



**Navodaya Vidyalaya Samiti**  
Ministry of Human Resource Development  
Dept. of School Education & Literacy  
Govt. of India  
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F. No. 7-10/2017-NVS(SA)/64

Dated: 11.02.2026

To

The Deputy Commissioner,  
Navodaya Vidyalaya Samiti,  
All Regional Offices,

**Sub.: Safety and Security of Students - Utilization of services of MTS as Care Takers- reg.**

**Ref.: This office letter no. 1-2/2019-NVS/SA dated 12.02.2019.**

Sir/Madam,

JNVs being residential schools, safety and security of students is our prime responsibility. The Samiti has taken several steps to ensure safety and security of students in JNVs.

Engagement of MTS as Care Takers in JNV Hostels/Dormitories is one such step to ensure physical well-being and to take care of students.

But it has come to the knowledge of this office that MTS engaged for care taker duties are given duties other than taking care of students.

In this regard, it is reiterated that MTS engaged for caretaker duties shall not be assigned any other duties as long as students are residing in the hostel. However, during vacations/breaks, JNVs may utilize their services for other works, as per requirement.

Moreover, Care Takers are to be sensitized from time to time about their duties and responsibilities by the Principal as per letter under reference.

This is issued with the approval of the competent authority.

Yours faithfully,

Encl.: As above.

  
11/2/26  
(Saroj Kumar Tripathy)  
Assistant Commissioner (SA)



मिसिल संख्या 1-2/2019—नविस / वि.प्र.:

फरवरी 12, 2019

सेवा में

उपायुक्त  
 नवोदय विद्यालय समिति  
 सभी संभागीय कार्यालय

Sub : Engagement of Chowkidar-cum-Sweeper and Chowkidar working in JNVs as MTS.

Sir/Madam,

Samiti Hqrs. has recently issued order dated 1<sup>st</sup> February, 2019 regarding engagement of two Sweepers (one male and one female) on daily wage basis in each JNV for cleaning of toilets and bathrooms of academic block & hostels.

On engagement of sweepers on daily wage basis, it is decided to utilize the services of Chowkidar-cum-Sweeper and Chowkidar to ensure physical well being of students in the dormitories in the form of Warden/Care Taker and to change the designation as MTS as per DOPT OM no. AB-14017/6/2009/Estt(RR) dated 30<sup>th</sup> April, 2010. Out of the available Chowkidar & Chowkidar-cum-Sweeper (maximum 2+2), the Principal will assign duties of MTS to the two senior most Chowkidar / Chowkidar-cum-Sweeper as care taker of the boys dormitories. Rest of the Chowkidar / Chowkidar-cum-Sweeper will be assigned duties for general watch and ward of the campus. In case of need, casual labour may be engaged till arrangement is made through outsourcing of security personnel through outside agency. This shall be implemented urgently in view of Zero tolerance toward untoward incident like unrest, suicide etc.

The duties and responsibilities of MTS / Care Taker would be as follows:-

1. He will assist House Master & AHM.
2. He will look after the boys dormitory during the assigned duty hours.
3. He will ensure upkeep of the house, i.e. cleanliness of the dormitories, toilets and bathrooms and surroundings with the active participation of the boys and the sweeper on duty.
4. He will check the entry of any man or unauthorized person in the house.
5. He will attend any boy who comes back to the house during class activities hours and know from him reason and also record it with time.
6. He will liaison between ailing boys and the staff nurse and he will inform it to the house master and/or the Principal.
7. He will help the ailing boys for taking timely their medicines and proper diet as prescribed by the staff nurse/medical officer.
8. He will provide personal nursing care to the ailing boys to comfort them.
9. He will see that all boys go to classes and other activities in time.

*[Signature]*  
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10. He will periodically check the furniture and cots etc. particularly those items made of MS Steel and if any item found damaged, which could hurt a child, he will bring it to the notice of the house master/principal for its repair/replacement.
11. He will see that there is no damaged electrical wiring/fitting in the house.
12. He will take care of proper water supply in the house.
13. He will assist house master in taking overall care of the boys to the extent possible.
14. He will have very cordial and affectionate interaction with the boys from time to time to know to their personal needs and problems if any and help them overcome them.
15. He will lock the house in the night and during day time when the boys are in the class or for activities and keep keys with him.
16. He will be a keen observer to notice if any boy student is upset emotionally or subjected to depression etc. and bring it to the notice of the house master/principal.
17. The Principal will assign the duty of the boys dormitories as mentioned above to Chowkidar-cum-Sweeper and Chowkidar in such a way that they look after the assigned work round the clock.
18. A register regarding change of the shift duty of this staff and proper handing/taking over the charge after completion of the shift duty/ before start of shift duty shall be maintained.
19. Any other work mainly related to looking after the boys in the house as assigned by the Principal.

For all these duties, he will be reporting to House Master. However, overall responsibility will lie with HM / Principals.

This is to be implemented with immediate effect and compliance may be sent by 15<sup>th</sup> February, 2019 (Friday), without fail.

This issues with the approval of competent authority.

भवदीय,  
J. BAJPAI  
(क्षी. बाजपेई)  
सहायक आयुक्त ( वि.प्र )

#### प्रतिलिपि:-

1. प्राचार्य, सभी जवाहर नवोदय विद्यालय - सूचनार्थ ।
2. सहायक आयुक्त (आईटी), समिति मुख्यालय, नोएडा –इस अनुरोध के साथ कि कृपया इस परिपत्र को समिति की वेबसाइट पर तत्काल अपलोड करें ।