Field

Play-field	$1 \times 190 \times 110 \text{ Mtr} \times 0.20$	4,180
Play-field	$2 \times 40 \times 30 \text{ Mtr} \times 0.30$	720
Basket Ball	$2 \times 40 \times 30 \text{ Mtr} \times 0.10$	240
		<u>5,140</u>

1.

(i) Supplying & stocking of good earth upto 1 KM load (18.2)	Rs. 70.45
(ii) Banking earth (All kinds of soil) (2, 31)	Rs. 46.10
(iii) Load upto 5 KM = 57.66 – 39.66 (i).(ii)	<u>Rs. 134.55</u>

Rate of 1 cum Rs. 134.55 lacs.

1. E/W & Banking 5140 cum @Rs. 134.55	6,91,587
2. CC 1:5:10 ($2 \times 18 \times 30 \times 0.10 = 108 \text{ cum}$) @1137.20 (4:5:10)	1,22,818
3. CC 1:2 : 4 Matt (Finish) ($2 \times 18 \times 30 \times 0.05 = 54 \text{ cum}$) @Rs. 1908.25 (11:13)	1,03,046
4. Brick on edge in CM 1:4 – $2 \times 2 (30 + 18) = 192 \text{ Mtr.}$ @Rs. 9.70 per Mtr. (Item No. 16.15)	<u>1,862</u>
	9,19,313
Add 3% Contingencies	<u>27,580</u>
	9,46,893

Say 9.50 lacs



F.No.1-2/2001-GM(C)

Dated: 30.4.2001

CIRCULAR

During Deputy Director's Conference held in Pune on 20th April, 2001, the problem of missing doors in WCs/baths in dormitories was raised. It was informed that the replacement of the doors in WC/ baths is considered as an emergent work by the Samiti Hqrs. Accordingly it was decided that the Principals are authorised to replace the shutters through a local Construction Agency, Agency of the District Administration or even by calling quotation by appointing a Committee at the school level. The following procedure for replacement of the doors shall be followed after exhausting the agencies as specified in the order of precedence.

The specifications for the doors shutters are, however, given below for guidance and should be strictly followed.

- (a) Providing and fixing panelled shutters for doors 35 mm thick with kiln seasoned second class, Deodar wood, kiln seasoned chemically treated hollock wood. Local first class wool can also be used after consulting the Executive Engineer, Regional office or District Administration Engineer.
- (b) Providing and fixing 35 mm thick flush door shutters non decorative type, core of block board construction with frame of first class hard wood and well matched commercial 3 ply veneering with vertical grains or cross bands and face veneers of both faces of shutters.

The following precautions shall necessarily be taken while providing the door shutters.

1. In bathroom shutters, full inside surface i.e. sides shall be provided with 20 gauge G.I. sheet, while on external face G.I. sheet shall be provided upto lock rail height. In WC doors, both inside and outside, i.e. sides G.I. sheet of 20 gauge shall be provided upto lock rail height. In multi doors, both faces shall have full (bottom to top) G.I. sheet 20 gauge fixed to it. G.I. sheet shall be fixed to shutters with C.P. steel screws with cup washers at spacing not exceeding 10 cms. centre to centre.
2. Flush door shutters shall only be procured from manufacturers having ISI mark issued by Bureau of Indian Standards. They will confirm to IS/2202 (Part I).
3. Panelled door shutters should be procured from a factory having timber seasoning plant and approved by CPWD/State PWD.
4. All doors in W.C.'s & baths shall be 40 mm above the flooring of WC's/Baths so that the ingress of moisture is prevented.
5. In case of panelled door shutters, the width of the lock rail and the bottom rail shall not be less than 150 mm and 200 mm respectively. The vertical style and top rail style shall also be not less than 100 mm width.
6. The Joinery works will be done as per CPWD specifications.
7. All door shutters shall be finished with a primer coat of approved quality before fixing and a coat of paint of approved quality shall also be applied.
8. No sliding door bolts shall be provided to WC/Bath shutters on the external face. Provision of tower bolts of 150 × 10 mm shall be kept at lock rail level.



Necessary assistance of EE Hqrs./Regional office, can always be taken. EE NVS (RO) may be associated while procuring/fixing the door shutters in case there is sufficient time. These should not be any missing door at the start of the next academic session of Vidyalaya.

The Principal is authorised to get the replacement of damaged doors of WC's/Baths of dormitories and school buildings only upto Rs.20,000/- per annum and Deputy Director, Regional office upto Rs.50,000/- only per annum per Vidyalaya with in the powers delegated to Principal & Regional Office for annual repair and maintenance works upto Rs.2,00,000/- per annum per Vidyalaya.

(A.K. Sarin)
General Manager (Constn.)

Copy to :

1. The Principal, all Jawahar Navodaya Vidyalayas.
2. The Deputy Director, Navodaya Vidyalaya Samiti, all Regional Offices.
3. The Executive Engineer/Assistant Engineer, NVS Hqrs./Regional Offices.
4. All Officers, NVS Hqrs. Office.
5. Section Officers (Contn.), NVS Hqrs. New Delhi.

General Manager (Constn.)



F.No.1-2/2001-NVS(W)RD

Dated: 25.5.2001

CIRCULAR

Lot of complaints of non-payment for the use of electricity and water in various JNVs by the Construction Agency/Contractor have resulted in dispute between the Principal and the Contractors of the Construction Agency.

Such disputes normally arise where the use of electricity/water has been allowed by the Principal without proper agreement. All the principals may kindly ensure that the use of electricity/water for the purpose of construction is only allowed on the specific and written request of the construction Agency and not the contractor and that too after settlement of the norms of payment. Sufficient Advance money based on the likely consumption for electricity and water consumption should be deposited by the Construction Agency with the Principal to avoid any dispute in future. The balance payment, if any, shall be refunded/deposited by the Construction Agency.

This issues with approval of G.M. (C)

(Ram Diya)
Executive Engineer

Copy to :

1. The Deputy Director, NVS, Regional Office, Bhopal/Chandigarh/Hyderabad/Jaipur/Lucknow/Pune/Patna/Shillong.
2. The Executive Engineer, NVS, Regional office, Bhopal/Chandigarh/Hyderabad/Jaipur/Lucknow/Pune/Patna/Shillong.
3. The Principal, all JNVs.
4. All Executive Engineer/Asstt. Engineer, NVS. Hqr., New Delhi.

Executive Engineer



F.No.1-2/2001-NVS(GM)

Dated: May, 30th 2001

To

All Principals
Jawahar Navodaya Vidyalayas

CIRCULAR

Sub. : Maintenance of School Buildings of JNVs.

The maintenance of the school buildings is an important aspect for running the schools. It directly affects the academic and administrative performance of the school. Due to remoteness of the school campuses, the day-to-day maintenance of the school has been entrusted to Principal by providing Rs. 1.0 lac annually which, I understand that maintenance is inadequate for. The policy of annual repair and maintenance by respective EEs. ROs has been reviewed. The Construction Agencies are unwilling to execute the annual repair and maintenance works in remote JNVs.

It is therefore decided that the annual repair and maintenance shall also be done by the respective Principals of JNVs. An additional sum of Rs.2.0 lacs annually shall be provided to the Principals for doing white washing, colour washing, painting etc. Separate guideline are being issued by the Construction Wing for the same.

Kindly ensure that the environment in the campus becomes aesthetically pleasing and functional.

(S.P. Gaur)
Director

Copy to :

1. All Ros.
2. All Officers of NVS (Hqr.)



F.No. 1-2/2001-NVS(GM)

Dated: June, 12, 2001

To

All Construction Agencies

Sub. : Construction of Overhead Tanks.

During inspection of various Jawahar Navodaya Vidyalayas, the following discrepancies have been observed. It is requested to take necessary precautions both for construction of new overhead tanks as well as making necessary modifications in the existing overhead tanks by strengthening the existing wall thickness, so that no misshapening occurs.

- (i) All the existing overhead tanks with 100 mm/125 mm shaft thickness needs to be strengthened, as per suggestion given in the CDO Circular. There has been a failure of such overhead tanks due to creep in the RCC walls.
- (ii) All new overhead tanks will be constructed with the staging of RCC columns and RCC beams only.
- (iii) The base of the RCC overhead tank is generally left as kuchha ground only. The entire base plus 90 cms. projection all around it should be constructed with 50 mm thick 1:3:6 cement concrete platform with neat finish and with proper slope. The edges of platform shall be provided with 1/2 brick edging.
- (iv) The overflow scour pipe shall be taken far away from the overhead tank into a proper storm water drain so that any overflow does not cause damage to the foundation of the structure. The overflow pipe shall be taken to the underground tank, wherever possible to avoid wastage of water due to extra pumping. If possible over flow alarm system shall be provided in each overhead tank.
- (v) The lightening conductor shall always be provided with the Overhead tank. It should be included in the contract of the civil works only. Instructions were also issued vide this office letter of even number dated 17.11.99.¹
- (vi) All the Principals shall ensure that the overhead tanks are not emptied completely. Some water should always remain in the overhead tank to prevent cracks specially during summer season. During filling of the RCC overhead tank, precautions shall always be taken to fill in stages.
- (vii) Ladder provided along the staging to the overhead tank is not having any door with locking arrangement. Thus there are chances that children may climb & thus increasing the chances of accident. All Principal are requested to provide immediately a steel gate of atleast 2.10 metre high on the first landing with locking arrangement to prevent any unauthorised entry beyond this point. The expenditure is to be met from the funds already provided/available with him.

1. Copy enclosed. See page 643.



It is requested to take the above precautions for overhead tanks.

(A.K. Sarin)
General Manager (Constn.)

Copy to :

1. Principal of All Jawahar Navodaya Vidyalayas.
2. Deputy Director of All Regional Offices of NVS.
3. All EE's RO NVS.
4. All EE's/AE, NVS (Hqr.)
5. SO (Constn.)

General Manager (Constrn.)



F.No.1-2/99-NVS(GM)

November 17, 1999

To

All Construction Agencies

CIRCULAR

Sub. : Provision of Lightening Conductors in Overhead Tanks.

As per Samiti's guidelines issued in July, 1997, overhead tanks with staging of 14 meter/17 meter height are to be constructed in each JNV. As per contract, all construction agencies are calling tenders from specialised agencies on lump sum basis.

It has, however been observed in certain sites that after construction of overhead tank, the Electrical Wing is being asked to provide the lightening conductor by the Civil Wing. It is really difficult to provide the lightening conductor at such a later stage by the Electrical Wing since separate scaffolding is to be erected once again for providing this lightening conductor. It is, therefore, requested that all Construction Agencies should include the item of lightening conductor in the civil contract in the first stage itself, so that the problem of providing the lightening conductor at a later stage does not arise. Suitable instructions may kindly be issued to all concerned in this regard.

(A.K. Sarin)
General Manager (Const.)

Copy to :

1. Executive Engineers, All Regional Office, NVS.
2. Executive Engineers/AE/SO(Const.), NVS(Hqr.)
3. Deputy Director (Finance), NVS.

General Manager (Const.)



F.No.1-2/2001/NVS(GM)

Dated: 6.8.2001

To

The Principals
All JNVs

Sub. : Guidelines for carrying out Annual Repair & Maintenance Works (including day to day maintenance at permanent building) of JNVs Buildings at Principal Level.

- 1.0 Presently the Maintenance & Repairs of the JNV buildings is quite unsatisfactory. Difficulties have been expressed by the Principal as well as Dy. Director of Regional Office, from time to time. Besides, there are problems in getting the Construction Agency for repair works in the remote areas where JNVs are located. The Director has desired to simplify the system further and has decided to release Rs. 3.00 lacs per annum per JNV (Including one lacs for day to day maintenance to the Principal of each JNV) for the Annual Repairs & Maintenance works so as to achieve improvement in maintenance standard. The Construction wing/EE, RO continues to be under pressure for improving the standard of maintenance of buildings occupied by JNV staff and students. The parents who visit JNV from time to time also get a bad impression about standard of maintenance of buildings. Although Guidelines/Circulars dated July 1997 & 12.10.99 have been issued in the past ; yet the responsibility for Annual Repair & Maintenance works is now being entrusted to the Principals and the funds for Annual Repair & Maintenance works shall be released directly to the Principal by Headquarters office. The detailed guidelines to this effect are sent herewith for immediate compliance.
- 2.0 In the present scenario, the responsibility to maintain increasing quantum of building assets with completion of new buildings has also been vested with the Principal. Consequently the Principal has also to discharge this responsibility with efficient management of maintenance operation. The Purpose of the guidelines is restricted to A/R & M/O works. All special repair works and new works shall be carried out as per guidelines circulated vide this office letter Dt. July 97.¹
- 3.0 Since inception of JNVs Scheme, the Samiti has taken the Consultancy service of CBRI and most of the completed buildings are either of CBRI/CPWD or RITES design and the plinth areas are dependent upon the design pattern followed during construction.
- 4.0 Circular Dt. 26.6.95, Dt. 13.7.95, 14.7.95 & 12.10.99 have been issued by Samiti for A/R & M/O of JNVs. the new guidelines now prepared shall be followed in the conjunction with earlier guidelines issued for Annual Repairs & Maintenance works including repair items to be taken up in the prescribed frequency of maintenance etc.
- 5.0 The model calculation estimate is as per the guidelines based on standard plinth area and standard norms of CPWD for day to day maintenance. This is to cater for items of work to be done by contract, petty works, staff to be employed on the maintenance of buildings and material, required for work to be done by labourers engaged by the Principal. The enclosed

1. See page 602.



estimated quantities are not to be copied for estimate as the same are based on theoretical calculations prepared for purpose of guidelines only.

- 6.0 The expenditure shall be charged to the Head of Account - M & R (Plan) for the year 2001-2002.

This issues with the approval of Director and concurrence of F & A Wing.

Encl. Guidelines - 15 sheets.

(A.K. Sarin)
General Manager (Contn.)

Copy to :

1. All Dy. Director of NVS Regional Offices
2. All EE, Hqr./EE, RO, of NVS
3. F & A Wing, NVS (HQ), necessary funds may be released in respect of each Principal under intimation of NVS (H/Q) and EE, RO.

For information and for the instant Action

General Manager (Constn.)



Sub. : Guidelines for carrying out Annual Repair and Maintenance works (Including day to day maintenance) at permanent Bldg. of Jawahar Navodaya Vidyalayas at Principal level.

Maintenance of buildings & related services in Jawahar Navodaya Vidyalayas is an extremely important job and if not properly and promptly maintained, it will deteriorate buildings very fast. Lack of proper and prompt action leads to serious consequences sometimes. Leakage of water, choking of sewer lines etc. are the items which results in damage of roofs, corrosion of steel reinforcement, wastage of water, unhealthy & unhygienic atmosphere etc. In Many JNVs the electric wiring is removed/damaged and fittings such as switches, fan regulators etc. are damaged. Besides, repairs by unskilled persons cause short-circuiting and permanent damage, resulting in burning of cables, fans etc. From time to time, Samiti has taken decision to spend adequate funds and carryout annual maintenance & repairs including special repairs at Principal, Regional Office, and Headquarters level. Keeping in view the importance of maintenance of buildings, the Samiti (Hqrs.) has now decided to delegate powers to Principal to carry out annual maintenance and repairs including day to day maintenance of each permanent buildings under their charge as per the procedure laid down below:

1.0 Scope of Work

The estimate of Annual Repair and Maintenance Works includes the maximum plinth areas of each buildings of the Jawahar Navodaya Vidyalaya Complex. It shall be suitably reduced/increased considering the actual plinth area of buildings executed at site and formally handed over and in possession of the Principal. The estimate shall be framed by the Executive Engineer, Regional Office and sanctioned for each Vidyalaya buildings wise at Regional Office Level. This estimate does not include the service charges payable to local bodies.

The repairs estimate should include the following sub-heads.

1.1 Items of work to be done by Contract

This should include such items of work which are to be done preferably through contract, e.g. white washing and painting of doors and Windows etc.

Maintenance staff

Staff employed on the maintenance of the buildings should be engaged on contract basis as and when required. No regular staff be deployed by the Principal for maintenance of buildings. This should be strictly followed to avoid any complication at a later stage. Terms and conditions for engagement of labour on contract basis as already circulated vide this office circular letter, No. F.1-2/97-NVS (GM) dated July 1997¹ may be followed invariably.

1.3 Day to Day maintenance work:

The day to day maintenance works of Vidyalaya buildings shall continue to be undertaken with reference to the guidelines and procedure prescribed by this office circular letter No. F. 1-2/97-NVS(GM) dated July-97.¹

1. See page 602.

**1.3.1 Materials required for day to day maintenance work to be done by staff employed.**

It is not possible to estimate the quantity & type of material required for use by the employed staff on contract. As such lump sum provision of Rs. 20,000/- per annum each for civil & electric work for the materials that are likely to be required should be made under this sub head. The Principal has to assess these items judiciously depending on the actual requirement.

1.3.2 Petty Works

This include replacement of glass panes, repairs to floors, patch repairs to cement plaster of walls and changing of roof tiles etc. These repairs can not be estimated in the beginning as such lump sum provision of materials required Rs.30,000/- per annum for civil work & Rs.30,000/- per annum for Electric material shall be made under this sub head.

Area of Buildings of JNV Complex under Phase-I/II/A/B for which estimate to cater for.

		<i>CBRI Design</i>	<i>CPWD Design</i>
School Building	2400 sqm.	2017 Sqm.	14 classroom+3 labs Computer Room + library Principal Vice-Principal Staff room etc.
Dormitory 1.75	2783 Sqm. (320+240 students in Double tier)	4025 Sqm.	(For 480 students Single Tier.)
Principal Resi.	105 Sqm.	90 Sqm.	
T-III-Qtrs.	12x72=864 Sqm. 12x55=660 Sqm.	16x55=880 Sqm.	
T-II Qtrs.	45 Sqm.	45 Sqm.	
T-I Qtrs.	12x35=420 Sqm. (i/c conversion of S.P. Sheds)	12x35=420.	
W/R	4X72=288 Sqm.		
K & D	553 Sqm.	757 Sqm.	
M.P. Hall	748 Sqm.	568 Sqm.	
Pump house	6 Sqm.	6 Sqm.	
Work shop	285 Sqm.	—	
Sub Station	56 Sqm.	56 Sqm.	
	9213 Sqm.	8864 Sqm.	



The boundary wall work is not included in the above estimate as the length may vary from land to land profile of Jawahar Navodaya Vidyalaya, Which shall be taken on actual basis. Scope of work shall include repairs of plaster, white washing replacement of glass pieces, Painting of gate & angle iron etc.

Categories of staff to be employed on contract depending upon the exigencies of Work.

Civil Components

1. Mason
2. Carpenter
3. Plumber
4. Sewer man
5. Beldar (Helper) for mason & Carpenter

Electric Component

1. Wire man
2. Khalasi

3.0 Execution of contract work

After receipt of the sanction of Annual Repairs & Maintenance of estimate from the Executive Engineer/Deputy Director, Regional Office, Principal shall get executed the works from any working construction agency, earlier construction agency, CPWD or District Administration (Unless debarred or poor performance in the past) in the order prescribed. The Principal has to initiate immediate action for preparation of press notice for inviting tenders by giving wide publicity of the work to be undertaken by eligible contractor of state PWD/CPWD, if his efforts to get work executed fail as stated earlier. Notice Inviting Tender should mention that the quality of maintenance work shall conform to norms prescribed in CPWD specifications and there should be no cause for complaint. As a check the see that maintenance work is carried out systematically and satisfactorily, the work shall be open to check technically as well as financially by the Samiti staff not below that the rank of Junior Engineer or his superior/PGT/Principal or his authorised representative. A register called. "Register of year wise maintenance works" should be maintained at site so as to exhibit the total cost i/c items of maintenance work carried out building wise with dates etc. The Executive Engineer Regional Office should stipulate in the Notice Inviting Tender that maximum maintenance work shall be carried out during the summer/winter vocation when Jawahar Navodaya Vidyalaya are closed. The programme for annual repairs should be intimated to the staff member & they shall cooperate in carrying out programme smoothly. It should be mentioned that final bill shall be paid only after getting detailed inspection by Executive Engineer, Regional Office at his recommendation.

3.1 Call of Tenders

Tender should in-variably be invited by advertisement in the press in the daily News Papers one in English and one in regional language, from contractors registered with central/Railway MES/State PWD State Government local bodies like DRDA (District Rural Development Authority) and Municipal bodies. This will ensure that unqualified/unregistered persons do not tender for work & that the lowest tenderer will not be ignored on the pretext that he is unqualified as his performance is unsatisfactory. Before inviting tender it is essential to prepare a realistic market rate estimate so that reasonability of tender received can be gauged by the Principal.

3.2 Approval of Tenders

The Principal shall be the accepting authority of the lowest tender amount is, well within the sanctioned cost of estimate put to tender plus 10% variation. Otherwise the tender documents shall be sent to the Executive Engineer/Deputy Director, Regional Office for acceptance/rejection, as deemed fit at Regional Office level. The Principal if required can negotiate with



the lowest tenderer only when the tender cost is marginally in excess (+5%) of the reasonable cost.

3.3 Earnest Money

The Tender documents shall accompany the earnest money in the shape of Demand Draft/ Bank Guarantee @2^{1/2} % (Two and half percent) of estimated cost put to tender shall be released to the succeeding tenderer on completion of the work successfully and within the prescribed time schedule failing which the same can be forfeited with the approval of Dy. Director, Regional Office concerned and for other tenderers the earnest money shall be returned within 1 month from the date of opening of tenders or awarding the work to the succeeding tender whichever is late.

3.4 Security Deposit

Security Deposit @10% of the value of work done restricted to the approved estimated cost shall be deducted from the running bills till the work is completed & returned after 6 months from the date of completion of work/defect liability period. The Principal should ensure that if any defect pointed out during liability is attended to satisfactorily.

3.5 Deviation in Quantities

Normally no deviation shall be allowed in the Annual Repairs & Maintenance work. In case of deviation being essential & more than $\pm 10\%$ the principal should refer the matter to Executive Engineer, Regional Office to decide whether the work with deviation in quantity is to be carried out or not.

3.6 Mode of Contract

3.6.1 The tender shall be celled on percentage rate tender (PWD-7) in which the contractor has to quote percentage above/below the estimated cost put to tender.

3.6.2 In case of non feasibility of tender system due to non availability of Construction Agency, as described under para 3.0 & 3.1 above the Principal may procure the requisite quantity of materials after getting details thereof from the Regional Office/Headquarters Office of the Samiti and the work may be carried out departmentally by engaging casual labourers or on labour rate contract basis. The requisite number of labourers to be engaged shall be got ascertained from the Executive Engineer/ Deputy Director of the Regional Office of Navodaya Vidyalaya Samiti Headquarters as the case may be so that theoretical requirement of labour & material is commensurate with the actual cost required to be incurred at site.

Some of the following important building materials to be procured generally are as/under for day to day maintenance & works to be carried out departmentally.

Mild Steel Bars/Tor steel/Thermo Mechanically Treated Bars.

G.I. Pipes (Medium duty)

S.W. Pipes/RCC Pipes

Sanitary fittings

Water supply fittings

Brushes, Bricks, Paints etc./

Fluorescent tubes

Electric Bulbs

Switches, Plug etc.



Such material need not be purchased in piece meal basis. These should be purchased on the basis of half yearly requirement. These materials shall be procured through open tender system/ call of quotation system, duly adhering to the prescribed purchase procedure of the Samiti.

- 3.6.4 All materials received in store shall be examined, counted measured or weighed, as the case may be. The delivery of stores shall be taken into charge by a responsible officer who shall see that the quantities are correct, their quality is good, and they are according to approved sample and specifications as prescribed in the supply order and should record a certificate to the effect. The account shall be maintained in register of material at site. A record of all local purchase should be kept so as to watch the account of the prevailing market rates and consumption of materials.
- 3.6.5 When materials are required at site for maintenance work the same shall be issued from store as per the prescribed requisition signed by the Principal.
- 3.6.6 After the replacement of defective items mentioned under Para 3.6.3 the dismantled material shall be taken into account under Dismantled Account Register and shall be kept in dismantle store in countable position for inspection by the Executive Engineer/Deputy Director, Regional Office or other senior officers during inspection of the Vidyalaya.

No. payment for the supply of materials shall be made until certificate of material taken in material at site account is recorded by the authorised person of store. The dismantled stores and materials at site account are also be checked every year and certificate recorded in the registers. The report of stores taking of materials and physical verification of stores shall be reported immediately to the Executive Engineer/Deputy Director, Regional Office as well as Navodaya Vidyalaya Samiti (H/Q). Discrepancy if noticed shall be recorded with in the inspection report.

- 3.6.7 After deciding about the acceptance of tender, the award letter copy should be endorsed to Executive Engineer, Regional Office and Navodaya Vidyalaya Samiti (Hqrs.) for reference & record. The Principal should state in the award letter of Annual Repairs and Maintenance works that in no case extension of time shall be granted and the work has to be carried out within the stipulated period. No sub standard work shall be measured and paid for.

4.0 Payment

The payment to the contractors may be made in running account bills as per Navodaya Vidyalaya Samiti's guidelines and no advance payment shall be made. Necessary Income Tax at source shall be deducted by the Principal as per extant Income Tax, rules and the principal should issue a certificate for payment of Income Tax deducted at source in the prescribed form. Any statutory/obligatory requirements like Sales Tax etc. issued by Central/ state Govt. shall also be applicable before making payment to the contractor.

4.1 Release of funds

Navodaya Vidyalaya Samiti Head Quarters shall release adequate funds on lump sum basis directly to the Principal for meeting the requisite expenditure on the aforesaid Annual Maintenance & Repair works. For day to day maintenance of works, the funds shall be released on quarterly basis through regional office concerned. However, for the funds of next year, the principal shall submit the account of the actual expenditure incurred during the previous year to the Regional Office/Head Quarters office in the 3rd week of the financial year, duly intimating the requirement of funds the next year, to enable Head Quarters Office to release further funds accordingly. The principal has also to submit the quarter wise accounts of expenditure incurred to the maintenance works to Navodaya Vidyalaya Samiti Head Quarters as well as



Executive Engineer, Regional Officer by 20th of the following Qtr. beginning from 30th September 2001 onwards in the prescribed proforma as detailed below:

Sl.No.	Nature of M&R work (item wise details to be furnished)	Expenditure incurred during the quarter (Amount in lacs)					Remark
		30th Jun.	30th Sept.	31st Dec.	31st Mar.	Progressive Total	

As per the instructions issued earlier, no special repairs works shall be executed at Principal/ Executive Engineer, Regional Office level until & unless the same is sanctioned at Navodaya Vidyalaya Samiti H/Q for which the estimate from Construction Agency duly forwarded and signed by the Principal and Vidyalaya Management Committee, thoroughly checked by Executive Engineer, Regional Office shall be submitted to Navodaya Vidyalaya Samiti HQ for sanction.

5.0 Engaging labour skilled Mason/Carpenter for day to day maintenance services

Samiti has worked out the labor element category wise for each financial year based on the consideration of maximum plinth areas and electrical points specified under para 2.0 labour shall be deployed on need basis for residential/non residential buildings during entire year.

5.1.1 Category	CBRI Design	CPWD Design
Mason	144 days	130 days
Carpenter	122 days	112 days
Plumber	122 days	112 days
Sewer Man	97 days	97 days
Beldar	608 days	562 days

5.1.2 For Electrical work:

Category	CBRI Design	CPWD Design	Remarks
Wire Man	-	-	The Principal has Already engaged 1 (One) electrician full time for day to day maintenance. Hence no need to engage more.
Khalasi	-	288 days	

In no case the above quantum of labourers engaged in a year should increase, whatsoever the reason may be.



DETAIL OF ELECTRIC POINTS CBRI DESIGN

<i>Building</i>	<i>Fan Point</i>	<i>Tube Point</i>	<i>Bulb Point</i>	<i>5 Amp Socket</i>	<i>15 Amp Socket</i>	<i>Power Socket</i>	<i>Switch 5 Amp</i>	<i>Call Bell</i>	<i>Remark</i>
Type-I	112	140	126	168	28	28	630	28	
Type-III	24	24	72	48	-	-	180	12	
Pri.Resi.	05	05	05	04	02	02	027	01	
School Building									
1. Class room	48	60	-	24	-	-	132	-	
2. Lab.	44	28	-	28	-	-	100	-	
3. Art Room	07	07	-	02	-	-	16	-	
4. Toilet	08	-	-	-	-	-	08	-	
5. Chem. Lab.	03	03	-	02	-	-	08	-	
6. Prin. Cham.	02	02	01	01	-	-	05	01	
7. Office store	02	05	-	-	02	-	09	-	
8. Staff room	01	02	01	01	-	-	05	-	
9. Music room	01	02	01	01	-	-	05	-	
10. Comp. room	01	02	01	01	-	-	05	-	
11. Sub-Station Elec. -	-	-	04	03	-	-	07	-	
12. Tube well 1 st +2 nd	04	-	-	-	02	-	06	-	
13. Street light	-	46	-	-	-	-	-	-	
14. Mess Dining Hall	15	19	13	15	-	-	62	-	
15. Dorm.	0.5	36	84	42	94	06	-	262	-
16. Lib.	07	07	-	02	-	-	16	-	
17. Int. Admn. Block	-	-	02	01	-	-	03	-	
18. M.I. room	01	01	-	01	-	-	03	-	



MODEL ABSTRACT OF COST (For CPWD Design)

**A/R & M/O Items to be carried out by Contract
(Based of Delhi Schedule of Rate 1997
SH. 14.0 Repairs to Buildings)**

<i>Items</i>	<i>Cost in Rs.</i>	<i>Frequency</i>
White washing with lime Two or more coats	= 34357 Sqm@2.15/Sqm. = 73868/- (13.70.2)	Once a year
Distemper	= 1945 Sqm. @9.55/Sqm. = 18575/- (13.77.3)	Once a year
Colour washing	= 3738 Sqm. @3.00/Sqm. = 11214/- (13.73.3)	Once a year
Painting	= 9071 Sqm. @13.55/Sqm. =122912/- (13.93.2)	One a year
Painting of pipes 100mm	= 444m. @ 4.75/m. = 2109/- (13.87.3)	Once in two years
80mm	= 328m. @3.70/nm. = 1214/- (13.87.2)	
Rs. 2,29,892/-		


(A.K. Sarin)
General Manager (Constn.)



**SCHEDULE OF QUANTITIES FOR WHITE WASHING, COLOUR WASHING,
DISTEMPERING AND PAINTING ETC. AS A GUIDANCE & NOT FOR THE
ESTIMATE -CPWD DESIGN**

<i>Building</i>	<i>White Washing</i>	<i>Distemper</i>	<i>Colour Wash</i>	<i>Painting</i>	<i>Painting (Pipes)</i>	
					<i>100mm</i>	<i>80mm</i>
1. Sub Station Bldg.	301Sqm.	-	-	Enamel 75 Sqm	18m.	-
2. Pump House	75Sqm.	-	-	Enamel 10 Sqm.	4m.	-
3. S.B. (RCC Slope roof)	7000 Sqm.	350 Sqm.	-	Poly 100 Sqm. Enamel 120 Sqm.	36m	-
4. Dormitory 1/2 D.S. 96/Stud. W/R 4 Nos. (RCC Slope roof) (5 Nos.)	17654 Sqm.	874 Sqm.	-	Poly 535 Sqm. Enamel 5055 Sqm.	100m 40m	200m -
5. Kitchen & Dining	2658 Sqm.	-	-	Poly 13 Sqm. Enamel 487 Sqm.	40m.	-
6. Principal Resi.	285 Sqm.	105 Sqm.	-	Poly 9 Sqm. Enamel 167 Sqm.	22m.	-
7. T-III-16 Nos.	2567 Sqm.	616 Sqm.	-	Poly 132 Sqm. Enamel 1512 Sqm.	68m 32m.	68m -
8. T-I-12 Nos.	2400 Sqm.	-	-	Poly 96 Sqm. Enamel 600 Sqm.	60m. 24	60m. -
9. B. wall for 1439m.	-	-	3738 Sqm.	-	-	-
10. M.P. Hall	1417 Sqm.	-	-	Enamel 160 Sqm.	-	-
	34357 Sqm.	1945 Sqm.	3738 Sqm.	Poly = 885 Sqm. Enamel = 8186 Sqm.	420m.	328m.



DETAIL OF ELECTRIC POINTS AS PER CPWD DESIGN

Sl. Item	T-I	T-II	T-III	Principal Resi.	T-I D/S	T-III D/S	School Building	Kitchen & Dining	Dormitory D/S	Dormitory S/S
1. Tube Light	2	2	3	5	8	12	186	82	172	74
2. Ceilling Fans	2	3	4	5	8	16	127	28	112	60
3. Exhaust fan	-	-	-	1	-	-	2	-	8	4
4. Misc. Light	9	11	14	18	9	52	67	13	156	70
	13	16	21	29	25	80	382	123	448	208



**SCHEDULE OF QUANTITIES FOR WHITE WASHING, COLOUR WASHING,
DISTEMPERING AND PAINTING ETC. AS A GUIDANCE & NOT FOR THE
ESTIMATE CBRI DESIGN.**

<i>Building</i>	<i>White Washing</i>	<i>Distemper</i>	<i>Colour Wash</i>	<i>Painting</i>	<i>Painting(Pipes)</i> <i>100mm 80mm</i>	
1. School Building	5014 Sqm.	1850 Sqm.	3302 Sqm.	1050 Sqm.	-	-
2. Dormitory 1.75 Nos.	12750 Sqm.	-	9425 Sqm.	1646 Sqm.	-	-
3. Work shop	249 Sqm.	-	232 Sqm.	114 Sqm.	-	-
4. Kitchen & Dining	1996 Sqm.	-	1190 Sqm.	378 Sqm.	-	-
5. Principal Resi.	421 Sqm.	-	222 Sqm.	84 Sqm.	-	-
6. T-III-12 Nos.	2436 Sqm.	-	854 Sqm.	854 Sqm.	-	-
7. Warden Residence (4 Nos.)	996 Sqm.	-	955 Sqm.	227 Sqm.	-	-
8. T-I-12 Nos.	3084 Sqm.	-	1776 Sqm.	492 Sqm.	-	-



F.No.1-2/2001/NVS(GM)/149

Dated: 2-11-2001

To

The Deputy Director
Navodaya Vidyalaya Samiti
All Regions

Sub. : Instructions for Carrying out Special Category of Works by Regional Offices.

Samiti has reviewed the procedure of carrying out annual repairs and maintenance works including day to day maintenance of permanent buildings of JNV's. This office vide Circular dt. 6.8.2001¹ had issued necessary guidelines for maintenance & repairs works at Principal level, under which each Principal of each JNV was delegated powers to take up annual repairs and maintenance works upto a value of Rs. 3.00 lacs per annum per vidyalaya.

In addition to the above, the Commissioner is pleased to delegate powers to all the Dy. Directors of regional offices to sanction a total sum of Rs. 10.00 lacs per annum for all Vidyalayas falling under his respective region. It is facilitate the regional office to sanction emergent repairs of special category of works as per the procedure laid down in the enclosed instructions.

This issues with the approval of commissioner, NVS.

Yours faithfully,

(A.K. Sarin)
General Manager (Constn.)

Encl. : Circular (1-5 paged)

Copy to :

1. The EE/AE of all regional offices NVS (Hqrs.) New Delhi
2. The Principal, All JNV's
3. F&A wing NVS (Hqrs.) necessary funds may be released in respect of each Dy. Director Regional Office. Under intimation to NVS, (Hqrs.), EE, RO

General Manager (Constn.)

1. See page 644.



INSTRUCTIONS FOR CARRYING OUT SPECIAL CATEGORY OF WORKS EMPOWERING REGIONAL OFFICES TO SANCTION

- 1.0 Samiti has recently delegated powers to Principal vide letter No.1-2/2001/NVS(GM) Dt. 6/8/2001¹ to carry out maintenance work at his level for which Rs.3.00 lacs per annum shall be released at his disposal. The maintenance of buildings shall include the annual repairs item viz white washing/Colour washing, distempering & painting work for the completed buildings and under the possession of Principal. The Principal shall also take over day to day maintenance work in his Vidyalaya.
- 2.0 The Director has decided to delegate powers to all the Regional offices to sanction a sum of Rs. 10 lacs per annum for all Vidyalaya under his region depending upon the requirement of each Vidyalaya. This amount is basically to facilitates the Regional office to attend immediate shortcomings especially in terms of facilities like emergent repairs/replacement of transformers, improvement of Kitchen & toilet, new procurement/repairs of Electric motors of submersible/centrifugal pumps, re-boring of tube wells, wiring work, water supply fixtures i/c hand pumps etc. These should not interfere with the LOP and original Construction, already completed or in progress by the Construction Agency. These works shall be taken up with the specific requisition of Principal & fully justified alongwith reasons from Executive Engineer of Regional Office before sanction & execution.

As per the existing circular July, 1997² all Deputy Director, Regional Offices were placed with Rs. 1.00 lacs/ Annum /Vidyalaya for the following works

1. Carrying out minor works day to day maintenance & repair work in JNV's at permanent site in permanent buildings.

Ceiling = Rs. 10,000/- per annum.
Now = Rs. 15,000/- given to Principal
2. Carrying out minor works, day to day maintenance & repairs works in JNV's functioning at temporary site in buildings owned state Govt. hired building each.

Ceiling = Rs.15,000/- given to Principal
Revised = Rs. 75,000/-
3. Construction of 2 Nos. hand pumps at Temporary or permanent site per annum.

Ceiling = Rs. 50,000/- per annum
Revised = Rs. 75,000/-
4. Construction of Temporary Toilets & bath room at Temporary/Permanent site

Ceiling Temporary site = Rs.60,000/-
Ceiling Permanet site =Rs.1,00,000/-

The existing sanctions of powers to Deputy Directors issued vide litter dated 26/6/95³ are being enhanced. Keeping the monetary limits intact as above and enlarging the scope of items.

1. See page 644
 2. See page 602
 3. See page 569.



The items of special category includes the following type of works and may be exceptional in addition to the work carried out by Construction Agency under original work subject to the condition that the items are fully justified with facts and prior approval of Samiti (H.Q.).

- (a) Boring of Open wells/Tube wells (Provided it has stopped failing water & can't be redeveloped).

Ceiling = Rs. 1.50 lacs/annum

- (b) Repairing of pumps like water pumps, sewage Pumps, centrifugal pumps and submersible pumps through authorised dealer of the company.

Ceiling = Rs. 40,000/- annum

- (c) Repairs of Generator set through authorised Dealer of the company.

Ceiling = Rs. 30,000/- annum

- (d) Repairs of Transformer Repair of overhead lines/cables

Ceiling = Rs. 25,000/- annum

- (e) Replacement/repair of sluice valves & check valves of water supply main line with its accessories.

Ceiling = Rs. 5,000/- annum

- (f) Replacement/repairs of fire hydrants (Whenever provided at JNV site by CA)

Ceiling = Rs. 10,000/- annum

- (g) Restoration of abandoned work of water treatment plants etc.

Ceiling = Rs. 75,000/- annum

- (h) Replacement of burnt main wiring cable of individual buildings or main supply line of campus.

Ceiling = Rs. 20,000/- annum

New purchase of submersible pump/ centrifugal pump shall be charged for capital work head and not M & R head and damaged equipment shall be disposal off as per NVS Rules.

- (i) Repair/Replacement Over Head Tank on the terraces of buildings.

Ceiling = Rs. 40,000/- annum

- (j) Construction of Addl. Toilet for each Dormitory i/c Construction of Partition Wall etc. (Where existing toilets are not functional & cannot be repaired economically). Executive Engineer Regional Office's specific certificate in this regard is essential. The work shall be carried out as per instructions and drawings circulated vide letter Dt. 21.9.2001

Ceiling = Rs. 86,000/- annum

- (k) Electric Repair/Wiring of buildings:-

1. Non functional aluminum wiring to be replaced by copper wire in M.S. conduits (ISI) heavy duty.
2. Damaged electrical wiring which is non functional.
3. All electrical main switch boards to be kept under lock and key wherever there are missing, these should be constructed.
4. For damaged electrical wiring some responsibility must be fixed.
5. A register to be maintained at Regional Office/Principal level with detailed performas.



- (l) LT Panel/HT Panel-Repairs
Abnormally high special repairs cases to be sent to NVS Hqrs.
- (m) **Special repairs** : For replacement of damaged sewerlines/Septic tanks/Soak pits/ Flooring replacement of toilet damaged shutters.

Ceiling Rs. 25,000/- annum.

It shall be ensured that the items identified above are not repeated in any case under Annual Repairs & Maintenance of works vested with Principal's power.

The total cost of all items works mentioned above shall be kept within the ceiling of Rs. 10.00 lacs per annum for all the Vidyalaya in the region. Deputy Director Regional Office may utilise the funds as per need in each Vidyalaya. The estimated cost of special repair works beyond Rs. 10.00 lacs per annum (financial power of Deputy Director, Regional Office) shall continue to be forwarded for the Headquarters office after its thorough scrutiny together with specific justification, position of funds with RO on this account.

The funds placed at this disposal of Regional Office/ Vidyalayas will be spent judiciously observing all necessary rules/ formalities of NVS.

The Deputy Director, Regional Office will prepare a list of all Vidyalaya under his jurisdiction & demand funds for the Samiti by 30th April every year.

- 3.0 The above said works are addition to the items specified under day to day maintenance, annual repairs and special repairs specified under "Guidelines for maintenance and special repairs of JNV complex and "ZTI" Circulated vide circular No.F.1-2/97-NVS(GM) Dated July., 97¹ and F. 1-2/2001/NVS(GM) Dated Aug. 2001.²
- 4.0 After getting the Principal's requisition stating the necessity of the estimate duly supported with details of 1st installation of pumps, Gen set, Transformer (Where Provided by Samiti), water treatment plants for purification of water etc. The necessary estimate shall be prepared by Executive Engineer, Regional Office/ working Construction Agency/PHE Department or the local bodies concerned Executive Engineer, Regional Office shall sanction the estimate under intimation to NVS (Hqrs.). The requisition submitted by the Principal shall be first vetted by Vidyalaya Management Committees. The estimate shall be prepared and sanctioned by Deputy Director after examining by Executive Engineer, Regional Office, NVS & Finance Wing. The Principal shall be fully responsible for getting the work executed expeditiously and shall keep a watch on day to day progress of work and ensure good quality of work so that the work is completed within the time stipulated in the sanctioned letter issued by the Executive Engineer, Regional Office.
- 5.0 The Executive Engineer, Regional Office shall inspect the said work at 50% and 100 % stage of work. The final payment shall be released by Executive Engineer NVS Regional Office/ Principal only after getting certificate from principal certifying the satisfactory completion of work as per NVS standard norms.
- 6.0 The Construction Agency shall carry out the items specified above as decided Deputy Director, Regional Office in consultation with Executive Engineer Regional Office by following NVS Construction /M&R guidelines. In case a situation arises where no Construction Agency is willing to undertaken such items & emergency is there, Deputy Director, Regional Office, shall

1. See page 602.

2. See page 644.



either procure or authorise the Principal JNV to procure the basic materials/equipments etc. by compiling the requirements received and purchase materials from open market or from the authorised dealers as the case may be by following the NVS Norms and policy. The installation of equipment can be carried out through labour engaged on contract basis exclusively for such items as mentioned above. The supplier/Contractor shall be fixed by call of sealed competitive quotations/Tenders as per standard approved practice of NVS. The supply order shall be issued by Regional Office mentioning about the place of delivery of each respective Vidyalaya and nothing extra shall be paid due to work to be carried out at scattered site of JNV's

- 7.0 The funds shall be released on annual basis in one go to Deputy Director, Regional Office, by Finance Wing directly. The Principal shall submit necessary quarterly account to the Deputy Director Regional Office in the 1st week of following quarter.

General Manager (Constn.)



F.No.1-2/2001-NVS(GM)

Dated: Dec., 10,2001

(By Name)
Deputy Director
Navodaya Vidyalaya Samiti
All Regional Offices.

Sub. : Delegation of Powers for Special Repairs for Rs.10.0 lacs to Deputy Directors in each Region.

Sir,

The powers for taking up special repair works were delegated by the Commissioner to each Deputy Director for taking up special repair work. A sum of Rs. 10.0 lacs was also allocated for the year 2001-2002.

It is just to remind you that Principals, Assistant Directors, Executive Engineers of Regional Offices should be asked to point out the special repair work to be done during their inspection of JNV's, under this sub-head on priority.

Kindly see that the allocated sum is utilised effectively.

Yours faithfully,


(A.K. Sarin)
General Manager (Constn.)

Copy to :

1. The Executive Engineers, All Regional Office, for pursuing the matter with the Principals.
2. DD(F)


General Manager (Constr.)



F.No.1-2/2001-NVS(GM)

Dated: Dec., 10, 2001

To

The Deputy Directors
All Regional Offices
Navodaya Vidyalaya Samiti

Sub. : Annual Repair & Maintenance of Jawahar Navodaya Vidyalayas.

Sir,

All Principals of Jawahar Navodaya Vidyalaya were delegated powers of Rs. 3.0 lacs annually for taking up the maintenance work. During recent inspections and discussions with the Deputy Directors and Executive Engineers, it is felt that the maintenance of the Vidyalayas has not been started so far.

It is requested to review the position of AR&MO works of the JNV's under your region and send an consolidated report by the last week of December 2001 positively. It may kindly be ensured that maintenance is executed during current financial year positively.

Yours faithfully,



(A.K. Sarin)
General Manager(Constn.)

Copy to :

The Commissioner , NVS, for information.



General Manager (Constn.)



F.No.1-2/2001-NVS(GM)

Dated: Dec., 11, 2001

To

All Principals of Jawahar Navodaya Vidyalayas

CIRCULAR

Sub. : Instructions for Maintenance of Electrical Equipments in Jawahar Navodaya Vidyalayas.

During inspection of various Jawahar Navodaya Vidyalayas the following discrepancies have been observed.

1. The electrical panels/switch boards/electrical distribution boards in school buildings and dormitories are generally exposed. Naked wires could also be observed. It is essential that all such electrical boards are provided with wooden/steel covers, with provision of a shutter having wire net in the front portion and proper locking arrangement. All naked wires should be fixed with insulating tapes and fixed on the walls properly.

It will be the personal responsibility of the Principal to see that:

- (a) There are no naked electrical live wires in the campus:
 - (b) All electrical panels/switch boards and electrical distribution board are provided with the boxes as suggested above within the next 30 days positively.
2. In many JNV's transformers have been provided by the State Electricity Board or the Construction Agencies. It is imperative that the transformer oil is examined once in a year by an authorised person.

In case the transformers have been provided by the State Government and are under their maintenance, Principals shall remind the State Government to do the annual maintenance of the transformer regularly.

3. Most of the LT panels in the sub-station building have been found in the burnt condition. Direct connections have been made by the Electricians of the Vidyalaya or the person hired by the Principal, to restore electricity in case of emergency failure. This leads to a serious situation since the basic mandatory safety precautions are violated by giving direct connections.

All LT panels should be commissioned in a perfect manner by contacting the local Electrical Department of CPWD/Construction Agency of State Electricity Board/PWD.

4. Generator Sets : Principal shall take precautions for changing oil filter/air filter etc. in the Generator Set after running of prescribed hours written in Manual. However, overloading of the generator should not be allowed. It is brought into the notice of the Principals that extra connections should not be allowed to be taken from the generator except those mentioned in circulars of even number dated 18.2.1997¹ & 20.7.1999² of the Construction Wing.

1. See page 595

2. Copy enclosed. See page 666.



5. Maintenance of Battery is also extremely important. Distilled water needs to be filled at regular intervals.
6. Lot of complaints are coming regarding old generators. Principals have been complaining about the excessive repairs of the generators. The generators can be survey reported after submitting the following data :
 - (i) Date/year and cost of acquisition of the Generator.
 - (ii) Brief particulars of the generator including name of the manufacturer, engine number, chassis number, capacity.
 - (iii) Details of cost of repairs for the last 3 years.
 - (iv) Certificate of Assistant Engineer (Electrical/Mechanical) or certificate from authorised agency that the generator is beyond economic repairs.
 - (v) Depreciated cost of D.G. set.



(A.K. Sarin)

General Manager (Constn.)

Copy to :

1. All Deputy Directors of Navodaya Vidyalaya Samiti, Regional Offices.
2. All Executive Engineers, Navodaya Vidyalaya Samiti, Regional Offices.
3. All Executive Engineers/AE, NVS Hqrs., New Delhi.
4. SO (Constn.)



General Manager (Constn.)



No.F.1-2/99-NVS(GM)

Dated: July 20, 1999

CIRCULAR

Sub. : Providing 15 KVA Generating Set at Permanent Sites for Running Water Supply Pump & Emergency Lighting.

In continuation to this office Circular of even number dated 18 February, 1997¹, it is decided that following points shall also be connected to the Generating Set, in addition to the points specified in the above cited Circular.

1.	M.P. Hall	10 Light Points & 10 Fan Points
2.	Principal's Chamber	1 Light Point & 1 Fan Point.

However, it may be ensured that electric points in these two locations would be made operational only when it is essentially required because of some function. Other load should be cut off. All other conditions mentioned in the above cited Circular remain unchanged.

(A.K. Sarin)
General Manager (Constn.)

Copy to :

1. All Construction Agencies.
2. Deputy Directors, All NVS ROs.
3. Deputy Director (Finance), NVS(Hqr.)
4. Executive Engineer (Hqr. & ROs.
5. Section Officer (Const.), NVS (Hqr.)
6. PS to Director.
7. File No. 2-6(19)/94-NVS(W).

1. See page 595



F.No.1-2/2001-NVS(GM)

Dated: Jan. 1, 2002

To

All DD/EE
R.O. NVS

CIRCULAR

CPWD has already issued drawing No.R&D/CA-II/WD/149 R1¹, for new kitchen block having area of 757 Sqm. wherein details are available for location of gas bank, gas bank chamber laying of gas pipe lines from gas bank store to cooking area of kitchen. The Principal of JNV's are referring NVS(Hqrs.) for getting guidelines in construction of gas bank in kitchen/dining hall based on CBRI design including laying of gas pipe line required for kitchen & dinning hall. In CBRI drawings for construction of kitchen & dining many design pattern depending upon the region/place are available.

There is a need to issue detailed drawing indicating the layout of gas pipe line including construction of gas bank located far away from the main cooking area. As such efforts have been made to issue a general drawing. All DD/EE RO are requested to Circulate amongst Principals about this Circular stating details of gas bank & pipe line work. The basic need is to construct the gas bank away from the main cooking area & on the outer periphery of the courtyard. Principal as well as Construction Agency should follow these instructions alongwith the gas agency rules & regulations.

Encl. : Drawings-2 No.

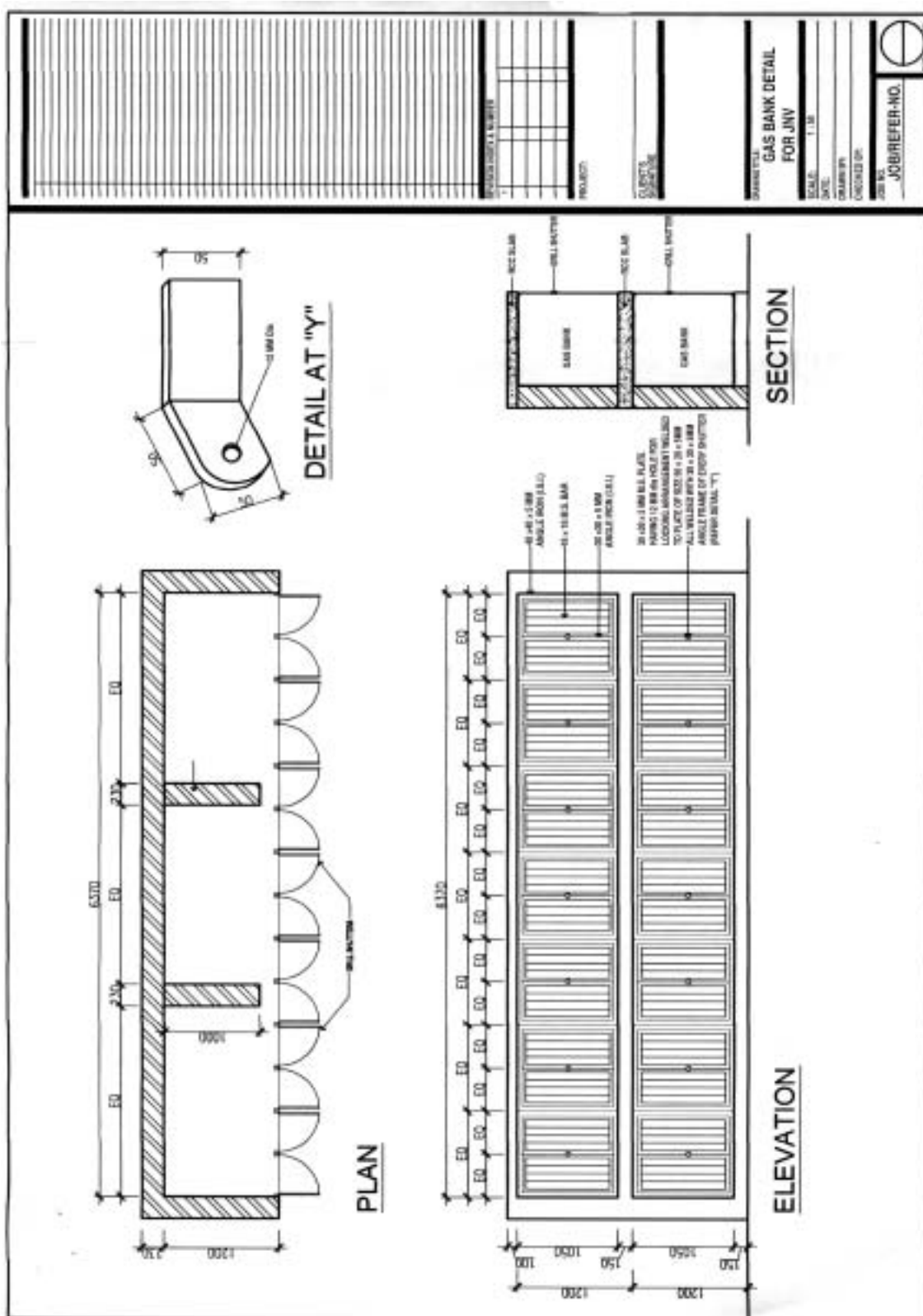
(A.K. Sarin)
General Manager (Constn.)

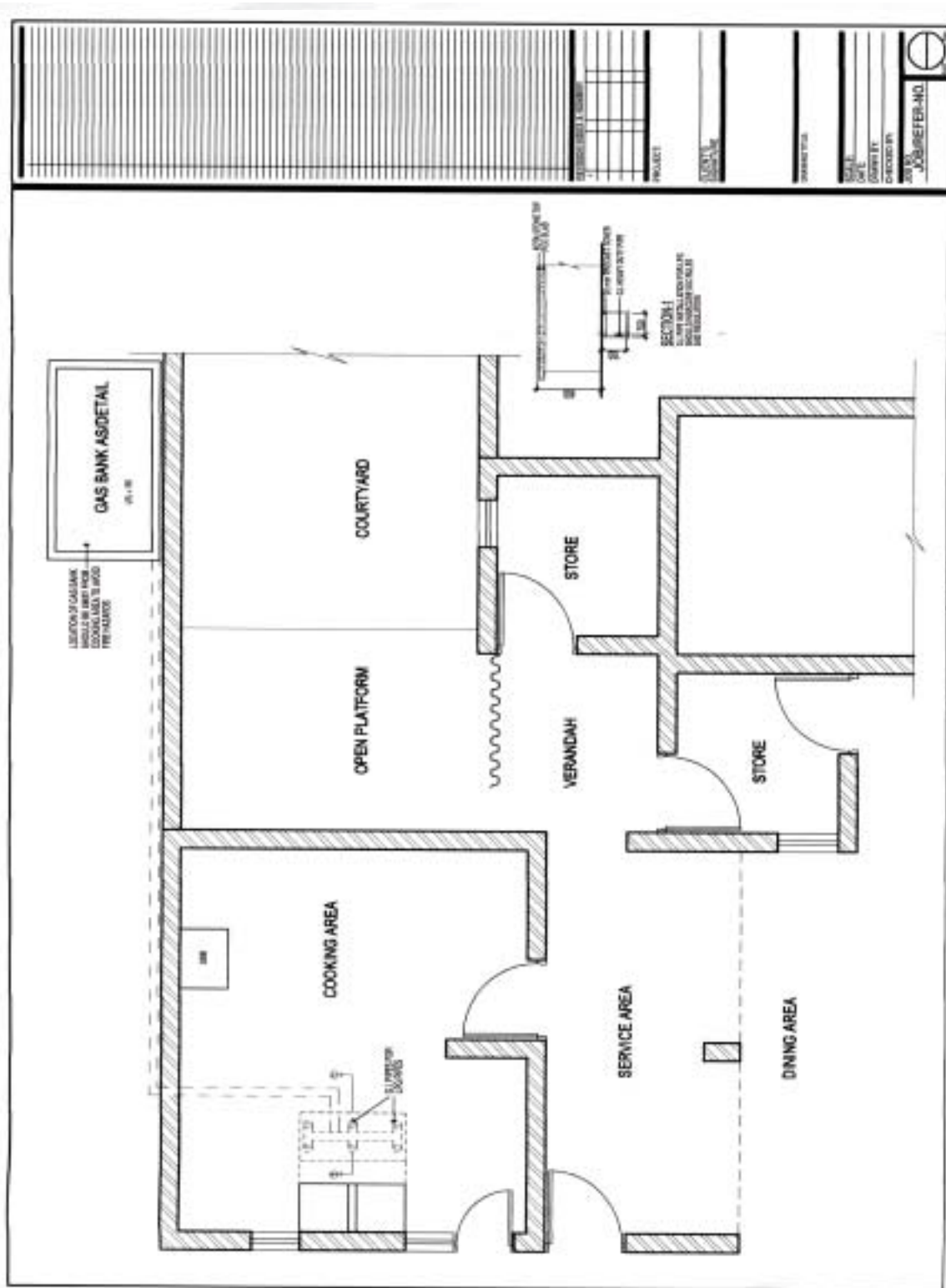
Copy to :

1. All EE/AE, Hqrs./RO's

General Manager (Constr.)

1. Copy enclosed. See page 668 & 669.







F.No.1-2/2001/NVS(GM)

Dated: Jan., 14,2002

The Deputy Director
Navodaya Vidyalaya Samiti
All Regional Offices

Sub. : Instruction for Carrying out Special Category of Works by Regional Offices.

Ref. : This Office Circular dt.2/11/01¹

The above circular was issued to facilitate the execution of special category of works in JNV's at regional level. Financial power were delegated to Deputy Director's in this regard. Doubts have been raised by EE, RO Patna for the following points. Errata is being issued as follows.

ERRATA

Sl.No.	Page	Item	Existing para	Page	Item	To be read as
1.	1		Carrying out minor works day to day maintenance & repairs work in JNV's functioning at temporary site in buildings owned by state Govt. hired buildings each ceiling Rs. 1500/- given to principal revised to Rs. 75000/-	1	2	Carrying out Construction work of two hand pumps costing equal to Rs.75,000/- (Sanction is to be given by DD/RO)
2.	2.	Para	The items of special category includes the following type of works may be in exceptional in addition to the work carried out by Construction Agency under original work subject to condition that items are fully justified with facts and prior approval of Samiti (Hqrs.)	2	para 2	The items of special category include the following type of works and may be carried out/ sanctioned in exceptional circumstances in addition to the work carried out by Construction Agency under original work subject to the condition that the items are fully justified with full facts and approval of Deputy Director, under intimation to NVS (Hqrs.).

1. See page 657.



In this context it is clarified that items of special categories as mentioned in the Circular have been identified. The Dy. Director shall examine the full justification & facts so as to have a check over the original work executed by Construction Agency and chances of duplicacy/addition is avoided, unless it warrants essentially. Reasons shall be recorded by DD's for execution of such work. *So it is further clarified that DD's are fully competent to execute such work mentioned under the above said circular, under intimation to the NVS (Hqrs.).* A separate register showing details of sanction shall be maintained by EE, RO

The above instructions may be brought into the notice of all Principal at their level.

(A.K. Sarin)
General Manager(Constn.)

Copy to :

1. The Executive Engineer/Assistant Engineer NVS (Hqrs.)
2. F&A wing NVS, New Delhi.

General Manager(Constn.)



F.No.1-2/2002-NVS(GM)

Dated: April,10,2002

To

All Construction Agencies

CIRCULAR

Sub. : Maintenance of Doors and Windows of WCs & Bathrooms in JNVs.

The existing guidelines provide covering of wc and toilet doors with GI Sheet/Aluminium sheet as below:

“In bathroom shutters, full inside surface shall be provided with 20 gauge GI sheet. While on external face G.I. sheet shall be provided upto lock rail height. In WC doors, both inside and outside, GI sheet of 20 gauge shall be provided upto lock rail height. In mumty doors, both faces shall have full (bottom to top) G.I. sheet 20 gauge fixed to it. GI sheet shall be fixed to shutters with C.P. steel screws with cup washers at spacing not exceeding 10 cms. C/C.”

During inspections, it has been observed that the doors are still getting deteriorated even after providing the above provisions, mainly on account of non-provision of GI sheet on the bottom and sides of the bottom rail of the door. It is therefore, decided that the WC doors shall be kept 25 mm above the floor level. Similarly, the bottom rail of the bathroom door shall be kept 75 mm above the floor level. It is necessary that the 20 gauge 1 mm thick GI sheet/Aluminium sheet must be wrapped around the bottom and side portions of the bottom rail.

Principal shall take action to provide the GI sheet/aluminium sheet on the bottom of the existing doors of WC's and bathrooms. If required, the doors may be cut for providing these sheets in accordance with the above instructions.

(A.K. Sarin)
General Manager (Constn.)

Copy to :

1. The Executive Engineer, Navodaya Vidyalaya Samiti, All Regional Offices.
2. EEs/AE/SO (Constn.), NVS (Hqrs.)
3. Principals of All JNVs.

General Manager (Constn.)



No.F.1-2/2002-NVS(GM)

Dated: July 1, 2002

CIRCULAR**Sub. : Fire Fighting Equipments in JNVs.**

In the school campus of Jawahar Navodaya Vidyalayas, the most hazardous areas as far as fire is concerned are kitchen of the Dining Hall, Sub Station Building and Chemistry laboratory. It is essential to take proper precautions for providing fire fighting measures at all these places.

It is, therefore, decided that fire fighting extinguishers shall be provided for all these areas by each Principal, charging to the contingencies, as per Annexure-A¹. Precautions shall be taken that BIS marked fire extinguishers are provided. It shall be the responsibility of the Principals to train the Kitchen staff, Chowkidar and laboratory technicians for use of the fire extinguishers. It is also important to check the working of the fire extinguishers periodically as per Manual of the Manufacturer.

Deputy Directors, Regional Offices, may kindly ensure that the fire fighting extinguishers are provided immediately in all the Vidyalayas under your jurisdiction.

(A.K. Sarin)
General Manager (Contn.)

Copy to :

1. The Deputy Directors, All Regional Offices Navodaya Vidyalaya Samiti.
2. Executive Engineers, All Regional Offices, Navodaya Vidyalaya Samiti alongwith photocopy of IS 2190-1979 Code for Selection Installation & Maintenance of Portable First Aid fire extinguisher (Pages 1-20)

General Manager (Contn.)

1. See page 674.

**Annexure-A****1. For Kitchen/Dining**

Dining Room 2 Nos., 9.0 litres, Fire Extinguisher Soda Acid as per IS 934-1976

Kitchen/Gas Chamber

Two Kg. dry powder extinguisher of 6 kg. Carbondioxide type extinguishers as per IS 2878- 1976, subject to minimum of three extinguishers of same.

2. Laboratories

One extinguisher 10 kg. dry powder or 6 Kg. Carbondioxide type as per IS 2878-1976, with a minimum of two extinguishers of same type.

3. Sub Station

One extinguishers 10 kg. dry powder or 6 kg. Carbondioxide type as per IS 2878-1976 with a minimum of two extinguishers of same type.

Precautions to be taken for installation of Fire Extinguishers.

- (i) These should be placed as near as possible to Exits, where these shall be readily be seen by persons to get out of danger.
- (ii) The extinguishers should be visible and easily accessible and the passage leading to them should always be unobstructed.
- (iii) Each fire extinguisher should be allotted a special number, which it shall be referred to in records. The following details should be painted with white paint on the body of each fire extinguisher :
 - (a) Serial Number
 - (b) Date of last refilling
 - (c) Date of Inspection.

The details should be repainted each time the extinguisher is refilled or inspected.

These should have their bottom 750 mm above the floor level.

In no case, a fire extinguisher should be placed in a position where it is likely to gain heat its surrounding equipments or the process.



IS : 2190-1979

Indian Standard
CODE OF PRACTICE FOR
SELECTION, INSTALLATION AND
MAINTENANCE OF PORTABLE FIRST-AID
FIRE EXTINGUISHERS

(Second Revision)

IS : 2190-1979

Forward

- 0.1** This Indian Standard (Second Revision) was adopted by the Indian Standards Institution on 7 March 1979, after the draft finalized by the Fire Fighting Sectional Committee had been approved by the Civil Engineering Division Council.
- 0.2** Portable fire extinguishers, are not expected to deal with large fires since they are essentially first-aid fire fighting equipment. Nevertheless, they are all very valuable in the early stages of a fire when used promptly and effectively. Provision of unsuitable types, incorrect operation, or improper maintenance of the extinguishers have, at times, led to failure in tackling the fire effectively in the early stages, thus involving greater loss of life and property. This standard has, therefore, been prepared for giving guidance regarding proper selection, installation and maintenance of portable first-aid fire extinguishers so that such extinguishers will function at all times, as intended throughout their useful life. This standard does not cover the requirements applicable to permanently installed systems for extinguishing fire even though portions of such systems may be portable.
- 0.3** This standard was first published in 1962 and was subsequently revised in 1970. This is the second revision of the standard. In this revision, the earlier concept of classifying 'fires' into five categories has been changed and 'fires' have now been reclassified into four categories. Class 'E' fires involving electrical equipments have been deleted. Accordingly Table-1¹ indicating suitability of different types of the extinguishers for different classes of fires, has been suitably revised.
- 0.4** Whenever any requirements stated in the standard are conflicting with the provisions of the statutory rules, the requirement of the statutory rule shall be adhered to.
- 0.5** In the formulation of this standard due weightage has been given to international co-ordination among the standards and practices prevailing in different countries in addition to relating it to the practices in the field in this country.

1. Scope

- 1.1** This standard lays down recommendations for selection, installation, maintenance and testing of portable first-aid fire extinguishers.

2. Terminology

- 2.1** For the purpose of this standard, definitions given in IS : 7673-1975² shall apply.

1. See page 679.

2. Glossary of terms for fire fighting equipment.



3. General

- 3.1** None of the extinguishers covered in this standard is expected to deal with a large fire as all of these are essentially first-aid fire fighting appliances. Nevertheless, these are very valuable if used promptly and efficiently in the early stages of a fire. In addition to the value of their portability, the most important feature of these extinguishers is their immediate availability so that each extinguisher can be used by one person. The usefulness of these extinguishers is limited as it is entirely dependent upon the presence of persons having knowledge to operate them. Furthermore their capacity is also limited and their operational value largely depend upon the initial charge being sufficient to overcome and confine the fire. The capacity of such extinguishers should be commensurate with the risk these are intended to cover.
- 3.2** Since a variety of shapes or methods of operation of fire extinguishers have at times, led to confusion and failure to quench the fire, it is recommended that extinguishers installed in any one building or single occupancy shall be similar in shape and appearance and should have the same methods of operation, as far as possible. This will also simplify the training of the large number of workers in the effective and efficient use of extinguishers.

4. Number and size of Fire Extinguishers

- 4.1** Fire extinguishers shall be provided both for protecting building structures as well as occupancy hazard contained therein.
- 4.2** The number and size of fire extinguishers required for any particular premises shall be determined by the appropriate authority taking into consideration the severity of incipient fire anticipated, rapidity with which a fire may spread, intensity of heat that may be developed, accessibility to fire, type of extinguisher, the smoke contributed by the burning material, special features of building construction and nature of occupancy (single or mixed), and electrical fittings, equipment, etc. installed therein.
- 4.3** The required number of portable fire extinguishers may be determined by considering any single extinguisher of suitable type or a combination of two or more types. Recommendations made in Appendix-A¹ may be taken as a guide.

5. Selection of Location

- 5.1** When selecting locations for fire extinguishers, due consideration should be given to the nature of risk to be covered. The extinguishers should be placed in conspicuous positions and shall be readily accessible for immediate use in all parts of the occupancy. It should always be borne in mind while selecting locations that fire extinguishers are intended only for the use on incipient fires and they will be of little value if the fire is not extinguished or brought under control in the early stages.
- 5.2** Generally, portable fire extinguishers should be placed as near as possible to exits or stair landings wherever possible, advantage should be taken of normal routes of escape by placing these in positions where these shall readily be seen by persons following the natural impulse to get out of danger.

It is not advisable to place extinguishers at the ends of rooms remote from exits unless such distribution is necessary to cover a particular hazard. The extinguisher should be visible and easily accessible and the passage leading to them should always be kept completely unobstructed.

- 5.3** A framed plan showing the location of fire extinguishers, means of access and other useful information should be displayed at suitable places.

1. See page 685.



6. Installation

- 6.1 General**-Although portable fire extinguishers are not permanent and immovable fittings in a structure, these form a part of the whole system of fire protection and should receive consideration at the design stage. In some cases, it may be necessary for the extinguishers to be housed in readily accessible and unlocked receptacles, where although clearly visible, these should be unobtrusive. Cognizance should be taken of any statutory order, local bye-law or other requirements with which compliance is essential.

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- 6.2 Time Schedule**-Excepting particular cases where, as stated in 6.1, it may be necessary for the extinguisher to be housed in specially prepared positions, no structural work is generally involved in the installations of the extinguishers dealt with in this standard as this normally takes place upon the completion of the construction. The general sequence of the building operation is not, therefore, usually affected. Where a special recess is to be formed in a wall, provision should be made as the work progresses.

7. Selection of Fire Extinguishers

- 7.1** Various types of fire extinguishers specified in this standard are of value but all are not equally effective on all types of fire. For this reason, the nature of contents of a building, the processes carried out therein and the types of fire which may occur shall be taken into consideration while selecting fire extinguishers.

For all practical purposes the basic types of fires can be grouped into following four classes:

- (a) **Class A Fires** - Fires involving combustible materials of organic nature, such as wood, paper, rubber and many plastics etc. where the cooling affect of water is essential for extinction of fires.
- (b) **Class B Fires** - Fires involving flammable liquids, petroleum products, or the like, where a blanketing effect is essential.
- (c) **Class C Fires** - Fires involving flammable gases under pressure including liquefied gases, where it is necessary to inhibit the burning gas at fast rate with an inert gas, powder or vaporizing liquid for extinguishment.
- (d) **Class D Fires** - Fires involving combustible metals, such as magnesium, aluminium, zinc, sodium, potassium, when the burning metals are reactive to water and water containing agents, and in certain cases carbon dioxide, halogenated hydrocarbons and ordinary dry powders. These fire require special media and techniques to extinguish.

8. Suitability of Portable Fire Extinguishers

- 8.1** The Types of extinguishers mentioned below against each class of fire are generally most suited. Details of suitability as a guide of each type of extinguisher is shown in Table 1¹. It may, however, be noted that this is only for guidance and does not cover special cases.

- (a) **Class A Fires** - Water expelling type extinguishers.
- (b) **Class B Fires** - Foam, dry powder, vaporizing liquid², carbon dioxide extinguishers.
- (c) **Class C Fires** - Dry powder and carbon dioxide extinguishers.
- (d) **Class D Fires** - Extinguishers designed for expelling special dry chemical powder.

1. See page 679.

2. At present there is no Indian Standard covering this type.



Note 1 - Where the energized electrical equipment is involved in a fire, the non-conductivity of the extinguishing media is of utmost importance and only extinguisher expelling dry powder of carbon dioxide (without metal born) should be used. Once the electrical equipment is de-energized extinguisher suitable for Class A,B and C Fires may also be used safely.

Note 2 - Where cleanliness and contamination of sensitive electrical equipment are of importance, only carbon dioxide type should be used.

Note 3 - Use of foam type is not suitable for alcohols and other water miscible flammable liquids. Dry powder type should be used for dealing with such fires.

9. Work on Site

- 9.1 General - Work on site mainly consists of charging the extinguishers where necessary and placing these at appropriate location.
- 9.2 Each new extinguisher should be charged with the 'refill' provided with it in accordance with the instructions given on the refill container. This however does not apply to the carbon dioxide extinguishers which are available fully charged.
- 9.3 All refills should conform to relevant Indian Standards.
- 9.4 All bucket pump type extinguishers should be filled with clean water before being placed in position.
- 9.5 All new extinguishers should be wiped clean from the outside and the brass parts should be polished with metal polish. Care should be taken to ensure that the nozzle outlet or the vent holes provided in the screwed portion of the cap or shifter valve or vent holes, if provided, do not get clogged.
- 9.6 Where applicable hose and nozzle connections should be checked to ensure tightness of joints.
- 9.7 Each first-aid fire extinguishers should be allotted a special number by which it shall be referred to in the records. The following details should be painted with white paint on the body of each fire extinguisher :
 - (a) Serial number
 - (b) Date of last refilling, and
 - (c) Date of last inspection.

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The details should be repainted each time the extinguisher is refilled or inspected.

Once the location of each extinguisher is decided, these should be fixed or placed in position as given in 9.7.1 to 9.7.2.

9.7.1 In Open

- 9.7.1.1 Fire extinguishers should be placed on masonry platforms or in wooden or metal cabinets in such a way that their bottom is 750 mm above the ground level.
- 9.7.1.2 It may be necessary to construct suitable shades or covers to protect the extinguishers in the open from existing heat and cold unless these are housed in wooden or metal cabinets designed for the purpose.



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**Table 1 Suitable of different Types of
Fire Extinguishers for different class of Fires
(Clause 8.1)**

Sl.No. Types of Extinguisher Type of Fires

(1)	(2)	A	B	C	D
(i)	Fire extinguisher soda acid (see IS: 934-1976*)	S	NS	NS	NS
(ii)	Fire extinguisher water type, gas cartridge (see IS: 940-1976 [†])	S	NS	NS	NS
(iii)	Water type bucket pump (see IS:1924-1973 ⁺)	S	NS	NS	NS
(iv)	Water type stored pressure (see IS: 6234-1971 [§])	S	NS	NS	NS
(v)	Fire extinguish chemical Foam (see IS: 933-1976*)	S	S	NS	NS
(vi)	Fire extinguisher dry powder (see IS: 2171-1976 [¶])	NS	S	S	NS@
(vii)	Fire extinguisher carbon dioxide type (see IS: 2878-1976 ^{**})	NS	S	S	NS

S - for suitable

NS - not suitable

@ - suitable if special dry powder for burning metal is used.

* Specification for portable chemical fire extinguisher, soda acid type acid type (third revision).

[†] Specification for portable chemical fire extinguisher, water type (gas pressure) (second revision).⁺ Specification for portable fire extinguisher, water type (bucket pump) first revision)[§] Specification for portable fire extinguisher, water type (container pressure)

• Specification for portable chemical fire extinguisher, foam type (second revision).

[¶] Specification for portable fire extinguisher, dry powder type (second revision).^{**} Specification for portable fire extinguishers, carbon-dioxide type (first revision).



9.7.1.3 Where cabinets or shades are used to house the extinguishers in the open, these should be so designed that removal of these extinguishers are not hampered in an emergency.

9.7.2. Inside a Building and Under Cover

9.7.2.1. Fire extinguishers, whether hung on brackets or kept on shelves should have their bottom 750 mm above the floor level.

9.7.2.2 In no case a fire extinguisher should be placed in a position where it is likely to gain heat from the surrounding equipment or the process.

10. Maintenance, Inspection and Testing

10.1 Routine maintenance inspection and testing of all fire extinguishers in respect of mechanical parts, extinguishing media and expelling means should be carried out by properly trained personnel at frequent intervals but at least once in a month to make sure that these are in their proper condition and have not been accidentally discharged or lost pressure or suffered damage. Following procedure should be followed for monthly maintenance, inspection and testing.

- (a) Clean the exterior of the extinguisher, polish the painted portion with wax polish, the brass parts with metal polish, chromium plated parts with silver polish.
- (b) Check the nozzle outlet and vent holes and the threaded portion of the cap for clogging and check that plunger is in fully extended position and is clean.
- (c) Check the cap washer, grease the threads of cap plunger rod and wipe clean.
- (d) Make sure that the extinguisher is in proper condition and is not accidentally discharged. In case of stored pressure extinguisher, pressure gauge is to be checked for correct pressure.
- (e) Check all mechanical parts thoroughly.
- (f) All bucket pump extinguishers should be refilled with clean water at the time of routine maintenance and inspection.

10.2 Annual Inspection (Other than performance test)

10.2.1 At longer interval, atleast once in a year, a more thorough inspection and maintenance of extinguisher, including chemical charge inside and expellent should be carried out by trained personnel, according to the procedure given below for each type of extinguisher separately. Any extinguisher showing corrosion or damage to the body internally or externally should be replaced. Faulty damaged and corroded parts shall be replaced by correct component. Illegible labels should be replaced.

10.2.2. The period of discharge recommended in 10.3 which will provide additional opportunity for the practical training of personnel in the use and handling of extinguishers, should be carried out as given in 10.3. Advantage should be taken of annual maintenance and inspection for fixing the time of tests.

10.2.3 Pressure and leakage tests of each extinguisher should be carried out as in 10.4. Advantage for this should be taken at annual inspection maintenance and discharge tests for fixing of the time of tests.

10.2.4. Fire Extinguisher, Soda-Acid Type IS 934

10.2.4.1 Open the extinguisher, withdraw the cage and remove the acid bottle and examine it for cracks. Check the main liquid level and empty main liquid charge into a clean container.



- 10.2.4.2** Remove acid bottle if cracked. Renew the main liquid charge if level is appreciably reduced.
- 10.2.4.3** Examine the extinguisher body externally and internally using illuminating probe. Corroded or damaged (parts) extinguisher should be replaced.
- 10.2.4.4** Examine nozzle, strainer, vent holes, internal discharge tube, snifter valve and clean them properly.
- 10.2.4.5** Check the operating mechanism for free movements and sealing washers for correctness and replace if necessary.
- 10.2.4.6** Check the nozzle and see that it is not clogged and clean it.
- 10.2.4.7** Clean the extinguisher externally and internally and return the original charge to the extinguisher and make up the level with water if slightly less. Otherwise use a new charge.
- 10.2.5. Fire Extinguisher, Water Type (Gas Cartridge) IS-940**
- 10.2.5.1** Open the extinguisher, see the water level, throw away the water charge.
- IS: 2190-1979**
- 10.2.5.2** Examine the extinguisher body internally and externally from corrosion and damaged conditions with illuminating probe. Damaged and corroded extinguishers should be removed from service. Corroded gas cartridge should also be replaced.
- 10.2.5.3** Examine the gas cartridge for mass. If there is loss of more than 10 percent of original mass replace it with fully charged one.
- 10.2.5.4** Examine nozzle, strainer, vent holes, internal discharge tube, sealing washer, replace them if not in good condition. Otherwise clean them thoroughly.
- 10.2.5.5** Check the operating mechanism for free movement and piercing mechanism if working properly.
- 10.2.5.6** Refill the extinguisher with fresh water.
- 10.2.6 Fire Extinguisher, Water Type (Stored Pressure) IS-6234**
- 10.2.6.1** Discharge the extinguisher and check its performance as given in relevant standard.
- 10.2.6.2** Check the pressure gauge before and after discharge of water for its correctness.
- 10.2.6.3** Open the extinguisher and check it externally and internally for any corrosion and foreign matter and clean it.
- 10.2.6.4** Examine cap assembly, the nozzle, strainer, vent holes, siphon tube and clean them.
- 10.2.6.5** Examine sealing washer and hose fittings.
- 10.2.6.6** Check the operating mechanism for its free movement.
- 10.2.6.7** Refill the extinguisher with fresh water. Screw on the cap tightly and pressurize it with suitable device and check pressure gauge for correct pressure.
- 10.2.7 Fire Extinguisher, Foam Type (Chemical) IS-933**
- 10.2.7.1** Open the extinguisher, check the liquid level. Pour liquid of inner and outer container in separate clean receptacle gently to see if there is any sediment at the bottom of two containers. Reject the charge if there is sufficient sludge formation on two charges already mixed even in small quantity.



- 10.2.7.2** Examine the extinguisher externally and internally for any corrosion or damage.
- 10.2.7.3** Examine nozzle, vent holes, cap washer, plunger disc and plunger rod for free movement and clean thoroughly.
- 10.2.7.4** Return the original charges if in proper condition of quantity and quality to appropriate container otherwise use new charges.
- 10.2.8** Fire Extinguisher, Dry Powder Type (Gas Cartridge)-All dry powder extinguishers should be inspected and maintained in accordance with the following. The dry powder extinguisher should be opened in a dry room and for a minimum possible time to avoid effect of atmospheric moisture on powder.
- 10.2.8.1** Dry powder extinguisher where discharge control is fitted on the nozzle should be operated before opening the extinguisher to ensure that there is no pressure in the extinguisher.
- 10.2.8.2** Weigh the extinguisher to check the correct mass of powder filled in it which should be marked on the body of extinguisher and record book when it was first put into services.
- 10.2.8.3** Open the extinguisher and remove gas cartridge and see that sealing disc is intact. Weigh and compare its mass with full mass of cartridge marked on it. Loss of mass if it is more than 10 percent should be replaced by new cartridge.
- 10.2.8.4** Check the operating mechanism, discharge control for free movement and clogging. Examine nozzle, hose vent holes, piercing mechanism, of vap cartridge holder, grease and wipe clean.
- 10.2.8.5** Remove the inner shell and clean port holes.
- 10.2.8.6** Empty the dry powder in a dry container and examine for caking, lumps and foreign matter. Otherwise replace it with new dry powder charge.
- 10.2.8.7** Examine the extinguisher body internally and externally for any damage or corrosion and replace corroded or damaged extinguisher.
- 10.2.8.8** Clean the extinguisher using dry air.
- 10.2.8.9** Return the original to the extinguisher and fit the cartridge and other fitting.
- 10.2.9** Fire Extinguisher, Dry Powder Type (Store Pressure Type).
- 10.2.9.1** All the precautions as mentioned in **10.2.8** should be taken before inspection.
- 10.2.9.2** Stored pressure type dry powder extinguisher should be inspected before and after discharge.
- 10.2.9.3** Check the pressure gauge to see that extinguisher is pressurized correctly. Extinguisher showing loss in pressure (working pressure indicated) should be sent back for pressurization.
- 10.2.9.4 to 10.2.10.3**
- 10.2.11** Fire Extinguisher, Water Type (Bucket Pump) IS-1924
- 10.2.11.1** Clean the extinguisher superficially polish the painted portion with a little colourless wax polish the brass parts with metal polish, polish the chromium plated parts with silver polish, check the nozzle outlet and vent hoses in the threaded portion of the cap for clogging, and check that the plunger is in fully extended position and it is clean.
- 10.2.11.2** Work the pump manually and check that it is able to throw water minimum distance of 10m.



10.2.11.3 Throw away the water, clean the extinguisher internally and refill with clean fresh water. Do not change water monthly where it is necessary to add antifreeze to it during certain parts of the year.

10.2.11.4 Before refilling the extinguisher, apply grease lightly to the pump piston rod.

10.3 Performance Requirements

10.3.1 The inspection and maintenance of extinguisher is designed to ensure that the extinguisher will remain as reliable during the whole service as when new. But it is not desirable that extinguisher should remain inservice indefinitely without more thorough test as in some cases, such as chemical foam, dry powder, etc., the extinguishing media itself is liable to deteriorate and should be periodically replaced.

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The performance tests on 50 percent of each type of extinguisher shall be carried out in accordance with relevant Indian Standard at intervals as mentioned below. Advantage shall be taken of this test to give practice to staff in practical handling and operation. In case more than 5 percent of extinguishers selected for test fail, remaining extinguishers shall also be tested. The extinguishers shall be so selected that all are tested by rotation:

i)	Soda acid	2 years
ii)	Water type (gas cartridge)	2 years
iii)	Water type (Stored pressure)	1 year
iv)	Chemical foam	2 years
v)	Dry powder (gas cartridge)	3 years
vi)	Dry powder (stored pressure)	3 years
vi)	Carbon dioxide type	5 years

10.4 Pressure Testing/Leakage Testing

10.4.1 The pressure or leakage test of all types of extinguishers shall be carried out at intervals mentioned against each extinguisher at a pressure and for a period mentioned against them in 10.4.2. Advantage shall be taken of yearly test for selecting the time for this test.

10.4.2 Examine the extinguisher body externally and internally for any sign of rust and corrosion and replace of it is rusted or corroded. Connect up with suitable adopters to a hydraulic test pump after filling the extinguisher with water and work the pump and build up the pressure gradually as mentioned below. There should not be any leakage or visible distortion and such extinguishers which fail in this requirement should be replaced.

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	Test Interval	Test Pressure	Pressure Maintained for
i)	Soda acid	2 years	1.75 Pa (17.5 kgf/cm ²) 2.5 minutes
ii)	Water type gas cartridge)	2 years	1.75 Pa (17.5 kgf/cm ²) 2.5 minutes
iii)	Chemical foam type	2 years	1.75 Pa (17.5 kgf/cm ²) 2.5 minutes
iv)	Dry powder (gas cartridge)	3 years	1.75 Pa (17.5 kgf/cm ²) 2.5 minutes
v)	Carbon dioxide type	When cylinder are sent for recharging	21 Pa (210 kgf/cm ²) 2.5 minute



- vi) Stored pressure type extinguisher, such as dry powder, water and carbon dioxide, should be pressure-tested every time before recharging.

10.4.3 The rejected bodies of the fire extinguishers should be destroyed, so as to prohibit their subsequent use.

11. Records

11.1 The records of maintenance, inspections and testing of all first-aid fire extinguishers should be maintained in the register (see Appendix B)¹. One page should be allowed to each extinguisher.

1. See page 687.



APPENDIX - A (Clause 4.3)

Recommended Scale of Portable Fire Extinguishers for Different types of Fire Risks

Sl. No. (1)	Type of Fire Risk and nature of occupancy (2)	Examples of Occupancies (3)	Scale of Equipment (4)
i)	Class 'A' fires, light hazard or low fire load normal occupancies	Offices (other than record rooms), schools, assembly halls, canteens, clubs, recreation rooms, places of worship, boarding houses etc. per compartment/floor of the building.	For every 600 m ² of floor area or part thereof one 9-litre water expelling extinguisher [Sl.No. (i) to (iv) of Table1] with a minimum of two extinguishers. The extinguishers shall be so distributed over the entire area that a person shall have to travel not more than 25 m from any point to reach the nearest extinguisher.
ii)	Class 'A' fires, ordinary hazard or low fire load abnormal occupancies	Ordinary record room, general merchandise shops, carpentry shops, book binders, small store rooms, tailoring shops, small timber yards, banks etc.	For every 600 m ² of the floor area or part thereof two 9-litre water expelling extinguisher with minimum of four extinguishers for compartment/floor of the building. The extinguisher shall be so distributed over the entire area that a person shall have to travel not more than 15m from any point to reach the nearest extinguishers.
iii)	Class 'A' fires extra hazards or high load occupancies	Large timber yards, saw mills godowns and warehouses storing combustible materials, flour mills etc.	The same as given is Sl.No. (ii) However in such cases extra provision shall be made in consultation with local fire authority. Note: Chemical fire extinguisher soda acid type per 100 m ² of floor area or part thereof may be provided.
iv)	Class 'A' fires special hazards	Important office records, service documents, archive, libraries, data processing centres, museums, etc.	For every 100 m ² of floor area or part thereof one every 4.5kg carbon dioxide extinguishers with a minimum of two extinguishers per room/ compartment. The extinguishers shall be so distributed over the entire area that a person shall have to travel not more than 10 m from any point to reach the nearest extinguisher.
v)	Class 'B' fires, storage and handling in small quantities generally in mixed occupancies	Workshop, garages, painting shops, general stores, cook houses etc.	Two extinguishers (9-litre foam or 5-kg dry powder) per 50m ² of floor area or part thereof. The extinguishers shall be so distributed that a person shall have to travel not more than 10 m from any point to reach the nearest extinguisher Note 1: Here the area to be considered is the portion(s) of the occupancy where flammable liquid are stored or handled & not the entire area. Note 2: For other class of risk in the same occupancy other type of



		extinguisher as per respective scales shall be provided.
vi) Class 'B' fires bulk storage other than in tank forms	Flammable liquid stores, storage in drum/cans in open, paint and varnish godowns, etc.	Per 100 m ² of floor area two extinguisher (9-litre foam or 5-kg dry powder) with a minimum of three extinguishers per room/compartment/stock. The extinguishers shall be so distributed over the entire area that a person shall have to travel not more than 10 m from any point to reach the nearest extinguishers.
vii) Class 'B' fires, bulk storage under ground completely covered	Public petrol/diesel/kerosene pumps and other similar storage in industries	Three extinguishers (9-litre foam or 5-kg dry powder) per pumping set.
viii) Class 'C' fires	Storage and handling of gas cylinders gas plants, small gas holders and gas lines passing through buildings, etc.	For every 100m ² of floor area or part thereof two 10-kg dry powder extinguishers per room/compartment/ or 6 Kg carbon dioxide extinguisher subject to a minimum of these extinguishers of same tube. The extinguishers shall be so distributed over the entire area that a person shall have to travel not more than 10m from any point to reach the nearest extinguishers.
ix) Class 'D' fires	All Processes involving the use of combustible metals as defined in 7.1 (d) storage of such metals, their clippings and powders	Two 5 kg fire extinguishers special dry powder [sl.no] (vii) of Table 1] for every 50 m ² of floor area or part thereof subject to a minimum of three extinguishers per room/compartment. The extinguishers shall be so distributed over the entire area that a person shall have to travel not more than 10 m from any point to reach the nearest extinguishers.
x) Mixed occupancies (electrical risks)	Workshop, generators, transformers, electric motors, switch gear, battery, charging rooms, transmitting and receiving station. T.V. centre air conditioning plants, X-ray rooms, operation theatres, telephone exchange, cinema projection rooms, photo sections, instrument calibration standards rooms, laboratories, all types of delicate electronic equipment, computer rooms etc.	For 100 m ² of floor area or part thereof one extinguisher [10-kg dry powder or 6-kg carbon dioxide Sl.No. (vi) or (vii) of Table-1 with a minimum of two extinguishers of same type of per room/ compartment group of machines. Note 1- Choice between dry powder and carbon dioxide may be made considering the delicacy of the equipment/machinery and whether this is enclosed or open. For delicate and completely enclosed equipment/ machinery carbon dioxide shall be provided but other risks can be covered by dry powder. Note 2- Water expelling extinguishers and foam type shall not be provided in the vicinity of such machinery/ equipment to avoid inadvertent use by the workers and consequence danger of electrocution and damage to machinery/equipment.



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Appendix B
(Clause 11.1)**FORM FOR RECORD OF MAINTENANCE, INSPECTION AND TESTING OF PORTABLE
FIRST-AID FIRE EXTINGUISHERS**

Serial Number of Extinguishers.....

Type of Extinguishers.....

(give capacity, where applicable)

Location.....

Date of Purchase.....

Serial No. of Entry	Date	Details of test, inspection and repairs with remarks	Initials

