

परिपत्रों का सार-संग्रह
Compendium of Circulars
अंक-03 : Vol.III
2004-2011



नवोदय विद्यालय समिति
Navodaya Vidyalaya Samiti

मानव संसाधन विकास मंत्रालय
Ministry of Human Resource Development
स्कूल शिक्षा और साक्षरता विभाग
Deptt. of School Education & Literacy

नवोदय विद्यालय समिति के उद्देश्य

- विद्यालय (इन्हें इसके आगे 'नवोदय विद्यालय' कहा गया है) स्थापित करना, उन्हें धन प्रदान करना, उनका रख-रखाव, नियंत्रण और प्रबंधन तथा ऐसे सभी कार्य करना जो इन विद्यालयों के संवर्धन के लिए आवश्यक या सहायक हैं। इनके उद्देश्य इस प्रकार हैं:-
 - मुख्य रूप से ग्रामीण क्षेत्रों के प्रतिभाशाली बच्चों को उनके परिवार की सामाजिक-आर्थिक स्थिति पर ध्यान दिए बिना, गुणात्मक आधुनिक शिक्षा प्रदान करना, जिसमें सामाजिक मूल्यों, पर्यावरण के प्रति जागरूकता, साहसिक कार्यकलाप और शारीरिक शिक्षा जैसे महत्वपूर्ण घटकों का समावेश हो।
 - देश भर में एक उपयुक्त स्तर पर एक समान माध्यम अर्थात् अंग्रेजी एवं हिन्दी में शिक्षण की सुविधाएं प्रदान करना।
 - सभी विद्यालयों के स्तर में तुलनात्मकता सुनिश्चित करने व हमारी मिली-जुली संस्कृति एवं परम्पराओं को समझने में सुविधा हो इसके लिए कोर-पाठ्यचर्या प्रदान करना।
 - राष्ट्रीय एकता को बढ़ावा देने और सामाजिक भावना की समृद्धि के लिए प्रत्येक स्कूल के विद्यार्थियों को क्रमिक रूप से देश के एक भाग से दूसरे भाग में ले जाना।
 - वर्तमान परिस्थितियों के अनुरूप अध्यापकों को प्रशिक्षण एवं अनुभव और सुविधाओं के परस्पर आदान-प्रदान द्वारा स्कूल शिक्षा की गुणवत्ता में सुधार के लिए एक केन्द्र बिन्दु के रूप में कार्य करना।
- नवोदय विद्यालयों के विद्यार्थियों के रहने के लिए छात्रावास स्थापित करना, उनका विकास, रख-रखाव व प्रबंधन करना।
- समिति के उद्देश्यों की पूर्ति के लिए यदि आवश्यक हो, देश के किसी भी भाग में स्थित अन्य संस्थाओं को वित्तीय सहायता प्रदान करना, उन्हें स्थापित एवं उनका संचालन करना।
- ऐसे सभी कार्य करना जो इस समिति के किसी या सभी उद्देश्यों की पूर्ति के लिए आवश्यक, प्रासंगिक या सहायक समझे जाएं।

Objectives of Navodaya Vidyalaya Samiti

- 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 :
 - 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.
 - To provide facilities, at a suitable stage, for instruction through a common medium, viz., Hindi and English, all over the country.
 - Offer a common core-curriculum of ensuring comparability in standards and to facilitate and understanding of the common and composite heritage of our people.
 - To progressively bring students from one part of the country to another in each school to promote national integration and enrich the social content.
 - 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.
- To establish, develop, maintain and manage Hostels for the residence of students of Navodaya Vidyalayas.
- To aid, establish and conduct other institutions as may be required for the furtherance of the Society's objects in any part of India.
- 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.



1. सूर्योदय नवोदय का प्रतीक है ।
Sunrise symbolise **Navodaya**.
2. दो शीर्ष नवोदय विद्यालय समिति द्वारा दी जाने वाली सुरक्षा का प्रतीक हैं ।
Two heads are the symbol of Navodaya Vidyalaya Samiti giving protection to.
3. तीन(श्वेत) शीर्ष नवोदय विद्यालयों के विद्यार्थियों का प्रतीक हैं ।
Three (White) heads which symbolise students of Navodaya Vidyalayas.
4. किताब,दूरदर्शन, कम्प्यूटर आदि उत्कृष्ट आधुनिक शिक्षा के साधनों को दर्शाते हैं ।
Book, T.V., Computer etc. indicate the means for excellence in modern Education.
5. पौधे एवं पंक्तियां ग्रामीण पृष्ठभूमि को दर्शाते हैं ।
Plants and Lines represent Rural Background.
6. अनाज की फलियां राष्ट्रीय एकता एवं शान्ति का प्रतीक हैं ।
Corn-locks symbolise National Integration & Peace.
7. उद्देश्य : उत्कृष्ट ज्ञान सर्वोपरि है ।
Motto : Intelligence is divine.

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FOREWORD

It gives me immense pleasure to present a “Compendium of Circulars Vol. III, 2004-11,” which contains vast information in the form of instructions and circulars issued by the Samiti from time to time.

The need for this kind of Compendium was being realised for bringing uniformity and objectivity in our day-to-day functioning. This Compendium also reflects our glorious past and the efforts initiated by our officers and staff associated with this esteemed organisation who pooled their vast experience and individual brilliance to evolve various rules, regulations and systems keeping in mind the well being of this organisation and need for objective, purposeful guidance for all stake - holders by creating an environment of fraternity and brotherhood in the Navodaya family through which we have been successful in meeting every challenge.

I am thankful to all our officers who had been associated with this organisation since its inception and who designed various systems framed useful guidelines on different issues which have inspired and motivated all members of Navodaya family to give their best for the organisation. I am also thankful to officers at NVS Hqrs., who took initiative and put in their hard work in compilation of these important circulars, which, I am confident, will be of great help to all Vidyalayas and Regional Offices in ensuring faithful conduct of their functions.

**Manoj Singh, IAS
Commissioner**



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104	Permission for opening new Centres of JNVST-2008, F.No.1-18/07/NVS(Exam.), dated 14.12.2007	308
105	DO Letter to Magistrate, F.No.1-22/2007-NVS(Exam.), dated 09.01.2008	309
106	ज.न.वि. चयन परीक्षा 2008 संबंधित महत्वपूर्ण गतिविधियों के संबंध में, सं.सं.1-24/2007-न.वि.स. (परीक्षा), दिनांक 27.01.2008	310
107	Minutes of the meeting held on 25 & 26 February 2008 Appraisal and Implementaion thereof, F.No.26-16/2008-NVS(Trg.), dated 25.03.2008	312
108	Conduct of JNVST Lateral entry Class-IX Guidelines for fixing qualifying criteria, F.No.1-1/2008-NVS(Exam.)/332, dated 03.06.2008	317
109	Conduct of JNVST2009, F.No.1-8/2008-NVS(Exam.)/343, dated 19.06.2008	318
110	Lateral Entry Test 2009 for class IX- clarification regarding criteria- JNV Minicoy, F.No.1-1/2008-NVS(Exam.), dated 22.07.2008	320
111	JNVST-2010- Criteria for 3% reservation for children belonging to Disabled Category, F.No.1-14/2009-NVS(Exam.)/25, dated 17.11.2009	321
112	Establishment of 7 Navodaya Leadership Institutes and 25 Training Institutes, F.No.16-9/2008-NVS(Admn.), dated May 31, 2011	323



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113	07 नवोदय नेतृत्व संस्थान एवं 25 प्रशिक्षण केन्द्र स्थापित करने के संबंध में, सं.सं. 16-9/2008-नविस (प्रशासन), दिनांक 31.05.2011	325
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114	राजभाषा कार्यान्वयन हेतु जांच बिंदु बनाने संबंधी सं.सं.1-18/2005-न.वि.स. (हि.प्र.), दिनांक 03.01.2005	328
115	न.वि.स., मुख्यालय को नियम 10(4) के अंतर्गत अधिसूचित करने एवं नियम 8(4) के अंतर्गत व्यक्तिगत आदेश जारी करने के संबंध में, सं.सं. 2-22/2007-न.वि.स. (हि.प्र.), दिनांक 02.09.2008	329
116	कार्यालय आदेश-राजभाषा नियम 1963 के नियम 11 के अंतर्गत कार्यालयीन कामकाज में हिन्दी को बढ़ावा देने के लिए, सं.सं.1-3/2006-न.वि.स. (हि.प्र.), दिनांक 03.02.2009	330
117	कार्यालय आदेश- सं.सं. 1-21/2007-न.वि.स. (हि.प्र.), दिनांक 22.10.2009	331
118	कार्यालय आदेश-हिन्दी के प्रयोग को बढ़ावा देने के लिए अनेक सार्थक सुझाव, सं.सं. 1-21/2007-न.वि.स., (हि.प्र.), दिनांक 19.01.2010	332
119	कार्यालय आदेश-राजभाषा नीति, राजभाषा अधिनियम राजभाषा नियम के उपबन्धों के अनुपालन के संबंध में, सं.सं.1-1/2007-न.वि.स. (हि.प्र.), दिनांक 19.02.2010	334
120	कार्यालय आदेश-राजभाषा अधिनियम राजभाषा नियम के उपबन्धों के अनुपालन, सं.सं. 1-1/2007-न.वि.स. (हि.प्र.), दिनांक 11.02.2010	335
121	संघ का राजकीय कार्य हिन्दी में करने के लिए वार्षिक कार्यक्रम 2010.11 का अनुपालन, सं.सं. 1-5/2010-न.वि.स. (हि.प्र.), दिनांक 09.06.2010	337
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123	Revised ceiling for reimbursement of Medical Claims, F.No.3-8(89)2002-03/NVS/F&A/IA/188, dated 26.10.2005	340
124	Budget Allocation for the Financial Year 2010-11, F.No.1-1/2010-NVS(F&A), dated 20.09.2010	342
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125	Handing-over/taking-over of buildings by Principals from construction Agencies , F.No.1-4/2004/NV/GM, dated 29.03.2005	360
126	General Guidelines for execution of JNVs & zonal Training Institutes, F.No.1-2/97-NVS(GM)dated 10-07-1997	361
127	Submission of Proforma of I.R. by R.O Executive Engineer on 30%,60%,90% and at the time of final bill, F.No.2-4/(35)/03-NVS/(W), dated 29.03.2005	365
128	Submission of physical progress of on going construction works, F.No.1-2/2005-NVS/(GM), dated 15.09.2005	367
129	Items related to Construction Wing in Dy. Commissioners Conference, F.No.1-2/2006/-NVS/(GM) , dated 31.01.2006	369
130	Design of buildings by construction agencies-reg, F.No.1-4/2006-NVS/(GM), dated 22.02.2006	371
131	Maintenance of the school building of JNVs, F.No.1-4/2004-NVS/(GM) , dated 08.05.2006	372
132	Construction of approach road in JNVs, F.No.1-2/2006-NVS/(GM) , dated 11.07.2006	373



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133	Exterior finishing in CBRI design JNV buildings, F.No.1-4/2004-NVS/(GM)/351 , dated 11.08.2006	374
134	Maintenance of temporary JNV buildings, F.No.1-2/2006-NVS/(GM), dated 18.08.2006	377
135	Exterior finishing in CBRI design JNV buildings, F.No.1-4/2004-NVS/(GM), dated 04.12.2006	378
136	Special repair & maintenance at JNVs, F.No.1-2/2006-NVS/(GM) , dated 23.01.2007	379
137	Estimate submitted by EE, NVS, ROs for various works, F.No.1-2/2006-NVS(W)/EE(T) , dated 15.02.2007	380
138	Revised Specifications and scale of amenities for Type-1 to IV houses, F.No.2-06-NVS(EE(N)/1243 , dated 26.02.2007	382
139	Settlement of Final Bills of Construction Agencies, F.No.1-2/2007-NVS/(GM) , dated 26.03.2007	393
140	Yearly cleaning of septic tanks, F.No.27-312/2001-NVS(SA), dated 13.03.2008	395
141	Inspection of smaller works by the executive engineer NVS RO, F.No.1-2/2008-NVS/(W), dated 04.04.2008	396
142	Developing "Rajeev Gandhi Smriti Van" in JNV Plantation of trees., F.No.1-2/06-NVS/(GM) , dated 26.06.2008	397
143	Proper utilization of funds released to Principal for maintenance & repair works of the Vidyalaya Building-reg, F.No.1-2/2008-NVS/(W), dated 04.08.2008	398
144	Expenditure management -Economy measure and rationalization of expenditure - follow up action , F.No.1-2/2006-NVS/GM, dated 06.08.2008	399
145	Submission of physical progress of on-going construction works, F.No.1-2/2006-NVS/GM, dated 20.01.2009	400
146	Submission of Physical progress of on-going construction work. F.No.1-2/2009nvs(GM) dated 20.01.2009	402
147	Circular, F.No.3-53/2006-NVS/(works) , dated 23.06.2009	403
148	Circular, F.No.1-2/2006-NVS/work, dated 26.06.2009	404
149	Submission of proposals for special repair works of JNVs, F.No.2-43(2)2009-NVS(M&R)/321 , dated 16.10.2009	406
150	Agreement-reg. , F.No.2-Circular/EE/2006, dated 08.07.2010	408
151	Circular, F.No.2-4/2006-NVS/(W), dated 06.08.2010	409
152	Development of software by Construction Agencies for monitoring the progress of JNV works, F.No.1-2/2010-NVS/(GM), dated 26.10.2010	410





ESTABLISHMENT - I



F. No.1-8/03-NVS(Estt.)

Dated : 18.07.2003

To

The Deputy Director
Navodaya Vidyalaya Samiti
All Regional Offices.

Subject : Appointment of Female Staff Nurse on contract basis in JNVs posted with Male Nurse -approval reg.

Sir/Madam,

On the basis of the recommendation of Sh. K K. Bakshi Committee regarding safety and Security of girl students in the Vidyalayas, it has been decided to provide a female staff nurse on contract basis on a monthly consolidated salary of Rs. 3,000/- in the JNVs, where regular male staff nurse are working. The qualification etc. for such appointment may be as per criteria laid down in recruitment rules. The expenditure will be borne out of the contingency grant of the Vidyalaya.

The necessary orders in this regard may please be issued to all concerned JNVs under intimation to this office.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Mukesh', written over a horizontal line.

(MUKESH)

Dy. Director (Estt.)



F. No.5-88/2003-NVS(Estt.)

Dated : 15.10.2004

ORDER

Subject : Posting in North Eastern Region for 3 years.

It has been decided by the Samiti that one posting in North East Region for a tenure of 3 years shall be mandatory for the employees of the Samiti. Orders in this regard have already been issued by the Samiti. It has also been decided that transfers to North East Region both at the time of posting to and out of North East Region will be considered in public interest and as such the employees will be eligible for transfer benefits.

In this regard some representations have been received in the Samiti seeking clarification as to whether facility of transfer benefits would be admissible to existing employees posted in North East Region who are transferred out of Region on completion of three years stay or more in that Region. The matter has been examined in the Samiti and it is clarified that all the employees moving out of the Shillong Region after completion of a tenure of three years or more would be entitled for transfer benefits.

These orders will take effect from the date of issue and old cases will not be re-opened.

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

Copy to :

1. Deputy Directors, all Regional Offices
2. All NLIs
3. All JNVs
4. All Officers of NVS Hqrs. New Delhi



F. No.2-3/2005-NVS(Estt.)

Dated :16.03.2005

To

The Deputy Director
Navodaya Vidyalaya Samiti
All Regional Offices.

Subject : Scheme for appointment on compassionate grounds.

Sir,

It has been observed that cases for appointment on compassionate grounds are being sent to Hqrs for consideration without examining the same as per GOI instructions issued from time to time. In order to readily make available the latest information in this regard, following circulars are sent herewith.

1. O.M. No. 14014/6/94-Estt (D) dt. 9.10.98.
2. O.M. No. 14014/23/99-Estt (D) dt. 3.12.99.
3. O.M. No. 14014/24/99-Estt (D) dt. 28.12.99.
4. O.M. No. 14014/6/94-Estt (D) dt. 9.10.98

It is requested that the cases may be sent to Hqrs for appointment on compassionate grounds only after examining the same as per guidelines in above mentioned O.M. It is also requested that while forwarding the proposal to Hqrs, it may be mentioned that the proposal has been examined and recommended as per guidelines issued vide Samiti's letter F.No. 3-2/2005-NVS(Estt.) dated 16.3.2005.

Yours faithfully,

(S.B. Sharma)
Assistant Director (Estt.)



No,14014/6/94-Estt(D)
Government of India
Ministry of Personnel, Public Grievances and Pension
(Department of Personnel and Training)

New Delhi 110001
October 9, 1998

OFFICE MEMORANDUM

Subject: Scheme for compassionate appointment under the Central Government - Revised consolidated instructions.

The undersigned is directed to say that the existing instructions for making compassionate appointment under the Central Government have since been reviewed in the light of the various court judgements and other decisions including those taken on the various recommendations contained in the Fifth Central Pay Commission Report as well as the Study Reports of 1990 and 1994 prepared by the Department of Administrative Reforms and Public Grievances on the subject and they have accordingly been revised/simplified and consolidated as in the enclosed scheme which will supercede all the existing instructions on the subject. This may be brought to the notice of all concerned for information, guidance and necessary action.

(K.K. JHA)

Director(Establishment)

To

All Ministries/Departments of the Government of India

Copy to:-

1. The Comptroller and Auditor General of India
2. The Secretary, Union Public Service Commission
3. Rajya Sabha Secretariat
4. Lok Sabha Secretariat
5. All State Governments/Union Territories Administrations
6. All attached/subordinate offices under the Department of Personnel and Training/Ministry of Home Affairs
7. National Commission for SC/ST, New Delhi
8. National Commission for OBC, New Delhi
9. The Secretary, Staff Side, National Council
10. The Registrar General, The Supreme Court of India
11. The Department of Administrative Reforms and Public Grievances, Sardar Patel Bhavan, New Delhi 110001
12. All Offices/Sections of DOP&T
13. Establishment(D) Section (500 copies)



SCHEME FOR COMPASSIONATE APPOINTMENT

1. OBJECT

The object of the Scheme is to grant appointment on compassionate grounds to a dependent family member of a Government servant dying in harness or who is retired on medical grounds, thereby leaving his family in penury and without any means of livelihood, to relieve the family of the Government servant concerned from financial destitution and to help it get over the emergency.

2. TO WHOM APPLICABLE

To a dependent family member —

(A) of a Government servant who --

- (a) dies while in service (including death by suicide); or
- (b) is retired on medical grounds under Rule 2 of the CCS (Medical Examination) Rules 1957 or the corresponding provision in the Central Civil Service Regulations before attaining the age of 55 years (57 years for Group 'D' Government servants); or
- (c) is retired on medical grounds under Rule 38 of the CCS(Pension) Rules, 1972 or the corresponding provision in the Central Civil Service Regulations before attaining the age of 55 years (57 years for Group 'D' Government servants); or

(B) of a member of the Armed Forces who -

- (a) dies during service; or
- (b) is killed in action; or
- (c) is medically boarded out and is unfit for civil employment.

Note I "Dependent Family Member" means:

- (a) spouse; or
 - (b) son (including adopted son); or
 - (c) daughter (including adopted daughter); or
 - (d) brother or sister in the case of unmarried Government servant or member of the Armed Forces referred to in (A) or (B) of this para,
- who was wholly dependent on the Government servant/ member of the Armed Forces at the time of his death in harness or retirement on medical grounds, as the case may be.

Note II "Government servant" for the purpose of these instructions means a Government servant appointed on regular basis and not one working on daily wage or casual or apprentice or ad-hoc or contract or re-employment basis.

Note III "Confirmed work charged staff" will also be covered by the term 'Government servant' mentioned in Note II above.



Note IV "Service" includes extension in service: (but not re-employment) after attaining the normal age of retirement in a civil post.

Note V "Re-employment" does not include employment of ex-serviceman before the normal age of retirement in a civil post.

3. A UTHORITY COMPETENT TO MAKE COMPASSIONATE APPOINTMENT

- (a) Joint Secretary incharge of administration in the Ministry/Department concerned.
- (b) Head of the Department under the Supplementary Rule 2(10) in the case of attached and subordinate offices.
- (c) Secretary in the Ministry/Department concerned in special types of cases.

4. POSTS TO WHICH SUCH APPOINTMENTS CAN BE MADE

Group 'C or Group 'D' posts against the direct recruitment quota.

5. ELIGIBILITY

- (a) The family is indigent and deserves unmediate assistance for relief from financial destitution; and
- (b) Applicant for compassionate appointment should be eligible and suitable for the post in all respects under the provisions of the relevant Recruitment Rules.

6. (A) EXEMPTIONS

Compassionate appointments are exempted from observance of the following requirements:-

- (a) Recruitment procedure i.e. without the agency of the Staff Selection Commission or the Employment Exchange.
- (b) Clearance from the Surplus Cell of the Department of Personnel and Training/ Directorate General of Employment and Training.
- (c) The ban orders on filling up of posts issued by the Ministry of Finance (Department of Expenditure).

(B) RELAXATIONS

- (a) Upper age limit could be relaxed wherever found to be necessary. The lower age limit should, however, in no case be relaxed below 18 years of age.

Note I Age eligibility shall be determined with reference to the date of application and not the date of appointment;

Note II Authority competent to take a final decision for making compassionate appointment in a case shall be competent to grant relaxation of upper age limit also for making such appointment.

- (b) Secretary in the Ministry/Department concerned is competent to relax temporarily educational qualifications as prescribed in the relevant recruitment



rules in the case of appointment at the lowest level e.g. Group 'D' or Lower Division Clerk post, in exceptional circumstances where the condition of the family is very hard provided there is no vacancy meant for compassionate appointment in a post for which the dependent family member in question is educationally qualified. Such relaxation will be permitted upto a period of two years beyond which no relaxation of educational qualifications will be admissible and the services of the person concerned, if still unqualified, are liable to be terminated.

Note : In the case of an attached subordinate office, the Secretary in the concerned administrative Ministry/Department shall be the competent authority for this purpose.

- (c) In the matter of exemption from the requirement of passing the typing test those appointed on compassionate grounds to the post of Lower Division Clerk will be governed by the general orders issued in this regard:-
- (i) by the CS Division of the Department of Personnel and Training if the post is included in the Central Secretariat Clerical Service; or
 - (ii) by the Establishment Division of the Department of personnel and Training if the post is not included in the Central Secretariat Clerical Service.
- (d) Where a widow is appointed on compassionate ground to a Group 'D' post, she will be exempted from the requirement of possessing the educational qualifications prescribed in the relevant rules provided the duties of the post can be satisfactorily performed by her without possessing such educational qualifications.

DETERMINATION/AVAILABILITY OF VACANCIES

- (a) Appointment on compassionate grounds should be made only on regular basis and that too only if regular vacancies meant for that purpose are available.
- (b) Compassionate appointments can be made upto a maximum of 5% of vacancies falling under direct recruitment quota in any Group 'C' or 'D' post. The appointing authority may hold back upto 5% of vacancies in the aforesaid categories to be filled by direct recruitment through Staff Selection Commission or otherwise so as to fill such vacancies by appointment on compassionate grounds. A person selected for appointment on compassionate grounds should be adjusted in the recruitment roster against the appropriate category viz SC/ST/ OBC/General depending upon the category to which he belongs. For example, if he belongs to SC category he will be adjusted against the SC reservation point, if he is ST/OBC he will be adjusted against ST/OBC point and if he belongs to General category he will be adjusted against the vacancy point meant for General category.
- (c) While the ceiling of 5% for making compassionate appointment against regular vacancies should not be circumvented by making appointment of dependent family member of Government servant on casual/daily wage/ad-hoc/contract basis against regular vacancies, there is no bar to considering him for such appointment if he is eligible as per the normal rules/orders governing such appointments.
- (d) The ceiling of 5% of direct recruitment vacancies for making compassionate



appointment should not be exceeded by utilising any other vacancy e.g. sports quota vacancy.

- (e) Employment under the scheme is not confined to the Ministry/ Department/Office in which deceased/medically retired Government servant had been working. Such an appointment can be given anywhere under the Government of India depending on availability of a suitable vacancy meant for the purpose of compassionate appointment.
- (f) If sufficient vacancies are not available in any particular office accommodate the persons in the waiting list for compassionate appointment, it is open to the administrative Ministry/Department/ Office to take up the matter with other Ministries/Departments/Offices of the Government of India to provide at an early date appointment on compassionate grounds to those in the waiting list.

BELATED REQUEST FOR COMPASSIONATE APPOINTMENT

- (a) Ministries/Departments can consider requests for compassionate appointment even where the death or retirement on medical grounds of a Government servant took place long back, say five years or so. While considering such belated requests it should, however, be kept in view that the concept of compassionate appointment is largely related to the need for immediate assistance to the family of the Government servant in order to relieve it from economic distress. The very fact that the family has been able to manage somehow all these years should normally be taken as adequate proof that the family had some dependable means of subsistence. Therefore, examination of such cases would call for a great deal of circumspection. The decision to make appointment on compassionate grounds in such cases may, therefore, be taken only at the level of the Secretary of the Department/ Ministry concerned.
- (b) Whether a request for compassionate appointment is belated or not may be decided with reference to the date of death or retirement on medical ground of a Government servant and not the age of the applicant at the time of consideration.

WIDOW APPOINTED ON COMPASSIONATE GROUNDS GETTING REMARRIED

A widow appointed on compassionate grounds will be allowed to continue in even after re-marriage.

WHERE THERE IS AN EARNING MEMBER

- (a) In deserving cases even where there is already an earning member in the family a dependent family member may be considered for compassionate appointment with prior approval of the Secretary of the Department/Ministry concerned who, before approving such appointment, will satisfy himself that grant of compassionate appointment is justified having regard to number of dependents, assets and Liabilities left by the Government servant. income member as also his liabilities including the fact member is residing with the family of the Government. whether he should not be a source of support to other members of the family.



- (b) In cases where any member of the family of the deceased or medically retired Government servant is already in employment and is not supporting the other members of the family of the Government servant, extreme caution has to be observed in ascertaining the economic distress of the members of the family of the Government servant so that the facility of appointment on compassionate ground is not circumvented and misused by putting forward the ground that the member of the family already employed is not supporting the family.

1. MISSING GOVERNMENT SERVANT

Cases of missing Government servants are also covered under the scheme for compassionate appointment subject to the following conditions:- (a) A request to grant the benefit of compassionate appointment can be considered only after a lapse of at least 2 years from the date from which the Government servant has been missing, provided that:

- (i) an FIR to this effect has been lodged with the Police,
 - (ii) the missing person is not traceable, and
 - (iii) the competent authority feels that the case is genuine;
- (b) This benefit will not be applicable to the case of a Government servant:-
- (i) who had less than two years to retire on the date from which he has been missing; or
 - (ii) who is suspected to have committed fraud, or suspected to have joined any terrorist organisation or suspected to have gone abroad.
- (c) Compassionate appointment in the case of a missing Government servant also would not be a matter of right as in the case of others and it will be subject to fulfillment of all the conditions, including the availability of vacancy, laid down for such appointment under the scheme;
- (d) While considering such a request, the results of the Police investigation should also be taken into account; and
- (e) A decision on any such request for compassionate appointment should be taken only at the level of the Secretary of the Ministry/Department concerned.

PROCEDURE

- (a) The proforma as in Annexure may be used by Ministries/Departments Offices for ascertaining necessary information and processing the cases of compassionate appointment.
- (b) The Welfare Officer in each Ministry/Department/Office should meet the members of the family of the Government servant in question immediately after his death to advise and assist them in getting appointment on compassionate grounds. The applicant should be called in person at the very first stage and advised in person about the requirements and formalities to be completed by him.
- (c) An application for appointment on compassionate grounds should be considered in the light of the instructions issued from time to time by the Department of Personnel



and Training (Establishment Division) on the subject by a committee of officers consisting of three officers - one Chairman and two Members - of the rank of Deputy Secretary/ Director in the Ministry Department and officers of equivalent rank in the case of attached and subordinate offices The Welfare Officer may also be made one of the Members/Chairman of the committee depending upon his rank. The committee may meet during the second week of every month to consider cases received during the previous month. The applicant may also be granted personal hearing by the committee, if necessary, for better appreciation of the facts of the case.

- (d) Recommendation of the committee should be placed before the competent authority for a decision. If the competent authority disagrees with the committee's recommendation, the case may be referred to the next higher authority for a decision.

13. UNDERTAKING

A person appointed on compassionate grounds under the scheme should give an undertaking in writing (as in Annexure) that he/she will maintain properly the other family members who were dependent on the Government servant member of the Armed Forces in question and in case it is proved subsequently (at any time) that the family members are being neglected or are not being maintained properly by him/her, his/her appointment may be terminated forthwith.

14. REQUEST FOR CHANGE IN POST/PERSON

When a person has been appointed on compassionate grounds to a particular post, the set of circumstances, which led to such appointment, should be deemed to have ceased to exist. Therefore,

- (a) he/she should strive in his/her career like his/her colleagues for future advancement and any request for appointment to any higher post on considerations of compassion should invariably be rejected.
- (b) an appointment made on compassionate grounds cannot be transferred to any other person and any request for the same on considerations of compassion should invariably be rejected

15. SENIORITY

- (a) The inter-se seniority of persons appointed on compassionate grounds may be fixed with reference to their date of appointment. Their interpolation with the direct recruits/promotees may also be made with reference to their dates of appointment without disturbing the inter-se seniority of direct recruits/promotees.
- (b) Date of joining by a person appointed on compassionate grounds shall be treated as the date of his/her regular appointment.

16. GENERAL

- (a) Appointments made on grounds of compassion should be done in such a way that persons appointed to the post do have the essential educational and technical qualifications and experience required for the post consistent with the requirement of maintenance of efficiency of administration.



- (b) It is not the intention to restrict employment of a family member of the deceased or medically retired Group 'D' Government servant to a Group 'D' post only. As such, a family member of such Group 'D' Government servant can be appointed to a Group 'C' post for which he/she is educationally qualified, provided a vacancy in Group 'C' post exists for this purpose.
- (c) The Scheme of compassionate appointments was conceived as far back as 1938. Since then a number of welfare measures have been introduced by the Government which have made a significant difference in the financial position of the families of the Government servants dying in harness/retired on medical grounds. An application for compassionate appointment should, however, not be rejected merely on the ground that the family of the Government servant has received the benefits under the various welfare schemes. While considering a request for appointment on compassionate ground a balanced and objective assessment of the financial condition of the family has to be made taking into account its assets and liabilities (including the benefits received under the various welfare schemes mentioned above) and all other relevant factors such as the presence of an earning member, size of the family, ages of the children and the essential needs of the family, etc.
- (d) Compassionate appointment should not be denied or delayed merely on the ground that there is reorganisation in the Ministry/Department Office. It should be made available to the person concerned if there is a vacancy meant for compassionate appointment and he or she is found eligible and suitable under the scheme.
- (e) Requests for compassionate appointment consequent on death or retirement on medical grounds of Group 'D' staff may be considered with greater sympathy by applying relaxed standards depending on the facts and circumstances of the case.
- (f) Compassionate appointment will have precedence over absorption of surplus employees and regularisation of daily wage/casual workers with/without temporary status.
- (g) Any request to increase the upper age-limit of 55 years for retirement on medical grounds prescribed in para 2(A) (b) and (c) above in respect of Group 'A'/'B'/'C' Government servants and to bring it at par with the upper age-limit of 57 years prescribed therein for Group 'D' Government servants on the ground that the age of retirement has recently (May, 1998) been raised from 58 years to 60 years for Group 'A'/'B'/'C' Government servants (which is at par with the age of retirement of 60 years applicable to Group 'D' Government servants) or on any other ground should invariably be rejected so as to ensure that the benefit of compassionate appointment available under the scheme is not misused by seeking retirement on medical grounds at the fag end of one's career and also keeping in view the fact that the higher upper age-limit of 57 years has been prescribed therein for Group 'D' Government servants for the reason that they are low paid Government servants who get meagre invalid pension in comparison to others.

17. IMPORTANT COURT JUDGEMENTS

The ruling contained in the following judgements may also be kept in view while considering cases of compassionate appointment:-

- (a) The Supreme Court in its judgement dated April 8, 1993 in the case of Auditor



General of India and others Vs. G. Ananta Rajeswara Rao [(1994) 1 SCC 192] has held that appointment on grounds of descent clearly violates Article 16(2) of the Constitution; but if the appointment is confined to the son or daughter or widow of the Government servant who died in harness and who needs immediate appointment on grounds of immediate need of assistance in the event of there being no other earning member in the family to supplement the loss of income from the bread winner to relieve the economic distress of the members of the family, it is unexceptionable.

- (b) The Supreme Court's judgement dated May 4, 1994 in the case of Umesh Kumar Nagpal Vs. State of Haryana and others [JT 1994(3) S.C. 525] has laid down the following important principles in this regard:
- (i) Only dependents of an employee dying in harness leaving his family in penury and without any means of livelihood can be appointed on compassionate ground.
 - (ii) The posts in Group 'C' and 'D' (formerly Class III and IV) are the lowest posts in non-manual and manual categories and hence they alone can be offered on compassionate grounds and no other post i.e in the Group 'A' or Group 'B' category is expected or required to be given for this purpose as it is legally impermissible.
 - (iii) The whole object of granting compassionate appointment is to enable the family to tide over the sudden crisis and to relieve the family of the deceased from financial destitution and to help it get over the emergency.
 - (iv) Offering compassionate appointment as a matter of course irrespective of the financial condition of the family of the deceased or medically retired Government servant is legally impermissible.
 - (v) Neither the qualifications of the applicant (dependent family member) nor the post held by the deceased or medically retired Government servant is relevant. If the applicant finds it below his dignity to accept the post offered, he is free not to do so. The post is not offered to cater to his status but to see the family through the economic calamity.
 - (vi) Compassionate appointment cannot be granted after lapse of a reasonable period and it is not a vested right which can be exercised at any time in future.
 - (vii) Compassionate appointment cannot be offered by an individual functionary on an ad-hoc basis.
- (c) The Supreme Court has held in its judgement dated February 28, 1995 in the case of the Life Insurance Corporation of India Vs. Mrs Asha Ramchandra Ambekar and others [JT 1994(2) S.C. 183] that the High Courts and Administrative Tribunals can not give direction for appointment of a person on compassionate grounds but can merely direct consideration of the claim for such an appointment.
- (d) The Supreme Court has ruled in the cases of Himachal Road Transport Corporation vs. Dinesh Kumar [JT 1996 (5) S.C. 319] on May 7, 1996 and Hindustan Aeronautics Limited Vs. Smt A. Radhika Thirumalai [JT 1996 (9) S.C. 197] on October 9, 1996 that appointment on compassionate grounds can be made only if a vacancy is available for that purpose.
- (e) The Supreme Court has held in its judgement in the case of State of Haryana and others. Vs. Rani Devi and others [JT 1996(6) S.C. 646] on July 15, 1996 that if the scheme regarding appointment on compassionate ground is extended to all sorts of casual, ad-hoc employees including those who are working as Apprentices, then such scheme cannot be justified on Constitutional grounds.



ANNEXURE

PROFORMA REGARDING EMPLOYMENT OF DEPENDENTS OF GOVERNMENT SERVANTS DYING WHILE IN SERVICE/RETIRED ON INVALID PENSION

PART - A

- I. (a) Name of the Government servant
(Deceased/retired on medical grounds).
- (b) Designation of the Government servant.
- (c) Whether it is Group 'D' or not ?
- (d) Date of birth of the Government servant.
- (e) Date of death/retirement on medical grounds
- (f) Total length of service rendered.
- (g) Whether permanent or temporary.
- (h) Whether belonging to SC/ST/OBC
- II.(a) Name of the candidate for appointment.
- (b) His/Her relationship with the Government servant.
- (c) Date of birth.
- (d) Educational Qualifications.
- (e) Whether any other dependent family member has been appointed on compassionate grounds.
- III. Particulars of total assets left Including amount of :
- (a) Family pension
- (b) D.C.R. Gratuity
- (c) G.P.F. Balance
- (d) Life Insurance Policies (including Postal Life Insurance)
- (e) Moveable and immovable properties and annual income earned therefrom by the family.
- (f) C.G.E. Insurance amount
- (g) Encashment of leave
- (h) Any other assets
- Total



- IV. Brief particulars of liabilities, if any.
- V. Particulars of all dependent family members of the Government servant (if some are employed, their income and whether they are living together or separately)

S.No.	Name(s)	Relationship with the Government servant	Age	Address	Employed or not (if employed particulars of employment and emoluments)
(1)	(2)	(3)	(4)	(5)	(6)
1.					
2.					
3.					
4.					
5.					

DECLARATION/UNDERTAKING

- I hereby declare that the facts given by me above are, to the best of my knowledge, correct. If any of the facts herein mentioned are found to be incorrect or false at a future date, my services may be terminated.
- I hereby also declare that I shall maintain properly the other family members who were dependent on the Government servant/ member of the Armed Forces mentioned against I(a) of Part-A of this form and in case it is proved at any time that the said family members are being neglected or not being properly maintained by me, my appointment may be terminated.

Date:

Signature of the candidate

Name :
Address :

Shri/Smt./Kum.....is known to me and the facts mentioned by him/her are correct.

Date:

Signature of permanent Government servant

Name :
Address :

I have verified that the facts mentioned above by the candidate are correct.

Date:

Signature of the welfare Officer

Name :
Address :



PART-B

(TO BE FILLED IN BY OFFICE IN WHICH EMPLOYMENT IS PROPOSED)

- I. (a) Name of the candidate for appointment
- (b) His/Hor relationship with the Government servant
- (c) Age (date of birth), qualifications and experience, if any. educational
- (d) Post for which employment is proposed and whether it is Group 'C' or 'D'
- (e) Whether there is vacancy in that post within the ceiling of 5% prescribed under the scheme of compassionate appointment ?
- (f) Whether the post to be filled is included in the Central Secretariat Clerical Service or not?
- (g) Whether the relevant Recruitment Rules provide for direct recruitment?
- (h) Whether the candidate fulfils the requirements of the Recruitment Rules for the post ?
- (i) Apart from waiver of Employment Exchange/Staff Selection Commission procedure what other relaxations are to be given.

- II. Whether the facts mentioned in Part-A have been verified by the office and if so, indicate the records ?

- III. If the Government servant died/retired on medical grounds more than 5 years back, why the case was not sponsored earlier ?

- IV. Personal recommendation of the Head of the Department in the Ministry/Department/Office. (with his signature and office stamp/seal).



**F.No.14014/23/99-Estt.(D)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training**

New Delhi -110001
December 3, 1999

OFFICE MEMORANDUM

Subject :- Time-limit for making Compassionate Appointment

The undersigned is directed to refer to the Department of Personnel and Training Office Memorandum No.14014/6/94-Estt.(D) dated October 9, 1998 on the above subject and to say that the question of prescribing a time-limit for making appointment on compassionate grounds has received due consideration taking into account the ceiling of 5% of vacancies falling under direct recruitment quota in any Group 'C' or 'D' post prescribed in this regard in paragraph 7(b) *ibid* and the ruling of the Supreme Court that appointment on compassionate grounds can be made only if vacancies are available for the purpose [mentioned in paragraph 17(d) *ibid*]. Accordingly, it has been decided that the Committee prescribed in paragraph 12 *ibid* for considering a request for appointment on compassionate grounds should take into account the position regarding availability of vacancy for such appointment and it should recommend appointment on compassionate grounds only in a really deserving case and only if vacancy meant for appointment on compassionate grounds will be available within a year, that too within the ceiling of 5% mentioned above. This would ensure grant of compassionate appointment within a year. In respect of other really deserving cases the Committee should only recommend taking up the matter with other Ministries/Departments/ Offices of the Government of India to consider those cases for appointment there as provided in paragraph 7 (f) *ibid*.

2. The instructions contained in the Office Memorandum dated October 9, 1998 stand modified to the extent mentioned above.
3. The above decision may be brought to the notice of all concerned for information, guidance and necessary action.

(K. K. JHA)
DIRECTOR(Establishment)

To
All Ministries/Departments of the Government of India
Copy to :-

1. The Comptroller and Auditor General of India
2. The Secretary, Union Public Service Commission.
3. Rajya Sabha Secretariat.
4. Lok Sabha Secretariat.
5. All State Governments/Union Territory Administrations.
6. All attached/subordinate offices under the Department of Personnel and Training/Ministry of Home Affairs.
7. National Commission for SCs/STs, New Delhi.
8. National Commission for OBCs, New Delhi.
9. The Secretary, Staff Side, National Council.
10. The Registrar General, The Supreme Court of India.
11. The Department of Administrative Reforms and Public Grievances, Sardar Patel Bhavan, New Delhi-110001.
12. All Officers/Sections of DOP&T.
13. Establishment (D) Section (500 copies).



No.14014/24/99-Estt.(D)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

New Delhi -110001
December 28, 1999

OFFICE MEMORANDUM

Subject :- Compassionate appointment Calculation of vacancies by grouping of posts.

The undersigned is directed to refer to the Department of Personnel and Training Office Memorandum No.14014/6/94-Estt(D) dated October 9, 1998 on the above subject and to say that the question of non-availability of vacancies for appointment on compassionate grounds within the ceiling of 5% of vacancies falling under direct recruitment quota in any Group 'C' or 'D' post prescribed in this regard in paragraph 7(b) ibid particularly in small Offices/Cadres has been considered by the Government keeping in view difficulties being experienced in this regard even in genuine/deserving cases.

2. Accordingly, it has been decided to allow grouping of posts in small Offices/Cadres for the purpose of calculation of vacancies for appointment on compassionate grounds. Consequently, Group 'C'/'D' posts in which there are less than 20 direct recruitment vacancies in a recruitment year may be grouped together and out of the total number of vacancies 5% may be filled on compassionate grounds subject to the condition that appointment on compassionate grounds in any such post should not exceed one.

3. It is also clarified that for the purpose of calculation of vacancies for compassionate appointment, fraction of a vacancy either half or exceeding half but less than one may be taken as one vacancy.

4. The instructions on the subject contained in the Office Memorandum No.14014/6/94-Estt(D) dated October 9, 1998 stand modified to the extent mentioned above.

5. The above decision may be brought to the notice of all concerned for information, guidance and necessary action.

(K. K. JHA)
DIRECTOR(Establishment)

To
All Ministries/Departments of the Government of India
Copy to:-

1. The Comptroller and Auditor General of India.
2. The Secretary, Union Public Service Commission.
3. Rajya Sabha Secretariat.
4. Lok Sabha Secretariat.
5. All State Governments/Union Territory Administrations.
6. All attached/subordinate offices under the Department of Personnel and Training /Ministry of Home Affairs.
7. National Commission for SC/ST, New Delhi.
8. National Commission for OBC, New Delhi.
9. The Secretary, Staff Side, National Council.
10. The Registrar General, The Supreme Court of India.
11. The Department of Administrative Reforms and Public Grievances, Sardar Patel Bhavan, New Delhi-110001.
12. All Officers/Sections of the Department of Personnel and Training.
13. Establishment(D) Section - (500 copies).



**No.14014/16/99-Estt.(D)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training**

New Delhi- 110001
December 20, 1999

OFFICE MEMORANDUM

Subject: Compassionate appointment - Maintenance of other dependent family members of the deceased Government servant by the appointee.

The undersigned is directed to say that according to paragraph 13 of the Department of Personnel and Training Office Memorandum No.14014/6/94-Estt.(D) dated October 9, 1998 on the above subject a person appointed on compassionate grounds under the scheme should give an undertaking in writing that he/she will maintain properly the other family members who were dependent on the Government servant/member of the Armed Forces in question and in case it is proved subsequently (at any time) that the family members are being neglected or are not being maintained properly by him/her, his/her appointment may be terminated forthwith. The question of its legal enforceability has been examined in consultation with the Ministry of Law (Department of Legal Affairs) and it has been decided that it should be incorporated as one of the additional conditions in the offer of appointment applicable only in the case of appointment on compassionate grounds.

2. The relevant instructions contained in the aforesaid Office Memorandum dated October 9, 1998 stand modified to the extent mentioned above.
3. The above decision may be brought to the notice of all concerned for information, guidance and necessary action.

(K. K. JHA)
DIRECTOR(Establishment)

To

All Ministries/Departments of the Government of India

Copy to :-

1. The Comptroller and Auditor General of India.
2. The Secretary, Union Public Service Commission.
3. Rajya Sabha Secretariat.
4. Lok Sabha Secretariat.
5. All State Governments/Union Territory Administrations.
6. All attached/subordinate offices under the Department of Personnel and Training / Ministry of Home Affairs.
7. National Commission for SCs/STs, New Delhi.
8. National Commission for OBCs, New Delhi.
9. The Secretary, Staff Side, National Council.
10. The Registrar General, The Supreme Court of India.
11. The Department of Administrative Reforms and Public Grievances, Sardar Patel Bhavan, New Delhi-110001.
12. All Officers/Sections of DOP&T.
13. Establishment(D) Section (500 copies).



F. No.12-22/05-NVS(Estt.)

Dated : 01.06.2005

To,

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices.

**Subject : Extension of service for 2 years to National Awardee teachers
beyond age of superannuation.**

Sir/Madam,

The Executive Committee of Navodaya Vidyalaya Samiti in its meeting held on 12th April, 2005 has approved the grant of extension of service for two years beyond the age of superannuation to those teachers who are awarded National Awards by the Ministry of HRD, Govt, of India. Such extension will be given for two years by a single order.

You are requested to bring this decision to the notice of all teachers.

Yours faithfully.

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

Copy to:

1. The Principal, All JNVs.
2. All offices at NVS Hqrs.



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

Dated : 15.06.2005

To,

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

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

Sir/Madam,

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

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

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

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

Yours faithfully,

(M.S. Khanna)

Deputy Commissioner (Admn.)

Copy for information to :

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



F. No. 8-20/2005-NVS(Estt.)

Dated : 01.08.2005

ORDER**Subject : Merit Criteria for short listing of candidates.**

In partial modification of Samiti's orders No.2-1/02-NVS(Estt) dated 7.5.2003, and No.1-1/01-NVS (Estt) dated 29.3.2004 the merit criteria for short listing of candidates for appointment to the various posts in the Vidyalayas revised as under :

S.No.	Qualification	Weightage	Scoring pattern
i)	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.
ii)	For one next higher educational qualification only.	1 marks	Weightage for only next higher exam will be given.
iii)	For experience (only relevant experience).	5 marks	Weightage for relevant experience in a Govt./ autonomous organization will be given at the rate of 1 point for each completed year of experience in the same field and relevant for the duties and responsibilities of the post for which being considered.

Further the employment notice clearly indicating the vacancies and reservation category should also be displayed on the office notice board of the concerned Vidyalaya for wider publicity. Sponsorship of names from employment exchange will continue to be essential. However, applications of bonafide residents of concerned district may also be considered along with others on merit without being sponsored from employment exchange.

All other conditions for appointment stipulated in Samiti's Office Orders referred to above will remain un-changed. These orders will take effect from the date of issue.

(M.S.Khanna)

Deputy Commissioner(Admn.)

Copy to :

1. All Regional Offices
2. All Jawahar Navodaya Vidyalayas



F. No. 1-17/2001-NVS(Estt.)

Dated : 14.01.2006

To,

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices.

Subject : Minimum wages as applicable for casual workers.

Sir/Madam,

The Executive Committee in its meeting held on 8th December, 2005 has approved that minimum wages as applicable in a particular State/district should be paid to the casual workers of Navodaya Vidyalaya Samiti. However, the feasibility of outsourcing the works to organizations like Labour Contract Cooperative Societies may be explored.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'M.S. Khanna', written in a cursive style.

(M.S. Khanna)
Joint Commissioner (Pers.)

Copy to:

- SPA to Commissioner, NVS Hqrs Office, New Delhi.



F. No. 12-34/2005-NVS(Estt.)

Dated : 14.01.2006

To,

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices.

Subject : Regarding posting of choice to the Category-I employees.

Sir/Madam,

The Executive Committee of NVS at its meeting held on 8th December, 2005 has approved the following guidelines for filling up of post of teachers in JNVs located in North-Eastern Region.

A) To Provide posting of choice to the Category - 1 employees : -

- i) Category-1 employees will be accommodated against existing vacancies in the state opted for.
- ii) The employees who can not be accommodated against existing vacancies will displace the senior most teacher (in the respective category) of the state opted for.
- iii) Seniority of the employees displaced will be based on the length of continuous service (including as TGT & PGT) in the concerned state. The senior most employees on this basis will be displaced.
- iv) Such displaced teachers will be posted to Shillong Region or other hard and difficult stations.
- v) Employees more than 50 years of age as on 1st July of the concerned year will be exempted from displacement.

B) To fill up Vacancies :-

- i) Conduct a Special Recruitment Drive exclusively for the Vidyalayas located in North-Eastern region and J&K to fill up the vacancies.
- ii) Remaining vacancies may be filled up by selection of candidates in each category and subject from other region and post them to North Eastern region or other hard and difficult stations.
- iii) Selection of employees for such mandatory posting would be based on*the length of continuous service in a state (including as TGT, PGT, Vice-Principal and Principal) subject to a minimum of 8 years.
- iv) In case number of vacancies in Shillong region or other hard and difficult stations in a particular category is more than that could be accommodated by one candidate from each region, then those with greater length of continuous service in the same state will be selected.

Yours faithfully,

(M.S. Khanna)

Joint Commissioner (Pers.)



F. No. 12-17/02-NVS(Estt.)

Dated : 18.07.2006

o,

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

Subject : Remuneration of Staff Nurse on contract basis.

Sir,

In partial modification of Samiti's Circular No. F. 1-8/03-NVS (Estt.) dated 18.07.03 regarding engagement of female Staff Nurse on contract basis (copy enclosed), it has been decided to increase the amount of remuneration paid to female Staff Nurse appointed on contract basis from Rs. 3000/-per month to Rs. 5000/- per month (consolidated). All other conditions regarding engagement of female Staff Nurse on contract basis will remain unchanged.

These instructions will take effect from 01.07.06.

Yours faithfully,

(M. S. Khanna)
Joint Commissioner (Pers.)

Copy to :

1. PS to Commissioner.
2. All Officers, NVS, Hqrs.



F. No. 4-3/2006-NVS(Estt.)Pt.

Dated : 27.07.2006

To,

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

Subject : Transfer of staff on administrative grounds - regarding.

Sir/Madam,

Basic structure of Samiti's Transfer Policy is that Samiti does not displace any teacher to accommodate any other teacher. Transfers on request are considered only against vacancies. Non-displacement being an essential ingredient of the NVS transfer policy, even transfer on administrative grounds by displacing someone else is not desirable.

It is also emphasized that mere shifting of staff on administrative ground simply leads to shift of a problem from one Vidyalaya to another. Solution lies not in shifting but in counseling the errant to improve his performance and conduct failing which to initiate disciplinary proceedings against him for proper action.

It is, therefore, directed not to transfer staff on administrative ground by displacing someone. Further, staff, if any, who have already been transferred by Regional Offices on administrative ground may be either restored to their original station or placed as per their convenience against available vacancies.

Yours faithfully,

(O. Nabakishore Singh)
Commissioner, NVS



F. No. 2-6/05-NVS(Estt.)

Dated : 28.07.2006

To,

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

Subject : Regarding transfer benefits.

Sir/Madam,

Samiti has been receiving representations from teachers transferred out of Shilong Region for payment of transfer benefits. In this regard attention is invited to the following provisions contained in Samiti's order No. F. 2-72/99-NVS(Estt.) dated 13.11.2002:

On transfer -

- (i) **If the family does not accompany the Government Servant :** He will be paid T.A. 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 T.A. 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.

The claims of teachers in this regard may be settled accordingly.

Yours faithfully,

(M. S. Khanna)
Joint Commissioner (Pers.)



F. No.2-13/2006-NVS(Estt.)

Dated : 08.09.2006

To,

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices.

Subject : Deputation of teachers to outside organisations.

Sir/Madam,

The issue relating to deputation of teachers working in Jawahar Navodaya Vidyalayas to outside organizations has been considered and it has been decided that as a matter of policy deputation of teachers of JNVs, should not be encouraged keeping in view that presence of teachers in residential co-educational institutions are very much required.

You are, therefore, requested to deal with all such requests accordingly and pending cases of deputation of teachers to outside organizations and extension of deputation period may be settled as per above guidelines.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'M. S. Khanna', written in a cursive style.

(M. S. Khanna)
Joint Commissioner (Pers.)



F. No. 12-8/2005-NVS(Estt.)

Dated : 27.11.2006

To,

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices.

Subject : Rotational Transfer policy of Regional Language Teachers

Sir/Madam,

As per the provisions contained in the Navodaya Vidyalaya Scheme the students of these Vidyalayas are taught three language viz. Hindi, English and a Regional Language decided by the Samiti basing on the migration linkage. After making the recruitment by the concerned region of recruitment, the selected candidates for the regional languages are posted to the concerned Vidyalayas as per the language allotted to them in Hindi speaking states. The request transfers of Regional Language teachers are considered for their posting in their native states as per the vacancies available.

With a view to provide opportunities to Regional Language Teachers working outside their native state to get posting in their native state, the following guidelines for regulating rotational transfer policy of existing Regional Language Teachers have been approved :

1. Regional language teachers working in other regions/Hindi speaking states who have completed 5 years of stay outside their native state will be considered for transfer to their native states and the teachers who are working in native states for 5 years and above will be transferred in their places.
2. Such rotational transfers shall be restricted to the extent of the teachers working in Hindi speaking states who request for transfer to their native state.
3. Transfer of Regional Language teachers posted outside the native states will also be made against the vacancies available in their native.
4. The rotational transfers shall be made in accordance with the length of services rendered in their native states/outside native state.
5. Husband and wife working in JNVs in their native state having different subject may not be considered for rotational transfers keeping in view the government policy of posting of husband and wife at one place.
6. On rotational transfers their seniority shall be protected in their region of recruitment.

Relaxation from such rotational transfer may be considered on medical grounds by



the Commissioner, NVS on merits of each case.

Regional language teachers who are transferred outside their native state under the above rotational transfer policy shall be allowed to continue education of their children in the parent Vidyalaya in their native state as regular students to ensure continuity of education of their wards.

Yours :

A handwritten signature in black ink, appearing to be 'M. S. Khanna', is written over the word 'Yours'.

(M. S. Khanna)
Joint Commissioner (Pers.)

Copy to:

Principal, All Jawahar Navodaya Vidyalayas of the Samiti.



F. No. 12-22/2005-NVS(Estt.)

Dated : 09.02.2007

Subject : Ratio of Male & Female Teachers in Jawahar Navodaya Vidyalayas.

In view of the policy of the Samiti that at least 1/3rd students admitted are girls, the Executive Committee of Navodaya Vidyalaya Samiti in its XXVth meeting held on 10th November, 2006 has approved that Navodaya Vidyalaya Samiti may fix a quota for male and female teachers in proportion to quota of girl students in Navodaya Vidyalaya Samiti to meet its functional requirements and ensuring safety of girl students as the Vidyalayas are residential in the nature. Accordingly, it has been decided that 1/3rd of the teachers posted in Vidyalayas will be lady teachers in order to take care of girl students.

A handwritten signature in black ink, appearing to be 'M. S. Khanna', is written above the typed name.

(M. S. Khanna)
Joint Commissioner (Pers.)

Copy to:

1. The Deputy Commissioner, All Regional Offices.
2. Principal,. All Jawahar Navodaya Vidyalayas.
3. All Officers at NVS Hqrs.



F. No. 1-38/93-NVS(Estt.)Pt.2636

Dated :14.03.2007

To,

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices.

Subject : Recruitment of Matron at Vidyalaya level.

Sir/Madam,

The Samiti has sanctioned one post of Matron on contract basis on monthly honorarium of Rs. 3000/- for a period of one year in those JNVs where the strength of girl students exceed 100. As per the instructions, appointing authority for the post of Matron is Principal of the JNV concerned. However, AC (Cluster Incharge) is required to be associated as a member of the selection committee. The tenure of contract appointment of Matron is for a period of 10 months in a year. This contract is not extended and appointment of Matron on contract basis is made afresh every year.

It has been observed that due to above instructions, JNVs are to conduct fresh selection process for Matron every year and even this was getting delayed due to non-availability of AC (Cluster Incharge) at times. This matter has accordingly been re-considered and it has been decided that appointment of Matron may be finalized at the level of Principal of the Vidyalaya and need not be referred to AC (Cluster Incharge). It has also been decided that in case the performance of the Matron is found satisfactory, her contract may be extended after re-opening of the Vidyalaya instead of starting the process for fresh appointment.

Yours faithfully,

(M. S. Khanna)
Joint Commissioner (Pers.)

Copy to :

The Principals of all JNVs - for implementation of above decision.



F. No. 27-272/04-NVS(Estt.)2628

Dated : 14.03.2007

To,

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices.

Subject : Providing compensatory off to the Vidyalaya staff in lieu of working on National/Gazetted Holidays

Sir/Madam,

As per instructions issued by the Samiti, mess staff and other Group 'D' employees are entitled for a weekly off which is to be given by rotation so that activities of the Vidyalaya do not suffer. Keeping in view the nature of activities in a Vidyalaya, mess staff and Group 'D' employees have to work on national holidays and other public holidays also for which there is no provision for a compensatory off.

This matter has been reconsidered and it has been decided that compensatory off may be provided to the staff working in vidyalaya mess and to Chowkidar/Chowkidar-cum-Sweeper for working on national/gazetted holidays. Such compensatory off will be sanctioned by the Principal on rotation basis and in such manner that normal activities of the Vidyalaya do not suffer.

Yours faithfully,

(M. S. Khanna)
Joint Commissioner (Pers.)

Copy to :

The Principals of all JNVs - for implementation of above decision.



F. No. 12-22/2005-NVS(Estt.)2009

Dated : 14.08.2007

To,

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

Subject : Revised policy for recruitment and transfer of Regional Language Teachers.

Sir/Madam,

In continuation of Samiti's letter No. 12-8/2005-NVS/Estt. dated 27.11.06, (copy enclosed) it has been decided to make following modification in the policy for recruitment and transfer of Regional Language Teachers with the approval of the Executive Committee of Navodaya Vidyalaya Samiti with a view to minimize the problems faced by the teachers due to mandatory displacement after five years.

1. Vacancies available in the native states will be filled—up-by transfer of regional language teachers working outside the native states as per the length of their stay without insisting upon five years tenure.
2. Recruitment of Regional Language Teachers for new vacancies will be made by the concerned region where the vacancy is available and the selected teachers will have to serve in the region of their recruitment only.
3. Existing regional language teachers will continue to be governed by the present policy of Rotational Transfer notified vide No. 12-8/2005-NVS(Estt.) dated 27.11.06 till such teachers remain outside their native states.

It is requested that the above directions of Executive Committee may be complied with immediate effect.

Yours faithfully,

(M. S. Khanna)
Joint Commissioner (Pers.)



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

Dated: 30 May, 2008

NOTIFICATION

In exercise of powers conferred under clause (i) of sub-rule (ii) of Rule 24 of the Rules of the Navodaya Vidyalaya Samiti, the Executive Committee of the Samiti has framed 'Navodaya Vidyalaya Samiti Payment of Gratuity Rules 2007' for regulating payment of gratuity to the employees of the Samiti. A copy of the said Rules is enclosed.

These Regulations will be applicable to the employees of the Navodaya Vidyalaya Samiti till such time the Payment of Gratuity Act, 1972, is amended to include teachers for gratuity benefits. Thereafter the Samiti will either follow the amended Payment of Gratuity Act or seek exemption from the Act under Section 5 of the Act if it wishes to continue under these Regulations.

These Regulations will come into force with effect from the date of this notification. All cases relating to payment of gratuity to the employees of the Samiti will, henceforth, be determined as per these Rules.

(M.S. Khanna)
Joint Commissioner (Pers.)

Copy to :

1. PS to Hon'ble HRM and Chairman, NVS.
2. PS to Hon'ble MOS(HRD) and Vice Chairman, NVS.
3. All Jawahar Navodaya Vidyalayas.
4. All Regional Offices of NVS.
5. All Officers at NVS Headquarters.
6. Under Secretary (UT-1), Department of School Education & Literacy, Ministry of Human Resource Development w.r.t. letter No.F.20-23/2006-UT.1 dated 21st May, 2008.



**NAVODAYA VIDYALAYA SAMITI
PAYMENT OF GRATUITY RULES, 2007**

In exercise of the powers conferred by clause (i) of sub-Rule(ii) of Rule 24 of the Rules of Navodaya Vidyalaya Samiti, the Executive Committee of the Navodaya Vidyalaya Samiti, hereby make the following rules, namely:-

I. Short Title, Commencement and Application:

- i) These regulations may be called the “Navodaya Vidyalaya Samiti Payment of Gratuity Rules, 2007.
- ii) These regulations shall be deemed to have come into force with effect from the date of their notification.
- iii) These regulations shall apply uniformly to all the employees working in the Navodaya Vidyalaya Samiti [NVS] Hqrs., its Regional Offices, Navodaya Leadership Institutes and Jawahar Navodaya Vidyalayas.

II. Definitions :

In these regulations, unless the context otherwise requires :

1. “**Samiti**” means Navodaya Vidyalaya Samiti.
2. “**Employee**” means regular employee of the Samiti.
3. “**Completed year of Service**” means continuous service for one year.
4. “**Form**” means a form appended to these rules.
5. “**Continuous Service**” means

An employee shall be said to be in continuous service for a period if he has, for that period, been in uninterrupted service, including service which may be interrupted on account of sickness, accident, leave, absence from duty without leave not being absence in respect of which an order treating the absence as break in service has been passed in accordance with the rules or regulations governing the employees of the Samiti.

6. “**Controlling Authority**” means following officer/ authority nominated by the Samiti who shall be responsible for the administration of these rules.

Category of Employees	Controlling Authority
All Teaching & Non-Teaching Staff of ROs/ JNVs (Up to the level of Vice Principals)	Deputy Commissioner of concerned Regional Office.
All Assistant Commissioners, Principals, Section Officers & Headquarters Staff.	Deputy Commissioner (Admn.), Navodaya Vidyalaya Samiti, Headquarters
All Deputy Commissioners & above	Joint Commissioner, Navodaya Vidyalaya Samiti, Headquarters.



7. **“Employer”** means Navodaya Vidyalaya Samiti.
8. **“Family”** in relation to an employee, shall be deemed to consist of:-
 - (i) in the case of a male employee, himself, his wife, his children, whether married or unmarried, his dependant parents and the dependent parents of his wife and the widow and children of his predeceased son, if any;
 - (ii) in the case of a female employee, herself, her husband, her children, whether married or unmarried, her dependant parents and the dependant parents of her husband and the widow and children of her predeceased son, if any.

Explanation : *Where the personal law of an employee permits the adoption by him of a child, any child lawfully adopted by him shall be deemed to be included in his family, and where a child of an employee has been adopted by another person and such adoption is, under the personal law of the person making such adoption, lawful, such child shall be deemed to be excluded from the family of the employee.*

9. **“Superannuation”** in relation to an employee, means the attainment by the employee of such age as is fixed in conditions of service as the age of on the attainment of which the employee shall vacate the employment.
10. **“Salary”** means emoluments which are earned by an employee while on duty or on leave in accordance with the terms and conditions of his employment and which are paid or are payable to him in cash and includes dearness allowance but does not include bonus, house rent allowance, OTA and other allowances.

III. **Payment of Gratuity :**

- (1) Gratuity shall be payable to an employee on the termination of his employment after he has rendered continuous service for not less than five years, in the Samiti.
 - i) On his superannuation, or
 - ii) On his retirement or resignation, or
 - iii) On his death or disablement due to accident or disease;

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.

Provided further that in the case of death of the employee, gratuity payable to him shall be paid to his nominee or, if no nomination has been made, to his heirs.



EXPLANATION : For the purpose of this rule, disablement means such disablement as incapacitates an employee for the work which he was capable of performing before the accident or disease resulting in such disablement.

- (2) For every completed year of service or part thereof in excess of six months, the Samiti shall pay gratuity to an employee at the rate of fifteen days salary based on the rate of salary last drawn by the employee concerned .

Calculation of gratuity will be made as under:-

$$\text{Gratuity Payable} = \frac{\text{Monthly salary last drawn} \times 15}{26} \times \text{No. of years of service (part of a year in excess of 6 months is counted as one year)}$$

- (3) The amount of gratuity payable to an employee shall not exceed three lacs and fifty thousand.

IV. FORFEITURE OF GRATUITY

Notwithstanding anything contained in sub-rule(1) of Rule III.

- i) the gratuity of an employee whose services have been terminated for any act, willful omission or negligence causing any damage or loss to, or destruction of, property belong to the Samiti shall be forfeited to the extent of the damage or loss so caused;
- ii) the gratuity payable to an employee may be wholly or partially forfeited;
 - a) if the service of such employee have been terminated by the Samiti for his misconduct or any other act of violence on his part; or
 - b) if the services of such employee have been terminated by the Samiti for any which constitute an offence involving moral turpitude, provided that such offence is committed by him in the course of his employment.

V. NOMINATION

1. A nomination shall be in **Form "A"** and submitted in duplicate by personal service by the employee, after taking proper receipt or by sending through registered post acknowledgement due to the controlling authority.

- (i) in the case of an employee who is already in employment for a year or more on the date of commencement of these rules, ordinarily, within ninety days from such date; and



- (ii) in the case of an employee who completes one year of service after the date of commencement of these rules, ordinarily within thirty days of the completion of one year of service.

Provided that nomination in **Form "A"** shall be accepted by the employer after the specified period, if filed with reasonable grounds for delay, and no nomination so accepted shall be invalid merely because it was filed after the specified period.

2. Within thirty days of the receipt of nomination in **Form "A"** under sub-rule (1), the controlling authority shall get service particulars of the employee as mentioned in the form of nomination, verified with reference to the records of the establishment and return to the controlling authority, after obtaining a receipt thereof, the duplicate copy of the nomination in **Form "A"** duly attested either by the controlling authority or an officer authorized in this behalf by him, as a token of recording of the nomination by the employer and the other copy of the nomination shall be recorded.
3. An employee may in his nomination distribute the amount of gratuity payable to him under these Rules amongst more than one nominee. In such a case he shall specify in the nomination the amount or share payable to each of the nominee in such a manner as to cover the whole of the amount that may be payable to him.
4. If an employee has a family at the time of making a nomination, the nomination shall be made in favour of one or more members of his family, and any nomination made by such employee in favour of a person who is not a member of his family shall be void.
5. If at the time of making nomination the employee has no family, nomination may be made in favour of any person or persons but if the employees subsequently acquires a family, the employee shall make within ninety days of acquiring a family, a fresh nomination in duplicate in **Form "B"** in favour of one or more members of family and thereafter provisions of sub-rule (2) shall apply mutatis-mutandis.
6. A nomination may subject to the provisions of sub-rules (3) , (4) and (5) of the above rule be modified by an employee at any time, after giving to the Samiti a written notice, in duplicate, in **Form "C"** of his intention to do so.
7. A nomination or a fresh nomination or a notice of modification of nomination shall be signed by the employee in the presence of two witnesses, who shall also sign the declaration to that effect in the nomination, fresh nomination or notice of modification of nomination, as the case may be.
8. A nomination, fresh nomination or notice of modification of nomination shall take effect from the date of receipt thereon by the controlling authority.



9. If a nominee predeceases the employee, the interest of the nominee, shall revert to the employee who shall make fresh nomination in duplicate in **Form "C"** in respect of such interest.
10. Every nomination, fresh nomination or alteration of nomination, as the case may be, shall be sent by the employee to the Samiti, who shall keep the same in its safe custody.

VI. Application for Gratuity :

1. An employee who is eligible for payment of gratuity under these Rules shall apply within thirty days from the date the gratuity become payable in **Form "D"** to the Samiti.

Provided that where the date of superannuation or retirement of an employee is known, the employee may apply to the Samiti before thirty days of the date of superannuation or retirement.

2. A nominee of an employee, who is eligible for payment of Gratuity shall apply, ordinarily within thirty days from the date of gratuity became payable to him, in **Form "E"** to the concerned controlling authorities.

Provided that an application on 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 rules, shall apply, ordinarily within one year from the date of Gratuity became payable to him, in **Form "F"** to the concerned controlling authority.
4. Where Gratuity becomes payable under these Rules 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.



VII. MODE OF PAYMENT OF GRATUITY :

1. As soon as the gratuity becomes payable, the Controlling Authority shall, whether an application referred to in Rule VI above, has been made or not, determine the amount of gratuity and give notice in writing to the person to whom the gratuity is payable specifying the amount of gratuity so determined.
2. The Controlling Authority shall arrange to pay the amount of gratuity within thirty days after the date of receipt of the application to the person to whom the gratuity is payable.
3. Within 15 days of receipt of a notification under Rule (6) for payment of Gratuity, the Controlling Authority shall;
 - (i) if the claim is found admissible on verification, issue a notice in **Form "G"** to the applicant employee, nominee or legal heir, as the case may be specifying the amount of Gratuity payable and fixing a date not being later than the 30th day after the date of receipt of application for payment thereof;
 - OR**
 - (ii) if the claim for Gratuity is not found admissible, issue a notice in **Form "H"** to the applicant employee, nominee or legal heir, as the case may be, specifying the reasons, why the claim for Gratuity is not considered admissible.
4. If the amount of gratuity payable, under sub-rule (1) is not paid by the Controlling Authority within the period specified in sub-section (2), the employer shall pay, from the date on which the gratuity becomes payable to the date on which it is paid, simple interest at such rate, not exceeding the rate notified by the Central Government from time to time for repayment of long-term deposits, as that Government may, by notification, specify.

Provided that no such interest shall be payable, if the delay in the payment is due to the fault of the employee.

5. 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 Forms prescribed, as may be, along with the details for provision of funds under head "Staff payment" sub head "Payment of Gratuity".
6. The Gratuity payable under this act shall be paid in Demand Draft or Bank cheque to the eligible employee/nominee or, legal heirs, as the case may be, by the Controlling Authority after getting concurrence from the Finance Wing of their respective offices.

VIII. PROTECTION OF GRATUITY :

No gratuity payable under these Rules shall be liable to attachment in execution of any decree or order of any civil, revenue or criminal court.

**IX. SETTLEMENT OF DISPUTES :**

1. If there is any dispute as to the amount of gratuity payable to an employee under these rules or as to the admissibility of any claim of, or in relation to, an employee for payment of gratuity, or as to the person entitled to receive the gratuity, the Samiti shall deposit with the controlling authority such amount as it admits to be payable as gratuity.
2. Where there is a dispute with regard to any matter or matters specified in clause (1), the employer or employee or any other person raising the dispute may make an application to the controlling authority for deciding the dispute. The controlling authority shall, after due inquiry and after giving the parties to the dispute a reasonable opportunity of being heard, determine the matter or matters in dispute and if, as a result of such inquiry any amount is found to be payable to the employee, the controlling authority shall pay such amount or, as the case may be, such amount, as reduced by the amount already deposited by the employer.
3. **APPELLATE AUTHORITY :** In case of any dispute for payment of Gratuity, the Commissioner, Navodaya Vidyalaya Samiti shall be the Appellate Authority, who will record his decision on receipt of 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

X. Payment of gratuity to employees of Central Autonomous Body/Public Sector Enterprises in case of their movement to Samiti and vice versa :

- i. In case an employee of the Samiti joins Central Autonomous Body/Public Sector Enterprises (PSE), with the consent of the Management of both, the gratuity payable to him in terms of Rule IV above, be paid to that Central Autonomous Body/PSE.
- ii. The payment of gratuity under this Rule to PSE be made even in case the continuous service rendered by him in terms of Rule IV above is less than five years.
- iii. In case an employee of any other Central Autonomous Body/PSE joins Samiti with the consent of the Management of both, the service rendered by him in the previous Central Autonomous Body/PSE be reckoned for determining the continuous service in this Samiti provided the payment on this account in terms of Rule IV of the Rules is remitted to the Samiti.
- iv. For the purpose of (i) and (iii) above the movement of employees from other Central Autonomous Body/PSEs to this Samiti and vice versa will be deemed to be with the consent of the Management of both if they are willing to make and receive payments towards leave and gratuity.
- v. In case any employee, on movement from other Central Autonomous Body/PSEs to this Samiti or vice-versa receives or has received any payment



towards gratuity and/or leave direct from the employer, the provisions of this rule, shall not applicable in his case.

XI. SAVINGS :

Order No.1-18/2001-NVS(Admn.) dated 23rd. November, 2001 adopting the Payment of Gratuity Act, 1972 for the employees of Navodaya Vidyalaya Samiti, mutatis-mutandis, with effect from 3rd. April, 1997 stands withdrawn on the date of notification of this Rules. However, all eligible employees of Navodaya Vidyalaya Samiti, including teachers, (who are otherwise not eligible to get gratuity paid under Payment of Gratuity Act, 1972) and who had become eligible for payment of Gratuity under the above order dated 23rd. November, 2001 would be eligible for payment of Gratuity under the provisions of said Gratuity Act till the date of notification of these Rules and thereafter all claims for payment of Gratuity would be settled in accordance with the present rules.

XII. AMENDMENT/INTERPRETATION OF RULES :

Commissioner, Navodaya Vidyalaya Samiti may, by a notification make any amendment to these rules for the purpose of carrying out the provisions of these rules. Any question relating to interpretation of these rules shall be decided by the Commissioner Navodaya Vidyalaya Samiti.

XIII. REPEAL :

The provisions of these rules shall remain in force till such time the same is not inconsistent with the law that may be framed by the legislature in terms of law decided by Hon'ble Supreme Court in Ahmedabad Private Primary Teachers Association vs Administrative Officer and Others 2004 (1) SCALE 368.



FORM - A
(See Sub-Rule (1) of Rule-V)

To.....
(Give here name or description of the establishment with full Address)

1. Shri/Smt./Kumari.....whose particulars are given in the statement below.
(name in full here)

hereby nominate 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 and 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 the person(s) mentioned is/are member(s) of my family within the meaning of clause 8 of Rule II of NVS Payment of Gratuity Rules, 2007.
3. I hereby declare that I have no family within the meaning of clause(8)of rule II of the said Rules.
4. (a) My father/mother/parents is/are not dependent on me.
(b) My husband's father/mother/parent is/are not dependent on my husband.
5. Nomination made herein invalidates my previous nomination.

Nominee(s)

Name in full with full address of nominee(s)	Relationship with the employee	Age of nominee	Proportion by which the gratuity will be shared

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.
7. Date of appointment
8. Permanent address
Village.....Thana.....Sub-division.....Post Office.....
District.....State.....

Place
Date

Signature/Thumb impression
of the employee



Declaration by Witnesses

Nomination signed/thumb impressed before me.

Name in full and full
Addresses of Witnesses.

Signature of Witnesses.

- 1.
- 2.

- 1.
- 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 authorised
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 and duly certified by the employer.

Date :

Signature of the Employer



FORM - 'B'

[See sub-rule(5) of Rule V]

Fresh Nomination

To.....
(Give here name or description of the establishment with full Address)

I, Shri/Smt.....(Name in full here) whose particulars are given in the statement below, have acquired a family within the meaning of sub-rule 8 of Rule II of NVS Payment of Gratuity Rules, 2007 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 the person(s) nominated is a/are member(s) of my family within the meaning of aforesaid Rules.

- 3. (a) My father/mother/parent is/are not dependent on me.
- (b) My husband's father/mother/parent is/are not dependent on my husband.

Nominee(s)

Name in full with full address of nominee(s)	Relationship with the employee	Age of nominee	Proportion by which the gratuity will be shared

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.
- 7. Date of appointment
- 8. Permanent address
Village.....Thana.....Sub-division.....Post Office
..... District.....State.....

Place :
Date :

Signature/Thumb impression
of the Employee



Declaration by Witnesses

Nomination signed/thumb impressed before me.

Name in full and full
Addresses of Witnesses.

Signature of Witnesses.

1.
2.

1.
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 and duly certified by the employer.

Date :

Signature of the Employer



FORM- 'C'

[See sub-rule(6) of Rule V]

Modification of Nomination

To.....
[Give here name or description of the establishment with the Address]

I, Shri/Smt./Kumari.....(Name in full here) whose particulars are given in the statement below, hereby given notice that the nomination filed by me on [date] and recorded under your reference No..... dated.....shall stand modified in the following manner:

[Here give details of the modification intended]

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.
7. Date of appointment
8. Address in full.

Place : Signature/Thumb impression
Date : of the Employee

Declaration by Witnesses

Modification of nomination signed/thumb impressed before me.

Name in full and full addresses of Witnesses. Signature of Witnesses.

- | | |
|----|----|
| 1. | 1. |
| 2. | 2. |

Place :
Date :

Certificate by the Employer

Certified that the above modification have been recorded.
Employer's reference No., if any.

Signature of the Employer/
Officer authorized
Designation

Name and address of the
Establishment or rubber
Stamp thereof.

Acknowledgement by the Employee

Received the duplicate copy of the notice for modification in Form 'H' filed by me on.....duly certified by the employer.

Date : Signature of the Employer

Note: Strike out the words not applicable



FORM - 'D'

[See sub-rule (1) of Rule VI]

Application of Gratuity by an Employee

To.....
[Give here name or description of the establishment with full Address]

Sir,

I beg to apply for payment of gratuity to which I am entitled under sub-rule(1) of Rule VI of NVS Payment of Gratuity Rules,2007 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 theNecessary particulars relating to my appointment in the establishment are given in the statement below.

Statement

1. Name of the employee in full
2. Address in full.
3. Department/Branch/Section where last employed.
4. Post held.
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 sum due to me at the address mentioned above.

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 - 'E'
[See sub-rule (2) of Rule VI]
Application for Gratuity by a Nominee

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

Sir,

I beg to apply for payment of gratuity to which I am entitled under sub-rule (2) of Rule VI of the NVS Payment of Gratuity Rules, 2007 as a nominee of late.....[name of the employee] who was an employee of your establishment and died on theThe gratuity is payable on account of the death of the aforesaid employee while in service/superannuation of the aforesaid employee on.....retirement of/ 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 theNecessary particulars relating to my claim given in the statement below:

Statement

1. Name of applicant nominee.
 2. Address in full of 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 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.
2. I declare that the particulars mentioned in the above statement are true and correct to the best of my knowledge and belief.
 3. Payment may please be made in cash/crossed or open bank cheque.
 4. As the amount 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 there from.

Yours faithfully,

Place :
Date :

Signature/Thumb impression
of applicant Nominee.

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



FORM - 'F'
[See sub-rule (3) of Rule VI]

Application for Gratuity by a Legal Heir

To.....
[Give here the name or description of the establishment with full Address]

Sir,

I beg to apply for payment of gratuity to which I am entitled under sub-rule(3) of Rule VI of NVS payment of Gratuity Rules,2007 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 the aforesaid employee on the.....Necessary particulars relating to my claim are given 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/widowers)
 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.
 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/witness in support thereof.
 13. Total gratuity payable to the employee.
 14. Percentage of the gratuity claimed.
 15. Basis of the claim and evidence/witness in support thereof.
2. I declare that the particulars mentioned in the above statement are true and correct to the best of my knowledge and belief.
 3. Payment may please be made in cash/crossed or open bank cheque.
 4. As the amount payable is less than rupees one thousand, I shall request you to arrange for payment of the sum due to me at the address mentioned below.

Yours faithfully,

Place :
Date :

Signature/Thumb impression
of the applicant Legal Heir.

Note: 1. Strike out the words not applicable.



FORM - 'G'

[See clause(i) of sub-rule (3) of Rule VII]

Notice for Payment of Gratuity

To.....

[Name and address of the applicant employee/nominee/legal heir]

You are hereby informed as required under clause (i) of sub-rule (3) of Rule VII of NVS Payment of Gratuity Rules,2007 that a sum of Rs.....(Rupees.....) is payable to you as gratuity/as your share of gratuity in terms of nomination made by.....on.....and.....Recorded in this..... as a legal heir of.....an employee of this.....establishment.

2. Please call at.....on.....[date] at.....for collecting.
[Here specify place] [time]

3. Amount payable shall be sent to you at the address given in your application.

Brief statement of calculation.

1. Total period of service of the employee concerned.....years.....months.
2. Wages Last drawn.
3. Proportion of the admissible gratuity payable in terms of nomination/as a legal heir.

Signature of the employer/
Authorized Officer

Place :
Date :

Name or description of
Establishment or rubber
Stamp thereof.

Copy to : The controlling authority.

Note : Strike out the words not applicable.



FORM - 'H'

[See clause (ii) of sub-rule(3) of Rule VII]

Notice rejecting claim for Payment of Gratuity

To.....

[Name and address of the applicant Employee/Nominee/Legal Heir]

You are hereby informed as required under clause(ii) or sub-rule (3) of Rule VII of Payment of Gratuity Rule,2007 that your claim for payment of gratuity as indicated on your application in Form.....Under the said rules is not admissible for the reasons stated below:

Reasons

[(Here specify the reasons)]

Signature of the employer/
Authorized Officer

Place
Date

Name or description of
Establishment or rubber
Stamp thereof.

Copy to : The controlling authority:

Note : Strike out the words not applicable.



F. No. 2-72/99-NVS(Estt.)

Dated : 20.08.2008

ORDERS

Subject : Drawal of Special Duty Allowance.

The matter regarding drawal of Special (Duty) Allowance by the employees of NVS posted in North-East Region is to be decided in the light of Memorandum No. II(5)/97-E-II(B) dated 29.05.2002 issued by Department of [Expenditure, Ministry of Finance, Govt. of India (issued after the Supreme Court order in the Civil appeal No. 7000 of 2001 arising out of SLP of 1999). The queries/doubts raised by various Regional Offices have been duly uned and the following clarifications are issued:

i) Admissibility : To all employees of the Samiti having All India Transfer Liability on posting to any station in the North-Eastern Region, Viz. States of Assam, Meghalaya, Manipur, Nagaland, Sikkim, Mizoram, Arunachal Pradesh and Tripura from outside the region.

However, those belonging to North- Eastern Region and posted to out of the Region, will not be entitled for SDA on their subsequent transfer to North- Eastern Region whether it is on administrative ground or on request.

ii) Rate-admissible : The Special (Duty) Allowance @ 12.5% of basic Pay plus Stagnation Increment plus DP, will be admissible. This will be in addition to Special Pay and /or Deputation (Duty) Allowance, if any drawn.

iii) Non-admissibility : The Special (Duty) Allowance will not be admissible during employees leave/training beyond 15 days at a time and beyond 30 days in a year and during Suspension/Joining time.

iv) Special (Duty) Allowance will not be treated as "Pay" for any purpose but will be taxable under I.T. Act.

v) There is no stipulation that those employees (from outside the North- Eastern Region) who express their willingness to go to these stations/UTs will not be entitled of the allowances.

vi) The staff recruited by RO, Shillong/JNVs located in North-Eastern Region, locally on the basis of their local address or sponsored by the Employment Exchange is not admissible for the SDA even if they belong to outside the region.

vii) The amount paid on account of Special (Duty) Allowance to ineligible persons after 05.10.2001, will be recovered.

viii) These orders will be applicable mutatis mutandis for regulating the claims of Islands



Special (Duty) Allowance which is payable on the analogy of Special (Duty) Allowance to Central Government Civilian employees serving in the Andaman & Nicobar, and Lakshadweep Groups of Islands.

This is issued with the concurrence of F&A Wing of the Samiti and approval of Joint Commissioner (Pers.).

A handwritten signature in black ink, appearing to be 'S.B. Sharma', written in a cursive style.

(S.B. Sharma)
Assistant Commissioner (Estt.)

Copy to:

- i) All Deputy Commissioners of NVS, Regional Offices.
- ii) All Officers in NVS, Hqrs.
- iii) All Principals in JNVs.
- iv) All NLIs of NVS.



F. No. 12-17/2002-NVS(Estt.)/1198

Dated : 26.11.2009

To,

The Deputy Commissioner
Navodaya Vidyalaya Samiti
ALL REGIONAL OFFICES.

**Subject : Payment of remuneration to teaching and non- teaching staff
appointed on contract basis in the Samiti.**

Sir/Madam,

On the recommendations of the Finance Committee of Navodaya Vidyalaya Samiti in its meeting held on 30th June, 2009 and approved by the Executive Committee in its meeting held on 29.09.09, payment of remuneration to the qualified teaching & non-teaching staff appointed on contract basis in JNVs against sanctioned post are enhanced as under:-

Sl. No.	Post	Revised consolidated Pay of Staff on Contract Basis.
1.	PGT	15,600
2.	TGT	13,200
3.	Female Staff Nurse	6,000
4.	Matron	3,600
5.	Electrician-Cum-Plumber	7,800

All other conditions regarding engagement of teaching & non-teaching staff on contract basis will remain unchanged.

Yours faithfully,

(M. S. Khanna)
Joint Commissioner (Pers.)



F. No. 2-119/99-NVS(Estt.)/1813

Dated : 28.01.2010

To

The Deputy Commissioner
Navodaya Vidyalaya Samiti
Regional Office
Hyderabad.

Subject : Internal Audit (NVS Hqrs.) Objection – Ex- Post facto approval on Grant of Senior Scale to 484 teachers covering the period 2002-03 and 2004-05 regarding.

Sir,

I am directed to refer to your letter No. 1-171/NVS(SH) 2005-06/1937 dated 03.07.2006 on the subject noted above and to clarify that modalities to be adopted for grant of senior scales/selection scales to teachers on the following points as per clarification received from the Ministry of HRD.

Sl. No.	Points raised by NVS	Ministry's clarification/ query	Samiti's reply against Ministry's query, if any
1.	Teachers who have completed 12 years of regular service as on 31.12.2007 were considered for granting senior scale. However, if a teacher is promoted before completion of 12 years of service, whether he/she will be considered for next financial upgradation after completion of 24 years of service from his/her initial date of joining the service, or after 12 years of promotion?	Such cases may be settled in terms of guidelines issued under Para 3(i) of this Department's letter number 5-180/1986-UT-I dated 12.08.1987 and letter dated 08.07.1988.	As per these instructions, senior scale has to be granted after 12 years of service to TGTs & PGTs and selection scale is to be granted after 12 years of service in the senior scale in the respective cadres. Thus, if a teacher is promoted before, completion of 12 years of service, he will be considered for next financial upgradation i.e. to selection grade after 12 years service in the senior scale.
2.	Teachers who have attended in-service training programme on different occasions of different duration instead of one single spell of 21 days can be	In case any teacher has not been given opportunity to attend training programme by NVS he/she can be exempted. However, NVS is requested to intimate the reasons	In this regard, it is clarified that in the initial stage, Samiti did not have adequate infrastructure to provide regular in training to the teachers Training setup has been



Sl. No.	Points raised by NVS	Ministry's clarification /query	Samiti's reply against Ministry's query, if any
	<p>considered for grant of senior scale. In case any teacher had not been given opportunity to attend the training programme as prescribed, can such teachers be considered for granting senior scale keeping in view the teachers are not at fault.</p>	<p>for not imparting in-service training to teachers and also indicate the action taken for giving in-service training to teachers.</p>	<p>strengthening during last few years. As such, some of the teachers could not be nominated by the Samiti itself to undergo in service training. In most of the cases, in service training has been provided to all the teachers. In view of this, we may allow senior scale to all those teachers who have already undergone in service training of three weeks duration or could not be nominated by the Samiti for such training. However, those teachers who were nominated for such training and who did not attend may not be considered for grant of senior scale.</p>
3.	<p>Teachers who have refused promotion prior to completion of 12 years of service may not be considered for granting senior scale.</p>	<p>Basic objective of the three-tier scale to teachers is to provide them financial benefits through upgradation of pay scales, in case they do not get opportunity for promotion in time. Since a teacher has got opportunity of financial upgradation through promotion before completion of 12 years which has been refused by him/her. He/She may not be considered for grant of senior scale after completion of 12 years in service.</p>	—



Sl. No.	Points raised by NVS	Ministry's clarification /query	Samiti's reply against Ministry's query, if any
4.	Teachers who have refused promotion after completion of 12 years may be considered for granting senior scale from the date of completion of 12 years of service.	Employees who have refused vacancy-based promotion are not entitled for financial upgradation.	—
5.	Period of EOL either on medical grounds or private affairs as well as dies-non will not extend date of grant of senior scale.	As per DOPT's guidelines regular service for the purpose of ACP shall be interpreted to mean the eligibility service counted for regular promotion in terms, relevant Recruitment/ Service Rules. The matter may be examined accordingly.	—
6.	Non-B.Ed, teachers may be considered for grant of senior scale after 12 years from the date of completion of their B.Ed. degree.	NVS is requested to clarify how non-B.Ed. persons have been recruited as teachers in JNVs? Whether any condition for acquiring B.Ed. was put before offering post of teachers in JNVs ?	In this regard, it is clarified that B.Ed. is an essential condition for appointment of teachers in the Samiti. However, in the initial stages some non- B.Ed. teachers were also appointed on trial basis subject to the condition that they will acquire B.Ed. degree during a period of three years from the date of their joining. Instructions were also issued vide letter dated 31.5.2002 clarifying that senior scale and selection scale are applicable to teachers on completion of requisite length of service in the respective cadre. The date of joining of the teachers



Sl. No.	Points raised by NVS	Ministry's clarification /query	Samiti's reply against Ministry's query, if any
			<p>in the Samiti should be counted towards completion of 12 years of service and the selection scale may be granted after due process.</p> <p>In view of this, non-B.Ed. teachers are to be considered for grant of senior scale after 12 years from the date of initial appointment to the Samiti provided they have acquired B.Ed. degree within stipulated period of three years.</p>

This issues with the approval of Commissioner, NVS.

Yours faithfully,

(P.K. Sharma)

Assistant Commissioner (Estt.)

Copy to :

1. All Regional Offices of the Samiti- for information.
2. Sh. Aditya Chamoli, Under Secretary, UT.I Section, M/O HRD. Deptt. of SE Shastri Bhawan, New Delhi : w.r.t. letter No. 17-60/2009-UT.I dated 11.03.2010.
3. Assistant Commissioner, Audit, NVS,Hqrs. New Delhi.



F. No. 1-13/2010-NVS(Estt.-I)/339

Dated : 13.07.2010

To,

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices.

Subject : Guidelines for appointment of JNV teachers on contract basis, after their Superannuation.

Sir/Madam,

A large number of vacancies of teachers arise every year in JNVs, on account of opening of new Vidyalayas, upgradation of existing Vidyalayas, promotions, superannuation of teachers etc. Process for regular appointment of teachers against available vacancies takes time. Hence in order to manage the day-to-day teaching work in the Vidyalayas, Regional Office offers appointment to eligible candidates, on contract/part time basis, against the sanctioned vacant posts, as a stopgap arrangement every year.

It has also been brought to notice that many a times teachers are not available for certain subjects and hence the students have to suffer. There are also cases where the teachers who have been appointed on contract, have not been able to deliver up to the desired level.

Keeping these facts in view, it has been decided to utilize the services of good and willing teachers of the Samiti on contract basis, after their retirement. Regional Offices are directed to draw a panel of teachers due for superannuation every year and obtain their willingness to serve in the Samiti, on contract basis, after their retirement. Such teachers who are physically and medically fit and have a good service record, may be given preference in the matter of appointment of teachers, on contract basis, as per requirement, upto a maximum permissible age of 62 years against the available vacant posts or till a regular incumbent joins. They shall be paid a consolidated remuneration fixed by the Samiti, for contract employees.

The screening committee for such contractual appointments shall consist of (i) Dy. Commissioner, NVS, RO (Chairman), (ii) Assistant Commissioner (Admn.), NVS, RO (iii) One Assistant Commissioner (to be nominated by DC, RO) .The offer of appointment on contract will be strictly in accordance with the instructions issued by the Samiti.

This issues with the approval of Commissioner, NVS.

Yours faithfully,

(Alok Verma)
Joint Commissioner (Admn.)

Copy to:-

1. PA to Commissioner, NVS, Hqrs.
2. All officers at NVS, Hqrs.
3. All Principals of JNVs - with the directions that willingness of teacher due for superannuation may be obtained well in advance and sent to respective Regional Office.



F. No. 12-17/2002-NVS(Estt.)/469

Dated : 22.12.2010

To

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices.

Subject : Payment of remuneration to teaching and non-teaching staff appointed on contract basis in the Samiti.

Sir/Madam,

This is in continuation to this office letter of even number dated 26.11.2009 on the subject cited above. On the recommendations of the Finance Committee of Navodaya Vidyalaya Samiti in its 46th meeting held on 29.06.2010, payment of remuneration to the qualified teaching & non-teaching staff appointed on contract basis in JNVs against sanctioned post is revised as under :-

SI. No.	Post	Existing Remuneration (Rs.)	Revised Remuneration fixed w.e.f. 01.07.2010 (Rs.)
1.	PGT	15,600	19,000
2.	TGT	13,200	18,000
3.	Female Staff Nurse	6,000	17,000
4.	Caretaker	10,000	10,000
5.	Electrician-Cum-Plumber	7,800	As per the minimum wages fixed by the Labour Department of the concerned State Govt./UT
6.	Matron	3,600	
7.	Group 'D'	3,600	

All other conditions regarding engagement of teaching & non-teaching staff on contract basis will remain unchanged.

This issues with the approval of Commissioner.

Yours faithfully,

(Alok Verma)
Joint Commissioner (Admn.)

Encl. : Minutes of Finance Committee Meeting held on 29.06.2010

Copy to:-

1. PS to Commissioner, NVS (Hqrs.), New Delhi.
2. All Officers of the Samiti NVS (Hqrs.), New Delhi.
3. AC(GA) - for informatron with the, remark that the Executive Committee may kindly be apprised of about the implementation of above decision of Finance Committee in its next meeting.







ESTABLISHMENT - II



F. No. 1-2/2005-NVS(Estt.-II)

Dated : 14.07.2006

NOTIFICATION

Subject : Revised Recruitment Rules of Principal.

In exercise of the powers conferred under Rule 24 of the Rules of Navodaya Vidyalaya Samiti, the Executive Committee of the Samiti at its meeting held on 28.6.2006 has approved amendment of the Recruitment Rules for appointment to the post of Principal in the Navodaya Vidyalaya Samiti. A copy of the Revised Recruitment Rules for the post of Principal is enclosed. This Recruitment Rule will be governed by all other conditions as mentioned in the notification dated 22.06.1995.

This is in supersession of earlier Notification No. 1-5/98-NVS (Admn) dated 29.8.2001.

(O.Nabakishore Singh)
Commissioner

Copy to :

1. PS to HRM & Chairman, NVS.
2. PS to MOS (HRD) & Vice Chairman, NVS.
3. Joint Secretary (SE), Deptt. of Secondary & Higher Education, Shastri Bhawan, New Delhi - with reference to his note bearing Diary no.16851/JS(E)/05 dated 21st November, 2005.
4. All Regional Offices, NVS.
5. All Officers of NVS Hqrs.



Proposed Modification in the Recruitment Rules to the post of Principal

1 Name of Post	Principal
2 No. of Posts	As may be determined from time to time
3 Classification	Group 'A' (Ministerial)
4 Scale of Pay	Rs.10,000-325-15,200/-
5 Whether selection post or non-selection post	Selection by merit
6 Age limit for direct recruitment	Between 35 years and 45 years
7 Education and other qualifications required for direct recruitment	Essential : <ol style="list-style-type: none">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,<ol style="list-style-type: none">a) Holding analogous post, orb) 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, orc) A minimum of 12 years experience/ service as PGT/Master/Lecturer in the scale of Rs. 6500-10500 (revised) or equivalent in a senior secondary school. Desirable : <ol style="list-style-type: none">1. At least three years experience as a House Master of a fully residential school.2. Experience of working in a fully residential/CBSE affiliated/Govt. recognized school3. Proficiency in English and Hindi/ concerned Regional Language.



-
- 8 Whether age and educational N.A.
qualifications for direct recruits will
apply to promotees
- 9 Period of probation if any 2 years
- 10 Method of recruitment, whether by 50% by promotion
Direct Rectt. or by promotion or by 50% by direct recruitment, failing
deputation/transfer and percentage of which on deputation
vacancies to be filled by various
methods
- 11 In case of Rectt. by promotion / **Promotion :**
deputation / transfer grades from
which promotion / deputation / From among all Vice Principals of JNVs in
transfer to be made grade of Post Graduate Teacher and Vice
Principal in the Samiti subject to passing a
Departmental Examination to be followed by
a personal talk.
- Transfer on Deputation :**
- From among persons possessing
qualifications prescribed for direct
recruitment under column '7'.



SCHEDULE

RECRUITMENT RULES-2007



NAVODAYA VIDYALAYA SAMITI
A-28 Kailash Colony,
New Delhi-110048





F. No. 1-2/2005-NVS(Estt-II)

Dated : 16.07.2007

NOTIFICATION

Subject : Notification of Recruitment Rules 2007.

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 the posts mentioned in the Annexure to this notification in the Navodaya Vidyalaya Samiti.

1. Short Title and Commencement

- (i) These rules may be called Navodaya Vidyalaya Samiti Recruitment (Revised) Rules, 2007.
- (ii) They shall come in to 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. 1-67/39-NVS(Admn) dated 7th June, 1991 or No. 2-29/94-NVS(Admn) dated 22 June, 1995 or under any other notification /administrative instructions existing prior to notification of the Rules or on permanent absorption basis in accordance with the Permanent Absorption Rules of the 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, 22nd June, 1995 as modified vide notification dated 29th December, 1999 and any other notification/ administrative instructions issued by the Samiti.
- (iii) All teaching staff other than Principals, Vice Principals and PGTs and all non-teaching staff up to and including Office Superintendents working in Navodaya Vidyalayas in a region, shall be borne on the concerned Regional Cadre. The seniority of employees borne on Regional Cadre will be maintained at the Regional basis.
- (iv) All Group 'A' employees, Regional Language Teachers and other Group 'B' employees of the Samiti will be borne on respective All India Cadres.

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 a general or special orders of Commissioner, 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 columns 2 to 4 of the Schedule annexed to this notification. Senior scale, selection grade and the Assured Career Progression (ACP) shall be made applicable to the eligible posts in accordance with the orders issued in this behalf by the Govt. of India from time to time and as adopted by the Samiti.

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 or equivalent to that prescribed by the Government of India.

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 columns 5 to 13 of the said Schedule.
- (ii) The upper age-limit as prescribed in column 5 will be relaxable up to 5 years in the case of employees of Navodaya Vidyalaya Samiti wherever the post is filled up by Direct Recruitment.
- (iii) The Upper age-limit prescribed by direct recruitment shall be relaxable in the case of candidates belonging to the Schedule Castes & Schedule Tribes and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government.
- (iv) 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 -1A to the Schedule.

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

- (v) The scheme of the Navodaya Vidyalayas provides for admission of girls to the extent of at least one third of the students in each Vidyalaya. In order to effectively manage the residential custodial requirements of girl students, the Commissioner of the Samiti may decide during each selection to enlarge the zone of consideration by up to 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.
- (vi) 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 extended by 10 years while deciding their eligibility.
- (vii) Notwithstanding anything contained in these Rules, the Commissioner 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. Probation

- (i) Every direct recruit shall initially be appointed on probation. The period of probation shall be two years from the date of appointment, which may be extended by another two years by the competent authority for reasons to be recorded in writing.
- (ii) When an employee appointed to a post on probation has completed his/her probation to the satisfaction of the appointing authority, he/she shall be eligible for confirmation of appointment or continuance therein as the case may be, and such confirmation of appointment shall be made in the order of seniority as indicated in the relevant select panel.
- (iii) An employee appointed as a direct recruit to any post in the Navodaya Vidyalaya Samiti, specified in the Schedule, who has no lien on any post under the Central Government or any State Govt. or the Navodaya Vidyalaya Samiti shall, while on probation, be liable to be discharged from the post at any time with one month's notice or pay in lieu thereof, if
 - (a) On the basis of his/her performance or conduct during the probation he/she is considered unfit for further retention in the post concerned, or
 - (b) On the basis of any information relating to his/her nationality, testimonials, age, health or antecedents, the appointing authority is satisfied that he/she is ineligible or otherwise unfit for being an employee of the Navodaya Vidyalaya Samiti.
- (iv) A direct recruit who holds a lien on a post under the Central Government or any State Government or in the NVS may, while on probation, be reverted to such post at any time on grounds of any of the circumstances specified in sub - rule (iii) above.

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 in to 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.



7. Residuary Matters

In regard to matters not specified/referred to in these Rules, the employees holding the posts specified in the Schedule shall be governed by the regulations and orders applicable to the employees of the Samiti in general.

8. Power to Relax

When the Executive Committee of the Samiti upon a recommendation made by the Commissioner, Navodaya Vidyalaya Samiti to the 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 provided 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.

9. 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, Other Backward Classes and other special categories of persons in accordance with the orders issued by the Government of India from time to time in this regard.

10. Interpretations

If any difficulty arises in the implementation or operation of any of the provisions of these Rules, the Commissioner, Navodaya Vidyalaya Samiti may, from time to time, issue with the approval of the Chairman, Navodaya Vidyalaya Samiti, such general or special directions not inconsistent with the provisions of these Rules, which appear to be necessary for the purpose of removing such difficulty.

(O. Nabakishore Singh)
Commissioner

Copy to :

1. Under Secretary, UT-I, Deptt. of School Education & Literacy, New Delhi - with reference to his letter no.5-31/05-UT-I dated 02.07.2007.
- .2. All Regional Offices, NVS
3. All Officers at NVS Hqrs.
4. All Jawahar Navodaya Vidyalayas



Annexure to Notification No.1-2/2005-NVS(Estt.II)

Dated : July 16, 2007

1. General Manager (Construction)
2. Internal Financial Adviser and Chief Accounts Officer
3. Joint Commissioner (Admn.)
4. Assistant Commissioner (Admn.)
5. Assistant Commissioner
6. Assistant Engineer (Civil)
7. Hindi Officer
8. Junior System Analyst
9. Private Secretary
10. Junior Engineer (Civil)
11. Junior Engineer (Electrical)
12. Assistant
13. Personal Assistant
14. Audit Assistant
15. Legal Assistant
16. Statistical Assistant
17. Editorial Assistant
18. Hindi Translator
19. Computer Operator
20. Senior Gestetnor Operator
21. Gestetnor Operator
22. Care Taker
23. Driver
24. Electrician
25. Peon/Farrash
26. Principal
27. Vice Principal
28. PGTs
29. TGTs
30. Music Teacher
31. Art Teacher
32. SUPW
33. Office Superintendent
34. Female Staff Nurse
35. Catering Assistant
36. Cook
37. Electrician/Plumber
38. Lab Attendant
39. Chowkidar/Sweeper



RECRUITMENT RULES-2007

1	Name of Post	General Manager (Construction)
2	No. of Posts	01
3	Classification	Group "A" Ministerial
4	Scale of Pay	Rs.18,400-500-22,400/-
5	Whether selection post or non-selection Post	Selection
6	Whether benefit of added year 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 for direct recruits will apply to promotees	N.A.
10	Period of probation, if any	N.A.
11	Method of recruitment, whether by Direct rectt. or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	By Deputation
12	In case of rectt. by promotion / deputation / transfer grades from which promotion / deputation / transfer to be made	DEPUTATION : From amongst Superintending Engineer (Civil/ Electrical/ Mechanical) with 16 years regular service in Group "A" post of which 3 years regular service in the Grade of Superintending Engineer (Civil/ Electrical/ Mechanical)
13	If a DPC exists what is its composition	As per Appendix.

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RECRUITMENT RULES-2007

1 Name of Post	Internal Financial Adviser & Chief Accounts Officer
2 No. of Posts	01
3 Classification	Group "A"
4 Scale of Pay	Rs. 14,300-400-18,300/-
5 Whether selection post or non-selection Post	Selection
6 Whether benefit of added year 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 for direct recruits will apply to promotees	N.A.
10 Period of probation, if any	N.A.
11 Method of recruitment, whether by Direct rectt. Or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	By Deputation
12 In case of rectt. By promotion / deputation / transfer grades from which promotion / deputation / transfer to be made	Officer 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 regular service in the scale of Rs. 12000-16500, (b) Possessing experience of handling administrative, financial and accounts matters in a responsible capacity.
13 If a DPC exists what is its composition	As per appendix

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**RECRUITMENT RULES-2007**

1 Name of Post	Joint Commissioner (Admn.)
2 No. of Posts	01
3 Classification	Group "A"
4 Scale of Pay	Rs. 14,300-400-18,300/-
5 Whether selection post or non-selection Post	Selection
6 Whether benefit of added year 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 for direct recruits will apply to promotees	N.A.
10 Period of probation if any	N.A.
11 Method of recruitment, whether by Direct Rectt. or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	By deputation from amongst Officers of All India Services and other Organized Central Civil Services through Central Staffing Scheme.
12 In case of Rectt. by promotion / deputation / transfer grades from which promotion / deputation / transfer to be made	N.A.
13 If a DPC exists what is its composition	As per appendix



RECRUITMENT RULES-2007

- | | |
|--|---|
| 1 Name of Post | Assistant Commissioner (Admn.) |
| 2 No. of Posts | Hqrs. 03 and ROs 8, Total = 11 |
| 3 Classification | Group "A" (Ministerial) |
| 4 Scale of Pay | Rs. 10,000-325-15,200/- |
| 5 Whether selection post or non-selection Post | Selection |
| 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 | 45 Years |
| 8 Educational and other qualifications required for direct recruits | ESSENTIAL :
(1) Graduate Degree from a recognized University
(2) Holding Analogous post on regular basis OR With 8 years service in the scale of Rs.6500-10500.
(3) Possessing Experience of handling Administrative/ Financial matters in a responsible capacity in Central/ State Govt./ Autonomous/ Statutory Organisation. |
| 9 Whether age and educational qualifications for direct recruities will apply to promotees | No |
| 10 Period of probation, if any | 2 years |
| 11 Method of recruitment, whether by direct rectt. or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods | 50% by promotion
50% by direct recruitment, failing which by transfer on deputation / short term contract |

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RECRUITMENT RULES-2007

12 In case of rectt. by promotion / deputation / transfer grades from which promotion / deputation / transfer to be made

PROMOTION : From among Section Officers and Private Secretary with 8 years of regular service in the grade in the Samiti.

TRANSFER ON DEPUTATION :

Officers under the Central Govt. / State Govt. / Semi-Govt. / Autonomous or Statutory Organizations

(a) (i) Holding analogous posts on regular basis **OR**

(ii) With 8 years service in the scale of Rs. 6,500-10,500/-

(b) Possessing experience of handling administrative / academic matters in a responsible capacity

13 If a DPC exists what is its composition

As per Appendix.



RECRUITMENT RULES-2007

1 Name of Post	Assistant Commissioner
2 No. of Posts	38
3 Classification	Group "A" Ministerial
4 Scale of Pay	Rs. 10,000-325-15,200/-
5 Whether selection post or non-selection Post	Selection
6 Whether benefit of added year of service admissible under Rule 30 of CCS (Pension Rules) 1972	N.A.
7 Age limit for direct recruits	Up to 45 years
8 Educational and other qualifications required for direct recruits	<p>ESSENTIAL</p> <p>1. Masters degree in Humanities / Science / Commerce from a recognized Institution / University.</p> <p>2. (a) Persons holding analogous posts or post of Principal in the grade of Rs. 10,000-325-15,200/- OR</p> <p>(b) With at least 5 years experience in the scale of pay of Rs.7,450-225-11,500/- and above in the Educational Planning and Administration in any Govt. / Semi-Govt. / Autonomous Organization.</p> <p>DESIRABLE</p> <p>1. Experience of working in a residential school system.</p> <p>2. Research work done in the field of education.</p>
9 Whether age and educational qualifications for direct recruits will apply to promotees	N.A.
10 Period of probation, if any	2 years for direct recruits

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RECRUITMENT RULES-2007

- 11 Method of recruitment, whether by Direct rectt. Or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods 75% by promotion 25% by direct recruitment failing which on deputation.
- 12 In case of rectt. By promotion / deputation / transfer grades from which promotion / deputation / transfer to be made **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 Organizations
(a) (i) Holding posts on regular basis in the scale of pay of Rs. 10,000-15200/- **OR**
(ii) With 5 years regular service in the scale of pay of Rs. 8000-13500.
(b) Possessing Educational Qualifications as prescribed for direct recruitment.
(c) Experience in educational administration.
(d) Upper age limit upto 55 years.
- 13 If a DPC exists what is its composition As per Appendix.



RECRUITMENT RULES-2007

- | | |
|--|---|
| 1 Name of Post | Assistant Engineer (Civil) |
| 2 No. of Posts | 01 |
| 3 Classification | Group "B" |
| 4 Scale of Pay | Rs.6500-200-10500 |
| 5 Whether selection post or non-selection Post | Selection |
| 6 Whether benefit of added year of service admissible under Rule 30 of CCS (Pension Rules) 1972 | N.A. |
| 7 Age limit for direct recruits | Upto 40 years |
| 8 Educational and other qualifications required for direct recruits | Degree in Civil Engineering from a recognized Institute with six years experience in construction of buildings. |
| 9 Whether age and educational qualifications for direct recruits will apply to promotees | N.A. |
| 10 Period of probation, if any | 2 years for direct recruitment |
| 11 Method of recruitment, whether by Direct rectt. Or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods | By direct recruitment failing which by deputation |
| 12 In case of rectt. By promotion / deputation / transfer grades from which promotion / deputation / transfer to be made | <p>DEPUTATION :</p> <p>From among persons serving in Govt./ Semi Govt./Autonomous Organisations under the Govt.</p> <p>(i) Possessing qualifications and experience as for direct recruits; and</p> <p>(ii) Holding analogous post OR With 8 years of regular service in the scale of pay of Rs.5000-150-8000/-.</p> <p>(iii) Upper age limit up to 50 years</p> |
| 13 If a DPC exists what is its composition | As per appendix |

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RECRUITMENT RULES-2007

1	Name of Post	Hindi Officer
2	No. of Posts	01
3	Classification	Group "B"
4	Scale of Pay	Rs. 6500-200-10500
5	Whether selection post or non-selection Post	Selection
6	Whether benefit of added year of service admissible under Rule 30 of CCS (Pension Rules) 1972	N.A.
7	Age limit for direct recruits	Upto 40 years
8	Educational and other qualifications required for direct recruits	<p>ESSENTIAL</p> <p>i) Master's Degree of a recognized University or equivalent in Hindi with English as a subject at Degree level. OR Master's Degree of a recognized University or equivalent in English with Hindi as a Subject at Degree level. OR Master's Degree of a recognized University or equivalent in any subject with Hindi and English as a subjects at Degree level. OR Master's Degree or a recognized University or equivalent in any subject with Hindi medium and English as a subject at the degree level. OR Master's Degree of a recognized University or equivalent in any subject with English Medium and Hindi as a subject at the Degree level.</p> <p>ii) Five Year's experience of terminological work in Hindi and/ translation work from English to Hindi or vice versa, preferably of technical or scientific literature.</p>

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RECRUITMENT RULES-2007

OR

Five year's experience of teaching research, writing or journalism in Hindi.

DESIRABLE

- i) Knowledge of Sanskrit/or a modern Indian Language,
 - ii) Administrative experience. Experience of organizing Hindi classes or workshops for noting and drafting.
- 9 Whether age and educational qualifications fro direct recruits will apply to promotees N.A.
- 10 Period of probation if any 2 years
- 11 Method of recruitment, whether by Direct rectt. Or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods By direct recruitment failing which on deputation
- 12 In case of recruitment by promotion/ deputation/transfer grade which promotion/deputation/transfer to be made **TRANSFER ON DEPUTATION :**
From amongst Officers of the Central Govt. and its autonomous bodies
- i) Holding analogous posts
- OR**
Holding posts in the pay scale of Rs.5500-9000 with 3 years service / Rs.5000-8000 with 6 years service.
- ii) Possessing the educational and other qualifications as prescribed in column "8" above.
- Maximum age up to 55 years.
- 13 If a DPC exists what is its composition As per appendix

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16/7/07



RECRUITMENT RULES-2007

- 1 Name of Post **Junior System Analyst**
- 2 No. of Posts Post of Jr. System Analyst merged with Section Officers
- 3 Classification
- 4 Scale of Pay
- 5 Whether selection post or non-selection Post
- 6 Whether benefit of added year of service admissible under Rule 30 of CCS (Pension Rules) 1972
- 7 Age limit for direct recruits
- 8 Educational and other qualifications required for direct recruits
- 9 Whether age and educational qualifications for direct recruits will apply to promotees
- 10 Period of probation, if any
- 11 Method of recruitment, whether by Direct rectt. Or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods
- 12 In case of rectt. By promotion / deputation / transfer grades from which promotion / deputation / transfer to be made
- 13 If a DPC exists what is its composition

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RECRUITMENT RULES-2007

1	Name of Post	Private Secretary
2	No. of Posts	1
3	Classification	Group "B" Ministerial
4	Scale of Pay	Rs.6500-200-9000
5	Whether selection post or non-selection Post	Selection
6	Whether benefit of added year 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 for direct recruits will apply to promotees	N.A.
10	Period of probation, if any	N.A.
11	Method of recruitment, whether by Direct rectt. Or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	By promotion, failing which by deputation
12	In case of rectt. By promotion / deputation / transfer grades from which promotion / deputation / transfer to be made	<p>PROMOTION : Personal Assistants with 3 years of regular service in the grade in the Samiti.</p> <p>TRANSFER ON DEPUTATION : Persons working in the Govt./Semi-Govt./ Autonomous Organizations holding analogous post OR With 3 years of regular service as PA/Steno in the scale of Rs.5500-175-9000</p>
13	If a DPC exists what is its composition	As per appendix

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RECRUITMENT RULES-2007

1	Name of Post	Junior Engineer (Civil)
2	No. of Posts	Headquarter 01
3	Classification	Group "C"
4	Scale of Pay	Rs.4500-125-7000
5	Whether selection post or non-selection Post	N.A.
6	Whether benefit of added year of service admissible under Rule 30 of CCS (Pension Rules) 1972	N.A.
7	Age limit for direct recruits	upto 35 years
8	Educational and other qualifications required for direct recruits	Degree in Civil Engineering or Three years Diploma in Civil Engineering from a recognized institution with three years experience in construction of building.
9	Whether age and educational qualifications for direct recruities will apply to promotees	N.A.
10	Period of probation, if any	2 years for direct recruits
11	Method of recruitment, whether by Direct rectt. Or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	By direct recruitment failing which on deputation.
12	In case of rectt. By promotion / deputation / transfer grades from which promotion / deputation / transfer to be made	DEPUTATION : From among persons serving in Govt/Semi-Govt./Autonomous Organisations under the Govt. (i) Holding analogous post (ii) Possessing educational qualifications and experience as prescribed for direct recruitment. (iii) Maximum age up to 55 years
13	If a DPC exists what is its composition	As per appendix

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RECRUITMENT RULES 2007

1	Name of Post	Junior Engineer (Electrical)
2	No. of Posts	Headquarter 01
3	Classification	Group "C"
4	Scale of Pay	Rs.4500-125-7000
5	Whether selection post or non-selection Post	N.A.
6	Whether benefit of added year of service admissible under Rule 30 of CCS (Pension Rules) 1972	N.A.
7	Age limit for direct recruits	Upto 35 years
8	Educational and other qualifications required for direct recruits	Degree in Electrical Engineering or Three years Diploma in Electrical Engineering from a recognized institution with three years experience in construction of building.
9	Whether age and educational qualifications for direct recruits will apply to promotees	N.A.
10	Period of probation, if any	2 years for direct recruits
11	Method of recruitment, whether by Direct rectt. Or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	By direct recruitment failing which on deputation.
12	In case of rectt. By promotion / deputation / transfer grades from which promotion / deputation / transfer to be made	DEPUTATION : From among persons serving in Govt/Semi-Govt./Autonomous Organisations under the Govt. (i) Holding analogous post (ii) Possessing educational qualifications and experience as prescribed for direct recruitment. (iii) Maximum age up to 55 years
13	If a DPC exists what is its composition	As per appendix

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RECRUITMENT RULES-2007

1	Name of Post	Assistant
2	No. of Posts	48
3	Classification	Group "C" (Ministerial)
4	Scale of Pay	Rs.5000-150-8000
5	Whether selection post or non-selection Post	Selection
6	Whether benefit of added year of service admissible under Rule 30 of CCS (Pension Rules) 1972	N.A.
7	Age limit for direct recruits	Between 18 and 30 Years
8	Educational and other qualifications required for direct recruits	<p>Essential</p> <p>(i) Degree from a recognized University. (ii) Knowledge of Computer Operation.</p> <p>Desirable</p> <p>3 years experience in administrative, financial matters in Central Govt. / Autonomous Organization under the Central Govt.</p>
9	Whether age and educational qualifications for direct recruits will apply to promotees	Age - No Qualification - Yes
10	Period of probation, if any	2 years for direct recruits
11	Method of recruitment, whether by Direct rectt. or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	<p>i) 33 1/3% by promotion ii) 33 1/3 % by Limited Departmental Examination iii) 33 1/3% by direct recruitment, failing which on deputation</p>
12	In case of rectt. by promotion / deputation / transfer grades from which promotion / deputation / transfer to be made	<p>Promotion : From among Upper Division Clerks, Stenographers and Computer Operators with 10 years of regular services in the grade in Samiti.</p>

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RECRUITMENT RULES-2007

LIMITED DEPARTMENTAL EXAMINATIONS :

From among UDCs/ Stenographers/ Computer Operators with 6 years of regular service in the grade in the Samiti

DEPUTATION

Persons working in Govt. /Semi - Govt. / Autonomous organizations under the Government.

- (i) Holding analogous post **OR**
- (ii) with 10 years service of regular service as UDC in the field of administration and / or Accounts in the pay scale of Rs. 4000-100-6000
- (ii) Upper age limit upto 50 years

NOTE :- Direct recruits will have to acquire proficiency in operating PCs and pass such test in this regard as the Samiti may require.

13 If a DPC exists what is its composition As per Appendix



RECRUITMENT RULES-2007

1	Name of Post	Personal Assistant
2	No. of Posts	18
3	Classification	Group "C" Ministerial
4	Scale of Pay	Rs.5,000-150-8,000/-
5	Whether selection post or non-selection Post	Selection
6	Whether benefit of added year of service admissible under Rule 30 of CCS (Pension Rules) 1972	N.A.
7	Age limit for direct recruits	N.A.
8	Education and other qualifications required for direct recruits	N.A.
9	Whether age and educational qualifications for direct recruities will apply to promotees	N.A.
10	Period of probation, if any	N.A.
11	Method of recruitment, whether by Direct rectt. or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	By Promotion, failing which by transfer on deputation basis and/or short-term contract
12	In case of rectt. by promotion / deputation / transfer grades from which promotion / deputation / transfer to be made	<p>PROMOTION :</p> <p>From among the Stenographers 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 :</p> <p>Shorthand speed of 100 words per minutes and typing speed 40 words per minutes in English, OR Shorthand speed of 80 words per minutes and typing speed of 40 words per minute in Hindi.</p>

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RECRUITMENT RULES-2007

- | | |
|--|--|
| 1 Name of Post | Audit Assistant |
| 2 No. of Posts | 36 |
| 3 Classification | Group "C" (Ministerial) |
| 4 Scale of Pay | Rs. 5,000-150-8,000/- |
| 5 Whether selection post or non-selection Post | N.A. |
| 6 Whether benefit of added year of service admissible under Rule 30 of CCS (Pension Rules) 1972 | N.A. |
| 7 Age limit for direct recruits | Between 18 and 30 Years |
| 8 Educational and other qualifications required for direct recruits | ESSENTIAL
B.Com. from a recognized University

DESIRABLE
Three years experience of accounts works in Govt. /Semi-Govt. / Autonomous organization. |
| 9 Whether age and educational qualifications for direct recruits will apply to promotees | N.A. |
| 10 Period of probation, if any | 2 Years |
| 11 Method of recruitment, whether by Direct rectt. Or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods | By direct recruitment, failing which by transfer on deputation and/or short term contract. |
| 12 In case of rectt. By promotion / deputation / transfer grades from which promotion / deputation / transfer to be made | TRANSFER ON DEPUTATION:
Persons working in Govt. /Semi-Govt. / Autonomous Organizations
(a) (i) Holding analogous posts on regular basis
OR
(ii) With 5 years service in the scale of Rs. 4,000-6,000/-
(b) Possessing the educational and other qualifications prescribed for direct recruitment under Column '8'.
NOTE : Direct recruits will have to acquire proficiency in operating PCs and pass such test in this regard as the Samiti may require. |
| 13 If a DPC exists what is its composition | As per appendix |



RECRUITMENT RULES-2007

1 Name of Post	Legal Assistant
2 No. of Posts	01
3 Classification	Group "C" (Ministerial)
4 Scale of Pay	Rs. 5,000-150-8,000/-
5 Whether selection post or non-selection Post	N.A.
6 Whether benefit of added year of service admissible under Rule 30 of CCS (Pension Rules) 1972	N.A.
7 Age limit for direct recruits	Between 18 & 32 years
8 Educational and other qualifications required for direct recruits	ESSENTIAL: Degree in Law from a recognized University. DESIRABLE: Three years experience of handling legal cases.
9 Whether age and educational qualifications for direct recruits will apply to promotees	N.A.
10 Period of probation, if any	02 Years
11 Method of recruitment, whether by Direct rectt. Or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	By direct recruitment failing which by deputation/ Short term contract
12 In case of rectt. By promotion / deputation / transfer grades from which promotion / deputation / transfer to be made	DEPUTATION: Persons working in Govt. / Autonomous Organizations (a) (i) Holding analogous posts on regular basis OR With 6 years service in the scale of Rs.4,500- 7,000/-

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RECRUITMENT RULES-2007

(ii) Possessing educational qualification and experience as prescribed in Column '8'.

(b) Upper Age limit up to 55 years

SHORT TERM CONTRACT

(i) Persons possessing educational qualifications and experience as prescribed in column '8'.

(ii) Upper age limit up to 55 years.

(iii) Period of contract shall be initially for one year extendable further year to year basis by renewal of contract.

(iv) Samiti shall fix remuneration for contract appointment.

13 If a DPC exists what is its composition As per appendix

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RECRUITMENT RULES-2007

1	Name of Post	Statistical Assistant
2	No. of Posts	01
3	Classification	Group "C" (Ministerial)
4	Scale of Pay	Rs. 5,000-150-8,000/-
5	Whether selection post or non-selection Post	N.A.
6	Whether benefit of added year of service admissible under Rule 30 of CCS (Pension Rules) 1972	N.A.
7	Age limit for direct recruits	Between 18 & 30 years
8	Educational and other qualifications required for direct recruits	<p>ESSENTIAL : Degree in Economics or Statistics or Mathematics as a subject from a recognized University.</p> <p>DESIRABLE : Three years experience of collection and interpretation of Statistical data.</p>
9	Whether age and educational qualifications for direct recruits will apply to promotees	N.A.
10	Period of probation, if any	2 years for direct recruits
11	Method of recruitment, whether by Direct rectt. Or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	By direct recruitment, failing, which by deputation/short term contract
12	In case of rectt. By promotion / deputation / transfer grades from which promotion / deputation / transfer to be made	<p>DEPUTATION: Persons working in Govt. / Autonomous Organizations under the Govt.</p> <p>(a) (i) Holding analogous posts OR with 8 years regular service in the scale of Rs. 4,000-6,000/-</p>

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RECRUITMENT RULES-2007

(ii) Possessing educational qualification and experience as prescribed in column '8'.

(b) Upper age limit up to 55 years.

SHORT TERM CONTRACT

(i) Persons possessing educational qualification and experience as prescribed in column '8'.

(ii) Upper age limit up to 55 years.

(iii) Period of contract shall be initially for one year extendable further year to year basis by renewal of contract.

(iv) Remuneration for contract appointment shall be as fixed by the Samiti.

13 If a DPC exists what is its composition As per appendix



RECRUITMENT RULES-2007

1	Name of Post	Editorial Assistant
2	No. of Posts	01
3	Classification	Group "C" (Ministerial)
4	Scale of Pay	Rs. 5,000-150-8,000/-
5	Whether selection post or non-selection Post	N.A.
6	Whether benefit of added year of service admissible under Rule 30 of CCS (Pension Rules) 1972	N.A.
7	Age limit for direct recruits	Between 18 and 30 years
8	Education and other qualifications required for direct recruits	<p>Essential : Graduate from a recognized University.</p> <p>Desireable : Three years experience in collection, compilation and sub-editing of materials for publication and working knowledge of book production techniques, layout and proof correction.</p>
9	Whether age and educational qualifications for direct recruits will apply to promotees	N.A.
10	Period of probation, if any	2 years
11	Method of recruitment, whether by Direct rectt. or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	By direct recruitment failing which by deputation/ short term contract.
12	In case of rectt. by promotion / deputation / transfer grades from which promotion / deputation / transfer to be made	<p>DEPUTATION: Persons working in Govt./ Semi-Govt. / Autonomous Organizations under the Govt.</p>

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RECRUITMENT RULES 2007

(a) Holding analogous posts **OR**

With 8 years service in the scale of
Rs. 4,000-6,000/-

(b) Possessing the educational
qualifications and experience as
prescribed in Column '8'.

SHORT TERM CONTRACT

- (i) Persons possessing educational
qualification and experience as
prescribed in column '8'.
- (ii) Upper age limit up to 55 years.
- (iii) Period of contract shall be initially for
one year extendable further year to
year basis by renewal of contract.
- (iv) Remuneration for contract
appointment shall be as fixed by the
Samiti.

13 If a DPC exists what is its composition As per appendix.



RECRUITMENT RULES-2007

1	Name of Post	Hindi Translator
2	No. of Posts	01
3	Classification	Group "C" (Ministerial)
4	Scale of Pay	Rs.5,000-150-8,000/-
5	Whether selection post or non-selection Post	N.A.
6	Whether benefit of added year of service admissible under Rule 30 of CCS (Pension Rules) 1972	N.A.
7	Age limit for direct recruits	Between 18 and 30 Years
8	Educational and other qualifications required for direct recruits	<p>ESSENTIAL</p> <p>1. Master's Degree from a recognized University in Hindi / English with the other language than Master's degree at graduate level.</p> <p style="text-align: center;">OR</p> <p>Bachelor's degree of a recognized University with Hindi / English with a recognized Diploma in Translation from Hindi to English and Vice-versa.</p> <p>2. Two years experience of translation work from Hindi to English and vice-versa in Central / State Government Offices including Government of India undertakings proof correction.</p>
9	Whether age and educational qualifications for direct recruits will apply to promotees	N.A.
10	Period of probation, if any	2 Years
11	Method of recruitment, whether by direct rectt. or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	By direct recruitment, failing which by deputation / short-term contract.

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RECRUITMENT RULES 2007

12 In case of rectt. by promotion / **DEPUTATION**
deputation / transfer grades from which From among persons working in Government
promotion / deputation / transfer to be / Semi Government / Autonomous
made Organizations under the Government.

a) (i) Holding analogous post.

OR

With 8 years of regular service in the
pay scale of Rs.4,000-100-6,000/-

(ii) Possessing following educational
qualifications and experience as
prescribed in Column '8'.

b) Upper age limit up to 55 years..

SHORT TERM CONTRACT

i) Persons possessing educational
qualification and experience as
prescribed in Column '8'.

ii) Upper age limit up to 55 years.

iii) Period of contract shall be initially for
one year extendable further year to year
basis by renewal of contract.

iv) Remuneration for contract appointment
shall be as fixed by the Samiti.

13 If a DPC exists what is its composition As per appendix



RECRUITMENT RULES-2007

- | | |
|--|--|
| 1 Name of Post | Computer Operator |
| 2 No. of Posts | 08 |
| 3 Classification | Group "C" Non-Ministerial |
| 4 Scale of Pay | Rs.4,000-100-6,000/- |
| 5 Whether selection post or non-selection Post | N.A. |
| 6 Whether benefit of added year of service admissible under Rule 30 of CCS (Pension Rules) 1972 | N.A. |
| 7 Age limit for direct recruits | Between 18 and 30 years. |
| 8 Educational and other qualifications required for direct recruits | <p>ESSENTIAL :</p> <ol style="list-style-type: none"> 1. Degree from a recognized Institution/ University. 2. Skill in word-processing & data entry with a one year Computer Diploma from a recognized Institution. <p>DESIRABLE :
Familiarity with various software packages.</p> |
| 9 Whether age and educational qualifications for direct recruits will apply to promotees | N.A. |
| 10 Period of probation, if any | 2 years. |
| 11 Method of recruitment, whether by Direct rectt. Or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods | Direct recruitment failing which by transfer on deputation and/or short-term contract. |
| 12 In case of rectt. by promotion / deputation / transfer grades from which promotion / deputation / transfer to be made | <p>TRANSFER ON DEPUTATION :
Persons working in Government/Semi-Government/Autonomous Organization/ Public Sector Undertakings.</p> <ol style="list-style-type: none"> a) Possessing educational and other qualifications prescribed for direct recruitment under column '8' b) Holding analogous post OR <p>With three years of regular service in the scale of pay of Rs. 3,050-4,590/-</p> |
| 13 If a DPC exists what is its composition | As per Appendix |

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**RECRUITMENT RULES-2007**

1 Name of Post	Senior Gestetner Operator
2 No. of Posts	01
3 Classification	Group "C" (Non-Ministerial)
4 Scale of Pay	Rs.4,000-100-6,000/-
5 Whether selection post or non-selection Post	Non-Selection
6 Whether benefit of added year 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 for direct recruits will apply to promotees	N.A.
10 Period of probation, if any	N.A.
11 Method of recruitment, whether by Direct rectt. or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	By promotion.
12 In case of rectt. by promotion / deputation / transfer grades from which promotion / deputation / transfer to be made	By promotion from among the Gestetner Operators of Samiti and Regional Offices with five years' service in the grade in the Samiti.
13 If a DPC exists what is its composition	As per Appendix.



RECRUITMENT RULES 2007

1	Name of Post	Gestetner Operator
2	No. of Posts	08
3	Classification	Group "C" Non-Ministerial
4	Scale of Pay	Rs.3050-75-3950/-
5	Whether selection post or non-selection Post	Selection
6	Whether benefit of added year 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 for direct recruits will apply to promotees	N.A.
10	Period of probation, if any	N.A.
11	Method of recruitment, whether by Direct rectt. or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	By promotion.
12	In case of rectt. by promotion / deputation / transfer grades from which promotion / deputation / transfer to be made	From among eligible Group 'D' employees of Headquarters and Regional Offices who have passed 8th Class and rendered at least five years service in that capacity and have proficiency in operating / maintaining duplicating machines, photocopier and Franking Machines.
13	If a DPC exists what is its composition	As per Appendix.

Shankar
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RECRUITMENT RULES-2007

1 Name of Post	Caretaker
2 No. of Posts	01
3 Classification	Group "C"
4 Scale of Pay	Consolidated salary of Rs.4,000+DA with annual increase equivalent to one increment in Rs.4,000-6,000 scale on renewal of contract.
5 Whether selection post or non-selection Post	N.A.
6 Whether benefit of added year 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	Senior Secondary (Class XII) Certificate from a recognized Board with knowledge of Computer Operation.
9 Whether age and educational qualifications for direct recruits will apply to promotees	N.A.
10 Period of probation, if any	N.A.
11 Method of recruitment, whether by direct rectt. or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	On contract initially for one year renewable on year to year basis up to a maximum period of 5 years. Further extension will be given with the prior approval of the Commissioner, NVS.
12 In case of rectt. by promotion / deputation / transfer grades from which promotion / deputation / transfer to be made	From among ex-servicemen possessing experience of house keeping functions.
13 If a DPC exists what is its composition	As per Appendix

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RECRUITMENT RULES-2007

1	Name of Post	Driver
2	No. of Posts	Hqrs. 5, RO 8, Total = 13
3	Classification	Group "C"
4	Scale of Pay	Rs.3050-75-3950-80-4590
5	Whether selection post or non-selection Post	N.A
6	Whether benefit of added year of service admissible under Rule 30 of CCS (Pension Rules) 1972	N.A
7	Age limit for direct recruits	Between 18 and 30 years
8	Educational and other qualifications required for direct recruits	(i) Pass class VIII (ii) Possession of a valid driving license of driving cars and/or a vehicle for at least three years driving experience. (iii) Knowledge of an Automobile minor repair. (iv) Passing of a Trade Test as per Samiti Norms.
9	Whether age and educational qualifications for direct recruits will apply to promotees	N.A.
10	Period of probation, if any	2 years
11	Method of recruitment, whether by direct rectt. Or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	100% by direct recruitment.
12	In case of rectt. by promotion / deputation / transfer grades from which promotion / deputation / transfer to be made	N.A.

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NOTE :

The existing post of Drivers are to be distributed in the following grades in the



RECRUITMENT RULES-2007

ratio of 30:30:05. Ordinary Grade Rs.3050-75-3950-80-4590.

Grade-II Rs.4000-100-6000

Grade-I Rs.4500-125-7000

Special Grade Rs.5000-150-8000

Initial appointments would be made in the ordinary grade only. Grant of next grades would be in accordance with instructions contained in Govt. of India, Deptt. of Personnel and Trg. OM No.22036/1/92-Estt.(D) dated 30.11.93 and No.43019/54/96-Estt(D) dated 15.2.2001 issued from time to time as under :

Grade-I - 9 years regular service in the Grade-II or a combined service of 15 years in Grade-II and in ordinary Grade put together.

Special Grade- Three years regular service in Grade-I of the Drivers.

13 If a DPC exists what is its composition As per appendix

**RECRUITMENT RULES-2007**

- | | |
|--|-----------------------------|
| 1 Name of Post | Peon/Farash |
| 2 No. of Posts | 57 |
| 3 Classification | Group 'D' |
| 4 Scale of Pay | 2550-55-2660-60-3200 |
| 5 Whether selection post or non-selection Post | N.A. |
| 6 Whether benefit of added year of service admissible under Rule 30 of CCS (Pension Rules) 1972 | N.A. |
| 7 Age limit for direct recruits | Between 18 and 30 years |
| 8 Educational and other qualifications required for direct recruits | Pass Class-VIII |
| 9 Whether age and educational qualifications for direct recruits will apply to promotees | N.A. |
| 10 Period of probation, if any | 2 years |
| 11 Method of recruitment, whether by direct rectt. or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods | 100% by direct recruitment. |
| 12 In case of rectt. by promotion / deputation / transfer grades from which promotion / deputation / transfer to be made | N.A. |
| 13 If a DPC exists what is its composition | As per appendix |



RECRUITMENT RULES-2007

1	Name of Post	Principal
2	No. of Posts	As sanctioned from time to time
3	Classification	Group 'A' (Ministerial)
4	Scale of Pay	Rs. 10000-325-15200/-
5	Whether selection post or non-selection Post	Selection by merit
6	Whether benefit of added year of service admissible under Rule 30 of CCS (Pension Rules) 1972	N.A.
7	Age limit for direct recruits	Between 35 year and 45 years
8	Educational and other qualifications required for direct recruits	<p>ESSENTIAL :</p> <ol style="list-style-type: none"> 1. Master's Degree from a recognised university with atleast 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. <p>(a) Holding analogous post; OR</p> <p>(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</p> <p>(c) A minimum of 12 years experience/ service as PGT/Master/Lecturer in the scale of Rs. 6500-10500 (revised) or equivalent in a senior secondary school.</p> <p>DESIRABLE :</p> <ol style="list-style-type: none"> 1. At least three years experience as House Master of a fully residential school. 2. Experience of working in a fully residential/CBSE affiliated/Govt. recognized school. 3. Proficiency in English and Hindi/ concerned Regional Language.

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RECRUITMENT RULES-2007

1	Name of Post	Vice Principal
2	No. of Post	As Sanctioned from time to time
3	Classification	Group 'B' (Ministerial)
4	Scale of Pay	Rs. 7500-250-12000/-
5	Whether selection post or non-selection Post	Selection by merit
6	Whether benefit of added year 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 for direct recruits will apply to promotees	N.A.
10	Period of probation, if any	N.A.
11	Method of recruitment, whether by direct rectt. or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	100% by promotion, failing which on deputation PROMOTION : Post Graduate Teacher with 3 years of regular service in the grade in the Samiti.
12	In case of rectt. by promotion / deputation / transfer grades from which promotion / deputation / transfer to be made	DEPUTATION : Persons working under the Central Govt./ State Govt./Autonomous organization : (a) Holding analogous post on regular basis. OR With 3 years of regular service as PGT in the scale of pay of Rs.6,500-10,500. AND (b) Possessing the following qualifications: (i) Post Graduate Degree (ii) B.Ed. or equivalent Teaching Degree (iii) Proficiency in Teaching through English/Hindi
13	If a DPC exists what is its composition	As per Appendix.

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RECRUITMENT RULES-2007

1 Name of Post	Post Graduate Teachers																
2 No. of Posts	As sanctioned from time to time																
3 Classification	Group 'B'																
4 Scale of Pay	Rs. 6500-200-10500/-																
5 Whether selection post or non-selection Post	Selection																
6 Whether benefit of added year of service admissible under Rule 30 of CCS (Pension Rules) 1972	N.A.																
7 Age limit for direct recruits	Upto 40 years																
8 Educational and other qualifications required for direct recruits	<p>ESSENTIAL QUALIFICATIONS</p> <p>(a) Two Year Integrated Post Graduate M.Sc. Course from Regional College of Education of NCERT in the concerned subject with at least 50% marks in aggregate.</p> <p style="text-align: center;">OR</p> <p>Master's Degree from a recognized university with at least 50% marks in aggregate in the following subjects.</p> <table border="0"> <thead> <tr> <th style="text-align: left;">No. Post</th> <th style="text-align: left;">Masters Degree</th> </tr> </thead> <tbody> <tr> <td>(i) PGT(English)</td> <td>English</td> </tr> <tr> <td>(ii) PGT(Hindi)</td> <td>Hindi</td> </tr> <tr> <td>(iii) PGT(Phy.)</td> <td>Physics / Applied Physics / Electronics Physics / Nuclear Physics</td> </tr> <tr> <td>(iv) PGT(Chem.)</td> <td>Chemistry / Bio. Chemistry</td> </tr> <tr> <td>(v) PGT (Maths)</td> <td>Mathematics / Applied Mathematics</td> </tr> <tr> <td>(vi) PGT(Eco.)</td> <td>Economics / Applied Economics / Business Economics</td> </tr> <tr> <td>(vii) PGT(Bio.)</td> <td>Botany / Zoology / Life Sciences / Bio Sciences / Genetics / Micro-Biology / Bio</td> </tr> </tbody> </table>	No. Post	Masters Degree	(i) PGT(English)	English	(ii) PGT(Hindi)	Hindi	(iii) PGT(Phy.)	Physics / Applied Physics / Electronics Physics / Nuclear Physics	(iv) PGT(Chem.)	Chemistry / Bio. Chemistry	(v) PGT (Maths)	Mathematics / Applied Mathematics	(vi) PGT(Eco.)	Economics / Applied Economics / Business Economics	(vii) PGT(Bio.)	Botany / Zoology / Life Sciences / Bio Sciences / Genetics / Micro-Biology / Bio
No. Post	Masters Degree																
(i) PGT(English)	English																
(ii) PGT(Hindi)	Hindi																
(iii) PGT(Phy.)	Physics / Applied Physics / Electronics Physics / Nuclear Physics																
(iv) PGT(Chem.)	Chemistry / Bio. Chemistry																
(v) PGT (Maths)	Mathematics / Applied Mathematics																
(vi) PGT(Eco.)	Economics / Applied Economics / Business Economics																
(vii) PGT(Bio.)	Botany / Zoology / Life Sciences / Bio Sciences / Genetics / Micro-Biology / Bio																

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RECRUITMENT RULES-2007

Technology/Molecular Bio/Plant Physiology provided that applicant had studied Botany and Zoology at Graduation level.

- (viii) PGT(Hist.) History
 (ix) PGT(Geog.) Geography
 (x) PGT(Comm.) Commerce with Accounting / Cost Accounting / Financial Accounting as a major subject of study. Holders of Degree of M.Com. in Applied / Business Economics shall not be eligible.

- (b) B.Ed. or equivalent qualification from a recognized University.
 (c) Proficiency in Teaching in Hindi and English.

DESIRABLE QUALIFICATIONS

- (a) Experience as TGT in recognized institution in concerned subject.
 (b) Experience of working in a residential school.
 (c) Knowledge of Computer application.

- 9 Whether age and educational qualifications for direct recruits will apply to promotees No-in case of age. Yes-in case of educational qualifications. However, condition of 50% marks at Post-Graduate Degree shall not apply in case of promotion.
- 10 Period of probation, if any 2 years for direct recruits.
- 11 Method of recruitment, whether by direct rectt. or by promotion or by deputation/ transfer and percentage of vacancies to be filled by various methods For Commerce and Eco. 100% by direct recruitment.
 For Hindi & English - 50% by promotion and 50% by direct recruitment.

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For other subjects - 25% by promotion and 75% by direct recruitment.
Failing which by transfer on deputation

12 In case of rectt. by promotion / deputation / transfer grades from which promotion / deputation / transfer to be made

Promotion :

From among eligible TGTs having three years regular service as TGT in NVS with Master's Degree in concerned subject, subject to qualifying a departmental examination to be conducted by Samiti;

The feeder posts as TGTs for Promotional posts of PGTs shall be as under :-

TGT (Maths)	- PGT (Maths/Phy.)
TGT (Science)	- PGT (Bio/Chem.)
TGT (S.St.)	- PGT (Hist./Geo.)
TGT (Hindi)	- PGT (Hindi)
TGT (English)	- PGT (English)

Note : Promotion of TGT to PGT shall be governed by availability of vacancy in a particular subject irrespective of seniority as TGT.

Transfer on Deputation :

Persons working in Govt./Recognized 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. 5500-175-9000; and

(b) Possessing the educational and other qualifications as prescribed in Column '8'.

13 If a DPC exists what is its composition As per Appendix.



RECRUITMENT RULES-2007

1	Name of Post	Trained Graduate Teacher
2	No. of Posts	As sanctioned from time to time
3	Classification	Group 'B'
4	Scale of Pay	Rs.5500-175-9000
5	Whether selection post or non-selection Post	N.A.
6	Whether benefit of added year of service admissible under Rule 30 of CCS (Pension Rules) 1972	N.A.
7	Age limit for direct recruits	Upto 35 years
8	Educational and other qualifications required for direct recruits	<p>Essential Qualification</p> <p>(a) Four years integrated degree course of Regional College of Education of NCERT with at least 50% marks in the concerned subject as well as in the aggregate.</p> <p style="text-align: center;">OR</p> <p>A Bachelor's Degree or equivalent from a recognized University with 50% marks or above in aggregate as well as in the concerned subject comprising the combination as under :</p> <p>(i) TGT (Hindi) Hindi as an Elective Subject at Degree Level</p> <p>(ii) TGT (English) English as an Elective Subject at Degree Level</p> <p>(iii) TGT (Maths)</p> <ol style="list-style-type: none"> 1. The candidate should have studied Maths, Physics and Chemistry during all three years of graduation. 2. In case of such Universities which provide for only two subjects out of the three as mentioned above, in the final year of graduation, the candidate should have studied Maths and Physics in the final year of examination and all the three subjects, viz, Maths, Physics and Chemistry in the first and second years of graduation.

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3. Candidates who have passed B.Sc. degree with Honours in Maths subject would be considered eligible only if they have studied Physics and Chemistry in first and second year of the course. Candidates with B.Sc. (Hons.) in Physics or Chemistry are not eligible for the post of TGT (Maths).
4. Candidate should also have secured 50% marks in aggregate individually in all these subjects during all the years of study.
5. Candidate should have secured at least 50% marks in aggregate in the graduation degree also.

(iv) TGT (Science)

1. The candidate should have studied Botany, Zoology and Chemistry during all the three years of study in graduation.
2. In case of such Universities which provide for only two subjects in the final year of graduation, the candidates should have studied any of the two subjects out of Botany, Zoology and Chemistry in the final year of examination and all the three subjects, viz. Botany, Zoology and Chemistry in the first and second years of graduation.
3. In case of Honours Degree in any of the above mentioned three subjects, the candidate must have studied other two subjects in the first and second year of the course.
4. Candidate should also have secured 50% marks in aggregate individually in all of these subjects during all the years of study.
5. Candidate should have secured 50% marks in aggregate in the graduation degree also.

(v) TGT (Social Studies)

1. The candidate should have studied any of the two subjects out of the following subject combinations in graduation :
 - a) History with Geography/ Economics/ Political Science OR
 - b) Geography with History/ Economics/ Political Science
2. History/Geography as above, should have been studied for all three years in the

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Graduation.

3. In case of Honours Degree in History the candidate should have studied Geography/Economics/Political Science in 1st and 2nd years. Similarly in case of Honours degree in Geography, the candidate should have studied History/Economics/Political Science in 1st and 2nd year. Candidates with B.A.(Honours) in Economics or Political Science are not eligible for the post of TGT (S.St.)
4. Candidate should have secured 50% marks in aggregate individually in the subjects during all the three years of study.
5. Candidate should have secured at least 50% marks in aggregate in the Graduation Degree also.

(vi) TGT (IIIrd Language) Concerned Regional Language as an elective subject at Degree level.

- (b) B.Ed. or equivalent qualification from recognised university.
- (c) 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 applications.

9 Whether age and educational NA qualifications for direct recruits will apply to promotees

10 Period of probation, if any 2 years

11 Method of recruitment, whether by direct rectt. or by promotion or by deputation/ transfer and percentage of vacancies to be filled by various methods By direct recruitment, failing which by transfer on deputation

12 In case of rectt. by promotion / deputation / transfer grades from which promotion / deputation / transfer to be made **Transfer on Deputation :** Persons working in Government/ Recognized Educational institutions :

- (a) Holding analogous posts on regular basis
- OR**

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RECRUITMENT RULES-2007

1 Name of Post	Music Teacher
2 No. of Posts	As sanctioned from time to time
3 Classification	Group 'B'
4 Scale of Pay	Rs. 5500-175-9000/-
5 Whether selection post or non-selection Post	N.A.
6 Whether benefit of added year of service admissible under Rule 30 of CCS (Pension Rules) 1972	N.A.
7 Age limit for direct recruits	Up to 35 years
8 Educational and other qualifications required for direct recruits	ESSENTIAL QUALIFICATIONS :

Five years study in Music institution recognized by the concerned State Govt. as equivalent to Graduate/Post Graduate Degree.

OR

A Bachelor's Degree with Music from a recognized university and B.Ed.

OR

Higher Secondary/Sr.Secondary with any one of the following :

Sangeet-Visharad examination of Gandharva Mahavidyalaya Mandal, Bombay or Bhatkhande Sangeet Vidyalaypeeth, Lucknow or Indira Kala Sangeet Vishwa Vidyalaya, Khairagarh (MP) or Sangeet Prabhakar examination of the Prayag Sangeet Samiti, Allahabad.

OR

Following Degree/Diploma awarded by Pracheen Kala Kendra, Chandigarh :

- (a) Sangeet Bhaskar with Graduation in any discipline.
- (b) Sangeet Nritya Bhushan with graduation in any discipline.
- (c) Sangeet Bhushan or Sangeet Nritya Visharad with Sr.Secondary/

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Intermediate/Part I examination of 3 years Degree Course.

DESIRABLE QUALIFICATIONS :

- (i) Working knowledge of English and Hindi or other Regional Language.
- (ii) Experience of working in a residential school

- 9 Whether age and educational N.A.
qualifications for direct recruits will apply to promotees
- 10 Period of probation, if any Two years
- 11 Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods By direct recruitment, failing which by transfer on deputation.
- 12 In case of rectt. by promotion / deputation / transfer grades from which promotion / deputation / transfer to be made **Transfer on Deputation :**
Persons working in Govt./Recognized Institutions.
(a) Holding analogous post on regular basis.
OR
With 5 years of regular service as TGT with Post Graduate Degree in concerned subject in the scale of pay of Rs. 4000-6000.
AND
(b) Possessing the Educational and other qualifications as prescribed in column '8'.
- 13 If a DPC exists what is its composition As per Appendix.



RECRUITMENT RULES-2007

1	Name of Post	Art Teacher
2	No. of Posts	As sanctioned from time to time
3	Classification	Group 'B'
4	Scale of Pay	Rs. 5500-175-9000/-
5	Whether selection post or non-selection Post	N.A.
6	Whether benefit of added year of service admissible under Rule 30 of CCS (Pension Rules) 1972	N.A.
7	Age limit for direct recruits	Up to 35 years.
8	Educational and other qualifications required for direct recruits	<p>Essential Qualifications :</p> <p>Five years Recognized Diploma in any discipline of Fine Arts as Drawing/ Painting/Sculpture/Graphic Arts/Crafts after passing Secondary Examination (Class X or equivalent).</p> <p style="text-align: center;">OR</p> <p>Post Graduate Degree in Drawing and Painting, Fine Arts from a recognized University/Institution.</p> <p style="text-align: center;">OR</p> <p>Four Years Diploma in Fine Arts/Crafts from Vishwa Bharti Shanti Niketan.</p> <p style="text-align: center;">OR</p> <p>B.Ed. Degree/Diploma in Fine Arts from Regional College of Education.(Degree of Bachelor of Fine Arts (BFA) after class XII will be considered as equivalent to Five Years Diploma in Fine Arts after Class X).</p> <p>Desirable Qualifications :</p> <p>(i) B.Ed. or equivalent teaching degree from recognized University.</p> <p>(ii) Working knowledge of English and Hindi or other Regional Language.</p> <p>(iii) Experience of Working in a residential School.</p>

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- 9 Whether age and educational N.A.
qualifications for direct recruits will apply
to promotees
- 10 Period of probation, if any 2 years
- 11 Method of recruitment, whether by direct By direct recruitment, failing which by
recruitment or by promotion or by transfer on deputation.
deputation/transfer and percentage of
vacancies to be filled by various methods
- 12 In case of recruitment by promotion / **Transfer on Deputation :**
deputation / transfer grades from which Persons working in Government/recognized
promotion / deputation / transfer to be institutions.
made (a) Holding analogous post on regular basis.
OR
With 5 years of regular service as TGT
with Post Graduate Degree in the
concerned subject in the pay scale of Rs.
4000-100-6000/-, and
(b) Possessing the educational and other
qualifications as prescribed for direct
recruitment under Column '8'.
- 13 If a DPC exists what is its composition As per appendix.

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RECRUITMENT RULES-2007

1	Name of Post	SUPW Teacher
2	No. of Posts	As sanctioned from time to time
3	Classification	Group 'B'
4	Scale of Pay	Rs. 5500-175-9000/-
5	Whether selection post or non-selection Post	N.A.
6	Whether benefit of added year of service admissible under Rule 30 of CCS (Pension Rules) 1972	N.A.
7	Age limit for direct recruits	Up to 35 years
8	Educational and other qualifications required for direct recruits	<p>Essential Qualifications :</p> <p>Degree in Electrical or Electronics Engineering from a recognized University.</p> <p style="text-align: center;">OR</p> <p>B.Sc. (Tech.) with B.Ed. from Regional Institute of Education (NCERT)</p> <p style="text-align: center;">OR</p> <p>Bachelor Degree in Computer Application from a recognized University.</p> <p style="text-align: center;">OR</p> <p>B.Sc. (Agriculture) from a recognized Institution/University.</p> <p>Desirable Qualifications :</p> <p>(i) Working knowledge of English and Hindi/ Regional language</p> <p>(ii) Experience of working in a residential school.</p> <p>(iii) One year practical experience in a workshop/institution/ factory.</p>
9	Whether age and educational qualifications for direct recruits will apply to promotees	N.A.
10	Period of probation, if any	Two years

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- 11 Method of recruitment, whether by direct rectt. or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods By direct recruitment, failing which by transfer on deputation.
- 12 In case of rectt. by promotion / deputation / transfer grades from which promotion / deputation / transfer to be made **Deputation :**
Persons working in Govt./Recognized Institutions.
(a) Holding analogous post on regular basis.
OR
With 6 years of regular service in a similar capacity in the pay scale of Rs. 4500-125-7000.
AND
(b) Possessing the Educational and other qualifications as prescribed in column '8'.
- 13 If a DPC exists what is its composition As per Appendix.

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RECRUITMENT RULES-2007

1	Name of Post	Office Superintendent
2	No. of Posts	As sanctioned from time to time
3	Classification	Group 'B' (Ministerial)
4	Scale of Pay	Rs. 5,500-175-9,000/-
5	Whether selection post or non-selection Post	N.A.
6	Whether benefit of added year 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 for direct recruits will apply to promotees	N.A.
10	Period of probation, if any	2 years
11	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	50% by promotion, failing which by transfer on deputation and/or short term contract. 50% by Limited Departmental Examination failing which by transfer/transfer on deputation.
12	In case of rectt. by promotion / deputation / transfer grades from which promotion / deputation / transfer to be made	<p>Promotion :</p> <p>From among the UDCs of the Vidyalaya who have put in ten years of regular service in the grade in the Samiti.</p> <p>Limited Departmental Examination :</p> <p>1. From among Assistants/Audit Assistants/ Legal Assistants/Statistical Assistant/ Editorial Assistant/ Personal Assistant of the Samiti with 4 years regular service in the grade in the Samiti.</p>

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16/11/07



2. UDCs, Stenographers and Computer Operators of the Samiti with 6 years of regular service in the grade in the Samiti or 6 years combined regular service in the grade of UDC and higher grade in the Samiti.

Transfer on Deputation :

Persons working in Govt./Autonomous Organizations Holding analogous posts.

OR

With 5 years service as Assistant/Audit Assistant in the scale of Rs. 5000-150-8000/-

- 13 If a DPC exists what is its composition As per appendix

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RECRUITMENT RULES-2007

1	Name of Post	Female Staff Nurse
2	No. of Posts	As sanctioned from time to time
3	Classification	Group "C" (Non- Ministerial)
4	Scale of Pay	Rs. 5,000-150-8,000/-
5	Whether selection post or non-selection Post	N.A.
6	Whether benefit of added year of service admissible under Rule 30 of CCS (Pension Rules) 1972	N.A.
7	Age limit for direct recruits	Up to 35 years
8	Educational and other qualifications required for direct recruits	<p>ESSENTIAL:</p> <p>a) Passed Sr. Secondary Examination (Class -XII) or equivalent, and</p> <p>b) Grade "A" (Three years) Diploma/ Certificate in Nursing from a recognized Institution.</p> <p style="text-align: center;">OR</p> <p>B.Sc. (Nursing) from a recognized University/ Institution.</p> <p>2. Registration with Indian/State Nursing Council.</p> <p>3. Practical experience of two years in Hospital/Clinic.</p> <p>DESIRABLE :</p> <p>Working knowledge of Hindi/Regional Language and English.</p>
9	Whether age and educational qualifications for direct recruits will apply to promotees	N.A.
10	Period of probation, if any	2 years
11	Method of recruitment, whether by direct rectt. or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	100% direct recruitment failing which by transfer on deputation.

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15/7/07



RECRUITMENT RULES-2007

1	Name of Post	Catering Assistant
2	No. of Posts	As sanctioned from time to time
3	Classification	Group "C" (Non-ministerial)
4	Scale of Pay	Rs. 4000-100-6000
5	Whether selection post or non-selection Post	N.A.
6	Whether benefit of added year of service admissible under Rule 30 of CCS (Pension Rules) 1972	N.A.
7	Age limit for direct recruits	Up to 35 years
8	Educational and other qualifications required for direct recruits	<p>1. Secondary School (X class pass), and</p> <p>2. Three years Diploma in Catering or equivalent from an institution recognized by Ministry of Tourism, Govt. of India/ State Govt.</p> <p style="text-align: center;">OR</p> <p>Passed Sr. Secondary (Class XII) from CBSE with Hotel Management and Catering as Vocational subject and at least one year experience in catering.</p> <p style="text-align: center;">OR</p> <p>Passed Sr. Secondary (Class XII) or equivalent and one year diploma in catering or equivalent from a recognized institution with three years experience in catering in reputed institution/hotels.</p> <p style="text-align: center;">OR</p> <p>Trade proficiency Certificate in Catering with a minimum of 10 years service in Defence Services of regular establishment (for Ex-servicemen only).</p>
9	Whether age and educational qualifications for direct recruits will apply to promotees	NA
10	Period of probation, if any	Two years

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- 11 Method of recruitment, whether by Direct recruitment, failing which by transfer Direct rectt. Or by promotion or by on deputation deputation/transfer and percentage of vacancies to be filled by various methods
- 12 In case of rectt. By promotion / **TRANSFER ON DEPUTATION :** deputation / transfer grades from which promotion / deputation / Holding analogous post in Govt./recognized institutions and possessing qualifications transfer to be made prescribed for direct recruitment under column "8".
- 13 If a DPC exists what is its composition As per Appendix.

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RECRUITMENT RULES-2007

1 Name of Post	Cook
2 No. of Posts	As sanctioned from time to time
3 Classification	Group 'C'
4 Scale of Pay	Rs. 3,050-75-3,950-80-4,590/-
5 Whether selection post or non-selection Post	Non Selection Post
6 Whether benefit of added year of service admissible under Rule 30 of CCS (Pension Rules) 1972	N.A.
7 Age limit for direct recruits	Between 18 and 35 years.
8 Educational and other qualifications required for direct recruits	1. Passed Class-V 2. 5 years experience in cooking on large scale.
9 Whether age and educational qualifications for direct recruits will apply to promotees	Age - No Qualification - Yes
10 Period of probation, if any	2 Years
11 Method of recruitment, whether by direct rectt. or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	50% by direct recruitment 50% by Promotion
12 In case of rectt. by promotion / deputation / transfer grades from which promotion / deputation / transfer to be made	Promotion: From amongst the Mess Helper of JNVs having 8 years of regular service in the grade in the Samiti.
13 If a DPC exists what is its composition	As per appendix.

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16/7/07



RECRUITMENT RULES-2007

1 Name of Post	Electrician-Cum-Plumber
2 No. of Posts	As sanctioned from time to time
3 Classification	Group 'C' (Non- Ministerial)
4 Scale of Pay	Rs.3,050-75-3,950-80-4,590/-
5 Whether selection post or non-selection Post	N.A.
6 Whether benefit of added year of service admissible under Rule 30 of CCS (Pension Rules) 1972	N.A.
7 Age limit for direct recruits	Between 18 and 40 years.
8 Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(1) 10th Class pass</p> <p>(2) ITI Certificate or equivalent in the trade of Electrician or Wireman/Plumbing from a Recognized Institute.</p> <p>(3) At least 2 years experience in electrical installation, wiring and plumbing work.</p> <p>Desirable:</p> <p>2 years experience in electrical installation, maintenance of appliances.</p>
9 Whether age and educational qualifications for direct recruits will apply to promotees	N.A.
10 Period of probation, if any	Two years
11 Method of recruitment, whether by direct rectt. or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	100% by direct recruitment, failing which on deputation.
12 In case of rectt. by promotion / deputation / transfer grades from which promotion / deputation / transfer to be made	<p>Deputation :</p> <p>Persons working in Autonomous Organizations holding analogous post and possessing qualifications prescribed in column '8' for direct recruitment.</p>
13 If a DPC exists what is its composition	As per appendix.

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RECRUITMENT RULES-2007

1 Name of Post	Laboratory Attendant
2 No. of Posts	As sanctioned from time to time
3 Classification	Group 'D'
4 Scale of Pay	Rs. 2,610-60-3,150-65-3,540/-
5 Whether selection post or non-selection Post	N.A.
6 Whether benefit of added year of service admissible under Rule 30 of CCS (Pension Rules) 1972	N.A.
7 Age limit for direct recruits	Between 18 and 30 years.
8 Educational and other qualifications required for direct recruits	Middle Pass with General Science.
9 Whether age and educational qualifications for direct recruits will apply to promotees	Age - No. Qualification - Yes
10 Period of probation, if any	Two years
11 Method of recruitment, whether by direct rectt. or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	75% by direct recruitment 25% by promotion
12 In case of rectt. by promotion / deputation / transfer grades from which promotion / deputation / transfer to be made	Promotion : From amongst Group 'D' employees of all the JNVs in concerned region having rendered 3 years regular service in the grade subject to fulfillment of educational qualification as prescribed in Column '8'.
13 If a DPC exists what is its composition	As per appendix.

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16/7/07

**RECRUITMENT RULES-2007**

- | | |
|--|---------------------------------|
| 1 Name of Post | Chowkidar-cum-Sweeper |
| 2 No. of Posts | As sanctioned from time to time |
| 3 Classification | Group "D" |
| 4 Scale of Pay | Rs. 2,550-55-2,660-60-3,200/- |
| 5 Whether selection post or non-selection Post | N.A. |
| 6 Whether benefit of added year of service admissible under Rule 30 of CCS (Pension Rules) 1972 | N.A. |
| 7 Age limit for direct recruits | Between 18 and 30 years |
| 8 Educational and other qualifications required for direct recruits | Primary pass |
| 9 Whether age and educational qualifications for direct recruits will apply to promotees | N.A. |
| 10 Period of probation, if any | Two years |
| 11 Method of recruitment, whether by direct rectt. or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods | By direct recruitment |
| 12 In case of rectt. by promotion / deputation / transfer grades from which promotion / deputation / transfer to be made | N.A. |
| 13 If a DPC exists what is its composition | As per appendix. |



F. No. 20-1/2008-NVS(Estt-II)

Dated : 11.11.2008

NOTIFICATION

Subject : Revision of pay scales of employees of NVS, as per recommendations of Sixth Central Pay Commission

Sir/Madam,

In pursuance of the decisions communicated by Government of India, M/O HRD, Department of School Education & Literacy vide letter No. F.20-14/2008-UT-I dated 3rd Nov. 2008 on the above subject, I am directed to convey the approval of the competent authority for revision of scales of both teaching and non-teaching staff of NVS in accordance with Central Civil Services (Revised Pay) Rules, 2008. The revised scales of pay for the staff working at NVS Hqrs./Regional offices and JNVs are given at **ANNEXURE- 'A'**. The revised scales of pay will be effective from the 1st day of January, 2006. A copy of the Ministry of Finance (Department of Expenditure) Notification GSR 622 (E) dated 29.8.2008 notifying the CCS. (Revised Pay) Rules, 2008 is forwarded for necessary information and guidance.

2. Option in the prescribed form, as per **ANNEXURE. 'B'**, shall be obtained from all employees within three months from the date of this letter. It may be noted that;

- (i) Where an employee is under suspension on the 1st day of January, 2006, the option may be exercised within three months of the date of his return to his duty, if that date is later than the date prescribed above.
- (ii) The option shall be intimated by the employee to the concerned Principal/ Deputy Commissioner, as the case may be.
- (iii) *****timation regarding option is not received within the prescribed time limit as mentioned above, the employee shall be deemed to have elected to be governed by the revised scale of pay with effect from the 1st day of January, 2006.
- (iv) The aforesaid option shall not be admissible to any person appointed to a post on or after the 1st day of January, 2006, whether for the first time in Government service, or by transfer or promotion from another post and he shall be allowed pay only in the revised scale.
- (v) Persons who have died on or after the 1st day of January, 2006 and could not exercise the option within the prescribed time-limit shall be deemed to have opted for the revised scales on and from the 1st day of January, 2006 or such later date as is most beneficial to their dependants, if the revised scales are more favourable. In such cases, necessary action for payment of arrears should be taken by the Head of Office.
- (vi) The option once exercised shall be final.

3. The sequence of action to be taken on receipt of the options will be as follows:-



- i) The fixation of pay shall be made by the field units as per the existing instructions keeping in view the Ministry of Finance, Department of Expenditure OM No.G.S.R. 622(E) dated 29.3.2008 and OM No. 1/1/08-IC dated 30.8.2008 and 13.10.2008 and subsequent guidelines, if any issued by the Govt.
- ii) Bills may be drawn separately in respect of the arrears of pay and allowances for the period from January 1, 2006 to Aug., 31, 2008. and from Sep.,2008 onwards. The arrears of pay w.e.f. Sep., 2008 may be paid in cash. The arrears for the period 1-1-2006 to 31-8-2008, as worked out, may be paid in two installments, the first installment of 40% will be paid during this financial year 2008-09 and balance 60% will be released in next financial year for which separate orders will be issued.
- iii) The arrear of the pay and allowances should be disbursed 100% w.e.f. Sept' 08. Respective DDOs will draw dues of the pay and allowances as admissible w.e.f. 1.1.2006 in respect of those employees who **are** on their roll. In case of transfers after 1.1.2006, where LPC has been issued, the respective DDOs, will draw the arrears of such employees keeping in view the period of suspension/ E.O.L. etc. and remit the same to their present DDOs alongwith revised L.P.C. for disbursement.
- iv) The cases of resignation/re tired/death of employees have to be examined thoroughly before their disbursement.
- v) Payment of retirement benefits and arrears, if any in respect of cases which have been settled before issue of this notification may be made after it is pre-audited by the concerned Regional Offices/Hqrs. etc. as per the delegation of financial powers. Payment towards encashment of HPL in respect of those employees who have retired /re signed after 01.09,2008 should be made as per instructions contained in Ministry of Personnel, Public Grievances & Pensions, Deptt. of Personnel & Training (DOPT) OM.No.14028/3/08-Estt(L) dated 25.9.08.
- vi) Payment of House Master Allowance to the eligible staff will remain unchanged. It shall be drawn at the existing rate.
- vii) Payment of the 40% arrear in cash allowed by the Govt. of India, should be made after enforcing all the recoveries pointed out by the audit. Likewise, the recovery of excess payment of Spl. Duty Allowances circulated by the NVS Hqr. vide its Order No.2-72/99-NVS(Estt.) dt. 20.8.08 should also be made before making payment of arrears.
- viii) Deduction of income tax should be made from the arrear, as per rule. As clarified by the Govt. of India, the deduction of income tax has to be made on the 40% of arrear (and not 100%) being paid during this financial year 2008-09.
- ix) Since the recommendation of the 6th CPC are applicable w.e.f. 1.1.2006, the management share of CPF and interest thereon has to be allowed w.e.f. 1.1.2006. There may be cases where own subscription of the official is less than the 10% of the revised pay as on 1.1.2006, the same may be deducted from the arrear bill of the respective employees so as to allow them the matching contribution of Management share w.e.f. 1.1.2006.
- x) In order to ensure correct and systematic fixation of pay in the revised scales, statement of fixation of pay in the revised scales, as given in **ANNEXURE. 'C'**,



may also be prepared, in triplicate, with reference to pre-revised scales and the corresponding revised scales in NVS as given **ANNEXURE "A"** in respect of the staff of NVS (HQ.) /ROS/ NLI/ Non Teaching Staff and Teaching staff of JNVs.

- xi) A Copy of the option for revised pay scales as may be obtained in the prescribed Performa, in duplicate, in **ANNEXURE-"B"**, may be pasted in the Service Book of the employee concerned, while the other copy, alongwith a statement of fixation of pay (in duplicate), as per **ANNEXURE-"C"**, may be sent to the Deputy Commissioner of the Region in case of JNVs and NVS Hqrs. for verification and approval. The Deputy Commissioner shall retain the copy of option exercised by the employee alongwith one copy of the statement of fixation of pay, for record in his office; while the second copy of the statement may be returned to the Vidyalaya /ROs concerned after approval, duly recording the. following certificates and signed by the Accounts Officer/AC of the region NVS Hqrs. who is looking after the Finance and Audit.

"Checked pay fixation under C.C.S. (Revised Pay) Rules of 2008 and approved pay at Rs. _____ & grade pay of Rs. _____ w.e.f. _____, in the scale of _____, _____ with date of next increment on _____ if otherwise admissible."

On receipt of the statement of fixation of pay, duly verified and approved from the Regional Office, the Principal/Deputy Commissioner will paste the same in the service book of the employee concerned. Similarly options in respect of Dy. Commissioners, of the Regional Offices, whose service books are maintained in the Headquarters, will be sent to Asstt. Commissioner (Admn. |), NVS Hqrs.

4. The Drawing & Disbursing Officers should make it clear to the employees under their administrative control, while disbursing the arrears, that the payments are being made subject to adjustment from amounts that may be due to them subsequently, should any discrepancies be noticed later. For this purpose, an undertaking may also be obtained, in writing, from every employee at the time of disbursement of the arrears/pay and allowances for Sept., 2008 onwards, to the effect that any excess payment that may be found to have been made as a result of incorrect fixation of pay in the revised scales will be refunded by him to the Samiti either by adjustment against future payments or otherwise. A specimen form of the undertaking is also enclosed (**ANNEXURE-D**).
5. Special Allowance @ 10% of the Pay Band and Grade Pay w.e.f. 1.9.2008 has been approved in respect of Teachers, Librarians and other teaching staff of the NVS, by the Ministry of HRD vide their letter dated 3.11.2008. (The Teaching allowance @ Rs.150 p.m. drawn by the Principals w.e.f. 1.1.2006 will be recovered from the arrears.
6. These orders are not applicable to the employees on Daily Wages/ Adhoc/ Part-time /Contract basis, who will continue to draw the existing remuneration/ payments until further orders. These orders will also not be applicable to the categories of posts not included in **Annexure 'A'**. Separate orders will be issued in such cases, in due course.
7. Additional DA granted by the Samiti with effect from 1.7.2008 vide circular No. F. 6-1/98-99/NVS(F&A) dated 20.10.2008 should be taken into account for computing of arrears, due to the individual. So far as re-employed pensioners are concerned, the revised pension as per Ministry of Personnel, Public Grievances & Pensions,



Deptt. of Pension & Pensioners Welfare OM No. 3S/37/08-P & P.W. (A) dated 1.9.2008 and 38/37/08-P & P.W. (A) dated 2.9.2008, should be taken into account for pay fixation after obtaining the pension fixation particulars from the concerned D.D.O./ROs.

8. Copies of following orders issued by the Govt. of India in pursuance of the recommendations of Vith Pay Commission are also forwarded herewith for implementation:-
 - (i) Ministry of Finance, Department of Expenditure OM No. F. 2(13)/2008-E.Ii (B) dated 29.08.2008 regarding payment of HRA/CCA (**ANNEXURE-'E'**).
 - (ii) Ministry of Finance, Department of Expenditure OM No. F. 1-3/2008-E.II(B) dated 29.08.2008 regarding payment of Dearness Allowance (**ANNEXURE-'F'**).
 - (iii) Ministry of Finance, Department of Expenditure OM No. 21-2/2008-E.II(B) **dated** 29.08.2008 regarding payment of Transport Allowance (**ANNEXURE-'G'**).
 - (iv) Ministry of Finance, Department of Expenditure OM No. 19030/3/2003 E-1V dated 23.09.2008 regarding Traveling Allowances Rules (**ANNEXURE-'H'**).
 - (v) Ministry of Finance, Department of Expenditure OM No. 7(20)/2008-E. 111(A) dated 24.09.2008 regarding revision in the rates of Family Planning Allowance for Adoption of Small Family Norms (**ANNEXURE-'T'**).
 - (vi) Ministry of Finance, Department of Expenditure OM No. II(5)/2008-E.II dated 29.08.2008 regarding Special (Duty) Allowance for Civilian Employees of the Central Govt, serving in the NE Region (including Sikkim and Ladakh (**ANNEXURE-'J'**).
 - vii) Ministry of Finance, Department of Expenditure OM No. 1/1/2008-IC dated 13.10.2008 regarding fixation of pay in the pay bands where posts have been upgraded as a result of recommendations of 6th CPC (**ANNEXURE-'K'**).
 - (viii) Ministry of Personnel, Public Grievances & Pensions, Deptt. of Personnel & Training (DOPT) OM No. 4/6/2008-Estt. (Pay II) dated 1st October, 2008 regarding revision of Spl. Allowance and Cash Handling Allowance (**ANNEXURE-'L'**).
9. It may be noted that all allowances such as Transport Allowance, HRA and Special Allowances are admissible w.e.f. 1.9.2008.
10. The revised T.A./T.T.A. rules have been notified by Govt. of India, Ministry of Finance, Department of Expenditure vide CM. No. 19030/3/2008-E-IV dated 23.9.2008 and are applicable w.e.f. 1.9.2008. There may be cases where TA claims have been settled keeping in view the existing rules and such claims should not be re-opened. However, the cases which have not been admitted so far will be allowed as per the revised TA rules.
11. Orders regarding Grant of Assured Career Progression (ACP) and other allowances and facilities for the employees of the Samiti will be issued separately.
12. The expenditure on this account is to be met against the head "Staff Payments" Non-Plan and Plan, as the case may be.



13. Any doubts, in implementation of the above orders, should be referred to the concerned Administrative Wing at NVS Hqrs. office immediately for clarification through the respective Regional Office.

14. Hindi version of this order will follow.

Encl : as above.

(M. S. KHANNA)

JOINT COMMISSONER (PERS.)

Copy to :-

- (1) Deputy Commissioner of all the Regional Offices to take action for formulation of a Cell for checking the pay fixation cases w.r.t. CCS (Revised Pay) Rules, 2008 of all individual employees of the Region under the control of Accounts Officer/Assistant Commissioner, as the case may be. They should further obtain the requirement of funds on this account for the current financial year, from all JNVs and submit a consolidated statement to Finance Wing at NVS Hqrs. office, for making necessary provision of funds for payment of arrears etc. in the prescribed Proforma. Payment of arrears should be disbursed only after the release of funds for this purpose by the NVS Hqrs.
- (2) Asstt. Commissioner (Admn.) for similar action in respect of staff of NVS (Hqrs.) . The fixation of pay may be got verified and approved from P&A Wing.
- (3) Asstt. Commissioner (Fin.), NVS Hqrs. alongwith copies of Govt. of India, Ministry of HRD, Deptt. of School Education and Literacy letter No. F. 20-14/2008-UT.1 dated 03.11.2008 conveying Government of India approval for adoption of CCS (Revised Pay) Rules, 2008 by NVS.
- (4) Director (UT.), Deptt. of School Education arid Literacy, Ministry of HRD, New Delhi.
- (5) Director, All NLI's of NVS.
- (6) All Officers/Sections in NVS (Hqrs.).
- (7) Principals of All Jawahar Navodaya Vidyalayas.



F. No. 20-1/2008-NVS(Estt-II)

Dated :28.11.2008

To,

**The Deputy Commissioner of
All Regional Offices of
Navodaya Vidyalaya Samiti.**

**Subject : Revision of various allowances as per recommendations of the 6th
Central Pay Commission - regarding.**

Sir / Madam,

In continuation of this Samiti's notification of even number dated 11.11.2008, I am directed to forward herewith, the copies of the orders relating to the various allowances and other benefits given as per the recommendations of the 6th Central Pay Commissioner for the employees of Navodaya Vidyalaya Samiti (NVS) as per details given below : -

- 1) Ministry of Personnel, Public Grievances & Pensions, DOPT OM No. 12011/03/2008-Estt. (Allowance) dated 2.09.2008 regarding Grant of Children Education Allowance and Re-imburement of Tuition Fee (Annexure-A).
- 2) Ministry of Personnel, Public Grievances & Pensions, DOPT OM No. 2/22(B)/2008-Estt. (Pay II) dated 3.09.2008 regarding Grant of Deputation (Duty) Allowance (Annexure-B).
- 3) Ministry of Personnel, Public Grievances & Pensions, DOPT OM No. 13018/2/2008-Estt. (L) dated 11.09.1008 regarding Enhancement of Quantity of Maternity Leave and Introduction of Child Care Leave (Annexure-C).
- 4) Ministry of Personnel, Public Grievances & Pensions, DOPT OM No. 12011/04/2008-Estt. (Allowance) dated 11.09.2008 regarding Special Allowance for Child Care for Women with disabilities and Education Allowance for disabled children of Govt. employees (Annexure-D).
- 5) Ministry of Finance, Department of Expenditure OM No. 1/1/2008-IC dated 13.09.2008 regarding Clarification on CCS (Revised Pay) Rules, 2008 (Annexure-E).
- 6) Ministry of Personnel, Public Grievances and Pensions, DOPT OM No. 31011/4/2008-Estt. (A) dated 23.09.2008 regarding LTC (Annexure -F).
- 7) Ministry of Personnel, Public Grievances & Pensions, DOPT OM No. 14028/3/2008-Estt. (L) dated 25.09.2008 regarding encashment of leave (Annexure-G)
- 8) Ministry of Finance, Department of Expenditure OM No. 12(1)/E.I1 (A)/2008 dlated 7.10.2008 regarding Grant of Advances (Annexure-H).
- 9) Ministry of Finance, Department of Expenditure O.M. No. 19030/3/2008-E-IV dated 14th October 2008 regarding Admissibility of reimbursement for travel within the city (Annexure-1).
- 10) Ministry of Personnel, Public Grievances & Pensions, DOPT OM No. 13013/2/2008-Estt.(L) dated 11th November, 2008 regarding Half Pay Leave facilities to



Teachers, Principals, Headmasters, Librarians, Laboratory Assistants & Waterman working in schools under the Central Government - implementation of **the** recommendations of the Sixth Central Pay Commission (Annexure-J).

- 11) Ministry of Finance, Department of Expenditure O.M. No. 12(1)/E.II-A/2008 dated 24th October 2008 regarding Interest Bearing Advances / Sixth Central Pay Commission (Annexure-K).
- 12) Ministry of Personnel, Public Grievances and Pensions O.M. No. 12011/03/2008-Estt.. (Allowance) dated 11th November 2008 regarding clarification on Children Education Allowance. (Annexure-L).
- 13) Ministry of Personnel, Public Grievances and Pensions, DOPT OM No. 13018/2/2008 dated 18th November, 2008 regarding Child Care Leave in r/o Central Government employees as a result of Sixth Central Pay Commission - clarification regarding (Annexure -M).
- 14) Ministry of Personnel, Public Grievances and Pensions, DOPT OM No. 25011/1/2008-Estt (A) dated 19th November, 2008 regarding Sixth Central Pay Commission Recommendation - Special dispensation in the form of Special Casual Leave to Central Government Employees with disabilities (Annexure - N).
- 15) Ministry of Finance, Deptt. Of Expenditure OM No. 19030/3/2008-EIV dated 19th November, 2008 regarding Travelling Allowance Rules -Implementation of the Sixth Central Pay Commission (Annexure -O).

These orders will take effect from 1.09.2008.

Orders regarding Grant of Assured Career Progression (ACP) as recommended for the employees of the Samiti will be issued separately.

Ministry of Personnel, Public Grievances and Pension O.M. No. 12/11/2008-JCA dated 11th June 2008 regarding Holidays to be observed in Government Offices during the year 2009 is also enclosed for information (Annexure -P).

Hindi version will follow.

Yours faithfully,

(M.S. Khanna)
Joint Commissioner (Pers.)

Copy to:

1. **Director of All NLI. of NVS**
2. **All Officers/Sections in NVS Hqrs.**
3. **Director (UT), Department of School Education & Literacy, Ministry of HRD, New Delhi.**
4. **Web Master, NVS Hqrs. -With a request to upload the above circular in Samiti's Website.**
5. **Guard file.**



F. No.20-1/2008-NVS(Admn.)/312

Dated :26.03.2009

**To,
The Dy. Commissioners of
All Regional Offices of
Navodaya Vidyalaya Samiti.**

Subject : Clarification of fixation of pay consequent upon the implementation of the 6 CPC.

Sir/Madam,

I am directed to refer to the Samiti's letter of even number dated 11.11.2008 and 28.11.2008 and to say that certain clarifications were sought from the Ministry of HRD regarding implementation of revised pay scales as per recommendations of the 6th CPC. Now the Ministry of HRD has conveyed the following decisions:-

1. The posts of Asstt. Commissioner which are filled **by promoting Principals only** will be upgraded to the grade pay of Rs. 7600/- in the Pay Band -III. However, upgradation of the grade pay of other categories of posts of Asstt. Commissioners i.e. AC(Admn.) and AC(Fin.) is not agreed to and they would continue to retain the grade pay of Rs. 6600/- p.m.
2. Librarians in JNVs will be granted the pay scale and grade pay at par with the TGTs of JNVs for all purposes. The pay scale and Grade Pay of Librarians may be fixed as under :

Name of the Post	Revised Pay Scale/Pay Band	Grade pay
Librarians		
Entry Scale	Rs. 9300-34800 (PB2)	Rs. 4600
Senior Scale	Rs. 9300-34800 (PB 2)	Rs. 4800
Selection Scale	Rs. 9300-34800 (PB 3)	Rs. 5400

- 3) Stepping up of the basic pay of the seniors have been considered in consultation with Ministry of Finance, Deptt. of Expenditure. It is , clarified that while implementing revised Pay structures as notified vide Samiti's Notification dated 11.11.2008, the entry pay of direct recruits appointed on or after 1.1.2006 will be regulated as per Section -II, Part A of the First Schedule to the CCS(RP) Rules, a copy of which has already been circulated. Stepping up of pay of the seniors would be permitted w.e.f. to date of their directly recruited juniors who were recruited on or after 1.1.2006 subject to the following conditions:-
 - I. Stepping up the basic pay of seniors under the above provision can be claimed only in the case of those cadres which have an element of direct recruitment and in cases where a directly recruited junior is actually drawing more basic pay than the seniors. In such cases, the basic pay of the seniors will be stepped up with reference to the basic pay of the junior.
 - II. Using the above provision, Government servants cannot, claim stepping up their revised basic pay with reference to entry pay in the revised pay structure for direct recruits appointed on or after 01.01.2006 as laid down in Section II of the



Part A of First Schedule of the CCS (RP) Rules, 2008, if their cadre does not have an element of direct recruitment, or in cases where no junior is drawing basic pay higher than them.

III. Stepping up of pay of the seniors in accordance with the above provision shall not be applicable in cases where direct recruits have been granted advance increments at the time of recruitment.

Refixation of pay of the concerned categories of employees w.e.f. 01-01-2006 may please be done immediately as per the above clarifications.

Yours faithfully,

(M.S. Khanna)
Joint Commissioner (Pers.)

Copy to :

1. All JNVs.
2. All Officers of the Samiti.
3. JC(Admn),NVS(Hqrs) with a request to keep adequate provision of funds for release of arrears to employees in the current years' Budget under Plan provisions (Tentative details enclosed).
4. Director (UT), Ministry of HRD, Shastri Bhawan, New Delhi -w.r.t. his letter No. F.20-14/2008-UT-I dated 9-3-2009 and No. F. 3-43/2008-UT-2 dated 20-3-2009.



F. No.18-1/2008-NVS(Admn.)

Dated :04.08.2009

NOTIFICATION

Subject : Reg. introduction of New Pension Scheme.

The Ministry of Human Resource Development, Department of School Education & Literacy, vide letter No. F. 5-7/98-UT-1 dated 14th August 2008, has conveyed the approval of the Union Cabinet for introduction of the New Pension Scheme of Govt. of India to all regular Navodaya Vidyalaya Samiti (NVS) employees joining NVS after its notification by the Samiti and giving an option to the regular employees of NVS as on the date of notification to continue with the existing CPF Scheme or to join the New Pension Scheme. In the latter case, the amount accumulated in the CPF Account of the employee will be transferred to the pension fund under the New Pension Scheme.

Accordingly, it is hereby notified that the New Pension Scheme shall be applicable to all the regular employees of NVS and will come into force w.e.f. 01.04.2009. All regular employees of NVS joining on or after 1.4.09 shall become members of NPS. However those employees who had joined NVS on regular basis before 1.4.09 shall have the option either to continue with the existing CPF Scheme or to join the New Pension Scheme. In case of opting for the New Pension Scheme, the amount accumulated as on 1.4.2009, in the CPF Account of the employees, will be transferred to the pension fund under the New Pension Scheme. This option can be exercised within three months from the date of issue of this notification in the prescribed format (i.e. form of option) appended herewith.

New Pension Scheme notified by Department of Economic Affairs, Ministry of Finance on 22.12.2003 and introduced vide D/O Expenditure O.M. No. 1(7)(2)/2003 dated 7.1.2004, and as amended from time to time, will apply mutatis mutandis in the NVS.

Some of the salient features of the New Pension Scheme are as under:

- (1) (a) The New Pension Scheme will have two tiers - Tier-I and II.
 - (b) Contribution to Tier-I is mandatory, whereas contribution to Tier-II will be optional and at the discretion of employees.
- (2) (i) In Tier-I, employees will have to make contribution of 10% of their basic pay plus Dearness Pay plus DA (Plus NPA, if any), in the pre-revised pay scales and / or Revised Pay plus Grade Pay plus DA admissible in the revised pay scales, which will be deducted from his salary bill every month by the PAO concerned. The Samiti will make an equal matching contribution.
 - (ii) The contributions payable by the employees and those paid by the Samiti shall be rounded off to the nearest rupee.
 - (iii) Any recovery in the subsequent date after 1.4.2009, on account of short receipt / deductions of the employees and Samiti's contribution, etc. shall form part of the pension fund, under the New Pension Scheme. The outstanding CPF advances recovered after 1.4.2009 shall also form part of the pension fund.
- (3) Recovery will commence from the month following the month of joining the service in NVS.



- (4) No withdrawal is permissible from Tier-I account.
- (5) (i) Tier-I contributions (and the investment returns) will be kept in a non-withdrawal Pension Tier-I Account.
(ii) Tier-II contributions will be kept in a separate account that will be withdrawable at the option of the employee.
(iii) The Samiti will not make any contribution to Tier-II account.
- (6) Tier II is not operational as on date.
- (7) A separate Cell will be set up at NVS (Hqrs.) to monitor and regulate the pension fund. This Cell will function as Central Record Keeping Agency for maintenance of the record, accounts etc. and also to undertake the works regarding implementation of New Pension Scheme in NVS.
- (8) (i) Exit from the scheme will be normally on attaining the age of 60 years or after the age of 60 years from the Tier-I of the scheme.
(ii) At normal exit, it would be mandatory for the employees to invest 40 percent of pension wealth in an annuity (from an IRDA. Regulated Life Insurance Company) which will provide for pension for the lifetime of the Employees and their dependent parents /spouse.
(iii) In the case of employees who leave the scheme before attaining the age of 60 years, the mandatory annutization would be 80% of the pension wealth.
- (9) The existing provisions of leave encashment will continue to be applicable to employees who join service in NVS on or after 1.4.2009, as the benefit of encashment of leave salary is not a part of retirement benefits admissible under the extent rules.
- (10) Individuals will get an Annual statement containing the details of opening balance, monthly contributions, Samiti's matching contribution and interest earned.
- (11) Accumulations at the credit of subscribers to the New Pension Scheme for all the regular employees of NVS shall carry interest at the rate to be notified by the competent authority from time to time.
- (12) As the New Pension Scheme is based on defined contribution, the length of qualifying service is not relevant. Thus, no credit of casual service shall be allowed to casual workers on their regularization against Group 'D' posts on or after 1.4.2009.
- (13) It is further clarified that: -
 - (i) With effect from 1st June, 2008 National Securities Depository Ltd. (NSDL) has started functioning as the Central Record-keeping Agency (CRA) for the NPS and it is they who shall be allotting the permanent Retirement Account Number (PRAN) and maintaining the accounts of individual NPS subscribers.
 - (ii) Once the pension corpus is transferred to the PFRDA regulated NPS architecture and invested therein, there would be no interest payable on the corpus so transferred. Returns thereon would, thereafter, be market determined. Further, investment of NPS contributions of subscribers shall take place in accordance with the investment guidelines of the Ministry of Finance for non-Government



Provident Funds and Superannuation Funds. Ministry of Human Resource Development may, however, decide as regards the interest payable on the accumulated pension corpus (and to the underlying subscribers) prior to its actual transfer to the NPS architecture.

(Alok Verma)
Joint Commissioner (Admn.)

1. All Jawahar Navodaya Vidyalayas
2. All Regional Offices of NVS.
3. All Navodaya Leadership Institutes.
4. All Officers at NVS (Hqrs.)

Copy to: -

1. PS to Hon'ble HRM & Chairman, NVS, Shastri Bhawan, New Delhi
2. Joint Secretary (SE), Ministry of HRD, Department of School Education & Literacy, Shastri Bhawan, New Delhi.

Joint Commissioner (Admn.)



F. No.20-1/2008-NVS(Estt. II)/997

Dated :09.09.2009

To,

**The Deputy Commissioner of
All Regional Offices of
Navodaya Vidyalaya Samiti.**

**Subject : Child Care Leave in r/o NVS Employees as a result of 6th CPC -
Clarification regarding.**

Sir/Madam,

Orders regarding introduction of Child Care Leave (CCL) in respect of NVS employees were issued vide Samiti's letter of even number dated 28.11.2008 alongwith the clarifications thereon issued by the Deptt. of Personnel & Training vide their OM No. 13018/2/208-Estt.(C) dated 18.11.2008.

Consequent upon the implementation of orders relating to Child Care Leave , references has been received from various sections regarding regulation of Child Care Leave to women employees in NVS. In this connection it is informed as under :-

1. Women employees having minor children may be granted Child Care Leave by an authority competent to grant leave, for a maximum period of two years (i.e. 730 days) during their entire service for taking care of upto two children whether for rearing or to look after any of their needs like examination, sickness etc. Child Care Leave shall not be admissible if the child is eighteen years of age or above. During the period of such leave, the women employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. It may be availed of in more than one spell. Child Care Leave shall not be debited against the leave account.
2. The Child Care Leave is to be treated like the Earned Leave and sanctioned as such. Consequently Sundays, Holidays, Vacations etc. falling during the period of leave would also be count for Child Care Leave , as in the case of Earned Leave.
3. Child Care Leave can be availed only if the employee concerned has no Earned Leave at her credit.
4. The post, from which the Government servant will proceed on CCL for more than 90 days will be treated as vacant and the same post can be filled up by the competent authority by another incumbent in the interest of the Vidyalaya.
5. In case the Government servant is working in a hard station, the leave period will not be counted for the purpose of completion of tenure in respect of transfer etc.
6. In case the Government servant is on probation, the probation period will be extended equivalent to the leave period.



7. The Principal / Leave sanctioning authority will assess the situation before granting such leave to the female employee, keeping in view its genuineness and need as the CCL cannot be demanded as a matter of right. Under no circumstances can any employee proceed on CCL without prior approval of the leave by the leave sanctioning authority.

Hindi version will follow.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'M.S. Khanna', is written above the printed name.

(M.S. Khanna)
Joint Commissioner (Pers.)

Copy to:

1. Director of All NLI's of NVS.
2. All Officer/ Sections in NVS Hqrs.
3. Director (UT), Deptt. of School Education & Literacy, Ministry of HRD, Shastri Bhawan, New Delhi.
4. Web Master, NVS Hqrs. - with a request to upload the above circular in Samiti's Website.
5. Guard file.



F. No.1-5/1998-NVS(Admn.)/1051

Dated : 13.10.2009

NOTIFICATION

Subject : Recruitment Rules for the post of Commissioner, NVS.

In pursuance of the decision communicated by the Government of India, Ministry of Human Resource Development, Department of School Education & Literacy and in supersession of all previous notifications on the subject, the Recruitment Rules for regulating appointment to the post of Commissioner, NVS are hereby notified as per Annexure.

A handwritten signature in black ink, appearing to be 'M. S. Khanna', is written above the typed name.

(M. S. Khanna)
Joint Commissioner (Pers.)

Copy to:-

1. PS to HRM & Chairman, NVS.
2. Director (UT-III), Deptt. of SE & Literacy.
3. All Deputy Commissioners, NVS, Regional Offices.
4. All Officers at NVS Hqrs.
5. PS to Commissioner, NVS.



ANNEXURE

Recruitment Rules for the Post of Commissioners, NVS

1	Name of Post	Commissioner
2	No. of Posts	One
3	Classification	Group 'A' (Ministerial)
4	Scale of Pay	Rs.37,400-67,000/-(Grade Pay Rs.10,000)
5	Whether selection post or non-selection Post	Selection
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 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 and percentage of vacancies to be filled by various methods	By deputation through Central Staffing Scheme of Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pension, Government of India.
12	In case of recruitment by promotion / deputation / transfer grades from which promotion / deputation / transfer to be made	N.A.
13	If a DPC exists what is its composition	...



F. No.1-18/2001-NVS(Admn.)/1133

Dated :10.11.2009

NOTIFICATION

Subject : Enhancement of ceiling for Payment of Gratuity.

The Executive Committee of the Samiti in its 28th meeting held on 29.9.2009 has approved the enhancement of ceiling for payment of gratuity to the employees of the NVS under Rule III (3) of the NVS Payment of Gratuity Rules, 2007 from Rs. Three lakhs Fifty Thousand at present to Rs. Ten Lakhs in accordance with the orders issued by the Govt, of India, Ministry of Personnel, Public Grievances and Pension, Deptt. of Pension and Pensioners Welfare vide O.M. No. 38/37/08-P & PW (A) dated 2nd Sept.' 2008.

Rule III (3) of the NVS Payment of Gratuity Rules, 2007 is accordingly modified as under :

III. Payment of Gratuity :

- (3) The amount of Gratuity payable to an employee shall not exceed Rs. 10 lakhs (Rupees Ten lakhs only).

These modifications will come into force with immediate effect and all cases relating to payment of Gratuity to the employees of the Samiti will henceforth will be determined as per these rules.

(M.  na)
Joint Commissioner (Pers.)

Copy to :

1. PS to Hon'ble HRM and Chairman, NVS.
2. PS to Hon'ble MOS (HRD) and Vice-Chairman, NVS.
3. All Jawahar Navodaya Vidyalayas,
4. All Regional Offices of NVS.
5. All Officers at NVS Hqrs.
6. Under Secretary (UT.1), Deptt. of School Education & Literacy, Ministry of HRD.



F. No.1-18/2001-NVS(Admn.)/1148

Dated :13.11.2009

NOTIFICATION

Subject : Notification -Payment of Gratuity

In continuation to the Samiti's notification number F. No.1-18/2001-NVS(Admn.)/1133 dated 10.11.2009 it is informed that enhanced rate for payment of Gratuity will be applicable in case of employees retiring after 1st January, 2006.

A handwritten signature in black ink, appearing to be 'M.S. Khanna', is written above the typed name.

(M.S. Khanna)
Joint Commissioner (Pers.)

Copy to :

1. PS to Hon'ble HRM and Chairman, NVS.
2. PS to Hon'ble MOS (HRD) and Vice-Chairman, NVS.
3. All Jawahar Navodaya Vidyalayas,
4. All Regional Offices of NVS.
5. All Officers at NVS Hqrs.
6. Under Secretary (UT.1), Deptt. of School Education & Literacy, Ministry of HRD.



F. No. 20-1/2008-NVS(Admn.)/182

Dated : 16.02.2010

ORDER

Subject : Upgrade the grade pay of Staff Nurse

In partial modification of Samiti's notification of even number dated 11th November, 2008 conveying approval for revision of pay scales of employees as per recommendations of Sixth Central Pay Commission, it is informed that the Government of India, Ministry of HRD has now conveyed their approval to upgrade the grade pay attached to the post of Staff Nurse in JNVs from Rs. 4200/- to Rs. 4600/- per month in PB-II of Rs.9300-34800 w.e.f. 1-1-2006. All other conditions of notification dated 11-11-2008 will remain unchanged.

Immediate action may be taken for re-fixation of pay of Staff Nurses working on regular basis in Jawahar Navodaya Vidyalayas.

(M. S. Khanna)
Joint Commissioner (Pers.)

Copy to :

1. All Regional Offices of NVS.
2. All Jawahar Navodaya Vidyalayas
3. Director (UT), Deptt. of School Education & Literacy, Ministry of HRD, Shastri Bhawan, New Delhi - with reference to his letter No. 19-8/2009-UT-3 dated 3rd February, 2010.
4. The Assistant Commissioner (Fin.), NVS, Hqrs. - alongwith copy of Ministry of HRD letter dated 3-2-2010.
5. All Navodaya Leadership Institutes.
6. All Officers of NVS Hqrs.



F. No.20-1/2009-NVS(Admn.)/321

Dated :25.03.2010

OFFICE ORDER

Subject : Reg. Clarification of purpose fo LTC.

Employees carrying the Grade Pay of Rs.5400, Rs.4800, Rs.4600 and Rs.4200/- in the scale of pay of Rs.9300-34800/-in P.B-2 will be treated as coming under Group 'B' for the purpose of LTC only under Deptt. of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions vide O.M.No.31011/4/2007-Estt.(A), dated 02.05.2008.

This issues with the approval of Commissioner, NVS.

(Veena Sharma)
Assistant Commissioner(Admn.)

Copy to :

1. Deputy Commissioner, All the Regional Offices of NVS-They are requested to circulate the order to all the JNVs/NLIs falling under their jurisdiction.
2. DDO, NVS (Hqrs.).
3. Notice Board.



F. No. 20-1/2008-NVS(Admn.)/369

Dated : 07.04.2010

OFFICE ORDER

**Subject : Upgrade the grade pay of Section Officer/Hindi Officer/
Private Secretary/Asstt. Engineer.**

In pursuance of Deptt. of School Education & Literacy, Ministry of HRD, letter no.20-14/2008-UT.I(Part-I I) , dated 17.03.2010, Section Officer, Private Secretary, Hindi Officer and Assistant Engineer, which were in the pre-revised scale of pay of Rs.6500-10500, are granted revised pay scale of Rs.9300-34800(PB-2) with Grade Pay of Rs.4600/- w.e.f. 01.01.2006.

(M.S.Khanna)
Joint Commissioner(Pers.)

Copy to :

1. Deputy Commissioner, all the Regional Offices.
2. All officers, NVS (Hqrs.).
3. DDO, NVS (Hqrs.)
- 4 . Notice Board.



F. No.20-1/2008-NVS(Estt.II)/568

Dated : 17.05.2010

To,

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

Subject : Clarification on the fixation of pay consequent upon the implementation of 6th Central Pay Commission.

Sir/Madam,

I am to refer to the subject cited above and to forward the clarifications issued by Ministry of HRD on various points raised by RO's/JNV's for the fixation of pay consequent upon the implementation of 6th Central Pay Commission as under:-

S.No.	Point raised	Clarification
1.	What would be the initial pay and Grade Pay of a TGT who has joined Navodaya Vidyalaya Samiti on or after 1.1.2006 ?	The initial pay and Grade Pay of a TGT who has joined NVS on or after 1.1.2006 will be fixed as per Section II of Part A of the 1 st Schedule of the CCS(RP) Rules, 2008.
2.	How to fix pay in respect of a teacher who has been allowed senior scale on 10.10.2007 and subsequently promoted to the post of PGT on 04.06.2008 ?	The pay will be initially fixed in as prescribed in Note 2A below Rule 7(i) and in the manner indicated in illustration 4A of the Explanatory Memorandum to the CCS (RP) Rules, 2008. While granting Senior scale, only GP corresponding to the Sr. Scale will be granted. If the minimum of the pay band of Senior scale is more, the pay shall be fixed at the minimum of the pay band of senior scale. On promotion from TGT to PGT, he will be given one increment equal to 3% of the sum of the pay and the pay bend and the existing grade pay (rounded off to the next multiple of 10). Pay may also be regulated in term of clarification issued by Department of Expenditure vide OM dated 13.9.2008.
3.	The method of fixation of pay while allowing senior scale to the teacher after 1.1.2006. The period for allowing the	If the teacher have already been granted Senior Scale before the date of notification of CCS (RP) Rules, 2008 the



S.No.	Point raised	Clarification
	senior scale may also be clarified as it would be 10,20,&30 years as in the case of ACP.	pay will be fixed as per clarification given to Point No.2 above. Implementation of Modified Assured Career Progression Scheme (MACPS) issued by DOPT vide their OM No. 35034/3/2008-Estt (D) dated 19.05.09 in autonomous organizations is under consideration of the Government of India.
4.	A UDC who joined the Samiti in Dec'05 and is eligible for the pay of Es. 7400+2400 as GP, whereas, as per Section -2 of Part 'A' of the Revised Pay Rules, 2008 a fresh UDC has been allowed pay of Rs. 7510/- with GP of Rs. 2400/-. Thus, a junior is getting more pay than his senior and in order to meet out the anomaly whether the Samiti can allow stepping up of the pay to bring at par the pay of senior to a junior.	This has been clarified vide Ministry's letters number 20-14/2008-UT-I dated and 3-43 / 2008-UT-2 dated 20.3.2009.
5.	A person joined the Samiti on 11.02.1996 and subsequently allowed ACP on 10.2.2008 after completion of 12 years of regular service. Subsequently, he was promoted to the higher post in March,2008. The point of doubt is that whether the ACP allowed in Feb,2008 on completion of '12 years will have to be revised w.r.t. the 10 years regular service as prescribed by 6 th CPC.	Modified ACPS would be operational from 11.09.2008. Financial upgradation upto 31.08.2008 has to be provided under the earlier ACP Scheme.
6.	The Principals of NVS are getting teaching allowance at the rate of Rs. 150/-p.m. on pre-revised scale. On implementation of 6 th CPC the Principals are allowed 10% of the revised pay structure and GP w.e.f. 1.1.2006, as such, whether the teaching allowance of Rs.150/-p.m. will have to be deducted while releasing the arrears or not.	Since no recommendation has been made for continuation of teaching allowance to the Principals, the same stands abolished.
	There are no clear instruction for drawl of Teaching Allowance @ Rs. 150/-p.m. by Principals of JNVs as per recommendation of 5 th CPC. It may please be clarified whether the Teaching Allowance to Principal will continue @ 150 p.m. or it is to be increased to Rs. 300 p.m. ?	



S.No.	Point raised	Clarification																									
7.	A Senior TGT having around 07 increments in the pre-revised scale gets less pay in comparison to a junior joined on 1.1.2006 on implementation of 6 th CPC report and whether he will be given a benefit of bunching to bring at par the pay with his junior and if so the method of allowing bunch increments in the new scale.	This has been clarified vide Ministry's letter No. 20-14/2008-UT-I dated 13.3.2009.																									
8.	The revised pay-scales of teachers as per recommendations of 6 th Pay CPC have been fixed as under:	The pay will be fixed as prescribed in Note 2A below Rule 7(i) and in the manner indicated in illustration 4A of the Explanatory memorandum to the CCS (RP) Rules, 2008. This has also been clarified by Ministry of Finance vide OM No. 1-1/2008-IC dated 13.9.2008.																									
	<table border="1"> <thead> <tr> <th>Name of Post</th> <th>Present Scale(Rs.)</th> <th>Revised pay-Scale</th> <th>Corresponding Pay Band (Rs.)</th> <th>Grade Pay(Rs.)</th> </tr> </thead> <tbody> <tr> <td>TGT</td> <td>5500-9000</td> <td>7450-11500</td> <td>9300-34800</td> <td>4600</td> </tr> <tr> <td>PGT</td> <td>6500-10500</td> <td>7500-12000</td> <td>9300-34800</td> <td>4800</td> </tr> <tr> <td>Vice-Principal</td> <td>6500-12000</td> <td>8000-13500</td> <td>15600-39100</td> <td>7600</td> </tr> <tr> <td>Principal</td> <td>10000-15200</td> <td>12000-16500</td> <td>15600-39100</td> <td>7600</td> </tr> </tbody> </table>	Name of Post	Present Scale(Rs.)	Revised pay-Scale	Corresponding Pay Band (Rs.)	Grade Pay(Rs.)	TGT	5500-9000	7450-11500	9300-34800	4600	PGT	6500-10500	7500-12000	9300-34800	4800	Vice-Principal	6500-12000	8000-13500	15600-39100	7600	Principal	10000-15200	12000-16500	15600-39100	7600	
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Vice-Principal	6500-12000	8000-13500	15600-39100	7600																							
Principal	10000-15200	12000-16500	15600-39100	7600																							
	The teaching staff has demanded that their pay should be fixed in the revised pay scale as mentioned in Col.No. 4 and thereafter re-fixed in corresponding pay band. It may kindly be confirmed that the pay fixed by the Samiti as above is correct or it needs to be revised.																										
9.	While fixing the pay of teaching staff, who have joined on or after 1 st January, 2006, the pay has been fixed at the minimum of the corresponding pay band. However, as per section II part (A) of the 1 st schedule of Revised Pay Rules direct recruitment are to be given entry pay structure thereon. This will result in anomalies in pay fixation and will require stepping up of pay of seniors. As per tentative estimates an additional amount of approximately Rs. 16 crores per year would be required for grant of minimum initial pay as per Section II Part A of Revised Pay Rules to the teaching staff in the Samiti besides significant expenditure on stepping up of pay of seniors. In view of this, it may please be confirmed that provisions of Section II of Part(A) of the first schedule of the Revised Pay Rules would be applicable to the teaching staff so that pay may be fixed accordingly.	The initial pay and Grade Pay of the employees joining on or after 1.1.2006 will be fixed as per section II of part A of the 1 st Schedule of the CCS(RP) Rules, 2008. Steeping up of pay of seniors with directly recruited junior due to implementation of 6 th CPC has been clarified vide Ministry's letters no. 20-14/08-UT-I dated 13.3.09 and 3-43/08-UT-2 dated 20.3.2009.																									



S.No.	Point raised	Clarification
10.	On re-fixing of pay in the pay scales- as per 6 th CPC recommendations the pay of several employees who have joined in different years is being fixed on the minimum of the revised pay scales. It may kindly be clarified whether benefit of additional increments is to be allowed and if so on what basis.	The pay will be fixed as prescribed in Note 2A below Rule 7(i) of CCS (RP) rules, 2008. Benefit of additional increments while fixing the pay in revised pay scales is not allowed.

This may be communicated to all the JNVs Accounts Sections of your office for their information and necessary action.

Yours faithfully,

(D.C. Verma)
Assistant Commissioner(Admn.)

Copy to :

1. Joint Commissioner (Pers.), NVS Hqrs.
2. Assistant Commissioner (Audit), NVS Hqrs.
3. For official website of NVS (Sh. S.B.Sharma, Asstt. Commissioner)



F. No.2-14/2010-NVS(Admn.)/958

Dated : 27.08.2010

OFFICE ORDER

Subject : Reg. Duties of Assistant Commissioners (Admn.)

Consequent to the posting of Assistant Commissioners (Admn.) in the Regional Offices of Navodaya Vidyalaya Samiti, their duties are specified as under:-

1. All service matters of staff in JNVs & ROs.
2. Appointment/ Recruitment/ Promotion/Transfer related issues.
3. RTI/Vigilance/Grievances.
4. Court Cases and disciplinary cases
5. General Admn.
6. Procurements/Purchase
7. Personal Claims i.e TA/LTC/Advance etc.
8. DDO to report to Assistant Commissioner (Admn.).

It may further be noted that Assistant Commissioner (Admn.) should not be made Cluster I/C of JNVs.

This issues with the approval of Commissioner, NVS.

Yours faithfully,

(D.  a)

Assistant Commissioner(Admn.)

Copy to :

1. All Deputy Commissioner, NVS Regional Offices.
2. All Assistant Commissioner (Admn.), NVS, Regional Offices.
3. All Officers of NVS Hqrs.



F. No.19-1/2009-NVS(Estt. II)/1003

Dated : 09.09.2010

OFFICE MEMORANDUM

**Subject : Revised the rates of Honorarium for Inquiry Officers/
Presenting Officers**

The Government of India vide its OM No.142/20/2008-AVD.I dated 27.07.2009 has revised the rates of honorarium to the Inquiry Officers / Presenting Officers as follows :

	Particulars	Revised Rates (Per Inquiry)
a)	Inquiry Officer (Part time serving Govt. servants)	Rs.3000/- Maximum Rs. 1500/-Minimum
b)	Presenting Officer (Part time Serving Govt. Servants)	Rs. 1500/-Maximum Rs.750/- Minimum
c)	Retired Govt. Servants as Inquiry Officers	Rs.9750/- (lumpsum) Plus Rs.1500/- for every additional charged officer.

2. Commissioner, NVS has approved the above rates of honorarium for the Samiti, subject to the condition that the full amount of honorarium should be paid only when the inquiry is completed within a period of six months. If there is a delay in completion of the Inquiry, which is not due to non-cooperation of the charged offer or due to saty order etc., the honorarium should be reduced by 50%.

3. Before the honorarium payment is made to inquiry Officer / Presenting Officer, all case records and inquiry report may be handed over to the Disciplinary Authority by the Inquiry Office"/ Presenting Officer.

4. These orders will take effect from the date of issue and will also apply to inquiries in progress.

This issues with the approval of Commissioner, NVS.

(D.C.Verrna)
Assistant Commissioner (Admn.)

Copy to :

1. All Deputy Commissioners of NVS Regional Offices.
2. All Wing Heads of NVS Hqrs.
3. Official website of NVS.
4. Office Order file.



F. No.S-155/2005-NVS(Admn.)/923

Dated : 20.08.2010

To,

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices

Subject : Allowing TTA benefit for serving in North-East Region/hard and difficult Stations.

Sir/Madam,

This office is receiving references from the teaching and non-teaching staff for allowing the transfer benefits for the posting/transfer from North-East Region/hard station to other areas.

The issue has been examined and decided to allow the TTA benefits to all the NVS staff (teaching & non-teaching), consequent upon their transfer (on request also) from North-East region / hard station to other areas, provided the official has completed a mandatory period of three years in the North-East Region / hard and difficult areas, as per the G.O.I. orders available in Appendix-9 of the FRSR, Part-1.

This issues with the approval of Commissioner NVS.

Yours faithfully,

(D.C. Verma)
Assistant Commissioner (Admn.)

Copy to :

1. All Officers of NVS Hqrs.
 2. Shri O.P. Sharma, SO, RO, Bhopal.
 3. Shri Manoj Kumar, Audit Assistant, RO, Bhopal
 4. Official website of NVS.
-] With reference to the
] representation on the above
] subject.



F. No.20-1/2008-NVS(Estt.)/922

Dated : 20.08.2010

ORDER

Subject : Grade Pay of Asstt. Commissioners.

The posts of Assistant Commissioners in the NVS are filled up by promotion from Principals as well as through direct recruitment, under the same set of Recruitment Rules. Ministry of HRD, vide their letter No.20-14/2008-UT-1, dated 9.3.2009, has granted Grade Pay of Rs.7600/- to Assistant Commissioner, who had been promoted from the post of Principals.

Since the Assistant Commissioners, who had joined Samiti through direct recruitment, under the same set of Recruitment Rules had been denied the grade pay of Rs.7600/-, the matter was taken up with the Ministry of HRD. The Ministry of HRD vide its letter dated 8.7.2010 has conveyed its no objection to grant grade pay of Rs.7600/- to the Assistant Commissioners appointed on direct recruitment basis under the same set of Recruitment Rules. This order will be effective from the date from which Assistant Commissioner have been recruited on direct recruitment basis or 1.1.2006, whichever is later.

This issues with the approval of the Commissioner, NVS.

(D.C.Verma)
Asstt. Commissioner (Admn.)

Copy to :

1. All DCs of Regional Offices.
2. All Directors, NLI.
3. All officers of the Samiti.
4. AC(Audit) for placing it on the official website of Samiti.
5. Sh. Aditya Chamoli, Under Secretary (UT-3), Ministry of HRD, Deptt. of SE & Literacy, Shastri Bhawan, New Delhi, for information.



F. No. 2-6/2009-NVS(Estt.-II)/1214

Dated : 11.11.2010

To,

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices.

Subject :ACP Scheme to Non Teaching Staff of NVS.

The Modified Assured Career Progression Scheme (MACP) for the Central Government Employees has been notified by Ministry of Personnel, Public Grievance & Pension, Department of Personnel & Training, vide OM No.35034/3/2008-Estt.(D) dated 19.5.2009 (copy enclosed). The MACP scheme is operational w.e.f. 1.9.2008. Therefore, financial upgradation as per provisions of the earlier ACP Scheme (of August 1999) can be granted till 31.8.2008. The modalities regarding pay fixation is mentioned under para 6 and 6.1 of Annex.1 of the DOPT's OM dated 19.5.2009. All pending cases for grant of ACP, as per the provisions of the earlier ACP Scheme (of August 1999) can be dealt accordingly.

Yours faithfully,

(MUKESH)

Dy. Commissioner (P&E)

Copy to :

1. PS to Commissioner, NVS.
2. All Officers of NVS Hqrs.
3. Shri S.B. Sharma, AC(Audit) for placing it on the official website of NVS.
4. Office Order File.





**GENERAL
ADMINISTRATION**



F. No.5-29/2005-NVS(GA)

Dated :04.01.2006

OFFICE ORDER

Subject :Providing Mobile Phone to the Officers

The Executive Committee in its meeting held on 8th December 2005 has approved the recommendation of the Finance Committee for providing Mobile Phone to the Officers upto the rank of Joint Commissioners in NVS, Hqrs. and Assistant Commissioners in Regional Offices subject to the monthly ceiling of Rs.500/- towards rental & call charges. The ceiling towards cost of mobile set to be provided to the Officers are fixed @ Rs.4000/- only.

Copy for information to:

(Manikuntala Sarkar)
Asstt. Commissioner (G.A.)

1. PA to JC (Admn.), NVS, Hqrs.
2. PA to JC(Pers.), NVS, Hqrs.
3. PA to JC (Acad.), NVS, Hqrs.
4. All Assistant Commissioners of NVS Regional Offices.
5. All Deputy Commissioner, NVS, RO's for information necessary action.
6. Assistant Commissioner Finance.

Asstt. Commissioner (G.A.)



F. No.5-1/2007-NVS(Admn.)

Dated :12.06.2007

To,

The Deputy Commissioner
All the Regional Offices of
Navodaya Vidyalaya Samiti

Subject : Reimbursement of residential telephone Charge in the Samiti.

Sir/ Madam,

In supersession of earlier orders on the above mentioned subject and in terms of the Ministry of Finance O.M. No. 7(14)/C&V/2006 dated 14th November—2006, the competent authority has revised the ceiling for the reimbursement of the amount on residential telephone call charges in respect of the following Officers of the Samiti subject to the conditions as laid down in the O.M. of the Ministry of Finance with effect from 1st April 2007: -

S. No.	Rank / Designation	Ceiling amount (per month)
01.	Commissioner, NVS and General Manager (Constn.)	Rs.1, 800/-
02.	Joint Commissioners and Deputy Commissioners	Rs. 1,500/-
03.	Officers below the rank to Deputy Secretary to the Government of India (restricted to 25% of Group 'A' Officers below the rank of Deputy Secretary)	Rs. 800/-

The maximum amount reimbursable to a category of Officers will be regulated subject to the conditions as given below: -

1. The amount will be reimbursed within the prescribed ceiling on submission of the bill / receipt by the concerned Officer. There will not be any separate ceilings for landline / mobile / broadband.
2. The amount reimbursable will cover landline and / or mobile connection.
3. The amount reimbursable is exclusive of all taxes, if any.
4. Officers are at liberty to chose the service provider and avail any options for payment within the maximum monetary ceiling.
5. It will also include broadband facility or such facilities through which data, voice or image is transferred.
6. The amount reimbursable will be reduced by Rs. 400/- if the Officer of the rank of Deputy Secretary and above does not have broadband facility at his residence.
7. No instruments would be provided by the Office except to the Secretary and Secretary level Officers of the Government of India, for which the cost of handset for mobile phone would be limited to Rs. 10,000/- in each case.



8. STD facility may be provided in the residential telephones, However, there would be no enhancement of ceilings as prescribed above.
9. All the Officers are instructed to bear the extra cost from their 'Office Expenses - Telephone' and no additional fund will be provided in this regard.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Alok Verma', is written over a light blue horizontal line.

(Alok Verma)

Joint Commissioner (Admn.)

Copy to :

1. PS to Commissioner, NVS (Hqrs.) - for the kind information of Commissioner, NVS
2. PA to General Manager (Constn.), NVS (Hqrs.)
3. PA to Joint Commissioner (Admn.) / PA to Joint Commissioner (Pers) / PA to Joint Commissioner (Acad) NVS (Hqrs.)/ New Delhi
4. Deputy Commissioners / Assistant Commissioners / Executive Engineers / Private Secretary, NVS (Hqrs.)
5. All the Directors, Navodaya Leadership Institute
6. The Drawing & Disbursing Officer, NVS (Hqrs.), New Delhi.



F. No.5-30/2007-NVS(Admn.)

Dated :31.07.2007

OFFICE ORDER

Subject : Revised Rates Office Canteen.

In partial modification to this office order No. 5-37/1995-NVS (Admn.) dated 3rd February 1998, I am directed to convey the approval of the Commissioner, NVS for the revised rates for the payment of working lunch, tea snacks etc. served during the meeting / seminar / workshops / conference. Where the Chairman of the Committee is Commissioner, NVS / General Manager (Constn.) / Joint Commissioner The revised rates for serving working Lunch / Tea / Snacks from the Office canteen will be as under: -

- (i) Working Lunch - Rs. 65/- (Rupees Sixty Five Only) per head per day.
- (ii) Tea/ snacks etc. - Rs. 15/- (Rupees Fifteen Only) per head per day.

The holding of the meetings/Conference / seminars / workshops etc in hotels should be avoided to stop wasteful expenditure.

This issues with the approval of the competent authority.

(A.K. Singhal)
Assistant Commissioner (GA)

Copy to :

1. All Officers of NVS (Hqrs.).
2. All Regional Offices of the Samiti / Navodaya Leadership Institute
3. F&A Wing of NVS (Hqrs.)
4. Guard file.



F. No.7-13/2007-NVS(Admn.)

Dated :07.08.2007

Subject : Payment of Honorarium/conveyance charges/TA&DA to the various non-official members for attending the various meetings committees of NVS- reg.

In supercession of all earlier orders in this regard, I am directed to convey the approval of the competent authority, the rates for honorarium / conveyance charges / TA & DA etc. to the non-official members for attending various meetings / committees / workshops / seminars / selection committees / interviews in the NVS where the Chairman of the Committee is the Commissioner, NVS / General Manager (Constn.) / Joint Commissioners of the Samiti, the rates would be as under: -

- i) Local Members
- a) Rs. 800/- per day for attending the meeting of the Selection Committee / Interviews which will continue for a full day. However, the meeting which start in forenoon and continued beyond lunch time, i.e. half-a-day, the payment shall be made @ Rs.500/- per day and
- b) Conveyance Allowance @ Rs.100/- per day who actually attended the meeting at his own conveyance.
- ii) Out Station Members
- Apart from the honorarium / sitting fee as a) & b), above. TA/DA as admissible to Officers of comparable scale under the Government of India or as per entitlement under rules. DA may be paid in case the member for drawl 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.

This issues with the approval of the Commissioner, NVS and with the concurrence of F&A Wing of the Samiti vide their Dy. No. 657 / AC (Audit) dated 2nd August 2007.

(A.K. Singhal)
Assistant Commissioner (GA)

Copy to :

1. All Officers of NVS (Hqrs.)
2. All Regional Offices of the Samiti
3. Guard File
4. Office Copy.



F. No.5-1/2007-NVS(Admn.)

Dated :13.09.2007

Subject : Reimbursement of residential telephone Charge in the Samiti-reg.

In partial modification of the earlier letter of even number dated 12th June 2007 and in terms of the Ministry of Finance, Department of Expenditure O. M. No. 7(14)/C&V/2006 dated 9th July 2007, the ceiling amount for the reimbursement of the payment on residential telephone call charges in respect of the Commissioner, NVS and General Manager (Constn.) has been enhanced from Rs.1,800/- (Rupees One Thousand Eight Hundred Only) per month to Rs.2,000/- (Rupees Two Thousand Only) per month with effect from September 2007.

The other conditions regulating the reimbursement of call charges shall remain unchanged except the applicable taxes on the expenditure incurred up to ceiling amount is reimbursable. Expenditure incurred, if any, in excess of the ceiling amount shall be paid for by the Officer concerned along with the taxes on the same.

This issues with the approval of JC (Admn.)

(A.K. Singhal)
Assistant Commissioner (GA)

Copy to :

1. PS to Commissioner, NVS (Hqrs.) - for the kind information of Commissioner, NVS
2. PA to General Manager (Constn.), NVS (Hqrs.)
3. All Officers of Navodaya Vidyalaya Samiti at NVS (Hqrs.)
4. The Drawing & Disbursing Officer, NVS (Hqrs.), New Delhi



F. No.5-1/2007-NVS(Admn.)

Dated :19.05.2010

OFFICE ORDER

Subject : Reimbursement of residential phone/mobile phone charges.

The Samiti vide letter dated F. 5-1/07-NVS (Admn. 12.06.07 had revised the ceiling of reimbursement of the amount of residential phone/mobile phone charges of various Officers w.e.f. 01.04.07 wherein Deputy Commissioners of the Samiti were allowed for reimbursement of their residential phone/mobile phone charges upto ceiling of Rs.1500/- p.m.

On the recommendations of 6th Pay Commission, the grade pay of Assistant Commissioner who have been promoted from Principals and that of Deputy Commissioners has become Rs. 7600/-. The matter has been examined in the Samiti and it has been decided that all officers of MVS Hqrs., having grade of Rs.7600/- will be allowed reimbursement of residential gas as per the limit of Rs.1500/- fixed by the Samiti All condition already communicated vide letter No.F. 5-1/07-NVS (Admn.) dated 12.06.07 will remain unchanged. These orders will take effect from 01.05.2010.

This issues with the approval of Commissioner, NVS.

(M.S. Khanna)
Joint Commissioner(Pers.)

Copy to :

1. PA to Commissioner, NVS.
2. All concerned officers, NVS Hqrs.
3. DDO, NVS Hqrs.
4. Official Website.



F. No.5-2/2010-NVS(Admn.)

Dated : 21.05.2010

CIRCULAR

Subject : Reimbursement of the cost of brief case- regarding.

As notified by the Govt. of India, Ministry of HRD, Department of Secondary & Higher Education, vide their circular No. 29-3/2009- S & S, dated 25.03.2010. The ceiling fixed for the reimbursement of briefcase for the Officers/officials in NVS would be as under :

S.No.	Level of Officers	Grade Pay	Present Ceiling	Upper cost ceiling
01.	Joint Secretary & equivalent	Rs. 10000.00	Rs. 4500.00	Rs. 6000.00
02.	Director/DS & equivalent	Rs. 8700.00, 7600.00	Rs. 3400.00	Rs. 5000.00
03.	US/Desk Officer & equivalent	Rs. 6600.00	Rs. 2400.00	Rs. 4000.00
04.	Section Officers & equivalent	Rs. 4600.00	Rs. 1400.00	Rs. 3000.00
05.	Audit Assistants/Assistants/PA & equivalent	Rs. 4200.00	Rs. 2000.00

The above ceiling is effective from 01.04.2010 for a period of four years.

The brief-case leather bag etc., will be issued second time to the concerned officer only after completion of minimum three years from the date of the previous one..

This issue with the approval of the Commissioner, NVS.

(D. C. Verma)
Assistant Commissioner (Admn.)

Copy to :

1. Deputy Commissioners of all Regional Offices, of Navodaya Vidyalaya Samiti.
2. All officers of Navodaya Vidyalaya Samiti (Hqrs.) New Delhi.
3. DDO NVS (Hqrs.) for information and necessary action.
4. PA to Commissioner, NVS for information.
5. Sh. S.B. Sharma, AC (Audit) for placing it on the official website of NVS.







**SCHOOL
ADMINISTRATION**



F. No. 2-18 /2003-NVS (SA)

Dated :20-01-2006

CIRCULAR

Subject : Increase the allowance of House Masters of Navodaya Vidyalayas.

In accordance with the approval of the 23rd meeting of the Executive Committee of Navodaya Vidyalaya Samiti held on 8.12.2005 it has been decided to increase the allowance of House Masters and Associate House Masters from the present rates of Rs.150/- and Rs.75/ to Rs.300/- and Rs.150/- per month.

1. House Masters - Rs.300/-per month
2. Associate Housemasters - Rs.150 per month

The said allowance is not admissible during vacation/break period and also while on leave except casual leave. Further, the said allowance is admissible to a teacher who performs the duties of the House Master/ Associate House Master in absence of a regular House Master/Associate House Master provided that the said period of absence from duty is 30 days and/or more.

The payment of increased allowance will be effected from 8-12-2005. The expenditure incurred on account of allowances shall be booked *under* the head Staff payments.

This issues with the approval of Competent Authority.

(N.C. GUPTA)
Asstt. Commissioner (SA)

Copy to :

1. All the Deputy Commissioner, NVS, Regional Offices
2. All the Principal of Jawahar Navodaya Vidyalayas
3. All the Officers of NVS, Hqrs.
4. All the NLI's.

Asstt. Commissioner (SA)



F. No.5-1/2002-NVS(SA)/1250

Dated :05.06.2007

To,

The Deputy Commissosner
Navodaya Vidyalaya Samiti
All Regions Offices.

Subject : Hiring of Vehicles to JNVs - reg.

Sir/Madam,

It has come to the notice that hired vehicles which are intended to the vidyalayas with certain objectives i.e. taking sick children to the hospital, procuring material from the market for the vidyalaya. It has been observed that vidyalaya hired vehicles like Jeep, van which is having lesser of space not able to accommodate more children and material. Mahindra Jeep may be choosen, which is having three rows sitting arrangement with a trolley.

This instructions may be issued to all the Principals such as advantage to the Vidyalaya.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'T.C.S. Naidu'.

(T.C.S. Naidu)

Deputy Commissioner (Sch. Adinn.)



F. No.2-19/2001-NVS(SA)/226

Dated :27.08.2008

To,

The Deputy Commissiosner
Navodaya Vidyalaya Samiti
All Regions Offices.

Subject : Condemnation of Articles - reg.

Sir/Madam,

It has been observed that a large number of articles fit for condemnation are lying dumped in the vidyalayas. It appears that the Principal and Officers of the Regional Offices are not paying attention towards disposal of un-serviceable articles. Moreover, at many JNVs these articles are found dumped in the rooms and are occupying space, which can be used more productively. In order to streamline the process of condemnation of articles, you are directed to ensure that physical stock verification is done in all JNVs/ROs annually. The articles which cannot be repaired and are fit to be declared unserviceable as per rules of the samiti, should be short-listed and declared unserviceable & disposed off as per rules.

The Cluster Incharge and the Principal are to be made personally responsible if unusable articles are found dumped in the vidyalaya campus. It has also been noticed that Principals allow piling up of unserviceable articles so that it crosses the financial limits fixed for Principals for condemnation and case becomes fit for forwarding to higher authorities. This practice must be discontinued and pending cases must be cleared immediately under intimation to the undersigned.

A copy of the notification No. 6-1/96-NVS(Admn.) dated 10/1/2006 regarding the condemnation of unserviceable articles is enclosed for your ready reference.

Yours faithfully,

(N.K. Bhalla)

Asstt. Commissioner (Sch. Admn.)

Copy to:

1. The Principals of all Jawahar Navodaya Vidyalayas for necessary action.

Asstt. Commissioner (Sch. Admn.)



F. No.5-4/2008-NVS(SA)

Dated : 16.01.2009

Subject : DO letter to Magistrate - VMC

Dear District Magistrate,

The Navodaya Vidyalaya scheme, starting with a modest beginning of two model schools, has now developed into an extensive educational programme covering 576 districts across the country. The performance of the Jawahar Navodaya Vidyalaya (JNV) students has been commendable in terms of the Board results. However it is felt that there is a need for more monitoring of the JNVs by the District Magistrate, so as to further accelerate and consolidate the scheme and make it more qualitative.

You may be aware that Govt. of India had taken a decision to make District Magistrate as Chairman of the Vidyalaya Management Committee(VMC) so as to ensure that these institutions fulfill the objectives for which they were established. As Chairman , VMC, some areas of vidyalaya management needing attention would have been brought to your notice.

The Samiti has also been receiving complaints regarding the poor maintenance of the Jawahar Navodaya Vidyalayas, particularly the academic block, hostels, mess, playgrounds etc. There have also been complaints regarding the poor quality of food being served to the students and also about the poor facilities available for the students. Complaints have also been received regarding indiscipline in the Vidyalayas. The academic environment in some JNVs also needs improvement.

I would like to impress upon you to kindly visit the JNV in your districts, on a regular basis, so that the shortcomings noticed by you can be overcome and the Vidyalayas are able to fulfill the objective for which they were established. Your personal interest in JNVs will make a great difference.

I shall be grateful if you could let me know the problems/deficiencies in your vidyalaya and any assistance and support required from the Samiti, in this regard.

With best wishes,

A Yours faithfully,

(Alok Verma)
Joint Commissioner (Admn.)

District Magistrate,
District :
State :



F. No. 5-4/2009-NVS(Sch.Admn.)/524

Dated : 21.10.2009

To,

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices

Subject : Enhancement of provision for mess expenditure on students of JNVs - reg.

Sir/Madam,

Executive Committee of Navodaya Vidyalaya Samiti during its XXVIIIth meeting held on 29/9/2009 has confirmed the minutes of 44 meeting of the Finance Committee held on 30/6/2009, recommended enhancement of the existing provision of mess expenditure on students as under:-

Norms per students per annum (for 9 months)

S.NO.	Location of the vidyalaya	Existing	Revised w.e.f. 1.7.2009
1.	For JNVs located at other than hard and difficult areas	Rs.6075/- (i.e. 675x9)	Rs.7200/- (i.e. 800x9)
2.	For JNVs located at hard and difficult areas	Rs.7650/- (i.e. 850x9)	Rs.9000/- (i.e. 1000x9)

This issues with the approval of the Competent Authority.

Yours faithfully,

(N.K. Bhalla)
Asstt. Commissioner (Sch. Admn.)

Copy to:

1. All Officers of NVS, Hqrs. for information.
2. PS to Commissioner for information.



F. No. 10-66/2010-NVS(S.A.)

Dated : 19.03.2010

To,

The Dy. Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices.

Subject : Administrative powers for taking action against erring staff of the Region.

Sir/Madam,

In a meeting held on 16th March 2010 at NVS, Hqrs, New Delhi, under the Chairmanship of Commissioner, NVS, Principals and Dy. Commissioners who had attended the meeting, had raised the issue that the Dy. Commissioners have no power to take any action against the erring staff working under their jurisdiction. It was pointed out by the Dy. Commissioners that even if they wanted to shift staff on administrative grounds, they could not do so. The observation made by the Principals and Dy. Commissioners is not fully correct. However, for the smooth functioning of the region, it has been decided that Dy. Commissioners who are incharge of the Region, will exercise all the administrative powers as has been delegated to them under the delegation of administrative and financial powers to various authorities of the Samiti circulated vide Samiti's letter dated 20.8.2001. While exercising the above administrative powers for transferring the erring staff, the Dy. Commissioner of the region will issue a speaking order giving all facts and justification for his proposed action. A copy of such orders will be endorsed to the NVS, Hqrs., New Delhi.

This issues with the approval of Commissioner, NVS.

Yours faithfully,

(Alok Verma)

Copy to :

1. PA to Commissioner, NVS, New Delhi .
2. Jt. Commissioner, NVS, New Delhi.



सं.सं.16-8-8/08-नविस (वि प्रशा.) 201

दिनांक : 21.06.2010

सेवा में,

उपायुक्त
नवोदय विद्यालय समिति,
सभी क्षेत्रीय कार्यालय।

विषय: जवाहर नवोदय विद्यालयों से संबंधित शिकायतों के संदर्भ में।

महोदय/महोदया,

जैसा कि आपको विदित होगा कि भिन्न-भिन्न व्यक्ति, संस्था, राजनीतिक नेता, आयोग, पी.टी. सदस्य, अभिभावकों आदि से जवाहर नवोदय विद्यालयों, प्रशासन, मैस, प्राचार्य आदि से संबंधित शिकायतें मुख्यालय को प्राप्त होती हैं, जिनकी जांच कराने तथा अपनी टिप्पणी सहित आख्या भेजने का अनुरोध आपसे किया जाता है।

अधिकतर जांच आख्या का अवलोकन करने पर पाया जाता है कि संकुल प्रभारी आदि द्वारा जांच करने के उपरान्त प्रकरण को निराधार, असत्य, झूठी आदि बताते हुए उसे समाप्त करने का सुझाव दिया जाता है तथा आप भी अपनी सहमति प्रदान कर देते हैं। कई बार प्राचार्य से ही टिप्पणी मांग ली जाती है तथा संकुल प्रभारी या जांच अधिकारी द्वारा गहन जांच नहीं की जाती है, जबकि मामला गंभीर होता है और प्राचार्य द्वारा जांच आख्या सीधे ही मुख्यालय को प्रेषित कर दी जाती है।

अतः आपसे अनुरोध है कि निम्न बिन्दुओं का पालन सुनिश्चित करें:-

1. जांच आख्या उचित माध्यम से मुख्यालय को प्रेषित करें।
2. शिकायत के प्रत्येक पहलू पर अपनी टिप्पणी दें।
3. संकुल प्रभारी या अन्य जांच अधिकारियों को निर्देशित करें कि शिकायत की गहन जांच करें तथा प्रत्येक मुद्दे पर जांच करें और यदि किसी प्रकार की सत्यता शिकायत में पाई जाती है तो उसका स्पष्ट उल्लेख जांच रिपोर्ट में करें।
4. यदि आपको कुछ शिकायतें अपने स्तर से निपटाने का अनुरोध किया जाता है तो की गई कार्यवाही से मुख्यालय को अवश्य अवगत करायें, क्योंकि देखा गया है कि ऐसे मामलों से संबंधित कोई सूचना मुख्यालय को नहीं दी जाती।

यह पत्र आयुक्त, नवोदय विद्यालय समिति, मुख्यालय के अनुमोदन से जारी किया जा रहा है।

भवदीय,

(आर के कौशल)

सहायक आयुक्त (वि.प्रशा.)

प्रतिलिपि :

1. आयुक्त, न.वि.स., मुख्यालय के निजी सचिव – सूचनार्थ।
2. संयुक्त आयुक्त. (प्रशा.), न.वि.स., मुख्यालय – सूचनार्थ।
3. संयुक्त आयुक्त. (कार्मिक), न.वि.स., मुख्यालय – सूचनार्थ।
4. उपायुक्त (शैक्ष.), न.वि.स., मुख्यालय – सूचनार्थ।
5. उपायुक्त (का. एवं स्था.), न.वि.स., मुख्यालय – सूचनार्थ।



F. No. 1-1/2010-NVS(JC-Acad.)/180

Dated : 30.07.2010

To,

The Principal
All Jawahar Navodaya Vidyalayas

Subject : Safety & Security of Children of JNVs- Role of the Principal and Staff Members - reg.

Dear Sir/Madam,

Our Vidyalayas being residential and co-educational in nature, it is the prime responsibility of Principal and staff to provide the very best not only in terms of academe excellence but also with regard to the safety and security of the children. Needless to emphasize that once a child is admitted in the Vidyalaya, it is the responsibility of the Vidyalaya to ensure his/her safety and security till he/she remains on the rolls of the Vidyalaya. In order to stop and prevent the re-occurrence of unforeseen incidents in the Vidyalaya which are given below, the Samiti brought clear guidelines on the safety and security and published a booklet pertaining to all the measures and circulated to the Vidyalayas. This Manual has been prepared especially for House Masters, teachers, staff and students with clear guidelines so as to make zero occurrence of untoward incidents :-

1. Abundant wells
2. Bushes and unwanted plantation \n the campus which \s prone for snakes and other reptiles
3. Proper electrical wiring
4. Pruning of big trees near dormitories
5. Students should not be permitted to go out of the Vidyalaya premises for bathing
6. Abundant dormitory building, bathrooms and toilets to be removed
7. Prohibition for entering girls' dormitory by visitors
8. Adoptability of the migrated students in the Vidyalaya

The above issues which occur repeatedly are the crux of the problem for loss of lives of students.

It is very much important that staff should be able to understand the each and every student, their background and their behaviour. The Vidyalaya should create a good atmosphere with warm affection by close association of the staff with students which will build up a good affectionate relationship between students and teachers. A case history of every student should be prepared and to be made available to the class



teachers and as well as House Masters which will give a scope for the teachers and the House Masters to sort out the difficulties of the students and make them to gain confidence for improvement of academic performance.

Clear instructions have been issued on the safety and security that no student to be given any physical/corporal punishment which is against the educational ethics and code of education. The Samiti strictly prohibited any corporal punishment/ill treatment of students for whatever reason could be or discrimination of caste/minority/dalits.

Vidyalaya should not give any scope that teachers harassing students by way of corporal punishment especially the sections of students on discrimination of the caste/socio economic status.

I would like to reiterate that responsibility of maintaining safety and security will rest squarely with the Principal and staff collectively and disciplinary action will be taken against those who are found violating the instructions given in the Manual for safety and security guidelines.

The receipt of this letter may kindly be acknowledged.

Yours faithfully,

(Manoj Singh)
Commissioner

Copy to :

1. The Deputy Commissioners, NVS, all Regions - with the direction to be in touch with each Vidyalaya and see that untoward incidents should not happen and there should not be any loss of life of students.
2. All Asstt. Commissioners, Cluster Incharge - with the direction to make multiple copies of this letter and forward them to all the JNVs in your region, through post/by email.
3. All Asstt. Commissioners(Acad. Wing), NVS Hqrs.

Joint Commissioner(Acad.)



F. No.5-4/2010-NVS(S.A.)82

Dated :29.09.2010

To,

The Dy. Commissioner,
Navodaya Vidyalaya Samiti,
All Regional Offices.

Subject : Enhancement of provision for mess expenditure and other expenditure on students of JNVs w.i.f. 01.07.2010 reg.

Sir/Madam,

With the approval of the Finance Committee of Navodaya Vidyalaya Samiti at its 46th Meeting held on 29.6.2010, the existing provisions of expenditure on students under various head is enhanced as under:-

Direct Expenditure on Students (Per Student Per Year)

Item of expenditure	Pre-revised Rates Existing	Revised Rates (Effective from 1.7.2010)
1. Mess Expenditure	For JNVs located at other than hard and difficult areas Rs.7200/- (i.e 800x9)	For JNVs located at other than hard and difficult areas Rs.8280/-Per student per year @Rs.920/- per student per month for 9 months
	For JNVs located at hard and difficult areas Rs.9000/- (i.e 1000x9)	For JNVs located at hard and difficult areas Rs.10350/-Per student per year @Rs.1150/- per student per month for 9months
2. Uniforms	i) For Summer bound JNVs Rs.1250/- per student per year	i) For Summer bound JNVs Rs. 1500/- per student per year
	ii) For Winter bound JNVs Rs.1550/- per student per year	ii) For Winter bound JNVs Rs. 1800/- per student per year
3. Text Books	Rs. 150/- per student per year	Rs.300/-per student per year
4. Daily Use Toilet Items	Rs.650/- per student per year	Rs.900/- per student per year
5. Other Expenditure on Students including Stationery, Travel, Medical, CBSE fees, etc.	Rs.800/- and Rs.300/-For School Bag to be provided to students of class VI	Rs.1000/- and Rs.300/-For School Bag to be provided to students of class VI

Entitlement for uniforms and daily use items will continue to be as per Samiti's Order No.2-15/98-NVS(SA)/1 130 dated 21.3.2007 until further orders.

Yours faithfully

(M.S Khanna)
Joint Commissioner (Pers.)

Copy to:-

1. All Officers of NVS, Hqrs- for information.
2. PS to Commissioner NVS-for information



F. No.11-6/2009-NVS(Sch. Admn.)/101

Dated :01.11.2010

To,

The Dy. Commissioner,
Navodaya Vidyalaya Samiti,
All Regional Offices.

Subject : Supply of uniform cloths material and other textile materials.

Sir/Madam,

I am directed to enclosed herewith a copy of letter No. NSIC/CBE/MKG/IWS/2010-11 dated 02.09.2010 addressed to Hon'ble Commissioner , NVS received from National Small Industries Corporation Ltd, on the subject mentioned above.

You may consider sending enquiries' to NSIC Coimbatore and NTC, New Delhi for purchase of uniform items for JNVs and consider the quality and rates given by them.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'R.K. Kaushal', is written over a faint rectangular stamp.

(R.K. Kaushal)
Asstt. Commissioner (SA)

Copy to :

- **The Principal, All Jawahar Navodaya Vidyalayas.**



F. No.1-3/2002-NVS(SA)

Dated :24.02.2011

ORDER

Subject : Payment of honorarium to the Vidyalaya Medical Officer.

In partial modification of Samiti's circular dated 8th November, 2000, the rate of honorarium to be paid to the Vidyalaya Medical Officers who are visiting the Vidyalaya for providing medical assistance to the students is herein increased from Rs. 1000/- per month to Rs. 5000/-per month w.e.f. 1st April, 2011. All other conditions for engagement of visiting Vidyalaya Medical Officers will remain unchanged. The part time visiting Doctors in JNVs should preferably be Government Doctors.

Expenditure on this account will be booked under the head of expenditure "Students Assistance".

A handwritten signature in black ink, appearing to be 'M. S. Khanna'.

(M. S. Khanna)
Joint Commissioner (Pers.)

Copy to :

1. The Deputy Commissioners of All Regional Offices.
2. The Principal of all Jawahar Navodaya Vidyalayas.
3. All Officers at NVS HQrs.



F. No.1-2/2011-NVS(SA)

Dated : 24.02.2011

To,

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regions Offices.

Subject : Corporal Punishment to the students in JNVs.

Sir/Madam,

As you are aware, corporal punishment to the students and insulting them in public by referring to their parentage, caste, etc. by the Vidyalaya staff is strictly prohibited in Navodaya Vidyalayas. Recently, in response to a Parliament Question, details of cases of corporal punishment in Navodaya Vidyalayas during last two years were collected. Details reported by various Regional Offices are enclosed for your ready reference.

It is likely that some cases of corporal punishment could not be reported earlier for whatever reasons. You are advised to go through the records carefully and send details of cases of corporal punishment in Navodaya Vidyalayas under your Region in the enclosed format by **15th March, 2011**.

It may be noted that giving corporal punishment to students is a very serious matter and we would be following a zero tolerance policy in this regard. In view of this, it may please be ensured that all such cases are reported and no attempt is made to avoid or hide any case which may lead to an assumption of trying to protect any guilty employee which in itself will constitute sufficient misconduct.

Yours faithfully,

(M. S. Khanna)
Joint Commissioner (Pers.)

End.: **As above**



F. No.1-3/20025-NVS(SA)

Dated : 14.03.2011

ORDER

Subject : Engagement of Lady Sweeper for girls' dormitory.

In partial modification of Samiti's instructions dated 28th March, 2003, the consolidated remuneration to be paid to lady sweeper in JNVs for cleaning girls' dormitories and toilets on part time basis is increased from Rs. 500/- per month to Rs. 2000/-per month w.e.f. 1st April, 2011.

It may please be noted that only one lady sweeper should be engaged in each Vidyalaya for this purpose on part time basis. Toilets should be cleaned at least twice a day. The duties of the lady sweeper so engaged should be closely supervised by the House Mistresses on day-to-day basis and reported to the Principal. It is reiterated that' male sweepers should not be allowed to enter into girls dormitories.

Expenditure on this account will be met out of Contingencies Budget of the Vidyalaya.

(M. S. Khanna)
Joint Commissioner (Pers.)

Copy to :

1. The Deputy Commissioners of All Regional Offices.
2. The Principal of all Jawahar Navodaya Vidyalayas.
3. All Officers at NVS HQrs.



D.O. No. 2-18/2011-NVS(SA)
May 16, 2011

Sub.: Safety & Security of Children.

Dear Principals,

Our Vidyalayas being residential co-educational in nature, it is the prime responsibility of the Principal and the staff to provide the very best not only in terms of academic excellence but also with regard to safety and security of the children. Once the child is admitted in our JNV, he should be given love and affection by the Principal, House Masters, teachers and everybody else in the Vidyalaya. Their shortcomings should be dealt tactfully and with understanding. The Vidyalaya atmosphere should be cordial and we should be able to develop a confidence in our students so that they will be able to express their feelings, sharing and communication without any inhibitions.

It is, accordingly, essential that all necessary steps are taken by the Principal and staff to ensure proper care and safety of children in the Vidyalaya Campus and to take immediate remedial action to prevent recurrence of any unforeseen incidents. Samiti has time and again given necessary guidelines regarding steps to be taken at various levels to ensure safety and comfort of students on various occasions. In spite of detailed and repeated instructions, we are experiencing cases of mishaps, missing of students from the Vidyalaya campus and even some case of death and suicide. The Samiti has taken a very serious view of such happenings in the Vidyalayas.

The issue regarding safety and security of children in the Vidyalaya campus has been deliberated at length and it has been decided to enforce a 14 Point Programme in this regard in all JNVs with immediate effect. A copy of the 14 Point Programme of Safety and Security of children is enclosed.

In this regard, following points may be noted for strict compliance:-

1. Every Principal and staff member in a Navodaya Vidyalaya will carefully follow these points for due and proper compliance.



2. Every Principal will submit a monthly report to the concerned Regional Office indicating compliance of these 14 Points and shortcomings, if any.
3. Every Assistant Commissioner Incharge of Cluster will personally monitor proper implementation of these programmes during his visit to the Vidyalayas and also through frequent personal interaction.
4. Regional Office will take immediate follow up action on any shortcomings in implementation in any Vidyalaya and submit a report to the Headquarters.
5. 14 Points security measures suggested in this programme are bare minimum and illustrative. Principals of the Vidyalayas may add any other point for monitoring based on local felt needs of the Vidyalaya.

I would like to inform that any negligence either on reporting or taking appropriate actions would be viewed very seriously and necessary action will be initiated against the concerned. The contents of this letter may be brought to the notice of the employees working in your Vidyalaya and also placed on Vidyalaya notice board.

With regards,

Yours Sincerely,

(Manoj Singh)
Commissioner

The Principal
All Jawahar Navodaya Vidyalayas

Copy to:-

- Dy. Commissioner of all Regional Offices.
- Assistant Commissioner of all Regional Offices.
- All Officers at NVS Hqrs.



**FOURTEEN POINT PROGRAMME FOR MONITORING
SAFETY AND SECURITY OF CHILDREN**

1. Daily verification of M.O.D. report by the Principal.
2. Monthly updating of students medical records and verification by the Principal.
3. Daily visit of House-Master to dormitory, interaction with children particularly migrated children, alongwith verification of issue of student's articles in time.
4. Availability of drinking water and maintenance of running water facility to toilets and bathrooms.
5. Nominating a suitable Counsellor for counseling of emotionally disturbed children.
6. Assigning Rotational responsibility to designated staff for supervision of physical hazards/danger points in and around campus and taking remedial action.
7. Weekly review meeting by Principal with House-Masters and House Captains.
8. Operationalizing Vidyalaya Control Register, M&R/complaint Register and grievance box. All to be directly monitored by Principal.
9. Locking dormitory during day time and school building during night.
10. Cleaning of bushes and adequate lightening in the campus.
11. Regulating entry/exit at Main Gate.
12. Proper repairs of boundary walls.
13. Monthly fumigation in campus to control insects/mosquitoes etc.
14. Sick children to stay in MI Room under supervision of Staff Nurse and not in dormitories during day time.



सं.सं. 2-18/ 2011-नविस (वि.प्र.) / 181

16 मई, 2011

विषय : विद्यार्थियों की सुरक्षा एवं संरक्षा के संबंध में।

प्रिय प्राचार्य,

हमारे विद्यालय आवासीय एवं सह-शैक्षिक होने के कारण प्राचार्य एवं कर्मचारियों की प्रमुख जिम्मेदारी शैक्षणिक उत्कृष्टता हासिल करने के अतिरिक्त बच्चों की सुरक्षा एवं संरक्षा प्रदान करना भी है। जिस छात्र का प्रवेश जवाहर नवोदय विद्यालय में हो जाता है, उसे प्राचार्य, हाउस मास्टर, शिक्षकों और विद्यालय में कार्यरत सभी कर्मचारियों का प्यार एवं स्नेह मिलना चाहिए। उसकी कमियों को व्यवहार-कौशल एवं समझदारी से दूर किया जाना चाहिए। विद्यालय का माहौल सौहार्दपूर्ण होना चाहिए और हमे अपने विद्यार्थियों में विश्वास जगाने में सक्षम होने चाहिए ताकि वे अपनी गलतियों को उजागर करने, उन्हें सांझा करने और संप्रेषण करने में कोई झिझक महसूस न करें।

तथापि यह अनिवार्य है कि विद्यालय परिसर में बच्चों की देखभाल एवं सुरक्षा सुनिश्चित करने के लिए प्राचार्य एवं कर्मचारियों द्वारा उचित कदम उठाए जाएं और किसी अप्रत्याशित घटना की पुनरावृत्ति को रोकने के लिए तत्काल सुधारात्मक कार्रवाई की जाए। विभिन्न अवसरों पर विद्यार्थियों की सुरक्षा एवं उनका हित सुनिश्चित करने के संबंध में अलग-अलग स्तरों पर की जाने वाली कार्रवाई के लिए समिति द्वारा समय-समय पर दिशा-निर्देश दिए गए हैं। बार-बार विस्तृत अनुदेश देने के बावजूद कुछ दुर्घटनाएं हो रही हैं एवं विद्यालय परिसर से विद्यार्थियों के लापता होने के कुछ मामले प्रकाश में लाये गये हैं। विद्यालय परिसर में छात्रों की मृत्यु और आत्महत्या के कुछ प्रकरण भी समिति के संज्ञान में आए हैं। समिति ने ऐसी घटनाओं को बहुत गंभीरता से लिया है।

विद्यालय परिसर में बच्चों की सुरक्षा एवं संरक्षा पर विस्तार से चर्चा की गई है और इस संबंध में तत्काल प्रभाव से सभी जवाहर नवोदय विद्यालयों में एक 14 सूत्रीय कार्यक्रम लागू करने का निर्णय लिया गया है। बच्चों की सुरक्षा एवं संरक्षा के 14 सूत्रीय कार्यक्रम की प्रति संलग्न है।

इस संबंध में निम्नलिखित बिंदुओं का कड़ाई से अनुपालन किया जाए:-

1. जवाहर नवोदय विद्यालयों का प्रत्येक प्राचार्य एवं कर्मचारी इस कार्यक्रम के सभी बिंदुओं का निष्ठापूर्वक अनुपालन करेगा।



2. प्रत्येक प्राचार्य संबंधित क्षेत्रीय कार्यालय को एक मासिक रिपोर्ट प्रस्तुत करेगा, जिसमें इस कार्यक्रम के 14 सूत्रों के अनुपालन और कमियों, यदि कोई है, का उल्लेख किया जाएगा।
3. कलस्टर का प्रत्येक प्रभारी सहायक आयुक्त अपने विद्यालयों के दौरे के दौरान एवं निरंतर बातचीत के माध्यम से, व्यक्तिगत रूप से इस कार्यक्रम के उचित कार्यान्वयन हेतु निगरानी रखेगा।
4. क्षेत्रीय कार्यालय इस कार्यक्रम को किसी भी विद्यालय में लागू करने में आने वाली बाधाओं पर अनुवर्ती कार्रवाई करेगा और पाई गई कमियों के संबंध में मुख्यालय को इसकी रिपोर्ट प्रस्तुत करेगा।
5. इस कार्यक्रम में सुझाए गए 14 सुरक्षा उपाय न्यूनतम और निर्देशात्मक है। विद्यालय की स्थानीय आवश्यकताओं को ध्यान में रखते हुए, प्राचार्य इसमें कोई अन्य बिन्दु जोड़ सकते हैं।

मैं आपके संज्ञान में लाना चाहता हूँ कि रिपोर्टिंग या उचित कार्रवाई करने में किसी भी प्रकार की लापरवाही को बहुत गंभीरता से लिया जाएगा और संबंधित व्यक्ति के खिलाफ उचित कार्यवाही की जाएगी। इस पत्र को आपके विद्यालय में कार्यरत सभी कर्मचारियों के संज्ञान में लाया जाए और इसे विद्यालय के नोटिस बोर्ड पर लगाया जाए।

शुभकामनाओं सहित।

भवदीय,

(मनोज सिंह)

आयुक्त

प्राचार्य

सभी जवाहर नवोदय विद्यालय,

प्रतिलिपि:—

1. उपायुक्त, नवोदय विद्यालय समिति, सभी संज्ञागीय कार्यालय
2. सहायक आयुक्त, नवोदय विद्यालय समिति, सभी संज्ञागीय कार्यालय
3. नवोदय विद्यालय समिति, मुख्यालय के सभी अधिकारी



बच्चों की सुरक्षा एवं संरक्षा की निगरानी हेतु चौदह सूत्रीय कार्यक्रम

1. प्राचार्य द्वारा एम.ओ.डी. रिपोर्ट का प्रतिदिन सत्यापन ।
2. विद्यार्थियों के मेडिकल रिकार्ड का मासिक अद्यतन और प्राचार्य द्वारा सत्यापन ।
3. विद्यार्थियों को प्रदान की जाने वाली वस्तुओं का समय से दिए जाने के सत्यापन सहित, हाउस मास्टर का छात्रावास में प्रतिदिन दौरा करना और बच्चों से बातचीत करना, विशेषतः प्रवासित बच्चों के साथ ।
4. पीने के पानी की उपलब्धता और स्नान-घर एवं प्रसाधन में पानी की सुविधा ।
5. षावनात्मक रूप से अशान्त बच्चों को परामर्श देने हेतु एक उचित परामर्शदाता (काउंसलर) का नामांकन ।
6. परिसर में एवं इसके आस-पास मौजूद षैतिक खतरों एवं खतरनाक मदों के पर्यवेक्षण और सुधारात्मक कार्रवाई करने हेतु कर्मचारियों को चक्र-क्रमानुसार उत्तरदायित्व सौंपना ।
7. हाउस मास्टर और हाउस कैप्टन के साथ प्राचार्य की साप्ताहिक समीक्षा बैठक ।
8. विद्यालय नियंत्रण पंजिका, एम. एण्ड आर. / शिकायत पंजिका और शिकायत पेटी का संचालन करेगा । इन सपुी पर प्राचार्य द्वारा स्वयं निगरानी रखी जाए ।
9. छात्रावास को दिन में व स्कूल षवन को रात में ताला लगाना ।
10. झाड़ियों को साफ करना एवं विद्यालय परिसर में पर्याप्त रोशनी की व्यवस्था करना ।
11. मुख्य द्वार पर अंदर आने / जाने की प्रविष्टियाँ करना ।
12. चारदीवारी की समुचित मरम्मत ।
13. परिसर में कीड़े-मकोड़ों / मच्छरों को नियंत्रित करने हेतु मासिक धूम्रीकरण करना इत्यादि
14. अस्वस्थ बच्चों को दिन के समय स्टाफ-नर्स की देख-रेख में एम. आई. रूम में रखना, न कि छात्रावास में ।



D.O.No. 10-71/2010-NVS(SA)

June 17, 2011

Sub.: Meeting of VAC,VMC,PTC & Mess Committe.

Dear,

With a view to streamline the management of affairs of the Vidyalaya and to involve various stake holders viz. District Administration, local educationists, parents and staff in the administration of the Vidyalaya, some Committees have been constituted at Vidyalaya level. With a view to assess the functioning of these Committees, details of meetings of following committees conducted during last one year have been obtained from all Regional Offices.

1. Vidyalaya Advisory Committee - required to meet twice a year
2. Vidyalaya Management Committee - required to meet at least 3 times a year.
3. Parent Teacher Council - required to meet at least 4 times a year
4. Vidyalaya Mess Committee - required to meet every month

The details received are as under:-

Regional Office	No. of JNVs for which data received	No. of JNVs where no meeting held during last year			
		VAC	VMC	PTC	Mess Committee
1. Bhopal	96	awaited	25	6	13
2. Chandigarh	35	32	6	1	7
3. Hyderabad	73	50	26	1	12
4. Jaipur	55	awaited	23	6	10
5. Lucknow	79	45	32	0	66
6. Patna	81	awaited	47	10	10
7. Pune	57	33	17	1	3
8. Shillong	85	awaited	25	4	3
Total	561	160	201	29	124

From the information received, it is observed that:

- a) Not a single meeting of Vidyalaya Advisory Committee was held in 65.6% of the Vidyalayas for which data is available. Further in 95.26% Vidyalayas the meetings were not held as per prescribed schedules.
- b) Not even a single meeting of VMC was held in 35.8% in JNVs. In 96.97% JNVs, the meeting was not held as per schedule.



- c) No meeting of PTC was held in 5.16% in JNVs.
- d) The meeting of Mess Committee, which includes teachers and students to decide weekly Menu and quality of food for the Vidyalaya Mess, was not held in 22.1% JNVs even once in last year.

For monitoring quality of food and availability of food articles, Regional Level Mess Committee and District Level Mess Committee have also been constituted. No information regarding meetings of these Committees is available.

From the above, it appears that the Vidyalayas are not being administered in the manner in which they were expected to function which ultimately would affect the performance of JNVs and their relations with stake holders.

Commissioner, NVS has taken a very serious view of the matter and has directed to impress upon all concerned to ensure conduct of these meetings regularly. In this regard, following actions may be taken immediately:-

- a) This issue should be discussed as an agenda point in Principals conference and DC/AC conference.
- b) Letter be issued to concerned Principals with specific instructions that all meetings should be convened in months of July/August otherwise they will get adverse entries in ACRs.
- c) ACs should review this during school visits and panel Inspection and take necessary actions.

Appropriate action in the matter may please be taken immediately.

With regards,

Yours Sincerely,

(M. S. Khanna)
Joint Commissioner(Pers.)

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Office



अ.शा.प.सं.10-712010-नविस (वि.प्र.)

17 जून, 2011

विषय : विद्यालय सलाहकार समिति, विद्यालय प्रबंधन समिति, अर्द्धवारिक-शिक्षक परिषद एवं विद्यालय मैस समिति ।

प्रिय श्री

विद्यालय प्रबंधन को कारगर बनाने एवं इसमें विभिन्न हितधारकों, जैसे जिला प्रशासन, स्थानीय शिक्षाविदों, अर्द्धवारिकों तथा विद्यालय प्रशासन से संबंधित कर्मचारियों को सम्मिलित करने हेतु विद्यालय स्तर पर कुछ समितियों का गठन किया गया है। इन समितियों के कार्यों का आकलन करने के लिए सभी संज्ञाकारी कार्यालयों से पिछले एक वर्ष के दौरान आयोजित की गई निम्नलिखित समितियों की बैठकों का ब्यौरा प्राप्त हुआ है:-

1. विद्यालय सलाहकार समिति (वी.ए.सी.) — वर्ष में दो बैठकें अपेक्षित हैं।
2. विद्यालय प्रबंधन समिति — वर्ष में कम से कम तीन बैठकें अपेक्षित हैं।
3. अर्द्धवारिक-शिक्षक परिषद (पी.टी.सी.) — वर्ष में कम से कम 4 बैठकें अपेक्षित हैं।
4. विद्यालय मैस समिति — प्रत्येक माह में बैठक अपेक्षित है।

प्राप्त ब्यौरा इस प्रकार है :-

क्षेत्रीय कार्यालय	जनवि की संख्या, जिनके आंकड़े प्राप्त हुए हैं	ज.न.वि. की संख्या जहाँ पिछले एक वर्ष में कोई बैठक आयोजित नहीं हुई			
		वी.ए.सी.	वी.एम.सी.	पी.टी.सी.	मैस समिति
1. ढीपाल	96	प्रतीक्षित है	25	6	13
2. चंडीगढ	35	32	6	1	7
3. हैदराबाद	73	50	26	1	12
4. जयपुर	55	प्रतीक्षित है	23	6	10
5. लखनऊ	79	45	32	0	66
6. पटना	81	प्रतीक्षित है	47	10	10
7. पुणे	57	33	17	1	3
8. शिलोंग	85	प्रतीक्षित है	25	4	3
कुल योग	561	160	201	29	124

प्राप्त सूचना से ज्ञात हुआ है कि :-

(क) जिन विद्यालयों के आँकड़े उपलब्ध हैं, वहाँ पर 65.6% विद्यालयों में एक ढी विद्यालय सलाहकार समिति की बैठक आयोजित नहीं हुई और 95.26% विद्यालयों में यह बैठक निर्धारित कार्यक्रमानुसार आयोजित नहीं हुई है।

(ख) 35.8% जनवि में विद्यालय प्रबंधन समिति की एक ढी बैठक आयोजित नहीं हुई है। 96.97% ज.न.वि. में यह बैठक निर्धारित कार्यक्रमानुसार आयोजित नहीं हुई।

(ग) 5.16 % ज.न.वि. में अर्द्धवारिक-शिक्षक परिषद की कोई ढी बैठक आयोजित नहीं हुई है।



(PE) विद्यालय मेस समिति, जिसमें शिक्षक एवं विद्यार्थी शामिल होते हैं और यह साप्ताहिक ंोजन सूची एवं विद्यालय मेस के ंोजन की गुणवत्ता का निर्णय लेती है, 22.1% जनवि में गत वर्ष में एक ंी बैठक आयोजित नहीं हुई।

ंोजन की गुणवत्ता एवं ंोजन सामग्री की उपलब्धता पर निगरानी रखने के लिए क्षेत्र स्तरीय मेस समिति एवं जिला स्तरीय मेस समिति का ंी गठन किया गया है। इन समितियों की बैठक से संबंधित कोई ंी जानकारी उपलब्ध नहीं है।

उपरोक्त से यह प्रतीत होता है कि विद्यालयों का प्रबंधन अपेक्षा के अनुरूप नहीं हो रहा है, जिसके परिणामस्वरूप जवाहर नवोदय विद्यालयों का प्रदर्शन एवं हितधारकों के साथ उनके संबंध प्रभावित हो सकते हैं।

आयुक्त महोदय ने इस मामले को बहुत गंभीरता से लिया है और निदेश दिया है कि संी संबंधित व्यक्तियों द्वारा इन बैठकों का नियमित आयोजन सुनिश्चित करने के लिए जोर दिया जाए। इस संबंध में निम्नलिखित कार्रवाई तुरन्त की जाए :-

- (क) प्राचार्यों, उपायुक्तों एवं सहायक आयुक्तों के सम्मेलन में यह विषय एक कार्यसूची के रूप में रखा जाए और इस पर विचार-विमर्श किया जाए।
- (JE) संबंधित प्राचार्यों को पत्र के माध्यम से सुस्पष्ट अनुदेश दिए जाएं कि संी बैठकें जुलाई-अगस्त माह में आयोजित की जाए, अन्यथा उनकी वार्षिक गोपनीय रिपोर्ट (ए.सी. आर.) में प्रतिकूल प्रविष्टि की जाएगी।
- (ME) सहायक आयुक्तों द्वारा विद्यालयों के दौरे एवं पैनल निरीक्षण के दौरान इसकी समीक्षा की जाए और आवश्यक कार्रवाई करें।

इस संबंध में उपयुक्त कार्रवाई अति शीघ्र की जाए।

शुंकामनाओं सहित,

वदीय

(एम.एस.खन्ना)

संयुक्त आयुक्त (कार्मिक)

उपायुक्त
नवोदय विद्यालय समिति
संी संागीय कार्यालय







ACADEMIC



F. No. 16-5/2003-NVS(Acad.)

Dated : 08.04.2005

To,

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

Subject :Organizational set-up for Scout/Guide activities - reg.

Sir,

Navodaya Vidyalaya Samiti has been recognized as a separate State affiliated with Bharat Scout & Guides National Head Quarter, New Delhi. Keeping in view the fact that our Vidyalayas are spread throughout the country and they are only one in a district, the organizational setup at various levels will be somewhat different as compared to other states. NVS had adopted cluster concept from the very beginning and as such the Scout/Guide organization at various levels may be constituted as follows:

1. Unit Level : Consisting of particular JNV
2. District Level : Consisting of all JNVs of a clusters under an AD.
3. Regional Level : Consisting of all JNVs of the Region
4. State Level : Consisting of all JNVs of the Country

DISTRICT LEVEL

A cluster of JNVs should be treated as District for the purpose of Scout guide activities & all JNVs of clusters under the charge of a particular Assistant Director constitute a District. The District Executive Committee may have following office bearers and members.

(A) DISTRICT EXECUTIVE COMMITTEE

The district executive committee will have following office bearers/member :

1,2	District Commissionier (Scout/Guide) Male Female principal/ Vice-Principal	To be nominated by Dy. Director of the Region
3,4	District Organizing Commissioners (Scout/ Guide)Scout Master/Guide Captain	
5,6	District Traianing Commissioner (Scout/ Guide) Scout Master / Guide Captain	
7.	District Secretary Acting Scout Master/ Guide Captain	



In addition, the District Executive Committee will appoint two badge committees, one for Scout wing and another for Guide wing. This committee will conduct examination for proficiency badges.

The District Badge Committee (Scout): It shall consist of at least five members as given below:-

- | | | |
|--------------|--|-----------|
| (i) | District Organizing Commissioner (Scout) | Secretary |
| (ii) & (iii) | Two persons having HWB | Member |
| (iv) | One Officer nominated by District Commissioner Scout | Member |
| (v) | One LT/ALT of Scouts residing in the area | Member |

The District Badge Committee (Guide): It will consist of at least five members as given below :-

- | | | |
|--------------|--|-----------|
| (i) | District Organizing Commissioner (Scout) | Secretary |
| (ii) & (iii) | Two persons having HWB | Members |
| (iv) | One Officer nominated by District Commissioner Scout | Member |
| (v) | One LT/ALT of Scouts residing in the area | Member |

REGIONAL LEVEL

A Region of the NVS shall be treated as a region for the purpose of Scout guide activities. The Regional Executive Committee may have following office bearers and members:

(B) REGIONAL EXECUTIVE COMMITTEE

The regional executive committee will have following office bearers / members :

1.,2.	Regional Commissioner (Scout/Guide)	Dy. Director of the Region.
3.,4.	Regional Organizing Commissioner (Scout/Guide) Scout Master/Guide Captain	To be nominated by Dy. Director of the Region
5.	Regional Secretary Assistant Director of the Regional Office dealing with Scout/Guide	
6.	Regional Joint Secretary Principal /Vice Principal	
7.	One District Commissioner (Scout /Guide)	
8.	One District Organizing Commissioner (Scout/Guide)	
9.	One District Training Commissioner (Scout/Guide)	



STATE LEVEL

All JNVs of the country will constitute State Level Association of NVS Scouts & Guides. The State Level Association will have two bodies : State Council, which will constitute general body and Executive Committee. The constitution of State Executive Committee & State Council may be given as below:

(C) STATE LEVEL ASSOCIATION	
1. State Chief Commissioner	Officers nominated by Commissioner, NVS
2. State Chief Commissioner (Scout)	
3. State Chief Commissioner (Guide)	
4. State Secretary	
5. Joint State Secretary	
6-13. Regional Commissioner (Scout/Guide)	
14. State Training Commissioner (Scout)	
15. State Training Commissioner (Guide)	
16. State Organizing Commissioner (Scout)	
17. State Organizing Commissioner (Guide)	

(2) STATE COUNCIL

1. President
2. Vice-President
- 3.-19. Members of the State Executive Committee
- 20.-27. All Assistant Directors of Regional Offices dealing with Scout/Guide
- 28.-32. Five eminent persons having interest in Scout/Guide activities, to be nominated by President.
33. One Regional Assistant Director Bharat Scouts & Guide (Northern Region) will be ex-officio member
34. All LTs (Scout & Guide).

(H.N.S. Rao)
Dy. Director (Acad.)
State Commissioner (Scout)



F. No. 1-48/2005-NVS(F&A)

Dated :25.08.2005

To

The Principal,
All Jawahar Navodaya Vidyalayas.

Subject : Collectiion of Fee from the Students of Jawahar Navodaya Vidyalayas- Procedure and Guidelines thereof regarding.

Sir/Madam,

As you are aware, in compliance with the recommendations of the Expenditure Reforms Commission of the Government of India, NVS Hqrs.' Office had earlier issued certain instructions regarding collection of fee from the students of JNVs and its utilization pattern, etc. Accordingly, the fee @ Rs.200/- per student per month from all the students from IX to XII classes (excluding SC,ST, Girl students and the students whose parents income is below poverty line) is required to be collected from July, 2003 onwards. It has been observed that these instructions are not being followed scrupulously by certain Vidyalayas. Therefore, with a view to ensure timely collection of fee from all the eligible students and its proper utilization, the following procedure and guidelines are again highlighted for your guidance, as detailed below :

- i) The fee @ R.s.200/- per student per month from all the eligible students w.r.i the above mentioned criteria must be realized from July, 2003 onwards.
- ii) The fee has to be received on monthly basis for whole of the year.
- iii) While demanding fee from the parents of eligible students, a Demand Note duly indicating the total amount of fee due to be collected for whole of the year, should be issued in advance wherein a prescribed due date (i.e. preferably upto the 10th of Month) be recorded for remittance of fee to the Vidyalaya.
- iv) In case the fee due for the month is not received by the prescribed due date, a reminder to this effect may be issued immediately to the parents concerned and allout efforts should be made to realize the fee.
- v) The certificate submitted by the SC,ST & Girl students and the students whose parents income is below poverty line, must be verified and its authenticity also ascertained with reference to the existing instructions/guidelines prescribed by the State Government/ District Authority Concerned. In case of any doubt the matter may also be referred to the concerned authority for necessary confirmation.
- vi) In token of receipt of fee a Treasury Receipt (CS-12) must be issued to the parents, duly indicating the nature of fee as " Navodaya Vikas Nidhi".
- vii) The fee realized from the students must be depicted distinctly in the accounts under a separate head of account 'Corpus Fund - Realisation of Fee from the Students (Plan). Any outstanding amount of fee for the year must be accounted for as 'Recoverable Fee' in the Annual Accounts of Vidyalaya.
- viii) The utilization pattern for the Navodaya Vikas Nidhi shall henceforth be as under:



Sl. No.	Particulars	% Utilisation
1.	For expansion of Computer Education Programme and Information Technology.	25
2.	For conducting Yoga Campus, Adventure Activities, Promotion of sports etc.	20
3.	For development of Hobby Centres and Junior Science Laboratories as part of Science Promotion activities	10
4.	For organizing local excursion, troops and cultural activities for the migrated children.	10
5.	For promotion of NCC and Scouts activities	10
6.	For Safety, Security and Health care of the children excluding the communicable and seasonal disease.	25

- ix) The sanctioning authority for incurring the expenditure out of 'Corpus funds' shall be the same as stipulated in the delegation of powers issued for Vidyalayas.
- x) The action for recovery of fee from the eligible students should not be stopped on account of any representation or V.I.P references received by the Vidyalayas.

The above guidelines/procedure may please be noted for strict compliance.

Yours faithfully.

(O. Nabakishore Singh)
Commissioner

Copy to :

1. The Deputy Commissioner(Acad), NVS, Hqrs., New Delh.) For information and
2. The Deputy Commissioner, NVS, All Regional Offices.)further follow up
) action in the matter.



D.O.No.13-3/2004-NVS(Acad.)/04

Dated : 15.09.2005

Subject : Grading of the JNVs implemented during 2003.

Dear Principal,

You are aware that pace setting objective as envisaged in the Navodaya Vidyalaya Scheme looks at Navodaya Vidyalayas as nodal points and "Centres of Excellence". They are requested to function as a nucleus for reflection and transmission of advanced educational technology for the holistic growth of the personality of children in the neighbourhood/local schools and community at large. This is possible when our Navodaya Vidyalayas become the best schools in the district by providing quality education to our students in the best possible way by using modern methods of teaching with the help of advanced technology available. When our Principals and teachers become the role models and when the activities and the practices we undertake in our Vidyalayas are simply the best, we shall not only excel in academics but also in all areas including co-curricular activities, adventure activities, games and sports, etc.

It is in this context, Samiti had taken up the task of grading of the JNVs, which was implemented during 2003. A copy of the guidelines is enclosed. We have looked into the format again and it is strongly felt that the proformae objectively assist in making the Vidyalayas realize their present status through the process of grading.

I would urge upon you to carefully go through the format and discuss in detail with all the staff of Vidyalaya to fill the Assessment Format for finalisation of grading of the Vidyalaya based on the score you collectively give to each of the items mentioned. The format may be filled by 30th September, 2005 positively and sent to the Regional Office for onward transmission to Headquarters.

With regards,

Yours sincerely,

(O.Nabakishdre Singh)

Copy to :

1. Principal, All Jawahar Navodaya Vidyalayas.
2. All Regional Offices.



■ Classroom teaching methodology including computer aided	3 Marks	Child centred, interaactive, non-conventional and computer aided	Through Teaching aids only	Lecture/ Method/ Routine
		3	2	1
■ Remedial teaching measures	3 Marks	Effective Remediation, Sup. & Self-study.	Routine Remedistion & Revision	
		2	1	
■ Upkeep of Library , Laboratory	2 Marks	Lab. fully equipped and Lib. with more than 5000 titles.	Partially equipped	
		2	1	
d) Co- Curricular Activities	Max - 10			
■ Sports & Games	3 Marks	Participation in state national level competitions.	Partilcipation of students in Morning P.T. regular sports and Games etc.	Partial Participation of students
		3	2	1
■ N.C.C.	1 Marks	Unit Exists	No. NCC	
		1	-	
■ Scout and Guides	1 Marks	Full Unit	No Scout and Guide	
		1	-	
■ Pace setting	3 Marks	Programmes for students & teachers of neighbourhood schools and local community	Programmes for only vidyalaya students without community participation	
		3	2	
■ Music and Art	2 Marks	Participation in International and National competitions	Participation in Distt. Level competition	
		2	1	
B) Residential Components	Max - 20			
a) House system Mess and Safety and Security	Max - 12			
■ Maintenance of houses & activities (Safety & ssecurity, issue of articles & student discipline)	2 Marks	Systematic and orderly with regular roll call as per instructions	Not systematic but routine	
		5	3	



■ Mess Management	5 Marks	Effective planning and implementation Menu with supply of quality food consisting of Milk, of Variety of breakfast, without Lunch & dinner with Egg/Fruit curry, Dal and Salad, Fruit Egg and occasional non-vegetarian	Unplanned Menu and routine food
		5	3
■ Health, Hygienic and cleanliness	2 Marks	Maintenance of health records of all children and supply of medicines and attending the sick children	Supply of medicines and attending to sick children
		2	1
b) Physical Facilities	Max - 8		
■ Maintenance of School Building, upkeep of dormitories and Cleanliness of Toilets and Bathrooms	3 Marks	Effective Maintenance of buildings and cleanliness of toilets and bathrooms with running water facility	without running water facility
		3	2
■ Availability of Water and Electricity	3 Marks	Adequate throughout the year with the facility of Gen. Set.	Inadequate with facility of Gen.Set Inadequate without Gen.Set
		3	2
■ Beautification of Campus and maintenance of playground	2 Marks	Clean campus with plantation and well maintained playgrounds	Partially maintained play ground and Campus without plantation
		2	1
C) Inter Personal Relationship	Max - 10		
■ Cohesiveness	5 Marks	Cordial relations with frequent consultation	Staff Co-operative but no consultation Indifferent
		5	2
■ Participatory decision	3 Marks	Well drawn, institutional plan and conduct of activities with full participation of students and teachers	Only with participation fo staff Plan without consultation and participation
		5	2



■ Staff welfare activities including maintenance of Quarters & other support	2 Marks	Adequate assistance for required accommodation & children education.	Inadequate arrangement of accommodation and children education
		2	1
D) Administration & Financial Management Max - 10			
■ Settlement of Audit Paras & claims of teachers	3 Marks	Updated	Partially updated Indifferent
		3	2 -
■ Maintenance of service records including leaves accounts	2 Marks	Updated	Partially updated Indifferent
		3	2 -
■ Maintenance of stocks register and cash books	2 Marks	Updated	Partially Completed
		3	2
■ Following purchase procedures	3 Marks	Always as per prescribed norms	Sometimes not followed Irregular procedures
		3	2 -
E) Conduct of PTC, VMC, VAC & Almuni Max - 10			
■ Montly meeting of PTC	6 Marks	PTC formed as per directions and students profile regularity shown to the parents and meetings conducted regularly	PTC formed and meetings conducted regularly within partial verification of student's profiles PTC not as per norms
		6	4 2
■ VMC & VAC	2 Marks	Quarterly meetings with follow up	Irregular No Meeting
		2	1 -
■ Alumni	2 Marks	Updated data with Annual celebration of Alumni Days	Partial Data wth Alumni Meeting No Almuni Records
		2	1 -

Signature

(.....)

JNV Distt.....



To be filled in by Asstt. Commissioner (Cluster-Incharge)

I agree with the above assessment of the Principal

(if not) indicate the points which you do not agree along with your comments.

.....
.....
.....
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.....
.....

Asstt. Commissioner/Cluster Incharge

GRADING OF VIDYALAYAS BASING ON SCORES OBTAINED

Score	Grade
80 and above	A
60-80	B
45-60	C
Below 45	D

Deputy Commissioner



F. No. F.13-31/2005-NVS(Acad.)/451-458

Dated : 04.05.2006

To,

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices.

Subject : Continuous Comprehensive Evaluation in JNVs - Regarding.

Sir/Madam,

Although Continuous comprehensive Evaluation (C.C.E.) which has been prepared a team of experts has been implemented in JNVs almost since the inception, there have been feed back from different Regions JNVs asking for review of the same, particularly with reference to the following points:-

- (1) 04 numbers of Unit Tests during each term, are felt to be more and may be reduced.
- (2) Pupil's Progress Card contains only A,B,C and D as Grades which is not understood by the rural parents. There is a need for giving marks instead of grades.
- (3) Grading for co-scholastic activities and personal - social qualities are not being filled in properly at JNV level for lack of help/exposure to teachers in the regard.

Thus a Review Committee was appointed at NVS Headquarters level and meetings were held by calling experts and officers from NCERT, NVS Regional Offices, Principals' and teachers' from JNVs. Based on the deliberations, the Students Progress Card and Teachers Record Card have been modified suitably.

It may please be noted that :

- (i) There will be 3 cycles of unit tests in each subject of study in each term. These unit tests have been made to last for a duration of two periods and for a maximum of 40 marks. This has been made to ensure that Unit Tests become primarily diagnostic tests and will be covering wider portions and organized in a proper way by setting the paper with the help of blue-print, marking scheme etc.

These cycles of UTs will become 'Monday Tests Cycles'. Instead of having unit tests of all subjects on two/three days consecutively in a month, every Monday of a week will have a unit test in each subject for an hour/two periods, followed by the usual classes. Further details in this regard with tentative schedule will be sent separately.

- (ii) Grading of Unit Tests/Assignments etc. term-wise have been dispensed with. However term-wise grading, based on the total has been retained.
- (iii) Teachers Record Card has been a replica of Students Progress Card, so as to make it more convenient for the teachers to record the details.
- (iv) Two separate sheets have been provided to facilitate teachers to record grades in Co-scholastic Activities and Personal and Social Qualities .of students including



Attitudes and Values appropriately as annexures to Teachers Record. This should help them to judge co-scholastic activities and qualities of students in a better way.

(v) It is also ensured that the changed formats are user-friendly.

I am to request you to discuss the formats with your colleagues at the Regional Office or any selected group of Principals and teachers suitably and give a feed-back within a fortnight so that the same could be implemented with further necessary modifications, if any, at the earliest for this Academic Year.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'H.N.S. RAO', written over a horizontal line.

(H.N.S. RAO)
Dy. Commissioner(Acad.)



TEACHER'S RECORDS

Part -A	Term I									
	Unit Test			Assignments			Oral/Proj.		Term Test	Total
Academics	U1	U2	U3	A1	A2	A3				
Subjects	U1	U2	U3	A1	A2	A3				
1. Languages	40	40	40	20	20	20	10	10	100	300
1.										
2.										
3.										
2. Core subject										
1. Mathematics										
2. Science										
3. Social Science										
3. Electives										
1.										
2.										
3.										
4.										

Part -A	Term II												
	Unit Test			Assignments			Oral/Proj.		Term	Total	Grade	Comparative	
Academics	U1	U2	U3	A1	A2	A3			Test	Total	Grade	Grade Total	Grade
Subjects	U1	U2	U3	A1	A2	A3			Test	Total	Grade	Grade Total	Grade
1. Languages	40	40	40	20	20	20	10	10	100	300		600	
1.													
2.													
3.													
2. Core subject													
1. Mathematics													
2. Science													
3. Social Science													
3. Electives													
1.													
2.													
3.													
4.													



Part -B			Part -C		
Other Subjects	Grade		Activities	Grade	
	Term-I	Term-II		Term-I	Term-II
1. SUPW			1. Literary		
2. Phy. Edu.			2. Cultural		
3. Art			3. Scientific/IT		
4. Music			4. Games/Sports/ NCC/Scouting/ Yoga		
5. Comp. Skills					
Have attendeddays out of working days					

Part -D		
Quality including Attitude and Values	Grade	
	Term-I	Term-II
1. Cooperation		
2. Regularity & Punctuality		
3. Discipline		
4. Leadership		
5. Protection of environment		
Have attendeddays out of working days		

Conversion table from Marks to Grades		
Term - I, II	Grade	Cumulative
.....		
Total Marks 300		Total Marks 300
.....		
240 above	A	480 & above
.....		
180 to 239	B	360 to 479
.....		
120 to 179	C	240 to 359
.....		
119 and below	D	239 and below

Signature of House Master with Date :

Signature of Class Teacher with Date :

Signature of Principal with Date :



PUPIL'S RECORDS

Part -A	Term I										
Academics	Unit Test			Assignments			Oral/Proj.		Term Test	Total	Grade
Subjects	U1	U2	U3	A1	A2	A3					
1. Languages	40	40	40	20	20	20	10	10	100	300	
1.											
2.											
3.											
2. Core subject											
1. Mathematics											
2. Science											
3. Social Science											
3. Electives											
1.											
2.											
3.											
4.											

Part -A	Term II										Comparative		
Academics	Unit Test			Assignments			Oral/Proj.		Term Test	Total	Grade	Grade Total	Grade
Subjects	U1	U2	U3	A1	A2	A3			Test				
1. Languages	40	40	40	20	20	20	10	10	100	300		600	
1.													
2.													
3.													
2. Core subject													
1. Mathematics													
2. Science													
3. Social Science													
3. Electives													
1.													
2.													
3.													
4.													



Part -B			Part -C		
Other Subjects	Grade		Activities	Grade	
	Term-I	Term-II		Term-I	Term-II
1. SUPW			1. Literary		
2. Phy. Edu.			2. Cultural		
3. Art			3. Scientific/IT		
4. Music			4. Games/Sports/ NCC/Scouting/ Yoga		
5. Comp. Skills					

Part -D		
Quality including Attitude and Values	Grade	
	Term-I	Term-II
1. Cooperation		
2. Regularity & Punctuality		
3. Discipline		
4. Leadership		
5. Protection of environment		

Conversion table from Marks to Grades		
Term - I, II	Grade	Cumulative
Total Marks 300		Total Marks 300
240 above	A	480 & above
180 to 239	B	360 to 479
120 to 179	C	240 to 359
119 and below	D	239 and below



Term - I		Term -II
Attended days out of a total ofworking days		Attended days out of a total ofworking days
1. Class Teacher	Signature with date :	Signature with date :
2. House Master	Signature with date :	Signature with date :
3. Principal	Signature with date :	Signature with date :
4. Parents	Signature with date :	Signature with date :

जवाहर नवोदय विद्यालय
Jawahar Navodaya Vidyalaya

विद्यार्थी का रिकार्ड
STUDENT'S RECORD

Name **S.R.No.**.....

Class.....**Section**.....

House/Sadan.....

Father's Name.....

Permanent Address :.....

.....

.....

.....

PIN :

Telephone/Mobile No.



Teacher's Records-Quality including Attitudes and Values

	Student Grades													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Qualities including attitudes and values														
A) Co-operation														
i) With peer group														
ii) With staffs elders														
iii) In School activity														
iv)														
Consolidated Grade														
B) Regularity & Punctuality														
i) Regular to Class/Assembly														
ii) Punctual in ability to work given														
iii) Not going home frequently														
iv)														
Consolidated Grade														
C) Discipline														
i) Obedience to elders/Teachers														
ii) Maintains decorum in play ground, mess etc.														
iii)														
iv)														
Consolidated Grade														
D) Leadership														
i) Decision making														
ii) Team spirit														
iii) Ability to command														
iv) Taking initiatives														
Consolidated Grade														
E) Protection of Environment														
i) Developing Greenary														
ii) Cleanliness around Mess/School														
iii) Conservation of Water & Energy														
iv) Checking Pollution														
Consolidated Grade														

Cumulative grades will be A,B,C or D only.



Teacher's Records- Co- Scholastic Activities

	Student Grades													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Co- Scholastic Activities														
A) Literacy														
i) Creative Writing														
ii) Public Speaking														
iii)														
iv)														
Consolidated Grade														
B) Cultural														
i) Performing Arts														
ii) Drawing and Paintings														
iii) Clubs activities														
iv)														
Consolidated Grade														
C) Scientific														
i) Information Technology														
ii) Science Congress/Science Clubs/Exhibitions														
iii) Olympiads/Science Competitions														
iv)														
Consolidated Grade														
D) Sports/NCC/Scouts & Guides														
i) Games and Sports														
ii) NCC Camp./Trainings														
iii) Scouts and Guides Achievements														
iv) Adventure Activities														
Consolidated Grade														
E) Pace Setting														
i) Community Services														
ii) Ralleys/campaigns														
iii) Disaster Management														
iv) Adventure Activities														
Consolidated Grade														

Cumulative grades will be A,B,C or D only.



F. No. F.13-31/2005-NVS(Acad.)/3418

Dated : 22.09.2006

To,

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices.

Subject : Continuous Comprehensive Evaluation in JNVs.

Dear Sir/Madam,

In continuation of our letter of even number dated 4th May, 2006, I am to convey the approval of the Academic Advisory Committee for implementing Continuous Comprehensive Evaluation (CCE) in JNVs. The details of the scheme with modifications included are once again enclosed for immediate implementation. It may kindly be observed that the Monday Test cycles for which a tentative schedule is enclosed should also become part of the CCE Programme in respect of JNVs.

- (i) There will be 3 cycles of unit tests in each subject of study in each term. These unit tests have been made to last for a duration of two periods and for a maximum of 40 marks. This has been made to ensure that Unit Tests become primarily diagnostic tests and will be covering wider portions and organized in a proper way by setting the paper with the help of blue-print, marking scheme etc.

These cycles of UTs will become 'Monday Tests Cycles'. Instead of having unit tests of all subjects on two/three days consecutively in a month, every Monday of a week will have a unit test in each subject for an hour/two periods, followed by the usual classes.

- (ii) Grading of Unit Tests/Assignments etc. term-wise have been dispensed with. However test-wise grading, based on the total has been retained.
- (iii) Teachers Record Card has been a replica of 5 students Progress Card, so as to make it more convenient for the teachers to record the details.
- (iv) Two separate sheets have been provided to facilitate teachers to record grades in Co-scholastic Activities and Personal and Social Qualities of students including Attitudes and Values appropriately as annexures to Teachers Record. This should help them to judge co-scholastic activities and qualities of students in a better way.
- (v) It is also ensured that the changed formats are user-friendly.

Kindly ensure that the details enclosed may again be passed on to JNVs, if need be, so that the same is implemented effectively in all the JNVs.

Yours faithfully,

(H.N.S. RAO)

Dy. Commissioner(Acad.)

End:- As above



TEACHER'S RECORDS

Part -A	Term I										
	Unit Test			Assignments			Oral/Proj.		Term Test	Total	Grade
Academics	U1	U2	U3	A1	A2	A3					
Subjects	U1	U2	U3	A1	A2	A3					
1. Languages	40	40	40	20	20	20	10	10	100	300	
1.											
2.											
3.											
2. Core subject											
1. Mathematics											
2. Science											
3. Social Science											
3. Electives											
1.											
2.											
3.											
4.											

Part -A	Term II												
	Unit Test			Assignments			Oral/Proj.		Term Test	Total	Grade	Comprative	
Academics	U1	U2	U3	A1	A2	A3			Test	Total	Grade	Grade Total	Grade
Subjects	U1	U2	U3	A1	A2	A3			Test	Total	Grade	Grade Total	Grade
1. Languages	40	40	40	20	20	20	10	10	100	300			
1.													
2.													
3.													
2. Core subject													
1. Mathematics													
2. Science													
3. Social Science													
3. Electives													
1.													
2.													
3.													
4.													



Part -B			Part -C		
Other Subjects	Grade		Activities	Grade	
	Term-I	Term-II		Term-I	Term-II
1. SUPW			1. Literary		
2. Phy. Edu.			2. Cultural		
3. Art			3. Scientific/IT		
4. Music			4. Games/Sports/ NCC/Scouting/ Yoga		
5. Comp. Skills					
Have attendeddays out of working days					

Part -D		
Quality including Attitude and Values	Grade	
	Term-I	Term-II
1. Cooperation		
2. Regularity & Punctuality		
3. Discipline		
4. Leadership		
5. Protection of environment		
Have attendeddays out of working days		

Conversion table from Marks to Grades		
Term - I, II	Grade	Cumulative
.....		
Total Marks 300		Total Marks 300
.....		
240 above	A	480 & above
.....		
180 to 239	B	360 to 479
.....		
120 to 179	C	240 to 359
.....		
119 and below	D	239 and below

Signature of House Master with Date :

Signature of Class Teacher with Date :

Signature of Principal with Date :



PUPIL'S RECORDS

Part -A	Term I										
	Unit Test			Assignments			Oral/Proj.		Term Test	Total	Grade
Academics	U1	U2	U3	A1	A2	A3					
Subjects	U1	U2	U3	A1	A2	A3					
1. Languages	40	40	40	20	20	20	10	10	100	300	
1.											
2.											
3.											
2. Core subject											
1. Mathematics											
2. Science											
3. Social Science											
3. Electives											
1.											
2.											
3.											
4.											

Part -A	Term II												
	Unit Test			Assignments			Oral/Proj.		Term	Total	Grade	Cumparative	
Academics	U1	U2	U3	A1	A2	A3			Test	Total	Grade	Grade Total	Grade
Subjects	U1	U2	U3	A1	A2	A3			Test	Total	Grade	Grade Total	Grade
1. Languages	40	40	40	20	20	20	10	10	100	300		600	
1.													
2.													
3.													
2. Core subject													
1. Mathematics													
2. Science													
3. Social Science													
3. Electives													
1.													
2.													
3.													
4.													



Part -B			Part -C		
Other Subjects	Grade		Activities	Grade	
	Term-I	Term-II		Term-I	Term-II
1. SUPW			1. Literary		
2. Phy. Edu.			2. Cultural		
3. Art			3. Scientific/IT		
4. Music			4. Games/Sports/ NCC/Scouting/ Yoga		
5. Comp. Skills					

Part -D		
Quality including Attitude and Values	Grade	
	Term-I	Term-II
1. Cooperation		
2. Regularity & Punctuality		
3. Discipline		
4. Leadership		
5. Protection of environment		

Conversion table from Marks to Grades		
Term - I, II	Grade	Cumulative
Total Marks 300		Total Marks 300
240 above	A	480 & above
180 to 239	B	360 to 479
120 to 179	C	240 to 359
119 and below	D	239 and below



Term -I		Term -II
Attended days out of a total ofworking days		Attended days out of a total ofworking days
1. Class Teacher	Signature with date :	Signature with date :
2. House Master	Signature with date :	Signature with date :
3. Principal	Signature with date :	Signature with date :
4. Parents	Signature with date :	Signature with date :

जवाहर नवोदय विद्यालय
Jawahar Navodaya Vidyalaya

विद्यार्थी का रिकार्ड
STUDENT'S RECORD

Name **S.R.No.**.....

Class.....**Section**.....

House/Sadan.....

Father's Name.....

Permanent Address :.....

.....

.....

.....

PIN :

Telephone/Mobile No.



Teacher's Records-Quality including Attitudes and Values

	Student Grades													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Qualities including attitudes and values														
A) Co-operation														
i) With peer group														
ii) With staffs elders														
iii) In School activity														
iv)														
Consolidated Grade														
B) Regularity & Punctuality														
i) Regular to Class/Assembly														
ii) Punctual in ability to work given														
iii) Not going home frequently														
iv)														
Consolidated Grade														
C) Discipline														
i) Obedience to elders/Teachers														
ii) Maintains decorum in play ground, mess etc.														
iii)														
iv)														
Consolidated Grade														
D) Leadership														
i) Decision making														
ii) Team spirit														
iii) Ability to command														
iv) Taking initiatives														
Consolidated Grade														
E) Protection of Environment														
i) Developing Greenary														
ii) Cleanliness around Mess/School														
iii) Conservation of Water & Energy														
iv) Checking Pollution														
Consolidated Grade														

Cumulative grades will be A,B,C or D only.



Teacher's Records- Co- Scholastic Activities

	Student Grades													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Co- Scholastic Activities														
A) Literacy														
i) Creative Writing														
ii) Public Speaking														
iii)														
iv)														
Consolidated Grade														
B) Cultural														
i) Performing Arts														
ii) Drawing and Paintings														
iii) Clubs activities														
iv)														
Consolidated Grade														
C) Scientific														
i) Information Technology														
ii) Science Congress/Science Clubs/Exhibitions														
iii) Olympiads/Science Competitions														
iv)														
Consolidated Grade														
D) Sports/NCC/Scouts & Guides														
i) Games and Sports														
ii) NCC Camp./Trainings														
iii) Scouts and Guides Achievements														
iv) Adventure Activities														
Consolidated Grade														
E) Pace Setting														
i) Community Services														
ii) Ralleys/campaigns														
iii) Disaster Management														
iv) Adventure Activities														
Consolidated Grade														

Cumulative grades will be A,B,C or D only.



F. No. 16-1 /2007/NVS(Acad.)

Dated: 4/6/2007

To,

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices (Except RO Hyderabad)

Sub : Information regarding Scouts & Guides

Sir/Madam,

As you are aware that Navodaya Vidyalaya Samiti has been recognised as a separate state affiliated with Bharat Scouts & Guides National Hqrs at New Delhi. The initial fee for registration in respect of all the participating JNVs is being deposited by NVS, Hqrs. directly to Bharat Scouts and Guides and the Navodaya Scouts & Guides activities training and other programmes are being organized by the Navodaya Vidyalaya individually. Besides which, like any other state Navodaya Vidyalaya Scouts & Guides contingent will also participate in Bharat Scouts & Guides Programme at National level Doing representatives in Navodaya Scouts & Guides.

The movement of Scouts & Guides in Navodaya Vidyalayas will not only enshrine noble ideas of "LIVE AND LET OTHERS LIVE", environment protection & biotherhood but also inculcate moral values thereby shaping the personalities of the child. Therefore it is being emphasized again that all Navodaya Vidyalayas are required to incorporate the activities of Scouts & Guides in the annual calendar of the school and programme organized on weekly basis, where the Scouts & Guides Unit is in existence. The Jawahar Navodaya Vidyalayas that could not raise the unit so far shall ensure that the Scouts & Guides unit is established and the activities are undertaken.

General Guidelines :

1. The Scouts & Guides at the Navodaya are to be provided proper training so that they successfully complete the following stages of training. The information of which is enclosed at Annexure - I.
2. The training imparted through Scouts & Guides no doubt, is a value addition for the over all personality of a child besides which, the certificate like Rashtrapathi Puraskar and Rajyapal puraskar earned by the children will have several benefits in the areas of admissions in higher education and also in employment and other schemes of State/Central Government and State's own autonomous bodies.



3. Navodaya Vidyalaya as a whole is treated as one State under the nomenclature of Scouts & Guides activities. Following is the organizational set up Navodaya Scouts & Guides :

1. Unit Level: Consisting of particular JNV
2. District Level: Consisting of all JNVs of a cluster
3. Regional Level: Consisting of all JNVs of the Region
4. State Level: Consisting of all JNVs of the country.

Organisation of activities of Vidyalaya level and the structure at Regional/District level requires constitution of the contingent at respective level. Accordingly, District Level and Regional Level Committees have been constituted and the office bearers have been nominated as per the information furnished by JNVs. It is also requested for professionally trained manpower to give training/ and also conduct programme for the Scouts & Guides. Since most of our JNVs do not have sufficient professionally qualified manpower, help from local/District level Scout Guide Association may be sought.

1. Dwitiya Sopan & Tiritiya Sopan will be organized as per the schedule given by Navodaya Vidyalaya Samiti.
2. Similarly one Rashtrapathi Puraskar award camp will be organized at NVS Hqrs, New Delhi.
3. Since sufficient training personnels are not available in Navodaya Vidyalaya Samiti concerned JNVs will have to take support from the other State Scouts & Guides officials for organizing activities.
4. Training camps for Scout Masters & Guide captains to enhance their qualifications will be organized by the Samiti. For this purpose the support from the other State Scouts & Guides organizations will be utilized.
5. Each Scout Master or Guide Captain will be deputed on the basis of availability of time to various courses like basic, advanced, Himalayan Woods Badge, ALT, LT programmes. Once our Scouts & Guides get these qualifications, we shall be able to organize our own programmes while enhancing the competence of the children participating in Scouts & Guides competitions.
6. In view of the above, all the ROs are requested to immediately ensure rejuvenation of Scouts & Guides unit at the Vidyalaya level.

It is requested your early action in this regard will be highly appreciated.

Yours faithfully,

(O. P. SAGAR)
Asstt. Commissioner (Acad.)

Encl : 5 pages



Celebration of Days 2006-07

S. No.	Day of Celebration	Date
1	World Health Day-	7 th April
2	Earth Day	22 nd April
3	World Environment Day	5 th June
4	International Day against Drug Abuse and Illicit Trafficking	26 th June
5	World Forest Day	30 st June
6	World Population Day	11 th July
7	Sadbhawana Diwas	20 th August
8	Teachers Day	5 th September
9	World Literacy Day	8 th September
10	Pachmarhi Day	10 th September
11	International Day of Peace	16 th September
12	International Day of Elderly Persons	1 st October
13	Anti-Leprosy Day	2 nd October
14	World Habitat Day	2 nd October
15	International Day of Disaster Reduction	11 th October
16	Jota/Joti	21 st & 22 nd October
17	BS and G Foundation Day and Flag Day	7 th November
18	World Aids Day	1 st December
19	International Day for Disabled Persons	3 rd December
20	Human Rights Day	10 th December
21	Youth Day	12 th January
22	Thinking Day/ Founders Day	22 nd February
23	International Women's Day	8 th March

Programme for Scouts and Guides (JNV Level)

S. No.	Name of the Programme/Event	Place
1	Community Singing Training Course	NHQ Delhi
2	Disaster Preparedness Training Course	Jaipur (Raj.)
3	Vocational Training Course for Unit Leaders	Ajmer
4	30 th Pre ALT Course (Guide Wing)	NIC Pachmari
5	National Standard Judging Camp	NYC Pachmari
6	Pre-ALT Course (Scout Wing)	NTC Pachmari
7	LT (Leader Trainings) Course (Guide Wing)	NTC Pachmari
8	Mapping Cum Star Graying Course	NTC Pachmari
9	Quarter Master Training Course(Common)	NTC Pachmari
10	Pioneering cum Estimation course	NTC Gadpuri
11	Pre ALT Course for Scout Wing	NTC Pachmarhi
12	Badge Instructions and Examiners Course	NYC Gadpuri
13	Pre - ALT Course(Guide Wing)	NTC Pachmari
14	Course for leader trainers(Scout Wing)	NTC Pachmari
15	SOC/STc Meet	NHQ Delhi



Annexure -I

Scheme for Advancement of a Scout or a Guide 2007 to 2010

S. No.	Name of the Event	Programme	Month	Age	Venue
1	Pravesh	1. A boy or a girl can be invested as a Scout or as a Guide on completion of Pravesh Test 2. A Pravesh Scout/ Guide will work at least six months to qualify for Pratham Sopan	Before 20 th June	10 Years After six months to Pravesh	JNV Concerned JNV Concerned
2	Investiture	The recruit has completed his/her Pravesh Test. He/She has been prepared by his/her Patrol leader	Before 20 th July	After three months to Pravesh	JNV Concerned
3	Pratham Sopan	A Pratham Sopan scout or a guide will work for at least nine months to qualify for Dwitiya Sopan	Before 20 th August	After nine months to Pratham Sopan	JNV Concerned
4	Dwitiya	A Dwitiya Sopan scout or a guide will work or at least nine months to qualify for tritiya sopan	Before 20 th September	After nine months to Dwitiya Sopan	JNV Concerned
5	Tritiya Sopan	A Tritiya Sopan Scout or a Guide will work for at least six months to qualify for Rajya Puraskar.	Before 20 th October	After six months to tritiya sopan	JNV Concerned
6	Rajya Puraskar	A Rajya Puraskar Scout or a Guidewill work for at least nine months to qualify for Rashtrapati Scout Award or Guide Award. Note: Unless a scout or a guide completes the age of thirteen years he/she will not be eligible for receiving the Rajya Puraskar	Before 20 th November	After nine months to Rajya Puraskar Age-after thirteen years	JNV decided by RO
7	Rashtrapati Award	Note : Unless a scout or a guide completes the age by fourteen years he/she will not eligible for receiving the Rashtrapati Award.	Will be planned by NVS, New Delhi	Age after fourteen years	To be decided by NVS, New Delhi



LIST OF OFFICE BEARERS NOMINATED BY RO

S. No.	Designation	Office bearers/ Member	Cluster Incharge	Cluster
1	District Commissioner (Scout) MalePrincipal/ VicePrincipal			
2	District Commissioner (Guide) FemalePrincipal/ Vice Principal			
3	District Organising Commissioner (Scout)Scout Master			
4	District Organising Commissioner (Guide)Guide Captain			
5	District Training Commissioner (Scout) Scout Master			
6	District Training Commissioner (Guide) Guide Captain			
7	District Secretary acting scout master			
8	District Secretary acting guide captain			



**REGIONAL EXECUTIVE COMMITTEE (TO BE NOMINATED BY THE DEPUTY
COMMISSIONER OF THE REGION)**

S.No. Office bearers/Members	Proposals made/ received from JNVs
1 Regional Commissioner	Deputy Commissioner
2 Regional Organising Commissioner (Scout) Scout Master	Any Teacher (M)
3 Regional Organising Commissioner (Guide) Guide Captain	Any Teacher (F)
4 Regional Secretary Asstt. Commissioner dealing with Scouts/Guides	Asstt. Commissioner
5 Regional Joint Secretary (Principal/Vice Principal)	Principal
6 One District Commissioner (Scout)	Vice Principal
7 One District Commissioner (Guide)	Vice Principal
8 One District Organising Commissioner (Scout)	Principal
9 One District Organising Commissioner (Guide)	Vice Principal
10 One District Training Commissioner (Scout)	Principal
11 One District Training Commissioner (Guide)	Principal

DISTRICT LEVEL :

1. The office bearers of the District Level Committee will monitor the activities undertaken by the respective units under its jurisdiction.
2. Will chalk out action plan for conducting different courses like prathama, dwitiya and tritiya sopans in the respective units under their jurisdiction.
3. Will forward their action plan for strengthening the activities.
4. Liaise with the Regional Committee.

REGIONAL LEVEL :

1. The Regional Committee will make detailed plan of action regarding the conduct of Rajyapal puraskar and Rashtrapathi puraskar etc.,
2. The Regional Committee will appraise the State Level Committee the action taken from time to time.



Bifurcation of Volunteer Commissioners' at HQ/RO/ Cluster Level

1. HQ Level :

Posts sanctioned at HQ lever are 13, out of which 2 posts [These posts are Commissioner & Joint Commissioner (Admn)] are free of cost i.e. we do not pay fee for these two posts and rest of the 11 posts are payable out of which 6 posts are for Scouts and 5 posts are for Guides. We pay fee to Bharat Scouts & Guides @ Rs.5/- per head.

2. RO Level :

Posts sanctioned at RO level are 11, out of which 7 posts are for Scouts and 4 posts are for Guides.

3. Cluster/JNV Level :

Total post sanctioned are 8 for each cluster out of which 4 posts are for Scouts and 4 posts for Guides. During 2007-08 we are having 31 clusters.

Therefore the Summary of the bifurcation is as under :

Sl.No.	Level	Scouts	Guides
1	HQ	6	5
2	RO	8X7 = 56	8X4 = 32
3	Cluster/JNV	31X4 = 124	31X4 = 124
	TOTAL =	186	161



F. No.18-1/2007/NVS(Acad.)

Dated :19.02.2008

To,

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices.

Subject :Changing the funding pattern in R/O JNVs- Reg.

Sir/Madam,

With respect to the subject mentioned above it is intimated that a meeting was held on 20th July 2007, between the officials of the NVS and NCC, Directorate, to discuss various issues relating to conduct of NCC activities in Jawahar Navodaya Vidyalayas.

Amongst other issues, the existing funding pattern for conduct of NCC in JNVs was discussed in the meeting. Now, it has been decided by the competent authority that from the current year onwards, the broad procedure for management of funds is proposed as under:-

1. NVS will place funds at the disposal of Principals of JNVs.
2. Principals of JNVs will incur expenditure on institutional training of cadets directly at their end.
3. The JNV will release funds to NCC units, as advance, as and when cadets are detained to attend the camps.
4. On conclusion of the camps, expenditure statement, dully audited by State Accountant General, will be sent by the unit to Schools for final settlement.

Regarding, operating procedure for handling and disbursement of funds for institutional and camping activities by the JNVs we will adopt the policy that each JNV will spend funds @Rs750/- for institutional and @Rs 700/- for camping activities per year per student with the consultation of the field unit of the NCC as per the norms already prescribed by the NCC, Directorate, New Delhi.

As on date we are having the below mentioned strength in our Jawahar Navodaya Vidyalayas.

(As per the information given by the ROs)

Sl. No.	Name of the Region	No. of JNVs having NCC	No. of Cadets
1.	Bhopal	19	1100
2.	Chandigarh	26	1679
3.	Hyderabad	31	2655
4.	Jaipur	26	1733
5.	Lucknow	15	937
6.	Patna	17	1280
7.	Pune	15	842
8.	Shillong	21	1596
	Total	170	11822



Therefore, for the current financial year we have to release the funds to the JNVs in the following manner :-

1. For Institutional Activities 11822X750 =Rs. 8866500/-
2. For Camping Activities 11822X700 =Rs. 8275400/-

Total = Rs. 1,71,41,900/-

(Rupees One Crore Seventy One Lacs Forty One Thousand Nine Hundred only)

The Region wise requirement of funds for conducting Institutional and Camping activities in JNVs for the financial year 2007-08 is as under:

Sl. No.	Regional Offices	No. of JNVs	No. of Cadets	Funds for Institutional Activities @ Rs.750/- %	Funds for Camping Activities@ Rs. 700/- %	Total Requirements (Rs.)
1.	Bhopal	19	1100	825000	770000	1595000
2.	Chandigarh	26	1679	1259250	1175300	2434550
3.	Hyderabad	31	2655	1991250	1858500	3849750
4.	Jaipur	26	1733	1299750	1213100	2512850
5.	Lucknow	15	937	702750	655900	1358650
6.	Patna	17	1280	960000	896000	1856000
7.	Pune	15	842	631500	589400	1220900
8.	Shillong	21	1596	1197000	1117200	2314200
	Total	170	11822	88,66,500	82,75,400	1,71,41,900

The NVS, Hqrs is sending the funds to the ROs at the earliest with the instructions for onward remittance to the JNVs where NCC activities are being conducted as per the guidelines given by the NCC Directorate, New Delhi.

Kindly note that NCC activities both institutional as well as camping may be completed in the JNVs, under your jurisdiction before 31st March 2008 as per the instructions issued by the NCC, Directorate, attached with this letter.

Hopping for timely completion of all the activities.

(Niranjana Singh)
Joint Commissioner (Acad.)

Copy to :

1. DGNCC, Office of the Director General, NCC, West Block - IV, R. K. Puram, New Delhi - 110066 : for information, please.
2. Sh. S. K. Singh, Director (Fin.) for DGNCC, Office of the Director General, NCC, W/est Block - IV, R. K. Puram, New Delhi - 110066 : for information, please.
3. Asstt. Commissioner (Fin.), NVS, Hqrs., New Delhi : for information, please.
4. PS to Commissioner, NVS, New Delhi : for information, please.

O. P. Sagar
Asstt. Commissioner (Acad.)



F. No. 18-1/2007/NVS(Acad.)

Dated :22.02.2008

To,

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices.

Subject : Expenditure details for institutional and camping activities- Reg.

Sir/Madam,

With reference to the subject cited above, it is intimated NVS HQrs has already informed you by our letter of even number dated 19th February 2008 that the expenditure on institutional and camping activities would be @ Rs.750/- and @ Rs.700/- per cadet respectively. In order to regulate the expenditure and to maintain uniformity the details of expenditure would be as follows:

1. Institutional Training for 1 Troop (100 cadets)

SI. No.	Head	Expenditure would be remitted by NVS State.
A	Pay & Allowance for Laskars @ Rs.5500/-pm	Nil (JNVs are already having Mess employees)
B	Annual Trg Grant	Rs.400/-
C	Amenity Grant @ Rs 2/- per cadet	-
D	Honorarium (a) Rs800/-pm	Rs.9,600/-
E	Washing & Polishing Alice to cadets @ Rs 10/-pm for 8 months	Ps. 8,000/-
F	Refreshment Alice @ Rs. 2/- per cadet per parade (for 150 parades)	Rs.30,000/-
G	Annual Outfit Alice (5) Rs. 1200/-	Rs. 1,200/-
H	Annual Outfit Maintenance Alice to ANOs @ Rs 480/- pa	Rs. 480/-
I	Aero/Ship Modeling Grant	Rs. 1,000/-
J	POL	Rs. 1,500/-
K	Office Expenditure	Rs. 16,970/-
L	Pre-Commission Trg for ANOs	Rs. 5,850/-
TOTAL		Rs. 75,000/-
Average Exp per cadet		Rs 750/-


2. Camp Exp. for 1/2 Troop (50 cadets)

a	Messing Allowance (Cadets)	=Rs.40 x 10 days x 50 cadets	=Rs.20,000/-
b	Messing Allowance (ANO)	= Rs.45 x 10 days x 1ANO	= Rs. 450/-
c	Incidental	=Rs.8 x 10 days x 50 cadets	= Rs.4,000/-
d	POL	=Rs. 55 x 50 cadets	=Rs.2,750/-
e	TA for Cadets	=Rs.100 x 50 cadets	=Rs. 5,000/-
f	DA for Cadets	= Rs.30 x 50 cadets x 2 days	=Rs.3,000/-
	Total for 50 cadets and 1 ANO		=Rs. 35,200/-
g	Expenditure per Cadet	= Rs.35,200/50 cadets	=Rs.704/-

This issues with the approval of the Competent authority.

(O. P. SAGAR)
Asstt. Commissioner(Acad.)



F. No. F.2-1/2007-NVS(Acad.)
To,

Dated : 07.05.2008

The Principal
(All Jawahar Navodaya Vidyalayas)

Sub. : Allocation of Streams at +2 level for the Academic Session 2008-09- Reg.

Sir/ Madam,

In compliance of the decision taken in the XIII Academic Advisory Committee Meeting held on 10th March, 2008 at NVS, Hqrs, New Delhi the following criteria may please be followed while allotting streams to the students at +2 stage in JNVs during 2008-2009:-

BENCH MARK FOR 2007-2008	BENCH MARK FOR 2008-2009
<p>A Science with Mathematics 50% Marks in Mathematics, and 50% Marks in Science, and 55% Marks in Mathematics and Science taken together, and</p> <p>50 % Marks in aggregate of all subjects.</p>	<p>A. Science with Mathematics 50% Marks in English 55% Marks in Mathematics, and 55% Marks in Science, and 60% Marks in Mathematics and Science taken together, and</p> <p>55% Marks in aggregate of all subjects.</p>
<p>B Science Without Mathematics 55% Marks in Science, and English 50%</p> <p>50% Marks in aggregate of all subject</p>	<p>B. Science Without Mathematics 50% Marks in English</p> <p>60% Marks in Science, and English 50%</p> <p>55% Marks in aggregate of all subjects.</p>
<p>C Commerce Stream 45% Marks in Aggregate of all subjects, and</p> <p>50% Marks in Mathematics, if Mathematics is offered as compulsory subject in this stream</p>	<p>C. Commerce Stream 45% Marks in Aggregate of all subjects, and</p> <p>50% Marks in Mathematics, if Mathematics is offered as compulsory subject in this stream.</p>

There is no change in the criteria/bench marks fixed for admission to other streams namely Commerce Stream, Humanities Streams, Bio-technology and Vocational Stream in JNVs admission to these streams will be strictly in accordance with instructions contained in NVS Hqrs Circulars No. F.29-1/2006-NVS (Acad)/2334-2341 dated 21st June, 2006 and F. No. 29-1/2006/NVS (Acad)/167 dated 15.03.2007 respectively



It may be brought to the notice of the students & parents that counseling to be made to all the students for choosing the streams. Students should be encouraged to choose the stream on their abilities and not merely depending upon marks obtained in the subjects.

Yours faithfully,

(MUKESH)
Dy. Commissioner (Acad)

Copy to :

1. Deputy Commissioner, NVS, All Regional Offices: - with direction to monitor and arrange counseling to the students for choosing streams after the declarations of board results 2008.
2. All Director, NLI - for information please.

(P.K. Sharma)
Assistant Commissioner(Acad)



एफ.न. 16-1/2007-नविस (शै.)

दिनांक 21.5.2008

सेवा में,

उपायुक्त,
नवोदय विद्यालय समिति,
संघी क्षेत्रीय कार्यालय.

विषय: जवाहर नवोदय विद्यालय में स्काउटिंग-गाइडिंग गतिविधियों के सुचारु संचालन विषयक।

महोदय/महोदया,

उपरोक्त विषयान्तर्गत जवाहर नवोदय विद्यालयों में स्काउटिंग-गाइडिंग गतिविधि की अनिवार्यता के संदर्भ में इसका सुचारु संचालन आवश्यक है। इस हेतु आपका ध्यान निम्नलिखित बिन्दुओं पर आकृष्ट करना चाहूँगा :-

1. प्रत्येक विद्यालय में कम से कम दो-दो प्रशिक्षित स्काउट मास्टर एवं गाइड कैप्टन होना चाहिए। इस हेतु संघीय स्तर पर बेसिक पाठ्यक्रम प्रशिक्षण शिविर का आयोजन कया जाना चाहिए।
2. प्रत्येक प्रभारी स्काउट मास्टर एवं गाइड कैप्टन कम से कम एडवान्स प्रशिक्षण प्राप्त होना चाहिए। इस हेतु संघीय स्तर पर अप्रशिक्षित स्काउट मास्टर एवं गाइड कैप्टन के लिए प्रशिक्षण शिविर का आयोजन किया जाना चाहिए।
3. जिस स्काउट यूनिटगाइड यूनिट के स्काउट-गाइड, राष्ट्रपति स्काउटगाइड जांच शिविर में वर्ष 2008 में सम्मिलित हो रहे हैं, उनके स्काउट मास्टर गाइड कैप्टन की प्रशिक्षण योग्यता कम से कम एडवान्स प्रशिक्षण होना चाहिए। अन्यथा उनके द्वारा अग्रसारित आवेदन पत्र निरस्त होंगे। ऐसी स्थिति में 15 जुलाई, 2008 तक संबंधित स्काउट मास्टर गाइड कैप्टन को एडवान्स प्रशिक्षण पूर्ण कर लेना चाहिए, यदि उन्होंने कम से कम एक वर्ष पूर्व बेसिक प्रशिक्षण पाठ्यक्रम पूर्ण कर लिया है।
4. प्रशिक्षण संबंधी प्रक्रिया समीपस्थ राज्यों से सम्पर्क एवं सहयोग प्राप्त कर प्रशिक्षण कार्यक्रम आयोजित किए जाएं। प्रशिक्षणोपरांत आख्या इस कार्यालय को उपलब्ध कराएं जाएं।



5. संकुल स्तर पर संकुल के समस्त स्काउट मास्टर एवं गाइड कैप्टन की एक दिवसीय गोष्ठी आयोजित कर स्काउट-गाइड गतिविधि के लिए वार्षिक योजना तैयार की जानी चाहिए।
6. संभाग के पदाधिकारियों की गोष्ठी माननीय उपायुक्त (क्षेत्रीय आयुक्त, भारत स्काउट एण्ड गाइड, नविस स्टेट) के निर्देशन में इस गतिविधि को सुचारु रूप से संचालित करने हेतु आयोजित की जानी चाहिए।
7. जिन विद्यालयों के स्काउटगाइड यूनिट का नाम इस कार्यालय को नहीं प्रेषित किया गया है, उनके यूनिट के नाम की सूची अविलम्ब इस कार्यालय को प्रेषित किया जाना चाहिए। ज्ञातव्य हो कि स्काउट यूनिट के नाम महापुरुषों एवं गाइड यूनिट के नाम वीरांगनाओं एवं महान नारियों के नाम पर रखा जाना चाहिए।
8. स्काउटिंग-गाइडिंग गतिविधियों का संचालन सप्ताह में कम से कम एक दिन अवश्य किया जाना चाहिए। स्काउट मास्टर एवं गाइड कैप्टन को उसके लिए अन्य सभी कार्यों से मुक्त किया जाये।
9. स्काउटिंग एवं गाइडिंग गतिविधियों से संबंधित आख्या फोटोग्राफ सहित इस कार्यालय को भेजी जानी चाहिए।

गत शिक्षा सत्र 2007-08 में क्षेत्रीय कार्यालय द्वारा शिक्षक शिक्षिका हेतु बेसिक तथा एडवांस कोर्स आदि करवाए गए हैं, इसकी सूचना प्रतिभागियों के नाम, विद्यालय सहित मुख्यालय को सूचित करें ताकि मुख्यालय स्तर पर प्रशिक्षित शिक्षकों को सूचीबद्ध किया जा सके।

धन्यवाद।

भवदीय,

प्रतिलिपि: संयुक्त सचिव (शैक्षणिक), को सूचनार्थ प्रेषित।

(ओ.पी.सागर)

सहायक आयुक्त (शै0)

सचिव, भारत स्काउटस् एण्ड गाइडस्
नविस स्टेट, नई दिल्ली.



F. No.1-48/2005-NVS(F&A)

Dated :14.11.2008

To

The Principals,
All Jawahar Navodava Vidyalayas.

Subject : Utilisation of Navodaya Vikas Nidhi-reg.
Ref:- No. I-48/2005-NVS(F&A) dated 25.8.2008 of NVS.

Sir/Madam,

In continuation to the letter of even number dated 25.8.2008, the following instructions are issued with regard to the utilisation of Navodaya Vikas Nidhi.

It is noticed that large amount collected towards Navodaya Vikas Nidhi have remained unutilised till the end of the Financial year due to certain constraints expressed by the Principals. As the utilisation pattern of Navodaya Vikas Nidhi communicated vide the letter referred above is restricting the implementation of developmental activities of the Vidyalaya, it has been decided that keeping in view the requirement of the Vidyalaya, the Principal is directed to utilise the same in consultation with the Chairman, Vidyalaya Management Committee and P.T.C.

As number of activities are being regularly organised in Navodaya Vidyalayas, for which funds accumulated in the Navodaya Vikas Nidhi can be utilised. Instead of restricting the percentage, the Principal is authorised to utilise in the following areas:-

Particulars

- 1 For expansion of Computer Education Programme and Information Technology.
- 2 For conducting Yoga Camps, Adventure Activities, Promotion of Sports etc.
- 3 For development of Hobby Centres and Junior Science Labs as part of Science Promotion activities.
- 4 For organising local excursion, troops and cultural activities.
- 5 For promotion of NCC and Scout & Guides activities.
- 6 For Safety, Security and Health care of the children.
- 7 Quality improvement programmes in academics/Pace Setting Activities.

In order to enable the Vidyalaya to fully utilise the NVN, a few guidelines are given below:-

1. Under Computer Education Programme and I.T, accessories and educational softwares and absolutely required hardwares can also be procured.
2. Service of experts can also be utilised by the institution for promotion of sports, adventure activities etc.
3. Expenditure on Educational Excursions need not be restricted to migrated students. However, Excursions to the places of Historical importance, Cultural and scientific interest shall be organised for all children.



4. Expenditure for Specialised training on cultural importance like Bharatnatyam, Kuchippudi, Mohiniyattom, Folk Dance, Spic Maca programmes, Art in Education etc. can also be met from this fund.
5. Expenditure on Safety & Security, Health Care, providing academic tools, quality improvement activities like, providing clean drinking water, hot water facilities, clean toilets with tiles paved on the toilet floor, providing reading room facilities etc. Can also be taken up.

However, Principals are directed to ensure that the approval of Chairman, VMC is obtained for all expenditures exceeding Rs.50,000/- (Rupees Fifty thousand only) met from Navodaya Vikas Nidhi.

Proper planning needs to be made right at the beginning of the academic session for making an estimate of the total collection towards the fund during the year and for allocation of budget for items and activities. A Committee may be constituted at the Vidyalaya level for this purpose with the following members :

1. Principal
2. Vice Principal / Senior Most Teacher
3. One PGT
4. One TGT
5. One Creative Teacher
6. School Captain
7. One leader from each house including migrated child.

Yours faithfully,

Sd/-
[B. Anand]
Commissioner

Copy to :

1. All Dy. Commissioners - with a request to monitor the expenditure of NVN so that the funds are not accumulated and utilised effectively for quality improvement programmes.
2. The Asstt. Commissioner(Fin), NVS, New Delhi - for information.
3. P.S to Commissioner - for information & records.



F. No. 41-2/2008-NVS(Acad.)

Dated :20.11.2008

To,

The Principals,
All Jawahar Navodaya Vidyalayas.

Subject : Utilisation of Navodaya Vikas Nidhi-regarding.

Sir/Madam,

With reference to above, the following instructions have been issued with regard to the utilisation of Navodaya Vikas Nidhi by Commissioner. NVS vide his letter No.I-48/2005-NVS(F&A) dated 14.11.2008 :

It is noticed that large amount collected towards Navodaya Vikas Nidhi have remained unutilised till the end of the Financial year due to certain constraints expressed by the Principals. As the utilisation pattern of Navodaya Vikas Nidhi communicated vide the letter referred above is restricting the implementation of developmental activities of the Vidyalaya, it has been decided that keeping in view the requirement of the Vidyalaya, the Principal is directed to utilise the same in consultation with the Chairman, Vidyalaya Management Committee and P.T.C.

As number of activities are being regularly organised in Navodaya Vidyalayas, for which funds accumulated in the Navodaya Vikas Nidhi can be utilised. Instead of restricting the percentage, the Principal is authorised to utilise in the following areas:

Particulars	
1	For expansion of Computer Education Programme and Information Technology.
2	For conducting Yoga Camps, Adventure Activities, Promotion of Sports etc.
3	For development of Hobby Centres and Junior Science Labs as part of Science Promotion activities.
4	For organising local excursion, troops and cultural activities.
5	For promotion of NCC and Scout & Guides activities.
6	For Safety, Security and Health care of the children.
7	Quality improvement programmes in academics/Pace Setting Activities.

In order to enable the Vidyalaya to fully utilise the NVN, a few guidelines are given below:-

1. Under Computer Education Programme and I.T, accessories and educational softwares and absolutely required hardwares can also be procured.
2. Service of experts can also be utilised by the institution for promotion of sports, adventure activities etc.
3. Expenditure on Educational Excursions need not be restricted to migrated students.



However, Excursions to the places of Historical importance, Cultural and scientific interest shall be organised for all children.

4. Expenditure for Specialised training on cultural importance like Bharatnatyam, Kuchippudi, Mohiniyattom, Folk Dance, Spic Maca programmes, Art in Education etc. can also be met from this fund.
5. Expenditure on Safety & Security, Health Care, providing academic tools, quality improvement activities like, providing clean drinking water, hot water facilities, clean toilets with tiles paved on the toilet floor, providing reading room facilities etc. Can also be taken up.

However, Principals are directed to ensure that the approval of Chairman, VMC is obtained for all expenditures exceeding Rs.50,000/- (Rupees Fifty thousand only) met from Navodaya Vikas Nidhi.

Proper planning needs to be made right at the beginning of the academic session for making an estimate of the total collection towards the fund during the year and for allocation of budget for items and activities. A Committee may be constituted at the Vidyalaya level for this purpose with the following members :

1. Principal
2. Vice Principal / Senior Most Teacher
3. One PGT
4. One TGT
5. One Creative Teacher
6. School Captain
7. One leader from each house including migrated child.

Yours faithfully,

Sd/—
[B. Anand]
Commissioner



F. No. 10-3/2009-NVS(Acad.)

Dated : 14.09.2009

To,

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices.

Subject : Budget allocation for Games and Sports activities for the financial year 2009-10 - Regarding.

Sir/ Madam,

The budget allocation for the financial year 2009-10 for sports and games activities is Rs.3.00 lacs for organizing cluster/regional games and sports meets and Rs.2.00 lacs for national meets and Rs. 1.50 lacs for purchase of tracksuits, kits, sport shoes, T Shirts etc. Similarly, the provision @ Rs.2.00 lacs for each of 2 JNVs in each regional office is also been kept for making these JNVs as excellence centre which are having specialized skill in a particular game.

You are requested, kindly intimate the name of 2 JNVs which you think as excellence centre which are having specialized skill in a particular game.

Yours faithfully

(O. P. SAGAR)

Asstt. Commissioner (Acad.)



F. No. F.2-2/2007-NVS(Acad.)

Dated : 20.11.2009

To,

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

**Subject: Introduction of New Vocational Courses by CBSE entitled
“Hospitalty and Tourism”-reg.**

Sir/Madam,

Kindly refer to this office letter No.F.2-4/2007-NVS (Acad.) dated 23rd October, 2009, wherein you were requested to identify two JNVs in your region where the aforesaid courses can be introduced. The requisite information is still awaited.

The Education Secretary (Secondary Education & Literacy) convened a meeting in this regard and desired to workout the modalities for considering the introduction of following packages under “Hospitalty and Tourism” during the session 2010-11 at +2 stage :

- 1) Food Production
- 2) Food and Beverage Services.

The objective of introducing these courses is to train the students to operate food service industry. They are exposed to the latest information on Food and Beverages, knowledge of different types of service, knowledge of menu items, method of preparation, etc. so as to acquire skill for service of food and beverages, preparation, presentation and settlement of bills, etc.

JOB OPPORTUNITIES

Students trained in art of food and beverage service can find employment in different establishments like hotels, restaurants, airlines, cruise liners, railways, guest houses, canteens, fast food outlets, pubs & bars, outdoor catering and banquet establishments. The curriculum for Food Production and Food & Beverage service under hospitality and tourism prepared by CBSE is in process.

The aforesaid courses will be linked with the entrance test conducted by National Council for Hotel Management and Catering Technology (NCHMCT) for diploma and degree courses so as to ensure upward mobility for the passout at +2 stage. Under these courses, a joint certificate by CBSE and NCHMCT will also be awarded. Moreover, Two Teachers in each selected JNV are likely to be posted on contract for the above courses. The existing courses on Hotel Management and Hotel management & Catering Technology in JNVs will not be discontinued unless new courses are introduced.



VERTICAL MOBILITY FOR FURTHER EDUCATION

CBSE is taking care to ensure Vertical Mobility for Higher Education at the College/ University Level. The following scheme of studies is likely to be offered by CBSE while introducing these vocational courses:

- i) Language (Hindi or English at +2 stage).
- ii) Two Vocational Courses.
- iii) Two elective subjects as per scheme of studies of CBSE.

Hence, the children are at liberty to go ahead for further education at the Graduation Level *or* seeking self-employment after passing +2. The identification of training resources/ venue JNVs for organizing the newly introducing courses, infrastructure, accessibility of star hotels in nearby vicinity for practical experience, orientation of engaged faculty, etc will be carried out in due course by National Council of Hotel Management & Catering Technology in consultation with the CBSE and NVS.

You are requested to provide the following information for further course of action:

- 1) Name of JNVs having adequate infrastructural facilities like spacious Hall, Kitchen, one additional classroom, availability of Star Hotel in nearby vicinity and willing to opt for introducing the above vocational courses during 2010-11
- 2) Number of students enrolled in these JNVs in Class IX & X for the session 2009-10.
- 3) Consent of parents in writing for the students willing to opt these courses
- 4) The opinion of teachers to accept and support in view of its vertical mobility in Higher Education and Employment?
- 5) To forward your opinion about the continuity of existing vocational courses namely, Hotel Management and Hotel Management & Catering Technology, wherever functioning, whether to continue these courses in 2010-11 *or* to switchover to the proposed courses as above.
- 6) Any other relevant point for considering the introduction of new vocational courses

The required information must be sent to this office latest by 30th of November, 2009 so as to submit the same to the Ministry of HRD/CBSE at the earliest:

Yours faithfully

(M.S. Khanna)

Joint Commissioner(Pers.)



F. No. F.16-3/2008-NVS(Acad.)

Dated :20.11.2009

To,

The Deputy Commissioners
Navodaya Vidyalaya Samiti
All Regional Offices

Subject : NVS Incentive Award - 2009 for the Principals/ Vice-Principals, Teachers and students at National level - Regarding.

Sir/ Madam,

The Scheme of Navodaya Vidyalaya Samiti Incentive Award to the Principals, Vice Principals, PGTs, TGTs and Miscellaneous category of teachers at National level is in practice, since last couple of years. These awards are given to the faculty of teaching staff including Principals and Vice Principals for excellence in academic and all round meritorious performance in different areas. The Finance Committee in its 44th Meeting held on 30th June 2009 recommended the provision of organizing Navodaya Incentive Award Programme for the Principals, Vice Principals, teachers and students at the **National Level only**. The Executive Committee has confirmed the recommendation of FC as per the following details of numbers of awards earmarked for the same:

Number of awards earmarked at National Level

Sl.No.	Category	Number of Awards
1	Principal	3
2	Vice-Principal	3
3	PGTs	5
4	TGTs	5
5	Misc.TGTs(Art,Music,PET,Librarian,SUPW)	3
	TOTAL	19

II) Eligibility criteria for NVS National level Award -2009:

1. Principals/Vice Principals and Teachers, who apply for this award must have rendered Six years of regular service in Jawahar Navodaya Vidyalayas by 31st March of the year of the presentation of Award. However Vice-Principals having 4 years of service as Vice-Principal and 2 years as PGT can be considered for award.
2. 90% of passes in CBSE Board Examination of Class X & XII in the immediate past 3 years (for Principals/Vice Principals).
3. 90% of passes in their subject in immediate past 3 years (for Teachers).
4. Level of achievement in Vidyalaya activities like House management, Mess Management, CCA, NCC, Scouts and Guides, Sports and Games, Computer Education/ ICT, Pace Setting, etc.



5. Good conduct and behaviour and contribution towards healthy conducive atmosphere.

III) Details of Awards

- i) Cash Award - Each awardee Principal/Vice Principal/Teachers selected for National Award will be honoured with Cash Award of Rs.10,000/-.
- ii) A shawl costing Rs.1, 200/- per piece.
- iii) A commendation certificate.

IV) Guidelines for recommending names for NVS National Award 2009 to Principals, Vice Principals and Teachers.

1. Quantitative and Qualitative performance in Academics for the last 3 years.
2. Contribution and achievement in co-curricular activities like Sports, NCC, Scouts and Guides, Pace Setting Activities, Performing Arts, Literature etc.
3. Use of ICT in class transaction.
4. Innovative projects undertaken.
5. Frequency of participation in training programme, In-service courses as resource person etc.
6. Working as House Master/ Associate House Master.
7. Grading of ACRs for the last three years.
8. Recognition at District/ Regional/ State/ National Level.

The constituted committee at Headquarter Level will scrutinize the credentials of recommended Awardees and select the best principals/Vice Principals/Teachers for National Award-2009 as per existing earmarked Awards and the guidelines mentioned above.

V) NVS National Award to the students

a) Eligibility Criteria:

- i) Three Toppers of class X across the JNVs in aggregate marks obtained in CBSE Board Exam 2009.
- ii) Five Toppers of class XII (One in Aggregate and one each in four streams) across the JNVs in CBSE Board Examination 2009.

b) Details of Award:

- i) Gold Medal (50 gms Silver medal 75% purity with rhodium gold polish with Navodaya Logo in one side and details of Exam. on the other side)
- ii) A Commendation Certificate.



The requisite proformae for recommending NVS National Level Award-2009 for Principals, Vice Principals, Teachers and Students are placed at **Annexure- I** .

VI) Documents to be submitted

- Particulars of Teachers/ Vice Principals/ Principals duly filled in part A, part B and part C as mentioned in guidelines and recommended by Principal/ Chairman and Regional Committee.
- .Two pass port size photographs duly attested on backside and attach in a separate envelope
- A brief resume of Teacher focusing achievements, awards, contribution to Vidyalaya Community etc.
- Vigilance Clearance Certificate stating that no Vigilance case is either pending or contemplated against him/ her as per records available.
- Any other relevant information.

It is reiterated that complete information as per the proforma is to be sent. There must be no deviation from the prescribed proforma, failing which the recommendation will not be processed.

The recommended applications may kindly be submitted to this office for further follow up latest by 7th December, 2009.

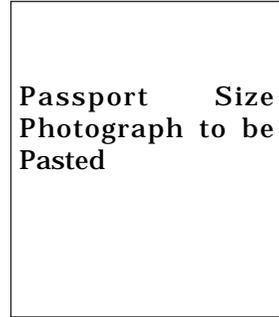
Encls: As above

Yours faithfully,

(M.S.Khanna)
Joint Commissioner (Pers.)



ANNEXURE- I



**PROFORMA FOR RECOMMENDING PRINCIPALS/
VICE PRINCIPALS AND TEACHERS FOR
NVS NATIONAL AWARD - 2009**

Parts A, B and C are to be filled in by the Principal (in case of teachers) and by the Deputy Commissioner (in case of Principals/Vice Principals)

PART - A

Particulars of the Principal/Vice Principal/Teacher

- 1.(a) Name(in block letters) _____
- (b) Name (in Hindi) _____
- 2.(a) Designation & School address in Eng. _____
with Pin code number _____
- (b) Designation & School address in Hindi _____
with Pin code number _____
3. Region _____
4. Date of Birth _____
5. Present age _____
6. Sex _____
7. Date of Joining NVS :
On deputation basis as _____ from _____ to _____
On regular basis as _____ from _____ to _____



ANNEXURE - I

9. SERVICE RECORD

Name of the Vidyalaya	Designation	Duration of service			Subject(s) taught	Any other responsibility carried out.
		From	To	Total		
1.	2.		3.		4.	5.
		From	To	Total		

9. (a) Total Experience
(Mention teaching experience of
Recognized schools only including
+2 stage)

Teaching _____
Administrative _____
Others _____

Total _____

9 (b) Total Experience in NVS only

Teaching _____
Administrative _____
Others _____

Total _____



ANNEXURE - I

10. What concrete steps has the teacher taken to avoid dropouts in the Vidyalaya ?

PART - B

11. What has been the teacher's result for the past 3 years at Board/Vidyalaya level Examination?

In case of Principal, Board's result.

Year	Classes	Subject taught	No.of Students		Results for Quality Analysis of Board/Non Board class			
			Appeared	Passed	Pass %	% of students getting 75% to 89%	% of students getting 90% and above	% of students getting 95% and above



ANNEXURE -I

12. Has the teacher undertaken any specific activities for promoting National Integration during teaching career? Give details.
13. The following information may specifically be given with reference to
 - Punctuality
 - Discipline
 - Value based education
 - His/her behaviour with migrated students
14. Has the teacher undertaken any Innovative Practice/experimentation for greater impact of his/her Teaching on the students? If so, give a brief note in the following areas:
 - a) Classroom instructions
 - b) Laboratory/Library works
 - c) Assessment & evaluation
 - d) Administrative work
 - e) Computer Aided Teaching
 - f) Any other work
15. Which teaching – learning practices are adopted and what are the types of teaching aids, including mass media/ Computer/research in pedagogy used by the teacher to make classroom instruction more interesting ?
16. Does the teacher give any special attention and assistance to the gifted and weaker students? If, so give details.



ANNXURE - I

17. Has the teacher participated in any in-service training programmes, Workshops, etc. or acted as Resource person/Director? If so, give details of the last ten years.

Sl. No.	Year	Name of the course	Duration	Capacity as participant/ Resource Person/Director	Remarks

18. Does the teacher take active interest in organizing co-curricular activities including scouting & guiding, trekking, NCC, NSS etc. in the Vidyalaya? If yes, give details:

Year	Event/Activity	Achievement

19. Does the teacher take active interest in promoting sports & games? Give details:

Year	Event/Activity	Achievement

20. Has the teacher worked as House Master/ Associate House Master for the last 03 years (give details):

Year	Event/Activity	Achievement



ANNXURE - 1

21. Has the teacher received any recognition, Award or prize at the District/Regional/ State/National level? If so, give particulars.

Name of the award	Year of award	The Institution which awarded	Field of recognition	Remarks

22. Any other significant achievement/ Contribution not mentioned above.

Year	Field/Areas	Details of Achievement / contribution



ANNEXURE-I

**Information to be given in case of Principal (Points 23 to 29)
Please give only brief account.**

23. Has the Principal introduced any Innovative ideas for raising the Quality of education in the school?
24. Does the Principal invite the parents for their co-operation for academic development? If yes, the details thereof.
25. Does the Principal take interests in maintenance of the school building and beautification of the campus? If so, give details.
26. Are the activities like Annual day, sports day, Clubs (nature, science, reader), value based education etc. being organized? If so, give details.
27. Is guidance provided to the teachers in professional development and whether he encourages the teachers as well as students for experiments/innovations?
28. What goals/targets are set in academic/ sports and games/other activities and what are the achievements?
- 29.(a) Has any project been undertaken during the last three years at school level? If yes, give details.
- (b) Any special achievement of the Vidyalaya during his tenure as Principal/Vice-Principal of the Vidyalaya in the filed of Acad./ Computer-aided Education/games and Sports / co-curricular activities / any other activity.

Year	JNV	Detail of Special achievement



ANNEXURE-I

PART - C

Remarks about the Teacher/Principal based on the Assessment of her/his superiors on three point scale viz. Outstanding/Very Good/Good.

30. Does the teacher command Respect among the students?
31. Is she/he able to maintain discipline among the students?
32. Does the teacher maintain cordial relations with his fellow-teachers and others?
33. Is she/he held in high esteem by the community, particularly the parents?
34. What is the extent of participation of the teacher in activities of parent-teacher association etc?
35. Is it certified that all the information provided from Sl.No.01 to 34 has been checked and found correct.

Signature of the Principal in case of a teacher

**Recommendation of the
Assistant Commissioner-cum-cluster I/c**

Signature

**Counter Signature of
Deputy Commissioner of the Region
(With seal)**



ANNXURE -I

PART - D

Remarks/Recommendations of the NVS Regional Level Selection Committee

- 1.**
- 2.**
- 3.**
- 4.**

[To be filled by NVS (Hqrs.), New Delhi]

PART - E

**Recommendations of the
NVS Level Committee**

- 1.**
- 2.**
- 3.**
- 4.**

**Signature
Commissioner/Chairman,
NVS Level Committee**



ANNEXURE - II

Certificate to be furnished by the Principal in case of Teachers and by the Deputy Commissioner in case of the Principal

It is certified that Dr./Smt./Shri _____
(Name of the teacher/Principal with Designation)
of Navodaya Vidyalaya _____ has an
absolutely clean record of service and faultless antecedents and that no Vigilance/
Disciplinary enquiries are pending/contemplated against her/him.

Signature with seal



F. No. F.14-2/2007-NVS(Acad.)

Dated :18.01.2010

To,

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices.

**Subject: Modification of Daily Routine in Jawahar Navodaya Vidyalayas -
Comments thereof.**

Sir/ Madam,

Navodaya Vidyalaya Samiti had issued Daily Routine for Jawahar Navodaya Vidyalayas way back in 1987 vide this office letter No. F.13-32/87-NVS dated 28 July 1987. In most of Jawahar Navodaya Vidyalayas it is being followed. However there are lots of variations with reference to duration of various activities, length of periods and sequence of daily routine etc. Now, keeping in view, the recommendation of NCF 2005, It has been felt to modify the existing daily routine so as to have a uniformity in the adherence of various activities, length periods, daily routine etc. across the country in JNVs. The suggested daily routine for summer, winter, Sunday and Holidays is prepared and being disseminated as under for your comments: -

Daily Routine (Summer) in Navodaya Vidyalayas

(1st April to 31st October)

1. Rouse	5.00 a.m.
2. PT/medical attendance	5.30 a.m. to 6.00 a.m.
3. Cleanliness of dorms. & surrounding areas/ Bath and Change	6.00 a.m. to 7.00 a.m.
4. Breakfast	7.00 a.m. to 7.30 a.m.
5. Assembly	7.30 a.m. to 7.50 a.m.
6. I Period	7.50 a.m. to 8.30 a.m.
7. II Period	8.30 a.m. to 9.10 a.m.
8. III Period	9.10 a.m. to 9.50 a.m.
9. IV Period	9.50 a.m. to 10.30 a.m.
10. Recess	10.30 a.m. to 10.45 a.m.
11. V Period	10.45 a.m. to 11.25 a.m.
12. VI Period	11.25 a.m. to 12.05 p.m.
13. VII Period	12.05 p.m. to 12.45 p.m.
14. VIII Period	12.45 p.m. to 1.25 p.m.
15. Lunch	1.30 p.m. to 2.30 p.m.
16. Rest & Change	2.30 p.m. to 3.30 p.m.
17. Remedial and Enrichment study	3.30.p.m. to 4.30 p.m.



18. Evening Tea	4.30.p.m. to 4.45.p.m.
19. Roll call and Games	4.45 p.m. to 5.45 p.m.
20. Evening Assembly and Snacks/Fruits distribution	5.45 p.m. to 6.00 p.m.
21. Bath and Change	6.00 p.m. to 6.30 p.m.
22. Supervised study	6.30 p.m. to 8.00 p.m.
23. Dinner	8.00 p.m. to 8.30 p.m.
24. Recreation/ Own time	8.30 p.m. to 9.00 p.m.
25. Self study	9.00 p.m. to 10.00 p.m.
26. Lights off	10.00 p.m.

Daily Routine (Winter) in Navodaya Vidyalayas

(1st November to 31st March)

1. Rouse	5.45 a.m.
2. PT/medical attendance	6.15 a.m. to 6.45 a.m.
3. Cleanliness of dorms. & Surrounding areas/ Bath and Change	6.45 a.m. to 7.30 a.m.
4. Breakfast	7.30 a.m. to 8.00 a.m.
5. Assembly	8.00 a.m. to 8.20 a.m.
6. I Period	8.20 a.m. to 9.00 a.m.
7. II Period	9.00 a.m. to 9.40 a.m.
8. III Period	9.40 a.m. to 10.20 a.m.
9. IV Period	10.20 a.m. to 11.00 a.m.
10. Recess	11.00 a.m. to 11.15 a.m.
11. V Period	11.15 a.m. to U.55 a.m.
12. VI Period	11.55 a.m. to 12.35 p.m
13. VII Period	12.35 p.m. to 1.15 p.m.
14. VIII Period	1.15 p.m. to 1.55 p.m.
15. Lunch	2.00 p.m. to 2.45 p.m.
16. Rest & Change	2.45 p.m. to 3.30 p.m.
17. Remedial and Enrichment study	3.30.p.m. to 4.30 p.m.
18. Evening Tea	4.30.p.m. to 4.45.p.m.
19. Roll call and Games	4.45 p.m. to 5.45 p.m.
20. Evening Assembly and Snacks/Fruits distribution	5.45 p.m. to 6.00 p.m.
21. Bath and Change	6.00 p.m. to 6.30 p.m.



22. Supervised study	6.30 p.m. to 8.00 p.m.
23. Dinner	8.00 p.m. to 8.30 p.m.
24. Recreation/ Own time	8.30 p.m. to 9.00 p.m.
25. Self study	9.00 p.m. to 10.00 p.m.
26. Lights off	10.00 p.m.

Routine for Sunday and Holidays in Navodaya Vidyalayas

1. Cleanliness of dorms. & surrounding areas	7.00 a.m to 8.00 a.m
2. Bath and Change	8.00 a.m. to 9.00 a.m.
3. Breakfast	9.00 a.m. to 9.30 a.m.
4. Own time and parent visits	9.30 a.m. to 1.00 p.m.
5 Lunch	1.30 p.m. to 2.30 p.m.
6 Rest	2.30 p.m. to 3.30 p.m.
7. Own time/ Self study	3.30 p.m. to 5.00 p.m.
8. Roll call and Games	5.00 p.m. to 6.00 p.m.
9. Recreation	6.00 p.m. to 8.00 p.m.
10. Dinner	8.00 p.m. to 9.00 p.m.
11. Self study	9.00 p.m. to 10.00 p.m.
12. Lights off	10.00 p.m.

The feed back report with suggestions/comments may be submitted to this office by 22.1.2010 for further course of action.

Yours faithfully,

(Kiran Chandra)
Deputy Commissioner (Acad.)



F. No. 27-1/2010-NVS(Acad.)

Dated : 09.02.2010

To,

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices.

Subject : Development of Scouts & Guides Training Centre- reg.

Sir/Madam,

As you are aware that NVS HQ has sanctioned @ Rs.2 lacs per JNV for purchasing of tents , training materials and cemented platform (14' X 14') @ Rs. 11000/- for development of training centre for conducting Scouts and Guides activities vide Samiti letter No. F. 1-1/2009-NVS(F&A) dated 10/8/2009 issued by Shri K. K. Sharma, AC (F&A). The details of selected JNVs for training centre is as under :

Sl. No.	JNV	R.O.
1	Tikamgarh (MP)	Bhopal
2	Bilaspur (Chhatisgarh)	Bhopal
3	Sirmore (HP)	Chandigarh
4	Navasahar (Punjab)	Chandigarh
5	Chamrajnagar	Hyderabad
6	Trivendram	Hyderabad
7	Jhunjhunu	Jaipur
8	Haridwar (Uttarkhand)	Lucknow
9	Hathras (UP)	Lucknow
10	Nalanda (Bihar)	Patna
11	Hazaribag (Jharkhand)	Patna
12	Hingoli (MS)	Pune
13	Gandhinagar (Gujrat)	Pune
14	Lohit (Arunachal Pradesh)	Shillong
15	Sonitpur (Assam)	Shillong

You are requested kindly submit the action taken report in respect of above mentioned JNVs as early as possible to apprise the Commissioner, NVS.

Yours faithfully

(O. P. SAGAR)

Asstt. Commissioner(Acad.)



F. No. 10-3/2009-NVS(Acad.)

Dated : 23.02.2010

To

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices

Subject : Information regarding development of Excellence Centre for games and sports-reg.

Sir/ Madam,

Kindly refer Samiti's letter No. F. 1-1/2009-NVS(F&A) dated 10/8/09 on the subject cited above. It is informed that fund @Rs.2 lacs to 16 JNVs has been allotted for developing Excellence Centre for specialized games and sports. The list of 16 JNVs is as under :

EXCELLENCE CENTRE FOR SPECIALISED GAMES & SPORTS

Sl. No.	RO	JNVs	Skills
1	Bhopal	(i) Vidisha (ii) Mayurbhanj	Volleyball Archery
2	Chandigarh	(i) Jalandhar (ii) Kangara	Hockey Handball
3	Hyderabad	(i) West Godavari (ii) Banglore(U)	Basketball Archery
4	Jaipur	(i) Pali (Raj) (ii) Jind	Hockey Athletics
5	Lucknow	(i) Haridwar (ii) Lucknow	Football Kabaddi
6	Patna	(i) Ranchi (ii) Begusarai	Archery Basketball
7	Pune	(i) Pune (ii) Sabarkanta	Athletics Handball
8	Shillong	(i) Lakhimpur (ii) Dibrugarh	Athletics Football

You are requested, kindly develop the above mentioned JNVs as Excellence Centre for games and sports as per the skill informed by you. Kindly submit a action taken report in this regard at the earliest to apprise the Commissioner, NVS.

Yours faithfully

(O. P. SAGAR)
Asstt. Commissioner (Acad.)

Copy to :

Assistant Commissioner (Finc.) NVS HQ, New Delhi : for information, please.



F. No. 27-1/2010-NVS(Acad.)

Dated : 25.02.2010

To,

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices.

**Subject : Budget Allocation for the financial year 2009-10 in respect of
Scouts and Guides Training Centre - reg.**

Sir/Madam,

Kindly refer Samiti's letter No. F. 1-1/2009-NVS (F&A) dated 10/8/09 on the subject cited above. It is informed that the provision of Rs. 2 laes per JNV for 15 selected JNVs was kept at RO level to meet out the requirements towards the purchase of tents/training materials and construction of cemented platforms for Scouts and Guides activities in JNVs. The list of 15 JNVs is as under :

Sl. No.	JNV	R.O.
1	Tikamgarh (MP)	Bhopal
2	Bilaspur (Chhatisgarh)	Bhopal
3	Sirmore (HP)	Chandigarh
4	Navasahar (Punjab)	Chandigarh
5	Chamrajnagar	Hyderabad
6	Trivendram	Hyderabad
7	Jhunjhunu & Udaipur	Jaipur
8	Haridwar (Uttarkhand)	Lucknow
9	Hathras (UP)	Lucknow
10	Nalanda (Bihar)	Patna
11	Hazaribag (Jharkhand)	Patna
12	Hingoli (MS)	Pune
13	Gandhinagar (Gujrat)	Pune
14	Lohit (Arunachal Pradesh)	Shillong
15	Sonitpur (Assam)	Shillong

Regarding spending of Rs.2 lacs for development of Scouts and Guides Training Centres , headquarter will inform you after the meeting of Office Bearers of Stale Association and National Council Members at HQ.

Yours faithfully

(O. P. SAGAR)

Asstt. Commissioner(Acad.)

Copy to :

AC (Fin.), NVS HQ, New Delhi : for information please.



F. No. F.23-4/2010-NVS(Acad.)/24

Dated : 19.05.2010

To,

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices.

Subject : Appointment of teachers on contract or part time - regarding.

Sir/Madam,

I am to draw your attention to this office circulars regarding appointment of staff in the beginning of the academic session. On going through the vacancy position of teaching staff, it has been found that many vidyalayas are not having required staff in the key subjects like Mathematics, Physics, Chemistry and Biology.

NVS Hqrs. may not be in a position to fill up all these vacancies immediately. The process of recruitment is on and it may take some time to finalise required teachers. In view of this Regional Offices should make an effort to conduct interviews in different places of States and see that all teaching posts should be filled either on contract or part time.

The Principals of the vidyalayas are also make efforts to find out the teachers on existing vacancies of the vidyalayas and should be filled up either on contract or part time. Some of the teachers who worked earlier on contract may be chosen again, if they are found to be good. It is also the responsibility of the Principals to see that the vacant posts be filled on contract and see that the academic work may not suffer and also no students should put at disadvantage. All efforts should be made to see that the required teachers made available in the beginning of the academic session and academic instruction should go as per norms.

The bench mark of the vidyalaya can be achieved only when there are proper teachers in all subjects who are able to teach well to the satisfaction of the students such that vidyalaya can achieve the bench mark.

Yours faithfully,

(T.C.S. Naidu)
Deputy Commissioner(Acad.)

Copy to :

1. PS to Commissioner
2. All Assistant Commissioner Acad. Wing, NVS Hqrs.
3. All Principals of JNVs

Deputy Commissioner(Acad.)



F. No. F.39-1/2010-NVS(DC-Acad.)/39

Dated : 31.05.2010

To,

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices.

Subject : Establishment of Language Lab- reg.

Sir/Madam,

The Result Analysis of 2010 reveals that the performance of students in English language is not upto the mark in comparison, with other subjects. The Deputy Commissioners and other Officers opined that the communication skills of students in English language is poor and need to be improved. It has been suggested, that the Regional Offices will direct the Vidyalayas that the opportunities be given to the students for improving the language abilities of the three skills i.e. reading, writing and listening. In order to enhance the competence of students and providing an opportunity for improvement, it is proposed to establish one Language Lab in each State of the Vidyalaya. The Deputy Commissioners can recommend one of the Vidyalayas in each State for establishing the Language Lab.

Yours faithfully,

(T.C.S.Naidu)
Deputy Commissioner(Acad.)

Copy to :

1. PS to Commissioner
2. All Assistant Commissioner Acad. Wing, NVS Hqrs.



F. No. F.10-3/2010-NVS(DC Acad)

Dated : 31.05.2010

To,

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices.

Subject : Allocation of various streams in Class XI from 2010-11

Sir/Madam,

The Central Board of Secondary Education will be awarding grades instead of numerical marks to students' from March 2010 Board Examination. A letter to this effect, vide' this office letter of even no. dated 16th April 2010 was issued to forward the comments and to propose revised criteria for opting various streams at Class XI -based on grading system from the Session 2010-11.. Based on'.the performance of students in Board Examination and to provide +2 in Science and Mathematics, the following criteria has been kept for the selection of students in Class XI.

The Board also proposes to provide an opportunity to students to undertake Aptitude Test twice - one at the end of Class IX and the other at the end of Class X. As regarding option of various streams at Class XI, the existing criteria as provided for the session 2009-10 in J-NVs, to be revised for following 2010-11 based on grading system. " The following revised criteria is suggested as under :

Existing Eligibility criteria opting various Streams at Class XI	Revised. Criteria based on Grading System for the Session 2010-11			
	Mark Range	Grade	Grade Point	Science with Mathematics
Science with Mathematics (i) 50% marks in English 65% marks in Mathematics 60 marks in aggregate of all subjects in Class X ii) 45% marks in English for those with 75% aggregate in Science & Maths	91-100	A1	10.0	5.0 Grade point in English 7.0 Grade Point in Maths 7.0 Grade point in Science 35 Grade Point in aggregate of all subjects in Class X
	81-90	A2	9.0	
	71-80	B1	8.0	
	60-70	B2	7.0	
	51-60	C1	6.0	
	41-50	C2	5.0	
33-40	D	4.0		
Science without Mathematics 50% marks in English 60% marks in Science 55% marks in aggregate of all subjects in Class X	91-100	A1	10.0	5.0 Grade point in English 7.0 Grade Point in Mathematics 7.0 Grade point in Science 30 Grade Point in aggregate of all subjects in Class X
	81-90	A2	9.0	
	71-80	B1	8.0	
	61-70	B2	7.0	
	51-60	C1	6.0	
	41-50	C2	5.0	
33-40	D	4.0		
Commerce Stream 45% marks in aggregate of all subjects and 50 % marks in Mathematics if Mathematics is offered as compulsory subject in this system	91-100	A1	10.0	5.0 Grade point in English 7.0 Grade Point in Mathematics 7.0 Grade point in Science 30 Grade Point in aggregate of all subjects in Class X
	81-90	A2	9.0	
	71-80	B1	8.0	
	61-70	B2	7.0	
	51-60	C1	6.0	
	41-50	C2	5.0	
33-40	D	4.0		



The performance of students of Class X is excellent due to which there will be lot of competition for the students to join Science and Mathematics. The Vidyalaya may decide, if required, for higher percentage for filling up the 40 seats in a particular school in Science and Mathematics. The left over students will be given choice in the streams available in Commerce, Humanities and Vocational.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'T.C.S. Naidu'.

(T.C.S.Naidu)
Deputy Commissioner(Acad.)

Copy to :

1. PS to Commissioner
2. All Assistant Commissioner Acad. Wing, NVS Hqrs.



F. No. F.10-3/2010-NVS(DC Acad.)

Dated : 01.06.2010

To,

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices.

Subject : Allocation of various streams in Class XI from 2010-11- reg.

Sir/Madam,

Please refer to our letter of even no. dated 31.5.2010. Kindly note the following change in Grade points in **“Science without Mathematics”** as follows :

Previous Grade	Changed Grade
5.0 Grade point in English	5.0 Grade point in English
7.0 Grade point in Mathematics	5.0 Grade point in Mathematics
7.0 Grade point in Science	7.0 Grade point in Science
30 Grade point in aggregate of all subjects in Class X	30 Grade point in aggregate of all subjects in Class X

The above change has been made since many Vidyalayas represented that since the students are opting without Mathematics, the 5.0 grade is sufficient in Mathematics. In case, if more students are having good performance in Mathematics, instead of 5.0 grade points, 6th grade is to be considered.

The same may be brought to the notice of all JNVs.

Yours faithfully,

(T.C.S.Naidu)
Deputy Commissioner(Acad.)



SF. No. 25-1/2010-NVS(Acad.)

Dated : 28.06.2010

To,

The Principals
All Navodaya Vidyalayas.

Subject : Depositing of Corpus Fund (Navodaya Vikas Nidhi Fund) - reg.
Ref. : Letter No. F.Corporus/NVS(PTR)/2009/9690 dated 03.6.2010
received from NVS RO Patna.

Sir/Madam,

The Deputy Commissioner, NVS, RO Patna, has informed to this office about the mis-management of accounting the corpus fund which has been collected from the students, by not depositing regularly in the Vidyalaya NVN Account and misused the funds by not crediting in the bank and issuing false vouchers. Number of cases have come from the Vidyalayas where the UDC/Supdt. who are handling the accounts, misused the funds and credited in their own accounts or utilized the money for their own purposes. They have also fabricated the false vouchers and gave to the parents. The actual facts and figures, after one or two years, works out to Rs.4-5 lacs which has been misused by the handling Clerk.

This is a very serious case in nature which needs a constant monitoring by the Principal. If any deviation on this, the responsibility lies on the Principals and the Supdt. for proper handling of financial accounting and expenditure. As it is suggested that the corpus funds to be deposited directly in the bank is not a correct procedure since the parents will find it difficult to go to the bank and paying the challan. The Principal and cash dealing Clerk should be cautious and ensure that proper account is made on the corpus fund received from students.

The Vidyalaya needs to inform to all the parents that the regular payment of the corpus fund be made on regular interval. It is not correct for the Vidyalaya to wait for collection of the corpus fund from parents while issuing TC. The parents to be convinced in the PTC meeting and the corpus fund collected regularly.

Yours faithfully

(TCS Naidu)

Deputy Commissioner(Acad.)

Copy to :

1. The Deputy Commissioner, NVS all Regions - with a direction to please send this letter to all the Principals immediately.
2. Asstt. Commissioners, Cluster Incharges - to monitor regularly about the collection of corpus fund and crediting the same in the Vidyalaya account.

Deputy Commissioner(Acad.)



F. No. 1-1/2010-NVS(Acad.)

Dated : 05.07.2010

To,

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices.

Subject : Details of permitted expenditure for each JNV where Scouts and Guides activities are functional.

Sir/Madam,

Kindly refer Samiti's letter No. 16-1/2007/NVS(Acad.) dated 22 January, 2008 in which details of expenditure for each JNV with scouts and guid activities was clarified. As per the query received from some ROs/JNVs, I am again intimating the permitted expenditure statement for each JNVa having scouts and guides activities.

Estimated permitted expenditure for each JNVs with scouts and guides activities.

1. Uniform of Scout Master (pme set) & Guide Captain(one set). One set each in a block of 3 years @500 per set 2x500 =	Rs.1000/-
2. Uniform to Scouts (32 sets) & Uniform to Guides (32 sets) one set each in a block of 3 years @ Rs.350-per set 64x 350 =	Rs.22400/-
3. Literature, Bharat Scouts & Guides =	Rs.300/-
4. Training materials (Tent, Music items etc. =	Rs.6000/-
Total =	Rs.29700/-

This is all for your kind information and necessary action, please.

Yours faithfully

(O. P. SAGAR)
Asstt. Commissioner(Acad.)



F. No. 1-1/2010-NVS(JC-Acad.)/180
30.07.2010

Dated :

To,

The Principal
All Jawahar Navodaya Vidyalayas

Subject : Safety & Security of Children of JNVs- Role of the Principal and Staff Members- reg.

Dear Sir/Madam,

Our Vidyalayas being residential and co-educational in nature, it is the prime responsibility of Principal and staff to provide the very best not only in terms of academic excellence but also with regard to the safety and security of the children. Needless to emphasize that once a child is admitted in the Vidyalaya, it is the responsibility of the Vidyalaya to ensure his/her safety and security till he/she remains on the rolls of the Vidyalaya. In order to stop and prevent the re-occurrence of unforeseen incidents in the Vidyalaya which are given below, the Samiti brought clear guidelines on the safety and security and published a booklet pertaining to all the measures and circulated to the Vidyalayas. This Manual has been prepared especially for House Masters, teachers, staff and students with clear guidelines so as to make zero occurrence of untoward incidents :-

1. Abundant wells.
2. Bushes and unwanted plantation in the campus which is prone for snakes and other reptiles.
3. Proper electrical wiring.
4. Pruning of big trees near dormitories.
5. Students should not be permitted to go out of the Vidyalaya premises for bathing.
6. Abundant dormitory building, bathrooms and toilets to be removed.
7. Prohibition for entering girls dormitory by visitors.
8. Adoptability of the migrated students in the Vidyalaya.

The above issues which occur repeatedly are the crux of the problem for loss of lives of students.

It is very much important that staff should be able to understand the each and every student, their background and their behaviour. The Vidyalaya should create a good atmosphere with warm affection by close association of the staff with students which will build up a good affectionate relationship between students and teachers. A case history of every student should be prepared and to be made available to the class teachers and as well as House Masters which will give a scope for the teachers and the House Masters to sort out the difficulties of the students and make them to gain confidence for improvement of academic performance.

Clear instructions have been issued on the safety and security that no student to be given any physical/corporal punishment which is against the educational ethics



and code of education. The Samiti strictly prohibited any corporal punishment/ill treatment of students for whatever reason could be or discrimination of caste/minority/dalits.

Vidyalaya should not give any scope that teachers harassing students by way of corporal punishment especially the sections of students on discrimination of the caste/socio economic status.

I would like to reiterate that responsibility of maintaining safety and security will rest squarely with the Principal and staff collectively and disciplinary action will be taken against those who are found violating the instructions given in the Manual for safety and security guidelines.

The receipt of this letter may kindly be acknowledged.

Yours faithfully,

(Manoj Singh)
Commissioner

Copy to :

1. The Deputy Commissioners, NVS, all Regions - with the direction to be in touch with each Vidyalaya and see that untoward incidents should not happen and there should not be any loss of life of students.
2. All Asstt. Commissioners, Cluster Incharge - with the direction to make multiple copies of this letter and forward them to all the JNVs in your region, through post/by email.
3. All Asstt. Commissioners(Acad. Wing), NVS Hqrs.

(TCS Naidu)
Joint Commissioner(Acad.)

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F. No.29-3/2010-NVS(Acad.)

Dated : 09.08.2010

To

The Deputy Commissioner
Navodaya Vidyalaya Samiti
ALL REGIONAL OFFICES

Subject : Organization of Cluster/Regional/ National Sports Meets -2010-reg.

Sir/Madam,

It is a matter of great pleasure that like previous years, this year also we are going to organize 21st cluster/regional/national games and sports meets in JNVs across the country. The dates of these meets will be decided by each RO but in any case the national meets may be completed up to 31st September 2010. This year NVS students will participate in the following 17 events which may be concluded up to 31st September, 2010 by each RO, in view of seeing the dates of Dashehara/Puja /festivals:

Number of Events :

Sl. No.	Events	Team Composition		No. of participants in each game
		Category	Under age group	
1	Volley Ball	Boys & Girls	U-17 & 19	12
2	Kabaddi	Boys & Girls	U - 14, 17 & 19	12
3	Hand Ball	Boys & Girls	U - 14, 17 & 19	16
4	Cricket	Boys	U - 14, 17 & 19	16
5	Archery	Boys & Girls	U - 14, 17 & 19	4
6	Kho-Kho	Boys & Girls	U - 14, 17 & 19	12
7	Judo	Boys & Girls	U - 14, 17 & 19	As mentioned below
8	Football	Boys	U -17 & 19	18
9	Hockey	Boys	U -17 & 19	16
10	Table Tennis	Boys & Girls	U - 14, 17 & 19	5
11	Basketball	Boys & Girls	U -17 & 19	12
12	Athletics	Boys & Girls	U - 14, 17 & 19	As mentioned below
13	Taekwondo	Boys & Girls	U - 14, 17 & 19	As mentioned below
14	Yoga	Boys & Girls	U - 14, 17 & 19	5
15	Wrestling	Boys	U - 14, 17 & 19	As mentioned below
16	Chess	Boys & Girls	U - 14, 17 & 19	5
17	Badminton	Boys & Girls	U - 14, 17 & 19	5



A Sports Games/ Meets are organized at three different levels apart from School level competition:

- (a) Cluster Meet
- (b) Regional Meet
- (c) National Meet.

B Categories :

Group A	Below 19 years		31/12/10
Group B	Below 17 years		
Group C	Below 14 years		

C. Events allotted to each RO for National Meet 2010

Sl. No.	RO	Events proposed for this year (2010)
1	Bhopal	Badminton & Handball
2	Chandigarh	Athletics & Basketball
3	Hyderabad	Archery & Volleyball
4	Jaipur	Kho-Kho, Hockey & Chess
5	Lucknow	Table Tennis & Wrestling
6	Patna	Kabaddi & Yoga
7	Pune	Taekwondo & Cricket
8	Shillong	Judo & Football

Information about different events :

- 1 For Judo :** As per SGFI norms the total participants would be 46 (23 boys + 23 girls) The age group of the participants is given below:

Sl No.	Age Group	Weight Category
1	U - 14 (Boys)	-25kg, -30 kg, -35kg, -40 kg, -45kg, -50kg, + 50kg.
	U- 14 (Girls)	-23kg, - 27kg, -32kg, -36kg, -40kg, -44kg, +44kg.
2	U-17 (Boys)	-40kg, -45kg, -50kg, -55kg, -60kg, -65kg, -71kg, +71kg,
	U-17 (Girls)	-36kg, -40kg, -44kg, -48kg, -52kg, -56kg, -61kg, +61kg
3	U-19 (Boys)	-40kg, -45kg, -50kg, -55kg, -60kg, -65kg, -71kg, +71kg
	U-19 (Girls)	-36kg, -40kg, -44kg, -48kg, -52kg, -56kg, -61kg, +61kg



2 For Taekwondo group is to be made as follows:

Sl No.	Event Category	Weight Category (in Kg)	
		U-19 (Boys)	U-19 (Girls)
1	FIN	46	40
2	FLY	46-50	40-43
3	BANTAM	50-54	43-46
4	FEATHER	54-58	46-50
5	LIGHT	58-62	50-54
6	WELTER	62-66	54-58
7	MIDDLE	66-70	58-62
8	HEAVY	+70	+62

3 For Wrestling the group is to be made as follows :

Sl No.	Age Group	Weight Category
1	U-14 Boys	32kg, 35kg, 38kg, 41kg, 45kg, 49kg, 55kg, 60kg
2	U-17 Boys	42kg, 46kg, 50kg, 54kg, 58kg, 63kg, 69kg, 76kg, 85kg, 100kg.
3	U-19 Boys	42kg, 46kg, 50kg, 55kg, 60kg, 66kg, 75kg, 84kg, 96kg, 100kg.

4 For Athletics the group (U-14, 17, 19) is to be made as follows:

1. The meet shall be conducted according to the rules of Amateur Athletic Federation of India, with required modifications if necessary.
2. The various age categories and list of events in which competition will be held :

Under 14 years		Under 17 years		Under 19 years	
Boys	Girls	Boys	Girls	Boys	Girls
100 M	100 M	100 M	100 M	100 M	100 M
200 M	200 M	200 M	200 M	200 M	200 M
400 M	400 M	400 M	400 M	400 M	400 M
800 M	800 M	800 M	800 M	800 M	800 M
4 x 100 M Relay	4 x 100 M Relay	1500 M	1500 M	1500 M	1500 M
4 x 400 M Relay	4 x 400 M Relay	3000 M	4 x 100 M Relay	5000 M	3000 M
Long Jump	Long Jump	4 x 100 M Relay	4 x 400 M Relay	4 x 100 M Relay	4 x 100 M Relay
		4 x 400 M Relay	Long Jump	4 x 400 M Relay	4 x 400 M Relay
Shot Put 4 Kgs	Shot Put 4 Kgs	Long Jump	High Jump	Long Jump	Long Jump
		High Jump	Shot Put 4 Kgs	High Jump	High Jump
Discus Throw 1 Kg	Discus Throw 1 Kg	Triple Jump	Discus Throw 1 Kg	Triple Jump	Triple Jump
		Shot Put 5 Kgs	Javelin Throw 600 Gms	Shot Put 6 Kgs	Shot Put 4 Kgs
		Discus Throw 1.5 Kgs		Discus Throw 1.75 Kgs	Discus Throw 1 Kg
		Javelin Throw 700 Gms		Javelin Throw 800 Gms	Javelin Throw 600 Gms

Note : Weight of all the equipments shall be carefully checked before hand and signed by the organizing secretary.



5 The list of participants in Badminton is as under:

Disciplines	No. of participants			Events	
	Boys	Girls	Officials	Boys	Girls
Badminton	5	5	2	Singles, doubles, mixed doubles	Singles, doubles, mixed doubles

D Participation of Children in Events:

A student may participate in cluster/Regional/National meet as follows:-

Athletics (a) One track event And two field events

OR

Excluding Relay Races

b) One field AND two track events

Games For participation in National Meet, a student may be allowed to participate only in one game. For Regional and Cluster meets Regional Office may suitably decide and communicate to JNVs.

E Selection of Teams:

Selection of players for the Regional/National team will be made on the basis of performance level of the individual during cluster / regional meet which may be judged by a duly constituted selection committee. **Selection of games like hockey and cricket may be made on the basis of selection trails viz-a-viz observations during the Regional level matches.** Similarly, every selected players for SGFI meets would have at least 4 or 5 position/ rank in comparison to the previous years(i.e. 2009) SGFI merit list. Here out motto is only to send the genuine/ skilled players in the SGFI national meets.

F Training of selected team:

At least about 10 to 15 days training will be given to National Teams by concerned regions by taking the help of local expertise/experts in this field through an extensive training camp which will be organized so as to keep the National team in a state of readiness for participation in SGFI competitions. This training camp would be held conveniently just before departure of National teams to SGFI events preferably at the venue JNV where national meet will be conducted.

G TA/ DA - Participants:

- (i) TA/DA of escorts will be as per Samiti norms
- (ii) DA for the participants during journey will be @Rs.75/- per day. Escort shall ensure that the participants are provided with the food instead of distributing the DA money to the participants and asking them to manage on their own.
- (iii) While being in the Vidyalaya/ venue during the Games & sports meet, expenditure on food will be restricted to the usual norms.
- (iv) During the coaching camp in particular it should be ensured that the teams get good nourishment.

**H Inauguration Function:**

Cluster / Regional /National Sports Meet should have the inauguration function by inviting some prominent persons of good repute to encourage active participation of children. Special attention should be given during March past to highlight the Navodaya Vidyalaya culture.

I Cultural Activities:

A cultural evening may also be organized during the cluster/regional/national meet. Each cluster may present items of folk song, folk dance etc. representing the cultural aspects of their region for about 15 minutes duration.

J Deputy Commissioner of the regions may kind attention please :

- (a) Issue further guidelines for fair selection of teams and smooth conduct of events.
- (b) Selected list of children in each case should contain date of birth and class in which they are studying duly certified by concerned Principal.
- (c) Issue further instruction to the escorts, for safely and security of the participants during the games and sports meet.

K Target for 21st NVS Sports & Games Meets to participate in the 56th National School Games 2010-11:

The achievements of the first position holders in different events in the 55th SGFI Meets 2009-10 may be kept as target for the year 2010-11 for NVS players who will participate in the 56th SGFI Meets 2010-11 (Annexure - I).

L SGFI Calendar for 2010-11:

A copy of the SGFI 56th National Games 2010-11 is also attached. (Annexure - II).

M Rules and Regulation about the Games & Sports Meets 2009-10:

All the events which are being played in NVS follow the rules & regulation prescribed by the Indian Olympic Association. For any doubt you may visit the web site of the I. O. A. Further, you may also contact with Mr. PRASHANT DOLAS, Additional Secretary, SGFI on the following Nos: Ph: 0755 - 2641178, Fax: 0755 - 2642224 & e - mail : dolas@sgfibharat.com website : www.sgfibharat.com e-mail: sgfibpl@rediffmail.com

O Guidelines for organizing National School Games Competitions auspices School Games Federation of India:

NVS teams are participating in SGFI Meets from a long time but due to lack of guidance they had suffered a lot in previous years e.g. particularly non-submitting the entry forms & eligibility forms timely. Therefore, all the DCs are requested to instruct all the participating JNVs that they would submit timely the requisite forms dully filled in as per the guidelines issued by the competent authority of the SGFI.

Further, before going to participate in the SGFI Meets every participating team must have a intensive coaching of at least 15 days under the supervision of the experts trainers/coaches. Most probably the venue will be the same for a particular event where the NVS National Meet would be organized for that particular event.



P Exhibition : Exhibition for Science/Maths/IT/S.St. will be held at the venue of the cluster and Regional Athletics Meet (Maximum participants will be 6 from each cluster). The write up alongwith their exhibits will be sent. Theme of the exhibition follow as CBSE guideline.

The main theme and sub-theme for this year's Science Exhibition are :-

Main Theme - "Science and Technology for challenges in Life".

Sub - Theme :-

- ♦ Biodiversity Conservation and Sustenance
- ♦ Agriculture & Technology
- ♦ Green Energy
- ♦ Transport and Communication
- ♦ Mathematical Modeling; and
- ♦ Community Health and Environment

Q Distribution of Fund : To conduct cluster/regional/national level games and sports meet the expenditure would be as follows.

1. For Cluster/Regional Games and Sports meets @ Rs.3.00/- lac to each RO.
2. For National Meet @ Rs.1.00/- lac for each event to each RO.
3. For tracksuits, kits sports shoes, T.Shirts etc Rs.1.50/- lac to each RO.

R Important Points :

- ♦ During games and sports meet lot of movement of the students and teachers is evolved. It is therefore mandatory for all teaching and non-teaching staff to perform escort duty as and when asked by the Principal. Principals however, are requested to deal with the request of the staff with empathy.
- ♦ For escorting the students only miscellaneous category of teachers may be deputed if the PETs are not available. Avoid deputing subject teachers for sports and games unless it is very essential.
- ♦ The students taking part in the Cluster, Regional, and National Meet should invariably bring proof of date of birth duly certified by the Principal of the JNV in proper proforma.
- ♦ Escorts should ensure safety and security of students on the field and also when are on transit. There should be a lady teacher escort when girls are sent for competition.
- ♦ While students of class X and XII are also permitted to participate in these programmes, Principal will ensure that these X & XII children do not lag behind the studies & students will give undertaking for participation up to SGFI Tournament.

S Let us remember to do :

- ♦ Participants will carry school/cluster/regional flag, light, bedding, one tumbler, on plate, sports material and music instruments etc., as required by them. Participants will be in white uniform for cluster/regional meet.



Boys -White shirt, white short, white socks and white shoes.

The Sikh students will wear white pataka.

Girls -White blouse, white skirts, white canvas shoes and white ribbon

- ◆ However, for National Meet all the participants should be in their prescribed track suit with white canvas shoes for march – past. ***It is to be ensured that “March -past” reflect the Navodaya Vidyalaya Samiti Culture.***
- ◆ Chairman, Vidyalaya Management Committee/Important Dignitaries connected with sports / Sports heroes may be invited as chief guest for inauguration/Valediction of Meet to encourage the participants.
- ◆ It is to be ensured that record of first three positions in cluster meet and first five position in regional meets are to be correctly noted and stated in the reports of the meets.
- ◆ The Principal will issue identity card to the participating students of his/her school for cluster/regional meets.
- ◆ Video-graphy is to be avoided. A modest number of photos depicting the activities of the event may be taken.
- ◆ A full but brief report in duplicate along with a set of 10 photographs of cluster meet and 15 photographs of regional meet be sent to concerned regional office.

T. Safety & Security of the students during meet :-

As a large number of activities like games, sports and exhibition will be taking place, there may be certain points of slackness regarding safety and security measures, due to the pre-occupation of Vidyalaya administration on other issues. In this context it is requested that the following precautions may be kept in mind to avoid any future compliance:-

- ◆ It is specifically instructed to all the students and house masters/ teachers/ incharges that the children should invariably present themselves during the roll call times. Even if the children are pre-occupied in some activities they should invariably report in time for the roll call personally and then go back to their place of work. They should report personally to the house master/teachers/incharges concerned, otherwise there is a possibility that the children may tend to escape taking advantage of the pre-occupation of the teachers in other activities.
- ◆ The Principal should be very careful in choosing the teachers for escort duties for the games and sport meet. Only those teachers who are competent and have the desired aptitude for such activities should be chosen for this job. Clear cut guidelines should be given regarding the safety and security measures to be taken up during the journey and during conduct of the meets.
- ◆ During journey period no students should be allowed to move away from the group and any deviation from this may be dealt in a stern manner.
- ◆ When the children are escorted to the venue of different events, it is the personal responsibility of the escort teachers to periodically check the presence of all the students inside the premises of the venue Vidyalaya.



- ♦ All the participants should clearly instruct that no indiscipline will be tolerated during the conduct of games and sports events. They should not get into any arguments with the umpires or the organizers of the events.
- ♦ All the students as a whole should keep a watch on their personal belongings as well as material of the Vidyalaya being carried with them, especially during transit carrying from one mode of transport to another, the escort teacher should personally check the number of belongings.
- ♦ The students should not be allowed to take any food from un-hygienic places. The escort teacher should carry minimum required medicines / first aid kit to deal with any case of emergency.
- ♦ Under no circumstances the children should be allowed to go any near by water sources like ponds, lakes, canals etc.
- ♦ It is advisable that the children are made to wear only school uniform during journeys and during their stay at the venue Vidyalaya, so that they can easily be identified. It is further advised that the contingent is divided in to small group of about 10 students and one leader is nominated to take care of each group. The escort teachers should periodically interact with their group leader regarding the behaviour of the students. The escort teachers should make all the children of the contingent know the correct address and the phone number of the venue Vidyalaya so that it may be useful for them to contact in case of any emergency like missing. All students should be made their identity card with them through out the period of their stay outside their present Vidyalaya.
- ♦ Venue Principals are advised to arrange proper security of the students especially the girls. They may arrange for police *bandobast*, if required.
- ♦ The venue Principals are advised to take the help of the district health department for managing the sanitary and hygienic conditions in the Vidyalaya when such a large number of students are assembling in one place. Required emergency medicine can be procured in sufficient quantity and kept ready to meet any case of emergency.
- ♦ Track Suit for national teams will be provided by concerned RO including players, coaches and team managers.
- ♦ Participants will carry the following items with them :-
 1. School/Cluster/Regional flags.
 2. Sports and Games Materials and Sports kit.

All the DCs are requested to kindly instruct all the JNVs where 21st NVS Meets 2010-11 would be conducted to submit a brief report of the Meet with photographs/CD to the undersigned after just completing the Meet to apprise the Commissioner NVS, timely.

With regards.

Yours faithfully


(O. P. SAGAR)

Asstt. Commissioner(Acad.)

Encl : Copy of the Annexure - I, & II

Copy to : JC (Acad.) NVS for information please.



**NVS STATE BHARATI
LIST OF OFFICIALS
SESSION**

S. No.	Name	Designation	Address
1	Sh. Manoj Singh, IAS	Commissioner, NVS	A-28, Kailash Colony, New Delhi-110048
2	Sh. Alok Verma	Joint Commissioner (Admn.)	Do
3	Sh.T.C.S. Naidu	Joint Commissioner (Acad.)	Do
4	Sh.S.K.Gang	Asstt. Commissioner(Acad)	Do
5	Mrs Sudha Sharma	Deputy Commissioner	RO Jaipur, 18, Sangram Colony, Mahavir Marg, C.Scheme, Jaipur-302001 (Raj.)
6	Sh.O.P. Sagar	Assistant Commissioner(Acad.)	A-28, Kailash Colony, New Delhi-110048
7	Dr. N. N. Singh	Assistant Commissioner	RO Lucknow, III Floor, Lekhraj Parma Commercial Complex, Vikas Nagar, Sector-2 Lucknow-226022 (UP).
8	Smt. Meena Singh	Principal	JNV Faridabad Haryana
9.	Sh. B. S. S. S. Rautela	Principal	JNV, Roshnabad, Haridwar (Utt.)
10	Mrs K. Sagarika	Principal	JNV, Prakasham (A.P.)
11	Sh. Hanuman Prasad	PGT(History)	JNV Kundeshwar Tikangarh, M. P.
12	Smt. Kamlesh Jakkhar	TGT(Hindi)	JNV Sardhana Meerut (UP)



**NVS STATE BOARD
LIST OF MEMBERS
SESSION 2019-20**

S. No.	Name	Designation	Address
1	Sh. T.C.S. Naidu	Joint Commissioner(Acad.)	A-28, Kailash Colony, New Delhi-110048
2	Sh.S.K.Garg	Asstt.Commissioner (Acad.)	A-28, Kailash Colony, New Delhi-110048
3	Mrs. Sudha Sharma	Deputy Commissioner	RO Jaipur, 18, Sangram Colony, Mahavir Marg, C.Scheme, Jaipur-302001 (Raj.)
4	Sh.O.P.Sagar	Assistant Commissioner(Acad.)	A-28, Kailash Colony, New Delhi-110048
5	Dr. N. N. Singh	Assistant Commissioner	RO Lucknow, III Floor, Lekhraj Panna Commercial Complex, Vikas Nagar, Sector-2 Lucknow-226022 (UP).
6	Mrs K. Sagarika	Principal	JNV, Prakasham (A.P.)
7	Smt. Meena Singh	Principal	JNV, Faridabad Haryana
8	Smt. Kamlesh Jakhar	TGI(Hindi)	JNV Sardhana Meerut
9	Sh. Hanuman Prasad	PGI(History)	JNV Tikamgarh, M. P.



F. No. 13-2/2010-NVS(Acad.)/327 Dated : 04.10.2010

To,

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices.

Subject : Foreign Visits under UKIERI Programme- reg.

Sir/Madam,

I am to refer to the subject cited above and to inform you that the Principals, teachers and students are visiting UK under UKIERI Programme. From UK, the Principals, teachers and students are visiting to the Vidyalayas.

An objection has been raised by the HRD Ministry that the visiting officers who are going on foreign assignments need to take the following approvals before leaving the country:

1. MHRD sanction for foreign visit
2. MHA - Permission under FCRA for availing foreign hospitality
3. MEA Political Clearance

Without the above permission, no officer should leave the country on foreign assignments.

The UKIERI Clusters which are planning to go to UK should process the proposal minimum two months earlier such that they can obtain all these three permissions. Commissioner desires that every proposal should have cushion of two months' time before leaving the country.

Yours faithfully,

(T.C.S.Naidu)
Joint Commissioner(Acad.)



F. No. 1-1/2010-NVS(JCAcad.)/180

Dated :25.10.2010

To,

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices.

**Subject : Private tuitions/Private coaching for Professional Courses by
the teachers in the Vidyalayas- reg.**

Sir/Madam,

I am to refer this office letter of even no. dated 14.9.2010 in which directions have been issued that private coaching should not be conducted in the Vidyalayas with the assistance of PTC.

This office is in receipt of representations from PTC and as well as from some of the students that PTC is interested in organizing coaching for Class XI & XII for training the students for competitive examinations/CET. It has been made very clear that in case, the PTC is persisting to organize the coaching/tuitions for students of Class XI & XII, equal opportunity to be given to every student of the Vidyalaya irrespective of their payment to the Coaching Centre. The students who are unable to pay should also be given an opportunity to get free coaching provided by the PTC.

The Deputy Commissioners may review the proposal received from the Vidyalayas and ensure that equal opportunity to be given for all the students to attend the coaching irrespective of the payment. If this condition is agreed by the PTC and the Vidyalaya, you may allow the coaching subject to that they will not disturb the academic instruction of the Vidyalaya.

This office is in receipt of the proposal from JNV Waynad, Kerala; JNV Kodagu, Kar. and JNV Jamnagar, Gujarat.

An appropriate decision to be taken at your end under intimation to this office.

Yours faithfully,

(TCS Ndidu)
Joint Commissioned Acad.)



F. No. 1-1/2010-NVS(Acad.)

Dated :03.11.2010

To
The Principal
All Jawahar Navodaya Vidyalayas

Subject : Collection of fee from students of JNVs - Procedure & Guidelines thereof -Regarding.

- Ref: (i) File No. 1-48/2005-NVS (F&A) dated 25.8.2005.
(ii) File No. 1-48/2005-NVS(F&A) dated 14.11.2008.
(iii) File No. F. 41-2/2008-NVS(Acad.j dated 23.12.2008.

Sir,

The Regional offices informed to this office that the Vidyalayas are finding difficult to spend Vidyalaya Vikas Nidhi Fund since the percentages have been fixed under different heads. One way or the other the Vidyalayas are not able to spend since there is a fixation of amount to be spent in Vidyalaya Vikas Nidhi Fund. The Regional offices and Principals are requesting that the mode of fixing percentages to be removed and the Vidyalayas are to be authorised to make expenditure on the Vidyalaya Vikas Nidhi Fund according to the need and utility on the urgent works/activities in the Vidyalaya. After examining the request made by the Vidyalayas and the Principals it has been decided that the percentage which have been fixed on different heads has been removed and the Principals have been authorised to make an expenditure.

The Vidyalaya Vikas Nidhi can be utilised under the following areas :

Sl. No.	Particulars
1.	For expansion of Computer Education Programme and Information Technology.
2.	For conducting Yoga Camps, Adventure Activities, Promotion of Sports etc.
3.	For development of Hobby Centres and Junior Science Labs as part of Science Promotion activities and Library.
4.	For organising local excursion, troops and cultural activities.
5.	For promotion of NCC and Scout & Guides activities.
6.	For Safety, Security and Health care of the children.
7.	Quality improvement programmes in academic/Pace Setting Activities.

In order to enable the Vidyalaya to fully utilise the Navodaya Vikas Nidhi , a few-guidelines are given below: -

1. Under Computer Education Programme and I.T. accessories and educational softwares and absolutely required hardwares can also be procured.
2. Service of experts can also be utilised by the institution for promotion of sports, adventure activities etc.
3. Expenditure on Educational Excursions need not be restricted to migrated students. However, Excursions to the places of Historical importance, Cultural



and scientific interest shall be organised for all children.

4. Expenditure for Specialised training on cultural importance like Bharatnatyam, Kuchippudi, Mohiniyattom, Folk Dance, SPIC MACAY programmes, Art in Education etc. can also be met from this fund.
5. Expenditure on Safety & Security, Health Care, providing academic tools, quality improvement activities like, providing clean drinking water, hot water facilities, clean toilets with tiles paved on the toilet floor, providing reading room facilities etc. can also be taken up.

However, Principals are directed to ensure that the approval of Chairman, VMC is obtained for all expenditures exceeding Rs. 50,000/- (Rupees Fifty Thousand only) met from Navodaya Vikas Nidhi.

Proper planning needs to be made right at the beginning of the academic session for making an estimate of the total collection towards the funds during the year and for allocation of budget for items and activities. A Committee may be constituted at the Vidyalaya level for this purpose with the following members:-

- ◆ Principal
- ◆ Vice Principal/Senior Most Teacher
- ◆ One PGT
- ◆ One TGT/Computer Teacher
- ◆ One Creative Teacher
- ◆ School Captain
- ◆ One leader from each house including migrated child.

The proper planning to be made right at the beginning of the academic session for making an estimate of the total collection towards the fund during and as yet allocating the Budget for expenditure on different items and activities. The purpose of Vidyalaya Vikas Nidhi is to enhance the quality of activities and as well as beautifying the campus.

(Manoj Singh)
Commissioner

Copy to :

1. The Joint Commissioner (Admn.), NVS Hqrs., New Delhi - for information.
2. The Joint Commissioner (Pers.), NVS Hqrs. New Delhi - for information.
3. The Deputy Commissioner (Acad.), NVS Hqrs., New Delhi - for information.
4. The Asstt. Commissioner (Fin.), NVS Hqrs. New Delhi- for information.
5. The Asstt. Commissioner (Audit), NVS Hqrs. New Delhi - for information.
6. The Deputy Commissioner, Navodaya Vidyalaya Samiti, All Regional Offices.

(TCS Naidu)
Joint Commissioned (Acad.)







TRAINING / JNVST



F. No. 2-11/2005-NVS(Acad.)

Dated : 27.01.2006

Subject : DO Letter to Magistrate /Collector

Dear District Magistrate/Collector,

As you are aware the Jawahar Navodaya Vidyalayas are managed with you as Chairman of Vidyalaya Management Committee. A crucial activity in running the Vidyalaya is the conduct of JNV Selection Test (JNVST) fairly and admitting the children based on their merit and category to which they belong. JNV Selection Test for the admission of students during the academic session, 2006-07, is being conducted on 12.2.06 (Sunday) in the summer bound areas of the country and on 8.4.06 (Saturday) for extremely winter bound areas.

The following arrangements may be made to enable the Samiti to conduct examination in free and fair manner at the examination centres :

- Police Bandobast at Examination Centre on the day of examination.
- Logistic support to DEOs/DIOs/Principals of JNVs for keeping the test materials in safe custody either at Police Station or at Bank and its safe transportation to examination centers.
- Deployment of some District officers along with their vehicles for inspection of examination centre as flying squad.

The Principal of JNV of your district will meet you and brief you regarding the details of the programme of JNVST.

I shall be grateful if you could kindly take keen interest to ensure conduct of test in a free and fair manner.

With regards,

Yours sincerely,

(O. Nabakishore Singh)

District Magistrates/Collectors
of all the Districts

Copy to :

1. All the Deputy Commissioners, NVS, Regional Offices - for information and necessary action.
2. All the Principals of Jawahar Navodaya Vidyalayas - with a direction to get in touch with District Magistrate and apprise them of the details with respect to JNVST.



F. No. 2-16/2005-NVS(Acd.)

Dated : 02.02.2006

To,

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices.

Subject : Conduct of Jawahar Navodaya Vidyalaya Selection Test-2006.

Sir/Madam,

Jawahar Navodaya Vidyalaya Selection Test for 2006 is being conducted on 12th February, 2006. We are confident that all arrangements have been made by you for smooth conduct of the test. We are particularly interested in providing adequate and effective supervision during the conduct of test. Even though the Center Superintendent and Invigilators are appointed by the District Authorities and the Principals and Teachers of Navodaya Vidyalayas are engaged as District Level Observers and Central Level Observers respectively for this test, we feel that more active involvement of staff of Navodaya Vidyalayas will ensure effective supervision during conduct of exam and would act as a deterrent for potential miscreants.

2. You are, therefore, requested to ensure that at least two staff members from each Navodaya Vidyalaya are deputed as Central Level Observer at every examination center subject to availability of staff. Similarly Principal and Vice Principals (wherever posted) should make it a point to visit at least two centers each. All Officers from Regional Offices should also visit one or two centers to ensure that the exam is conducted smoothly. Specific attention may be given to the centers located in sensitive districts/blocks which have a past history of any disturbance during the examination.

3. You are requested to ensure due compliance with the above instructions.

Yours faithfully,

(O.Nabakishore Singh)
Commissioner

Copy to :

All Officers, NVS Hqrs. - They are also requested to visit Centers of JNVST in and around Delhi. A programme may be put up by 8th Feb.2006.



F. No. 1-7/2006-NVS(Exam.)

Dated : 12.10.2006

To,

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices.

Subject : JNVST-2007 Criteria for 3% reservation for children belonging to Disabled Category.

Sir/Madam,

It has been decided by the Samiti to reserve three (3) seats out of eighty (80) for Disabled children one each for Orthopaedically handicapped, Hearing impaired and Visually handicapped respectively for admission in Class-VI in JNVST in each JNV every year. This reservation is effected from JNVST-2001 onwards.

The above reservation of seats for Disabled children will be further subject to the following :

- a) Reservation is to be created out of all the seats meant for Urban Quota. In case of non-availability of candidates in these categories, these seats will be filled up by the students from urban areas since this quota is being taken from urban quota.
- b) The percentage of marks for obtaining admission for Disabled children under reserved quota will be lowered and on par with the eligibility criteria of SC/ST candidates.
- c) Three seats meant for disabled children under reserved quota in each JNV are interconvertible i.e. may be offered to any of the category as per need and availability.

The JNVST-2007 is scheduled to be held on 11 February,2007 for summer-bound JNVs and 14thApril, 2007 for winter-bound JNVs. It is requested that different Alpha Codes as per details given in the Annexure 'A' may kindly be allotted to the candidates belonging to Disabled Category. It may also be ensured that all the Vidyalayas which falls under the jurisdiction of your RO may kindly be requested to furnish the information pertaining to the children belonging to disabled category to the CBSE in the enclosed format.

Yours faithfully,

(M.S.Khanna)

Joint Commissioner (Pers.)

Encl: As above.

Copy to :

Shri Pitam Singh, HoD(Special Exam), CBSE, 17, Rouse Avenue, Shiksha Sadan, Institutional Area, New Delhi-110 002 - for information with the request that result of JNVST-2007 may kindly be prepared making 3% reservation for disabled category as per details mentioned above and other suitable action for conduct of JNVST-2007 and preparation of result may be taken up accordingly.

Joint Commissioner (Pers.)



Annexure 'A'

ALPHA CODE FOR DISABLED CHILDREN

Sl. No.	Category	Alpha Code for able bodies	Alpha Code for Physically Handicapped	Alpha Code or Visually Handicapped	Alpha Code for Hearing Impaired
1.	Urban/Boy/General	A	APH	AVH	AHI
2.	Urban/Boy/OBC	B	BPH	BVH	BHI
3.	Urban/Boy/SC	C	CPH	CVH	CHI
4.	Urban/Boy/ST	D	DPH	DVH	DHI
5.	Urban/Girl/General	E	EPH	EVH	EHI
6.	Urban/Girl/OBC	F	FPH	FVH	FPI
7.	Urban/Girl/SC	G	GPH	GVH	GHI
8.	Urban/Girl/ST	H	HPH	HVH	HHI
9.	Rural/Boy/General	I	IPH	IVH	IHI
10.	Rural/Boy/OBC	J	JPH	JVH	JHI
11.	Rural/Boy/SC	K	KPH	KVH	KHI
12.	Rural/Boy/ST	L	LPH	LVH	LHI
13.	Rural/Girl/General	M	MPH	MVH	MHI
14.	Rural/Girl/OBC	N	NPH	NVH	NHI
15.	Rural/Girl/SC	O	OPH	OVH	OHI
16.	Rural/Girl/ST	P	PPH	PVH	PHI

(Please note that suffix PH/VH/HI has been added for denoting disabled children.)



Bio-Data Form

**JAWAHAR NAVODAYA VIDYALAYA SELECTION TEST - 2007
LIST OF DISABLED CANDIDATES REGISTERED FOR JNVST**

S.No	Roll No. Allocated (with Alpha Code) **	Name of the candidate	Sex (Boy/ Girls)	Category Gen./ OBC/SC/ ST	Area (Urban/ Rural)	Date of Birth	Medium of Examination	Father's/ Guardian's Name
1	2	3	4	5	6	7	8	9

*PH - Physically Handicapped
VH - Visually Handicapped
HI - Hearing Impaired

** In case of Disabled candidates, please suffix PH/VH/HI to Alpha Code for Physically Handicapped/Visually Handicapped/
Hearing Impaired candidates while allotting Roll Nos.



F. No. 1-5/2007/NVS(Exam.)/288

Dated :24.05.2007

To,

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices.

Subject : To assess the impact of Lateral Entry of students in Class-IX.

Sir/Madam,

The Lateral Entry to Class-IX was started from the academic session 2003-04. The number of students selected through Lateral Entry Test by various regions during the last four years is as under :

Sl.No.	Region	Students Selected			
		2003-04	2004-05	2005-06	2006-07
1	Bhopal	592	602	717	514
2	Chandigarh	418	459	521	222
3	Hyderabad	2067	667	551	344
4	Jaipur	581	562	655	621
5	Lucknow	422	482	619	531
6	Patna	348	248	242	2-29
7	Pune	842	750	597	601
8	Shillong	526	448	459	236
Total		5796	4218	4361	3298

The students admitted in Class-IX during the year 2003 have appeared in Class-XII CBSE Board Examination in March,2007 and their result is awaited. The scheme has completed four years of its implementation and it would be appropriate to assess the impact of Lateral Entry in Class-IX in various NVs in terms of -

- Academic performance of these students as reflected in CBSE Class-X and XII examination.
- Their assimilation in JNVs.
- Participation of these students in various co-curricular activities in the Vidyalaya.
- Any discipline problems faced by the Vidyalaya due to admission of these students.

You are requested kindly to send details of students admitted In Class-IX through Lateral Entry in academic session 2003-04 in the enclosed. Proforma preferably by first of July,2007 positively.

Yours sincerely,

(O. Nabakishore Singh)

Encl: As above.



Assess the Impact Lateral Entry in Class-IX.

1. No. of JNVs where the students were admitted through lateral entry during 2003-04.			
2. No. Of students admitted through lateral entry during 2003-04.			
3. Pass percentage of students admitted in class XI through lateral entry during XII class board examination - 2007.			
4. No. Of students out of above who actually appeared for class XII Board examination of CBSE Examination 2007.			
5. Reason for variation in number of students in column 2 &3 above; If any.			
6. No. Of students who secured more than 60% marks in class XII examination in 2007.			
7. Level of participation of students admitted through lateral entry in Various activities of the Vidyalaya.			
8. Any specific problem relating to discipline faced by the Vidyalaya due to these students (Please give details)	Name of JNV	No. of students	Details of specific problem relating to discipline if any.
9. Any specific observation / recommendation which you like to give in this regard on the basis of feed back received from the field unit.			

Signature

Deputy Commissioner
NVS.....
RO

Dated:



F. No. 1-2/2007-NVS(Exam.)

Dated :25.05.2007

To,

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices.

Subject : Filling up the vacancies in Class-XI through Lateral Entry during the academic session 2007-08- Reg.

Sir/Madam,

The Executive Committee of the Samiti in its meeting held on 12.4.2005 had approved Lateral Entry of students against the available vacancies at the level of Class-XI on the basis of marks secured by the students in Class-X Board Examination. Accordingly, the Samiti has started Lateral Entry admissions to Class-XI from the academic session 2005-06 onwards.

In this context, I am directed to convey the approval of the Competent Authority to fill-up the vacant seats in Class-XI in JNVs through Lateral Entry as being done in past. The proposed Prospectus-cum-Application Form for lateral entry admission to class XI during the current session contains the following modification/additional information:

A] Additions made in the application form:

- Suitable column for indicating PH category has been incorporated under column 8 - as 3% seats are reserved for PH category students.
- Under column no. 16 option for Bio-Technology has been included- as the Bio-Tech. Stream is to be allotted to the students, if vacant seats are available during the current session.
- Suitable column for income of parents has been incorporated under column 10 - as it is linked with payment of fees.

B] Modifications made in the Prospectus:

- Only the eligibility criteria for allocation of various streams, have been modified and incorporated in the light of instructions issued by the academic wing vide letter no.29-I/2006-NVS(Acad.)/167 dated 15.03.2007
- The ROs may indicate no. of vacancies under various streams/reservation categories, if possible in the prospectus at appropriate column.

In the light of above, a Prospectus-cum-Application Form for Lateral Entry admissions to Class - XI during the session 2007-08 along-with brief Notification duly approved by the Competent Authority is being sent to you for taking further necessary action at your end. The notification may be published by 10 June 2007 in the local newspaper

Please ensure that all admissions in Class-XI against the vacant seats have to be completed before 15th July 2007 positively. Beside regular classes, 10 days Orientation



Programme for newly Admitted students have to be conducted by each JNVs to bridge the learning gap and orient them to the environment. Kindly let us know the progress made in this direction by the 2nd week of June' 2007.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'P.K. Sharma', is written above the printed name.

(P.K. Sharma)
Assistant Commissioner [Trg.]

Encl: As above.



F. No. 1-2/2007-NVS(Comm.)

Dated : 05.10.2007

Subject : DO Letter to Deputy Commissioner

Dear Deputy Commissioner,

As you will fully agree with me, JNVST is an important activity of Navodaya Vidyalaya Samiti. There has been growth in the registration of the students for admission test over the last few years. It was possible, due to the concerted efforts made by all especially at the level of RO and the Principals of the JNVs. The design and contents of the prospectus of JNVST have also been made more attractive and user-friendly.

It has come to my notice that there has been slackness and delay on the part of a few ROs in printing and distribution of the prospectus among the Vidyalayas. Besides the publicity in various medias including the audio-visual, print and traditional system for making the JNVST aware especially to the target group, i.e., our primary schools in every block of the country appears to have been delayed. A complete time schedule for the JNVST activities is available with you. It is mandatory to ensure adherence to the schedule by all concerned.

It is expected that all ROs make efforts to achieve a much higher enrolment for JNVST 2008 as compared to that of 2007. The status of enrolment shall be reviewed in the next meeting of the Deputy Commissioners, which will be held in December 2007.

With regards,

Yours Sincerely,

(O.Nanakishore Singh)
Commissioner

Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices

Copy to :

J.C.(Pers.), NVS, Hqrs.



F. No. 1-18/07/NVS(Exam.)

Dated : 14.12.2007

To,

The Deputy Commissioner
Navodaya Vidyalaya Samiti
Regional Office PUNE

Subject : Permission for opening new Centres of JNVST-2008- reg.

Madam,

I am to refer your letter No.F.No.6-37/NVS(PR)/2007/650 dated 6.12.2007 regarding opening of new Centres in view of increasing number of students' taking examination in the particular area. The Regional Office may take decision for increasing the centres depending upon the number of students taking examination. A suitable centre with feasibility of conducting examination smoothly may be worked out and should be convenient to the students, who appear in the examination. Permission is accorded to open the new centres for conducting JNVST -2008.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'T.C.S. Naidu'.

T.C.S. Naidu)
Deputy Commissioner (Trg.)



F. No. 1-22/2007-NVS(Exam.)

Dated : 09.01.2008

Dear District Magistrate,

I appreciate the cooperation you have been extending to Jawahar Navodaya Vidyalaya of your district to achieve the objectives of quality education for the rural talented children. Under your guidance, the Vidyalaya has been able to organize all academic, co-curricular and developmental activities.

This year, like last year, the Samiti is holding its All India Entrance Examination for admission of children to class VI to all the JNVs on 10.2.2008 (Sunday) for summer bound areas and 12.04.2008 (Saturday) for winter bound areas. More than 15 lacs children are appearing at this test at various centres all over the country on the said date. This test is being conducted by the CBSE on our behalf. The successful completion of the test, is one of the most crucial activities that the Vidyalaya has to undertake.

This letter is being written to you with the request to ensure a free and fair conduct of the admission test in your district. District Education Officer/DIOS of your district may kindly be directed to meticulously plan and organize the test with the assistance of Principal of the concerned JNV in the district. Following arrangements may kindly be made:

- To provide the buildings already identified and fixed as examination centres in each block for the conduct of entrance test on 10.02.2008.
- To exempt the Officials of the State/District Education Department engaged in the conduct of selection test from other duties, if any.
- Police Bandobust at Examination centres on the examination day.
- Logistic support to DEOs/DIOs/Principal, JNV for keeping the test material in safe custody either at Police Station or in Bank and its safe transportation from there to examination centres.
- Deployment of some District Officers along with their vehicles for inspection of examination centers as Flying Squad.

The Principal of JNV of your district will meet you and brief you about the various details concerning the test.

I shall be grateful, if you could kindly monitor the examination under your guidance & supervision.

With regards,

Yours sincerely,

(O. Nabakishore Singh)

The District Magistrates/Collectors
(All Districts having JNVs)

Copy to :

1. The Deputy Commissioners, NVS, All Regional Offices for information and necessary action.
2. The Principals of all Jawahar Navodaya Vidyalayas with a direction to get in touch with District Magistrates and apprise them of the details with respect to JNVST.



एफ.न. 1-24/2007-नविस (परीक्षा)

दिनांक : 24.1.2008

सेवा में,
उपायुक्त,
नवोदय विद्यालय समिति,
संघी क्षेत्रीय कार्यालय.

विषय : जवाहर नवोदय विद्यालय चयन परीक्षा 2008 से संबंधित महत्वपूर्ण गतिविधियों के संबंध में।

महोदय/महोदया,

इस समय संघी संघीय कार्यालय, जवाहर नवोदय विद्यालय एवं संबंधित कार्यकर्ता आगामी 10 फरवरी 2008 एवं 12 अप्रैल 2008 को जवाहर नवोदय विद्यालयों में कक्षा-6 में प्रवेश हेतु आयोजित होने वाली चयन परीक्षा 2008 को सुव्यवस्थित एवं सुचारु रूप से संचालन हेतु व्यस्त होंगे।

इस तारतम्य में आपका ध्यान परीक्षा पूर्व महत्वपूर्ण गतिविधियों की ओर दिलाया जा रहा है जिसमें अधिकारियों को अपनी निर्धारित भूमिकाओं और जिम्मेवारियों का कुशलतापूर्वक निर्वाह करना है। यद्यपि चयन परीक्षा से जुड़े संघी अधिकारियों के कर्तव्यों एवं भूमिकाओं की जानकारी चयन परीक्षा 2008 की निर्देश संदर्शिका में निहित है तथापि निम्नांकित प्रमुख गतिविधियों की जानकारी संबंधित अधिकारियों को परीक्षा पूर्व स्मरण करा देने से वे अपना दायित्व कारगर तरीके से निभायेंगे:-

अधिकारी

गतिविधि

संघीय अधिकारी

(क) केन्द्र स्तरीय प्रेक्षकों के रूप में कार्य करने वाले नवोदय विद्यालय के अध्यापकों के नामों की संस्तुति करना। (ख) जिन स्थानों पर प्राचार्य, जवाहर नवोदय विद्यालयों के पद रिक्त हैं अथवा वह उपस्थित नहीं है, उन स्थानों के लिए जिला स्तरीय प्रेक्षकों को मनोनीत करना। (ग) केन्द्रीय माध्यमिक शिक्षा बोर्ड से परीक्षण सामग्री प्राप्त करना, जिला शिक्षा अधिकारी के पास भेजे जाने तक सुरक्षित स्थान पर संग्रहित करना।

प्राचार्य, जवाहर नवोदय विद्यालय

(क) संघीय अधिकारियों के निर्देश के अनुसार केवल परीक्षा के दिन जिला स्तरीय प्रेक्षक का कार्य करना। (ख) केन्द्र स्तरीय प्रेक्षक की नियुक्ति जवाहर नवोदय विद्यालय के अध्यापकों में से करना। (ग) केन्द्राध्यक्षों व केन्द्र स्तरीय प्रेक्षकों तथा जिला शिक्षा अधिकारी के मध्य संपर्क सूत्र का कार्य करना। (घ) परीक्षा केन्द्रों के ओचक निरीक्षण के लिए उड़ान दस्ते में एक सदस्य के रूप में कार्य करना।

खण्ड शिक्षा अधिकारी

(क) अभ्यर्थियों को प्रवेश पत्र जारी करना। (ख) केन्द्राध्यक्षों व केन्द्र स्तरीय प्रेक्षकों तथा जिला शिक्षा अधिकारियों एवं जिला स्तरीय प्रेक्षकों के मध्य संपर्क सूत्र का कार्य करना। (ग) अपने खण्ड के विभिन्न परीक्षा केन्द्रों पर परीक्षा संचालन व्यवस्था का पर्यवेक्षण करना।



जिला शिक्षा अधिकारी जिला विद्यालय निरीक्षक	(क) प्रवेश पत्रों को खण्ड शिक्षा अधिकारियों द्वारा अभ्यर्थियों में आवंटित करने हेतु आवश्यक प्रबन्ध करना। (ख) परीक्षा सामग्री को क्षेत्रीय अधिकारी से प्राप्त करना और सुरक्षित रूप में रखना। (ग) जिला स्तरीय प्रेक्षकों द्वारा केन्द्राध्यक्षकों, केन्द्र स्तरीय प्रेक्षकों, खण्ड शिक्षा अधिकारियों के लिए आयोजित अर्धिनव कार्यक्रम समन्वय करना।
जिला स्तरीय प्रेक्षक (डी.एल.ओ.)	(क) केन्द्राध्यक्षों, केन्द्र स्तरीय प्रेक्षकों तथा खण्ड शिक्षा अधिकारियों के लिए अल्प निर्देशन सत्र का संचालन करना। (ख) अल्प निर्देशन सत्र के पश्चात जिला शिक्षा अधिकारी द्वारा केन्द्राध्यक्षों का परीक्षण सामग्री के वितरण की निगरानी करना। (ग) परीक्षा तिथि को प्रातः 8.30 बजे अपने केन्द्र के कक्ष निरीक्षकों को उनके कर्तव्यों के बारे में अर्धिनवन करने हेतु निर्दिष्ट करना।
केन्द्र स्तरीय प्रेक्षक	(क) डी0ई0ओ0डी0आई0ओ0एस0 के कार्यालय में निर्धारित तिथि को उपस्थित होना। (ख) निर्धारित तिथि को जिला स्तरीय प्रेक्षक द्वारा संचालित अल्प निर्देशन सत्र में डी0ई0ओ0डी0आई0ओ0एस0 के कार्यालय में जाग लेना। (ग) केन्द्राध्यक्षों द्वारा डी0ई0ओ0डी0आई0ओ0एस0 से परीक्षण सामग्री प्राप्त होने की निगरानी करना। (घ) परीक्षा सामग्री के सीलबन्द पैकेटों के साथ केन्द्राध्यक्षों के साथ केन्द्र पर पहुँचना।
केन्द्राध्यक्ष	(क) जिला स्तरीय प्रेक्षक द्वारा डी0ई0ओ0डी0आई0ओ0एस0 के कार्यालय में अल्प निर्देशन सत्र में निर्धारित तिथि को जाग लेना। (ख) अल्प निर्देशन के दिन डी0ई0ओ0डी0आई0ओ0एस0 से परीक्षण पुस्तिकाएँ एवं अन्य सामग्री प्राप्त करना तथा यह जाँचना की पैकेट ढिली ढिली सीलबन्द है।
कक्ष निरीक्षक	(क) परीक्षा के दिन 8.15 प्रातः केन्द्राध्यक्षों के समक्ष प्रस्तुत होना। 8.30 बजे अल्प निर्देशन सत्र में उपस्थित होना। अल्प निर्देशन सत्र की समाप्ती पर अपने कक्षों में 9.30 जाना।

अनुरोध है कि उपरोक्त को संज्ञान में लेते हुए संबंधित जवाहर नवोदय विद्यालय के प्राचार्यों को परीक्षा पूर्व उनके कर्तव्यों एवं अहम कार्यों का स्मरण करा दें साथ ही सभी प्राचार्यों को उनके अधीनस्थ चयन परीक्षा से जुड़े अधिकारियों एवं कार्यकर्ताओं को चयन परीक्षा 2008 की निर्देश संदर्शिका में निहित जिम्मेदारियों से अवगत कराने हेतु निर्देश जारी करें।

भवदीय

(टी0सी0एस0नायडू)
उपायुक्त (प्रशि0)

प्रतिलिपि:

1. प्राचार्य, सभी जवाहर नवोदय विद्यालय।



F. No. 26-16/2008-NVS(Trg.)

Dated : 25.03.2008

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

The Director,
All Navodaya Leadership Institutes

**Subject : Minutes of the meeting held on 25 &26 February 2008 Appraisal
and Implementaion thereof.**

Sir/Madam,

Kindly recall the meeting of Assis5tant Director(Trg.) adn Director- NLI's held on 25th and 26th February 2008 to finalise the training activities for the session 2008-09. The minutes of the meeting is prepared and being sent herewith for your appraisal and necessary implementationl This issues with the approval of the competent authority

Yours faithfully,

A handwritten signature in black ink, appearing to be 'S.K. Garg', written over a horizontal line.

(S.K. Garg)
Assistant Commissioner(Trg.)

Encl. : As above.



**MINUTES OF THE MEETING HELD ON 25TM & 26TM FEBRUARY 2008
TO FINALISE THE TRAINING ACTIVITIES FOR THE SESSION 2008-09**

A meeting was convened under the Chairmanship of Commissioner, NVS. The following members were present in the meeting on 25th and 26th February, 2008.

Sl. No.	Name of the Officer	Hqrs.
01	Sh. M.S. Khanna, JC (P)	Hqrs.
02	Sh. T.C.S, Naidu, DC(T)	Hqrs.
03	Sh. S.K. Garg, AC (T)	Hqrs.
Regional office		
04	Dr. (Ms.) Veena Dangwal, AC	Lucknow
05	Sh. S.C. Rabra, AC	Chandigarh
06	Sh. K. Keshava Rao, AC	Hyderabad
07	Sh. P.C. Shukla, AC	Jaipur
08	Sh. M. Paul Satya Kumar, AC	Pune
09	Sh. D.V.S.R. Murti, AC	Bhopal
10	Sh. V. V. Reddy, AC	Shillong
11	Dr. N.N. Singh, AC	Patna
NLI		
12	Sh. Gyanendra Kumar, Director	NLI G.B. Nagar
13	Sh. S.V. Reddapa, Director	NLI Ranga Reddy
14	Sh. 3.V. Ramanna, Director	NLI Guntur
15	Sh. R.P. Dobhal, Director	NLI Chandigarh
16	Sh. Radhakrishna, Director	NLI Goa

At the very outset, Sh. M.S. Khanna, Jt. Commissioner (P) briefed the Committee members regarding necessity to bring out comprehensive documents like training manual, Induction manual, training calendars, training norms, development of State Resource Centres, etc. for improving quality, maintaining uniformity in standards and for effective implementation of training programmes.

During the course of interaction and deliberations the following decisions were taken:

Norms of Expenditure

- 01) The norms of expenditure for training courses at NUs were approved. A copy of approved norms is enclosed.
- 02) As regards expenditure at RO level, the payment of honorarium to the resource persons may be made at par with NLIs, i.e. Rs.750/- per session of 90 minutes subject to maximum of Rs.1500/- for two or more sessions for local resource persons including conveyance. Expenditure on Boarding, lodging, expenditure on transportation, contingency etc. shall be met as per earlier practice.

In order to have Independent mess-management at NLI GB Nagar and Chandigarh, the construction of separate small dining hall at these two training centres was



suggested. It was agreed upon in Principle.

Course Design

- 1) While discussing the contents of the course design it was decided to include the following topics in all training Courses :
 - i. RTI
 - ii. Gender Issues
 - iii. Service Matters
 - iv. M&R
 - v. Communication skills
 - vi. Values in Administration

- 2) Certain alteration/modification in the proposed course contents were suggested. The detailed course design for various training programmes will be prepared by NVS Hqtrs and circulated to all NLIs and JNVs.

State Resource Centres

It was agreed that each State shall have one State Resource Centre for facilitating the training programmes to be conducted at RO Level. State Resource Centres need to be developed by the Regional Offices in identified JNVs with regard to availability of adequate infrastructure, accommodation, availability of resource persons, institutions of higher learning in the vicinity, communication and transport facility by rail or road. All the Regional Offices will identify the JNVs to be developed as Resource Centres in the light of above parameters and submit the proposals to DC (Trg.), NVS Hqtrs.

Training Calendar at NLI Level

- 1) NLIs will organize Induction courses for newly appointed/Promoted Principals, Vice Principals, PGTs & TGTs, Orientation course for PGTs, Personality development programmes, diagnostic and remedial teaching for TGTs, workshops on preparation of sample question papers, Continuous Comprehensive Evaluation (CCE), Workshop for Housemasters, Orientation course for Office Superintendent, Staff nurses, Librarians etc.
- 2) While finalizing the calendar, the efforts should be made to complete 21 days induction courses during the vacation period to avoid any disruption in teaching schedule of JNVs.
- 3) NLI will plan subject oriented (3 week duration) theme specific (3-10 days) and Language/Science/Social science/creative category teachers training programme for enrichment of their subject, proper methodology of subject, use of evaluation of subject and introduction of value based education.
- 4) It is imperative to address certain issues falling under HR policies to be taken care by NLIs. It includes
 - i. Evaluate and monitor the quality and effectiveness of in-service programmes,
 - ii. Periodical assessment of training needs
 - iii. Preparing annual data-base of trainings conducted
 - iv. Data-base of internal resource persons in specialized areas



- v. Data-base of external resource persons in specialized areas
- vi. Data-base of external agencies identified in specialized areas
- vii. Post wise/subject wise data-base of employees undergone various trainings

All NLI's will initiate immediate action in these areas.

Training Calendar at RO Level

- 01) Regional Language teachers to undergo 10 days orientation courses at the regional level. For instance Punjabi by Chandigarh, Urdu by Lucknow Region, Telugu by Hyderabad Region, Bengali by Patna Region, Oriya by Bhopal Region and so on.
- 02) Value education for vidyalaya staff for a period of 3-5 days on convenient dates shall be organized at RO level.
- 03) Career guidance for students at +2 stage to be conducted for a period of 3 days preferably in April or before the commencement of next academic session.
- 04) To prepare list of teachers who have undergone guidance, counseling through NCERT and give them 2-3 days training for utilizing their services in various fields like counseling, management of disturbed JNVs, wherever exigencies arise in JNVs etc.
- 05) Orientation courses for non-teaching staff like LDCs, UDCs, OS, Mess helpers, cooks etc. shall be organized at RO level.

Specialised Training Programme

NVS Hqtrs. is organizing around 34 programmes during 2008-09 to enrich the teachers, Principals and other officers of the Samiti on Human Values, Managerial Skills, Personality development, Gender Issues, Moral and Spiritual values, RTI, Leadership skills, Essential Behavioral skills, improve communication skills, academic management, total quality management, disaster management, etc. through various agencies like RIEs, ISTM, IIPA, RIMSE, KHS, NIMHANS, CEMD, Uttarakhand Academy of Administration, NIPCCED, EFLU, Hyderabad etc. Such efforts will continue in subsequent years also.

Further Decisions

- 01) The facility of broad band internet connectivity may be extended to all the NLI's for prompt and effective functioning through ICT
- 02) The facility of 25 KVA Genset may be extended to all JNVs
- 03) Every NLI may be allowed to procure laptop and handy cam following the prescribed purchase procedure.
- 04) RO system for drinking fresh water may be installed.
- 05) Every NLI and RO must have a copy of NCF-2005 along with strategies of implementation of NCF-2005 published by NCERT.
- 06) NLI's may engage Computer operator wherever required. The expenditure on this account may be met out from contingency.



NORMS OF EXPENDITURE FOR TRAINING COURSES AT NLIs

	Heads	Norms to be revised	Remarks
01	Expenditure on boarding/lodging for participants (excluding tea & snacks)	Rs.100/- per participant per day	<ul style="list-style-type: none"> • It includes washing of sundry items including bed sheets, pillow covers etc. • A certificate to the effect of providing free boarding/ lodging be issued to the participants
02	Tea, Snacks and refreshments	@ Rs.20/- per participant per day	
03	Honorarium to Resource Persons	Rs.750/- per session of 90 minutes subject to maximum of Rs.1500/-for 2 or more sessions for local resource persons including conveyance. For non-local resource persons TA as per rules will also be applicable in addition.	
04	Expenditure on transportation/diesel per day per course	Upto Rs.550/- for NLI Chandigarh, Ranga Reddy and Guntur and Rs.1000/- for Goa and G.B. Nagar.	The hiring of transportation will be admissible for the period of training and in addition, three days before and one or two days after the training
05	Contingency expenditure for stationery, Xerox and other related items	Rs.50,000/- per annum	In addition water, electricity bills and telephone bills are as per actual.
06	Printing of course material and distribution	Rs.2000/- for a course of 10 days or less and Rs.3000/- per course for more than 10 days course.	To economize the expenditure good quality slip pads and other stationery being provided to the participants may be got printed by the respective NLI on the top.
07	Library books	Rs.20000/- per annum	
08	Maintenance and Repairs of NLI	Rs.2,00,000/- per annum	
09	Newspapers, periodicals and Magazines	Rs. 15,000/- per annum	To be met out of contingency
10	Study Tours	Rs.5000/- per course	Wherever organized for a period of more than 10 days.



F. No. 1-1/2008-NVS(Exam.)/332

Dated : 3.06.2008

To,

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices.

Subject : Conduct of JNVST Lateral Entry Class-IX -2008-Guidelines for fixing qualifying criteria- Reg.

Sir/Madam,

As has been the practice during the last years, the qualifying criteria to be adopted for preparation of Merit List-cum-Select List for fresh admission of students to class IX through Lateral Entry Examination - 2008 is given below:

- a) Minimum 28% marks in each subject paper; and
- b) Minimum 38% marks in aggregate for General Boys, 33% for General girls and 28% for SC/ST candidates.
- c) If adequate number of qualified candidates are available in all categories with respect to the vacancies notified in these categories, select list may be straight away operated.
- d) If vacancy is of SC Category and a qualified candidate is not available in this category, vacancy may be converted into ST category without reducing the cut off percentage and vice-versa.

You are requested to prepare the select list keeping in view the above criteria for the current session and finalize the admission of class-IX to the extent of vacancies available in every Vidyalaya within the scheduled dates.

Yours faithfully,

(M.S. Khanna)

Joint Commissioner (Pers.)



F. No. 1-8/2008-NVS(Exam.)/343

Dated : 19.06.2008

To,

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices.

Subject : Conduct of JNVST-2009.

Sir/Madam,

While going through the records pertaining to the conduct of Jawahar Navodaya Vidyalaya Selection Test for admission to class VI during previous years it is observed that there are some issues which require immediate attention at your end to ensure smooth conduct of JNVST exam and to sustain continuity of education for the students in Jawahar Navodaya Vidyalayas.

Issues	Action/Suggestive Measures
Prospectus-cum-Application Form	The same has already been circulated well in advance for JNVST 2009 to be held on 8 th February 2009 & 11 th April, 2009 for summer & winter bound JNVs respectively. All the Regional Offices have been requested to get the application forms printed, carry out distribution of application forms to the respective JNVs with wide publicity across the district through media, Doordarshan, AIR, pamphlets, meeting with DM/DEO/BEO etc. It must be ensured that all modifications are properly carried out in the prospectus-cum-application form.
Follow up the Time Activity Schedule	To facilitate the process of printing, distribution, filling up application forms, submission to BEO, Scrutiny of Application Forms, language-wise requirement to CBSE, issue of admit card etc. time activity schedule is already circulated to all concerned well in advance. Non-compliance of instructions leads to last stage difficulties in smooth conduct of JNVST. To avoid this, it is imperative to follow the time activity schedule in toto as per guidelines issued.
Scrutiny of Application Forms	It is an important task to be carried out by the staff, in-charge of JNVST under the supervision of the Principal. The discrepancies of Rural/Urban areas, Date of Birth, continues studies in III, IV & V, category (SC/ST/Gen), Medium of Examination, Recognised/Un-recognised Vidyalaya, Sex of the child etc. should be scrupulously screened & rectified, with cent percent accuracy as per guidelines issued by the Samiti at the time of preparing Bio-data sheets and sending to CBSE.



Language of examination	From JNVST 2009, the language/medium of examination for candidates will be any one language out of the 21 languages mentioned in the Prospectus-cum-application form. The candidates will be given the test booklet in the language he/she has mentioned in application form and admit card. This should be carefully noted.
Removal of already admitted students on account of re-appearing in JNVST more than once.	There are cases where the students have been removed by the Principals while studying in JNVs on account of appearing in JNVST more than once for admission to Class VI. All efforts should be made to carry out thorough screening/scrutiny of the Application Forms and any case of re-appearing in JNVST if observed should be settled before issue of admit cards to avoid further complications after admitting the students.
Placing of JNV in 'A', 'B', 'C' category for the purpose of intake of students in class VI	The ROs and Principals should take a clear and final decision after consulting all concerned and including construction agency/District Administration etc. while forwarding the category of Vidyalaya ("A7 'B' / 'C') to the Hqtrs. It would avoid unnecessary problems of intake of students and political interference at later stage.
Packing of OCR sheets & Used Test Booklets in separate Packets.	<p>As per Manual of Instructions for conduct of JNVST, It Is very clearly mentioned in the flow chart vide Appendix 9, that OCR Sheets & Used Test Booklets shall be packed separately. As reported by CBSE there are many cases where OCR & Used Test Booklets are packed in the same packets. It causes inconvenience to the CBSE in processing, evaluation and compilation of result.</p> <p>You may direct the Principals JNV to hold a meeting of concerned officials involved in the conduct of JNVST and ensure to follow the laid down instructions scrupulously in future.</p>

Yours faithfully,

(M.S. Khanna)

Joint Commissioner (Pers)

Copy to:

- 1) The Principal, All Jawahar Navodaya Vidyalayas.
- 2) PS to Commissioner, NVS Hqtrs.



F. No. 1-1/2008-NVS(Exam.)

Dated : 22.07.2008

To.

Sh. K. Sadagopan,
Asstt. Commissisoner(Admn.)
Navodaya Vidyalaya Simiti
RO - Hyderabad.

Subject : Lateral Entry Test 2009 for Class IX- clarification regarding criteria- JNV Minicoy- Reg.

Sir,

Kindly refer to your letter No. 2-2(IX)/ADMN/NVS (HR)/2008-09 dated 10.07.2008 regarding filling up of qualified ST candidates against unfilled vacancies existing in general category through Lateral entry test in class IX at JNV-Mini Coy. In this regard, the competent authority has decided that the case may be examined as per the existing reservation policy, as below, and in accordance with overall merit position of candidates: "Reservation of seats in favour of children belonging to Scheduled Castes and Scheduled Tribes is provided' in proportion to their population in the concerned district provided that^no district, such reservation will be less than the national average (15% for SC & 7.5% for ST) but subject to maximum of 50% for both the categories taken together. These reservations are interchangeable and over and above the candidates selected under open merit."

However, as a general rule, reserved category candidate securing higher marks than a General category candidate are to be considered in open merit.

In the light of the above, the case may be examined at your end and a compliance report be sent to this office.

Yours faithfully,

(S.K.Garg)
Assistant Commissioner (Trg.)



F. No. 1-14/2009-NVS(Exam.)/25

Dated : 17.11.2009

To,

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices.

Subject : JNVST-2010- Criteria for 3% reservation for children belonging to Disabled Category - Reg.

Sir/Madam,

As you are aware that Samiti has made provision of 3% reservation of seats for children with disabilities in admission to JNVs through Jawahar Navodaya Vidyalaya Selection Test (JNVST). This reservation is effected from JNVST-2001 onwards. Accordingly, three (03) seats out of eighty (80) are reserved for Disabled children one each for Orthopaedically Handicapped, Hearing Impaired and Visually Handicapped respectively for admission in Class-VI through Entrance Test in each JNV every year.

The above reservation of seats for Disabled children will be further subject to the following:

- a) Reservation is to be created out of all seats meant for Urban Quota. In case of non-availability of candidates in these categories, these seats will be filled up by the students from urban areas since this quota is being taken from urban quota.
- b) The percentage of marks for obtaining admission for disabled children under reserved quota will be lowered and on par with the eligibility criteria for SC/ST candidates.
- c) 03 seats meant for disabled children under reserved quota in each JNV are inter-convertible i.e. may be offered to any of the category as per need and availability.

The JNVST-2010 is scheduled to be held on 07th February'2010 [Sunday] for Summer-bound JNVs, 10th April'2010 [Saturday] for Winter-bound JNVs and 20th June'2010 [Sunday] for Extreme Winter-bound JNVs. It is requested that different Alpha Codes as per details given in the Annexur" 'A' may kindly be allotted to the candidates belonging to Disabled Category. It may also be ensured that all the Vidyalayas which falls under the jurisdiction of your RO may kindly be requested to furnish the information pertaining



to the children belonging. to Disabled Category to the CBSE in the enclosed format.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'M.S. Khanna', written in a cursive style.

(M.S.Khanna)

Joint Commissioner (Pers.)

End: As above.

Copy to:

1. Shri Pitam Singh, HOD (Sbeical Exam), Central Board, of Secondary Education, P.S.-1-2, I.P.Extension, Institutional Area (near Gazipur Village Bus Stand) Patparganj, Delhi-110302 -for information with the request that result of JNVST-2010 may kindly be prepared making 3% reservation for Disabled Category as per details mentioned above and other suitable action for conduct of JNVST-2010 and presentation of result may be taken up accordingly.
2. The Principul, All Jawahar Navodaya Vidyalayas.



F.No.16-9/2008-NVS(Admn.)

Dated : May 31, 2011

To

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices

Sub. Establishment of 7 Navodaya Leadership Institutes and 25 Training Institutes.

Sir/Madam,

Ministry of HRD, Government of India has approved the establishment of 7 Navodaya Leadership Institutes and 25 Training Institutes at State level for providing in service training to staff of Navodaya Vidyalayas. The proposed NLI's and State Level Training Centres will have their own budget for providing training activities. The main functions of NLI's will be as under:-

- To identify training needs of Navodaya Vidyalaya teachers and accordingly plan and organize various types of in-service courses.
- To develop curricular enrichment material for in-service courses as well as for reinforcing actual class-room teaching.
- To develop effective low cost teaching aids and acquaint teachers with the use of latest educational technology.
- To encourage and coordinate innovative practices, action research, experimentation, survey project etc. in the areas of Navodaya Vidyalaya System.
- To evaluate practices and procedures of Navodaya Vidyalaya System and suggest steps for further improvement.
- To act as nodal centre for dissemination of value based education in Navodaya Vidyalayas.
- To maintain an appropriate data-base for the NVs of the region which may be required for institutional planning for Vidyalayas and institutional evaluation.
- Act as a clearing house for information on results of all studies research, innovation etc. in the area of school education wherever undertaken and to develop tests, question banks, rating scales, guidelines for diagnostic testing/ remedial programmes talent identification procedures etc.

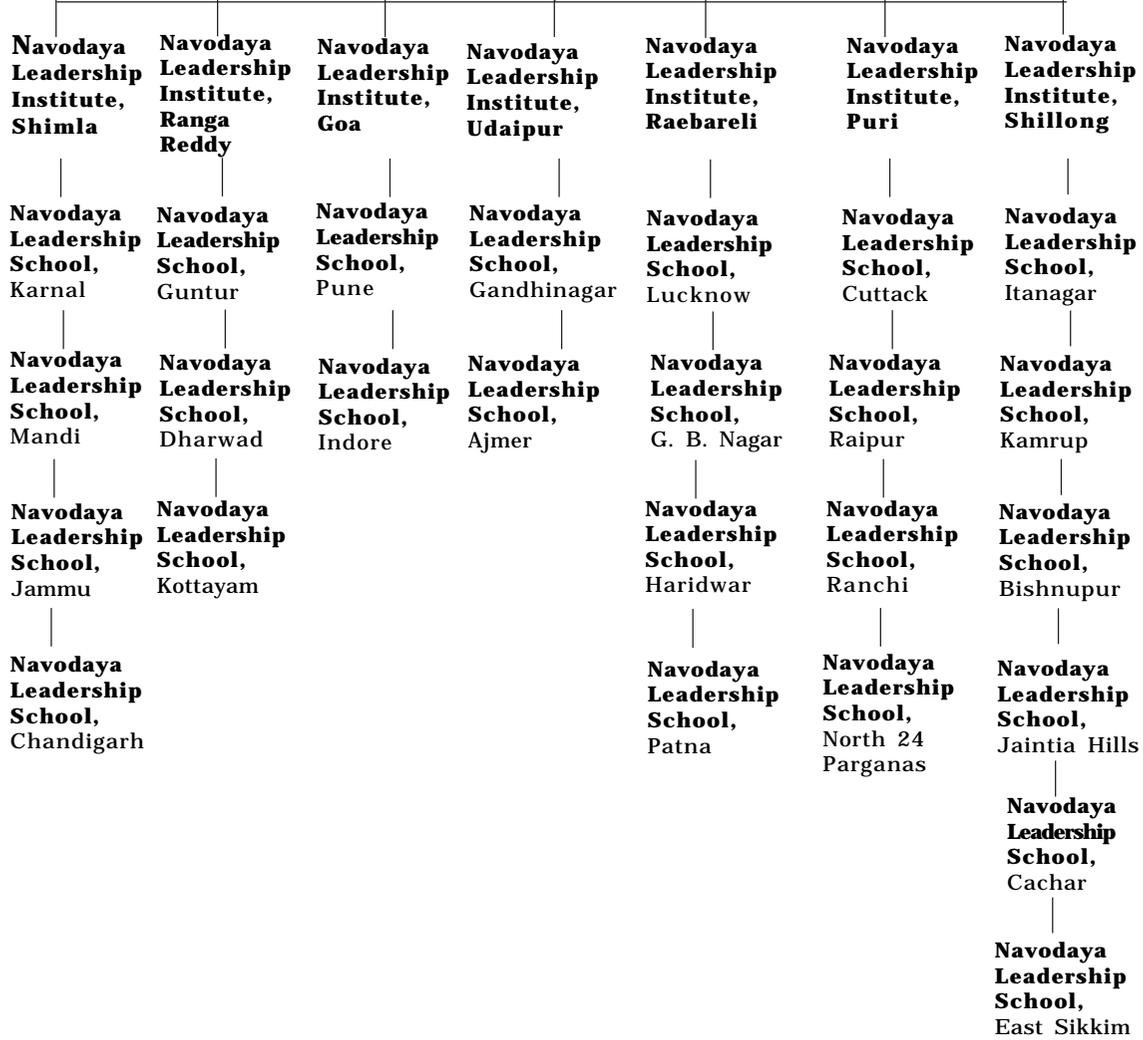
The State level Training Centres which will be called as "Navodaya Leadership Schools" will primarily be engaged in conducting short term training programmes for the teaching and non-teaching staff of JNVs in the concerned State. Their aim would be to provide opportunities to teachers to learn from and with each other, enable teachers to generate new understanding about themselves and develop enduring learning skills through study, problem solving and peer support. Within these broad objectives, these Leadership Schools will carry out following activities:-

1. Coaching Trainees beyond their schools;
2. Providing placement and work shadowing of trainees;
3. Training needs assessment at local level;
4. Innovations in training;
5. Nurturing, networking and providing advisory support to the trainees;



Though the Navodaya Leadership Schools will function under the overall control of the concerned Regional Office, they will be provided guidance and support by the designated NLI. The broad structure of the training machinery in NVS would be as under:-

**Navodaya National Leadership Institute
Sector - 62, NOIDA**



Yours faithfully,

**(M. S. Khanna)
Joint Commissioner (Pers.)**

Copy to:-

- All Navodaya Leadership Institutes
- All Jawahar Navodaya Vidyalayas
- All Officers of NVS, Hqrs.



सं.सं. 16-9/2008-नविस (प्रशासन)

दिनांक : 31.05.2011

सेवा में,

उपायुक्त,
नवोदय विद्यालय समिति
संघी संगीय कार्यालय

विषय : 07 नवोदय नेतृत्व संस्थान एवं 25 प्रशिक्षण केन्द्र स्थापित करने के संबंध में।

महोदय / महोदया,

जवाहर नवोदय विद्यालयों के कर्मचारियों को सेवाकालीन प्रशिक्षण प्रदान करने के लिए मानव संसाधन विकास मंत्रालय, भारत सरकार ने 07 नवोदय नेतृत्व संस्थान एवं राज्य स्तर पर 25 प्रशिक्षण संस्थान स्थापित करना स्वीकृत किया है। प्रशिक्षण संबंधी गतिविधियों के लिए प्रस्तावित नवोदय नेतृत्व संस्थानों एवं राज्य स्तरीय प्रशिक्षण केन्द्रों का अपना अलग बजट होगा। नवोदय नेतृत्व संस्थानों के मुख्य कार्य निम्न प्रकार से होंगे:-

- नवोदय विद्यालय के शिक्षकों हेतु प्रशिक्षण की आवश्यकता की पहचान करना और तदनुसार विभिन्न प्रकार के सेवाकालीन प्रशिक्षण कार्यक्रमों की योजना बनाना एवं उन्हें आयोजित करना।
- सेवाकालीन पाठ्यक्रमों के लिए पाठ्यचर्चा संवर्धन सामग्री विकसित करने के साथ-साथ वास्तविक कक्षा शिक्षण को पुनः लागू करना।
- कम लागत की प्रभावी शिक्षण सहायक-सामग्री विकसित करना और अध्यापकों को आधुनिक शैक्षणिक तकनीकों से अवगत कराना।
- नवोदय विद्यालय प्रणाली के संबंध में उन्नत तकनीकों, कार्य अनुसंधानों, प्रयोगों, सर्वेक्षण परियोजनाओं इत्यादि में समन्वय स्थापित करना एवं उन्हें बढ़ावा देना।
- नवोदय विद्यालय व्यवस्था की पद्धतियों एवं प्रक्रियाओं का मूल्यांकन करना और उसमें सुधार करने के लिए सुझाव देना।
- नवोदय विद्यालयों में मूल्य आधारित शिक्षा के प्रचार-प्रसार के लिए नोडल केन्द्र के रूप में कार्य करना।
- विनिर्दिष्ट क्षेत्रों में स्थित जवाहर नवोदय विद्यालयों के लिए समुचित आंकड़ा आधार तैयार करना जो कि विद्यालयों को संस्थानिक नियोजन एवं संस्थागत मूल्यांकन के लिए प्रभावी हो सकता है।
- स्कूल शिक्षा के क्षेत्र में हुए संघी अनुसंधानों, नवाचारों, इत्यादि के परिणामों की सूचना के संबंध में क्लियरिंग हाउस के रूप में कार्य करना तथा परीक्षण, प्रश्न बैंक, रेटिंग स्केल, उपचारात्मक परीक्षण के लिए दिशा-निर्देश / उपचारात्मक कार्यक्रम, प्रतिभा पहचान प्रक्रिया विकसित करना।

राज्य स्तरीय प्रशिक्षण केन्द्रों को "नवोदय नेतृत्व स्कूल" कहा जाएगा, जिनका मुख्य कार्य संबंधित राज्य में स्थित जवाहर नवोदय विद्यालयों के शैक्षणिक एवं गैर - शैक्षणिक कर्मचारियों के लिए अल्प अवधि प्रशिक्षण कार्यक्रम आयोजित करना होगा। इनका उद्देश्य शिक्षकों को एक-दूसरे से सीखने के अवसर प्रदान करना, शिक्षकों को अपने बारे में नई सोच उत्पन्न करने में सक्षम बनाने और स्व-अध्ययन करने, कठिनाईयों का समाधान करने एवं सहकर्मियों के सहयोग के माध्यम से सीखने के सशक्त कौशल का विकास करना होगा। इन मुख्य उद्देश्यों के अंतर्गत, ये नेतृत्व स्कूल निम्नलिखित कार्यकलाप करेंगे:-

1. प्रशिक्षार्थियों को अपने कार्य स्थल से पश्चक अनुशिक्षण प्रदान करना ;
2. प्रशिक्षार्थियों के उपयुक्त प्लेसमेंट एवं कार्य क्षमता के मूल्यांकन में सहायता प्रदान करना ;
3. स्थानीय स्तर पर प्रशिक्षण की आवश्यकताओं का आकलन करना ;
4. प्रशिक्षण में नवाचार करना ;
5. प्रशिक्षुओं को प्रोत्साहित करना, नेटवर्किंग करना और उन्हें परामर्श देना ;



यद्यपि नवोदय नेतृत्व स्कूल पूर्ण रूप से संबंधित क्षेत्रीय कार्यालयों के आधीन कार्य करेंगे तथापि उन्हें विनिर्दिष्ट नवोदय नेतृत्व संस्थान का मार्गदर्शन और सहयोग मिलेगा। नवोदय विद्यालय समिति में प्रशिक्षण संबंधी कार्यप्रणाली की रूपरेखा निम्न प्रकार से होगी।

**नवोदय राष्ट्रीय नेतृत्व संस्थान
सेक्टर-62, नोएडा**



□वदीय,

(Handwritten Signature)

(एम. एस. खन्ना)

संयुक्त आयुक्त (कार्मिक)

प्रतिलिपि:-

1. निदेशक, सपी नवोदय नेतृत्व संस्थान
2. प्राचार्य, सपी जवाहर नवोदय विद्यालय
3. सपी अधिकारी, नवोदय विद्यालय समिति, मुख्यालय





HINDI



सं.सं.1-18/ 2005-नविस (हि.प्र)

दिनांक 03.11.2005

प्रति,

उपायुक्त,
नवोदय विद्यालय समिति
सभी क्षेत्रीय कार्यालय,

विषय:- राजभाषा कार्यान्वयन हेतु जांच बिंदु बनाने संबंधी

महोदय/महोदया,

राजभाषा के समुचित कार्यान्वयन हेतु समय-समय पर विभिन्न आदेश/निर्देश प्रसारित किए जाते हैं। इनका अनुपालन सुनिश्चित करने के लिए आवश्यक है कि अलग-अलग कार्य के लिए कार्यालय से सम्बद्ध अधिकारियों/कर्मचारियों को दायित्व देकर समय-समय पर मॉनिटरिंग की जाए।

इस संदर्भ में निर्देशित किया जाता है कि राजभाषा नियमों का पालन सुनिश्चित करने के लिए जांच बिंदु (Check Point) बनायें तथा अलग-अलग अधिकारियों/कर्मचारियों का दायित्व निर्धारित करें।

जांच बिंदुओं की एक प्रति मुख्यालय को प्रेषित करें।

भवदीय,

(एम. एस. खन्ना)
संयुक्त आयुक्त (कार्मिक)



सं.सं. 2-22 / 2007-नविस (हि.प्र.)

दिनांक : 02.09.2008

परिपत्र

विषय: नविस, मुख्यालय को नियम 10(4) के अंतर्गत अधिसूचित करने एवं नियम 8(4) के अंतर्गत व्यक्तिगत आदेश जारी करने के संबंध में।

कृपया हिन्दी प्रकोष्ठ के परिपत्र दिनांक 21.05.2003 का अवलोकन करें जिसके माध्यम से सूचित किया गया था कि राजभाषा नियम, 1976 के नियम 10 के उपनियम (4) के अनुसरण में नवोदय विद्यालय समिति मुख्यालय को मानव संसाधन विकास मंत्रालय के पत्र दिनांक 28 अक्टूबर, 2002 के माध्यम से अधिसूचित कर दिया गया है तथा हिन्दी में प्रवीणता प्राप्त सभी अधिकारियों / कर्मचारियों को व्यक्तिगत आदेश दिए गए थे कि वह निम्नलिखित पत्रादि का प्रारूप केवल हिन्दी में प्रस्तुत करें:-

1. 'क' तथा 'श्री' क्षेत्र की राज्य सरकारों या संघ राज्य क्षेत्र के प्रशासन और इन क्षेत्रों में स्थित केन्द्रीय सरकार के कार्यालयों, उपक्रमों आदि और गैर-सरकारी व्यक्तियों को जाने वाले सभी पत्रादि।
2. हिन्दी में प्राप्त सभी पत्रों आदि के उत्तर
3. कर्मचारी द्वारा हिन्दी में दिए गए आवेदन, अपील या अभ्यावेदन का उत्तर।
4. संबंधित पत्रावलियों पर टिप्पणियां।

हिन्दी में प्रवीणता प्राप्त अधिकारियों / कर्मचारियों का विवरण हिन्दी प्रकोष्ठ द्वारा पुनः पत्र दिनांक 23.07.2008 के माध्यम से एकत्रित किया गया है तथा प्राप्त की गई जानकारी के क्रम में सभी प्रवीणता प्राप्त अधिकारियों / कर्मचारियों (सूची संलग्न) को नियम 8(4) के अंतर्गत पुनः निर्देशित किया जाता है कि वे अधिक से अधिक कार्य हिन्दी में करें।

(ए. एस. खन्ना)

(एम. एस. खन्ना)
संयुक्त आयुक्त (कार्मिक)

प्रति:-

सभी अधिकारी एवं सभी कर्मचारी
(सूची संलग्न)



सं.सं. 1-3/2006-नविस (हि.प्र.)

दिनांक : 03.02.2009

कार्यालय आदेश

सभी अनुभागों के अधिकारियों से निवेदन किया जाता है कि वे राजभाषा नियम 1963 के नियम 11 के अंतर्गत कार्यालयीन कामकाज में हिन्दी को बढ़ावा देने के लिए निम्नलिखित जाँच बिन्दुओं पर तुरन्त प्रभाव से अमल करें तथा अपने अधीनस्थ कर्मचारियों को भी निर्देशित करें :-

1. सभी मोहरें नाम-पट्टिका एवं साइन बोर्ड द्विभाषी किए जाएं।
2. राजभाषा अधिनियम 1963 की धारा 3(3) के अंतर्गत आने वाले सभी कागजात द्विभाषी में किए जाएं।
3. सेवा पुस्तिकाओं में सभी प्रविष्टियाँ हिन्दी में की जाएं तथा इस संबंध में जाँच बिन्दु प्रभारी नियुक्त किया जाए।
4. मेन्युवल अथवा कोड सहित एवं मानक मसौदे द्विभाषी किए जाएं।
5. सभी अधिकारियों/कर्मचारियों के वार्षिक गोपनीय रिपोर्ट की प्रविष्टियां भी यथा संभव हिन्दी में की जाएं।
6. कार्यालय में काम आने वाली उपस्थिति पंजिकाओं में दर्ज किए जाने वाले नाम द्विभाषी होने चाहिए।
7. कार्यालय के सभी रजिस्ट्रों/मिसिल पर नाम द्विभाषी में लिखें जाएं।
8. कार्यालय कार्यों में प्रयुक्त सभी पंजिकाओं के प्रारूप एवं शीर्षक द्विभाषी किए जाएं।
9. हिन्दी भाषी "क" और "ख" क्षेत्रों में भेजे जाने वाले लिफाफों पर पते केवल हिन्दी में लिखे जाएं।
10. "ग" क्षेत्रों को भेजे जाने वाले पत्र द्विभाषी किए जाएं।
11. अनुभागों से जारी किए जाने वाले पत्रों पर हस्ताक्षर केवल हिन्दी में ही किए जाएं।
12. कार्यालय कार्यों में प्रयुक्त सभी पंजिकाओं को प्रारूप एवं शीर्षक द्विभाषी किए जाएं।

अतः आपसे निवेदन है कि उपरोक्त जाँच बिन्दुओं पर की गई कार्रवाही से अधिहस्ताक्षरी को तत्काल सूचित करें।

(एम. एस. खन्ना)
संयुक्त आयुक्त (कार्मिक)

सभी अधिकारी, नविस, मुख्यालय

प्रतिलिपि:-

1. उपायुक्त, न.वि.स., सभी संभागीय कार्यालय



सं.सं. 1-212007 –नविस (हि.प्र.)

दिनांक 22.10.2009

कार्यालय आदेश

नवोदय विद्यालय समिति, मुख्यालय के राजभाषा के प्रयोग की समीक्षा करने पर पाया गया है कार्य सामान्यतः संतोषजनक है यद्यपि अभी भी कुछ क्षेत्रों में कार्य लक्ष्य से कम है एवं इस दिशा में निष्ठापूर्वक कार्य करने की आवश्यकता है।

इस संबंध में नवोदय विद्यालय समिति, मुख्यालय के सभी अधिकारियों एवं कर्मचारियों को निदेशित किया जाता है कि वे निम्नलिखित निर्देशों का पालन पूरी निष्ठा से करें :-

1. 'क' क्षेत्र अर्थात् उत्तर प्रदेश, उत्तराखण्ड, बिहार, झारखंड, मध्यप्रदेश, छत्तीसगढ़, राजस्थान, हरियाणा, हिमाचल प्रदेश, दिल्ली एवं अण्डमान एवं निकोबार द्वीप समूह, 'ख' क्षेत्र अर्थात् महाराष्ट्र, गुजरात, पंजाब एवं चण्डीगढ़ के कार्यालयों, विद्यालयों एवं व्यक्तियों को भेजे जाने वाले पत्र हिन्दी में ही भेजे जाएं। यदि असाधारण दशा में कोई पत्र अंग्रेजी में भेजा जाता है तो उसके साथ उसका हिन्दी अनुवाद भी भेजा जाए। साथ ही किसी भी क्षेत्र से हिन्दी में प्राप्त पत्रों का उत्तर हिन्दी में अवश्य दिया जाए।
2. राजभाषा अधिनियम की धारा 3(3) में उल्लिखित कागजात जैसे:- सामान्य आदेश, अधिसूचनाएं, संकल्प, प्रेस विज्ञापितियाँ, सविदाएं, करार, संसद के समक्ष प्रस्तुत किए जाने वाले कागजात द्विभाषी रूप में हिन्दी और अंग्रेजी में जारी किए जाएं। इस प्रावधान का अनुपालन इन कागजात पर हस्ताक्षर करने वाले अधिकारों द्वारा सुनिश्चित किया जाए।
3. जिन अधिकारियों एवं कर्मचारियों को हिन्दी में प्रवीणता प्राप्त है वह अपना शत प्रतिशत कार्य हिन्दी में करने का पूरा प्रयास करे।
4. सभी कर्मचारियों को हिन्दी आशुलिपि तथा हिन्दी टंकण में प्रशिक्षित किया जाए।

सभी अधिकारियों से अनुरोध है कि वे कार्यालय के कामकाज में उक्त निर्देशों का अनुपालन सुनिश्चित करें तथा अपने अधीनस्थ सभी कर्मचारियों को इनसे अवगत कराएं। कृत कार्रवाई से अधोहस्ताक्षरी को तुरन्त अवगत कराया जाए।

(अमित खरे)
आयुक्त

प्रति:-

सभी अधिकारी, नवोदय विद्यालय समिति, मुख्यालय



सं.सं. 1-21 / 2010 –नविस (हि.प्र.)

दिनांक : 19 जनवरी, 2010

कार्यालय आदेश

माननीय संसदीय राजभाषा समिति ने समय-समय पर जवाहर नवोदय विद्यालयों का राजभाषा संबंधी निरीक्षण किया है एवं हिन्दी के प्रयोग को बढ़ावा देने के लिए अनेक सार्थक सुझाव दिए हैं। माननीय संसदीय राजभाषा समिति द्वारा दिए गए सुझावों पर समिति द्वारा गंभीरता से विचार किया गया है। नवोदय विद्यालय समिति में हिन्दी भाषा के प्रगामी प्रयोग के संबंध में काफी प्रगति हुई है परन्तु फिर भी कुछ क्षेत्रों में अब भी लक्ष्य प्राप्त नहीं किए जा सके हैं और भारत सरकार की राजभाषा नीति के निष्ठापूर्वक अनुपालन के लिए अधिक तत्परता से कार्य करने की आवश्यकता है। इस क्रम में निम्नलिखित महत्वपूर्ण बिन्दुओं पर ध्यान देने की आवश्यकता है:-

1. सभी विद्यालयों में कार्यालय प्रमुख की अध्यक्षता में राजभाषा कार्यान्वयन समिति का गठन राजभाषा विभाग द्वारा जारी किए गए दिशा-निर्देशों के अनुसार किया जाए। राजभाषा कार्यान्वयन समिति की प्रत्येक तिमाही में नियमित रूप से बैठक की जाए और इन बैठकों में हिन्दी से जुड़े किसी विशिष्ट व्यक्ति को आमंत्रित किया जाए।
2. सभी जवाहर नवोदय विद्यालय एवं क्षेत्रीय कार्यालय अनिवार्य रूप से नगर राजभाषा कार्यान्वयन समिति के सदस्य बने एवं समिति की बैठक में भाग लें।
3. जिन अधिकारियों एवं कर्मचारियों को हिन्दी में प्रवीणता प्राप्त है वह अपना अधिकतम कार्य हिन्दी में करें।
4. सभी सेवा अभिलेखों / सेवा पुस्तिकाओं में प्रविष्टियाँ द्विभाषी रूप में की जाए।
5. पुस्तकालय के लिए हिन्दी पुस्तकों की खरीद पर व्यय की गई राशि राजभाषा विभाग द्वारा जारी किए गए आदेशों के अनुसार कम से कम 50 प्रतिशत होनी चाहिए।
6. सभी विद्यालयों का राजभाषा संबंधी निरीक्षण प्रत्येक वर्ष अनिवार्य रूप से किया जाए। यह निरीक्षण विद्यालय के प्रशासनिक / आंतरिक लेखा परीक्षा परीक्षण के साथ किया जा सकता है।



7. जो विद्यालय राजभाषा नियम 1976 के नियम 10(4) के अंतर्गत अधिसूचित किए जा चुके हैं, उन विद्यालयों में प्रत्येक वर्ष हिन्दी में प्रवीणता प्राप्त अधिकारियों / कर्मचारियों को व्यक्तिगत रूप से अपना विनिर्दिष्ट कार्य हिन्दी में करने के लिए व्यक्तिगत आदेश जारी किए जाएं।
8. कम्प्यूटर पर किए जा रहे हिन्दी कार्य का प्रतिशत बढ़ाया जाए।
9. हिन्दी में किए जाने वाला पत्राचार राजभाषा विभाग के वार्षिक कार्यक्रम में निर्धारित लक्ष्य के अनुसार किया जाए। हिन्दी में पत्राचार बढ़ाने के संबंध में आवश्यक कदम उठाएं। जिन पत्रों के उत्तर दिए जाने अपेक्षित नहीं है उनकी हिन्दी में पावती भेजी जाए।
10. हिन्दी भाषा, हिन्दी आशुलिपि एवं हिन्दी टंकक के प्रशिक्षण के लिए शेष कर्मचारियों को प्रशिक्षण देने के लिए समयबद्ध कार्यक्रम बनाया जाए।

तदनुसार सभी जवाहर नवोदय विद्यालय, सभागीय कार्यालय एवं मुख्यालय के सभी अधिकारी सरकार की राजभाषा नीति अन्य संवैधानिक अपेक्षाओं का पूर्णतः अनुपालन सुनिश्चित करने के लिये उपरोक्त बिंदुओं पर विशेष रूप से ध्यान दें।

(अमित खरे)
आयुक्त

1. प्राचार्य, जवाहर नवोदय विद्यालय
2. न.वि.स. के सभी क्षेत्रीय कार्यालय
3. नवोदय विद्यालय समिति, मुख्यालय के सभी अधिकारी



सं.सं. 1-12007 –नविस (हि.प्र.)

दिनांक: 19.02.2010

कार्यालय आदेश

राजभाषा नीति, राजभाषा अधिनियम, राजभाषा नियम के उपबन्धों के अनुपालन के संबंध में समय-समय पर मुख्यालय द्वारा आदेश जारी किये गये, फिर भी कुछ कार्यालयों में विभिन्न प्रयोजनों के लिए निर्धारित लक्ष्यों के अनुरूप हिन्दी का प्रयोग नहीं किया जा रहा है। इस संबंध में मुख्यालय के आदेश दिनांक 19.01.10 एवं 29.01.10 के क्रम में निर्देशित किया जाता है कि:-

1. मुख्यालय द्वारा बनाये गए जाँच बिंदु को आधार मानते हुए संभागीय स्तर और विद्यालय स्तर पर जाँच बिन्दु बनाए जाएं। मुख्यालय द्वारा बनाये गये जाँच बिंदु की प्रति संलग्न की जा रही है।
3. सभी जवाहर नवोदय विद्यालय एवं क्षेत्रीय कार्यालय अनिवार्य रूप से नगर राजभाषा कार्यान्वयन समिति के सदस्य बने एवं इस समिति की बैठक में भाग लें।
4. नियम 10(4) के अंतर्गत अधिसूचित कार्यालयों में प्रवीणता प्राप्त अधिकारियों / कर्मचारियों को नियम 8(4) के अंतर्गत व्यक्तिगत आदेश जारी किए जाएं।
5. सभी विद्यालयों का राजभाषा संबंधी निरीक्षण प्रत्येक वर्ष अनिवार्य रूप से किया जाए। यह निरीक्षण पैनल निरीक्षण के साथ किया जा सकता है।

(एम. एस. खन्ना)

(एम. एस. खन्ना)
संयुक्त आयुक्त (कार्मिक)

उपायुक्त,
नवोदय विद्यालय समिति
सभी संभागीय कार्यालय

प्रतिलिपि:-

प्राचार्य, सभी जवाहर नवोदय विद्यालय



सं.सं. 1-1/ 2007-नविस (हि.प्र.)

दिनांक : 11.02.2010

कार्यालय आदेश

सचिव, मानव संसाधन विकास मंत्रालय, (उच्चतर शिक्षा विभाग) ने अपने परिपत्र संख्या 11011-4/ 09-रा.भा.ए. दिनांक 07 जुलाई, 2009 के माध्यम से सूचित किया है कि अनेक कार्यालयों में गृह मंत्रालय, राजभाषा विभाग द्वारा जारी वार्षिक कार्यक्रम में विभिन्न प्रयोजनों के लिए निर्धारित लक्ष्यों के अनुरूप हिन्दी का प्रयोग नहीं किया जा रहा है।

अतः सभी अधिकारियों से अनुरोध है कि राजभाषा अधिनियम, राजभाषा नियम के उपबन्धों के अनुपालन के साथ-साथ यह सुनिश्चित करें कि:-

1. राजभाषा अधिनियम, 1963 की धारा 3, उप-धारा 3 में उल्लिखित सभी कागजात यथा सामान्य आदेश, संकल्प, अधिसूचना, नोटिस, टेंडर, नोटिस, फार्म आदि अनिवार्यतः हिन्दी और अंग्रेजी अर्थात् द्विभाषी रूप में जारी किए जाएं।
2. हिन्दी में प्राप्त सभी पत्रों, अपीलों, अभ्यावेदनों के उत्तर अनिवार्यतः हिन्दी में दिए जाएं।
3. सभी प्रकार की लेखन सामग्री, रबड़ की मोहरें, नामपट्ट, साईन बोर्ड, संकेतक, विजटिंग कार्ड आदि हिन्दी तथा अंग्रेजी, दोनों भाषाओं में उपलब्ध हों।
4. कार्यालय में प्रयुक्त होने वाली सभी प्रकार के फार्म, मानक मसौदे आदि द्विभाषी रूप में उपलब्ध हों।
5. तिमाही प्रगति रिपोर्ट प्रत्येक तिमाही की समाप्ति के पश्चात् पन्द्रह दिन के भीतर अर्थात् 15 अप्रैल, 15 जुलाई, 15 अक्टूबर तथा 15 जनवरी तक मंत्रालय को भेजी जाए।
6. कार्यालय प्रमुख की अध्यक्षता में प्रत्येक कार्यालय में राजभाषा कार्यान्वयन समिति गठित की जाए। प्रत्येक तिमाही में नियमित रूप से बैठक की जाए और कार्यवृत्त मंत्रालय को भेजे जाएं।
7. हिन्दी में पत्राचार गृह मंत्रालय, राजभाषा विभाग द्वारा जारी वार्षिक कार्यक्रम में निर्धारित लक्ष्य के अनुसार किया जाए।
8. शीर्षस्थ बैठकों की कार्रवाई में वार्तालाप हिन्दी में किया जाए।



9. हिन्दी भाषा, हिन्दी आशुलिपि, हिन्दी टंकक के प्रशिक्षण के लिए शेष अधिकारियों को प्रशिक्षण देने के लिए समयबद्ध प्रशिक्षण कार्यक्रम बनाया जाए।
10. यदि कार्यालय के 80 प्रतिशत अधिकारियों तथा कर्मचारियों द्वारा हिन्दी का कार्यसाधक ज्ञान प्राप्त कर लिया हो और अभी तक राजभाषा नियम, 1976 के नियम 10(4) के अधीन अधिसूचित न किया गया हो, तो अधिसूचित करने विषयक प्रस्ताव मुख्यालय को भिजवाएं।
11. कार्यालय की वेबसाइट द्विभाषी रूप में बनाई जाए।
12. फाइलों पर टिप्पणी वार्षिक कार्यक्रम में निर्धारित लक्ष्य के अनुसार की जाए।
13. अपने-अपने कार्यालयों के अनुभागों को हिन्दी में कार्य करने के लिए विनिर्दिष्ट करें।
14. राजभाषा हिन्दी के प्रयोग के संवर्धन हेतु प्रोत्साहनपरक उपाय किए जाएं।

(म. एस. खन्ना)

(एम. एस. खन्ना)
संयुक्त आयुक्त (कार्मिक)

सभी अधिकारी, नविस, मुख्यालय

प्रतिलिपि:-

1. उपायुक्त, नवोदय विद्यालय समिति, सभी संभागीय कार्यालय
2. निदेशक (राजभाषा), मानव संसाधन विकास मंत्रालय, शास्त्री भवन, नई दिल्ली
3. प्राचार्य, सभी जवाहर नवोदय विद्यालय



सं.सं. 1-5 / 2010-नविस (हि.प्र.)

दिनांक : 09.06.2010

सेवा में,

उपायुक्त,
नवोदय विद्यालय समिति
सभी संभागीय कार्यालय

प्राचार्य,
सभी जवाहर नवोदय विद्यालय

विषय:- संघ का राजकीय कार्य हिन्दी में करने के लिए वार्षिक कार्यक्रम 2010-11 के संबंध में।

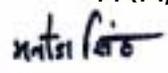
महोदय / महोदया,

गृह मंत्रालय, राजभाषा विभाग, भारत सरकार द्वारा हिन्दी के प्रचार-प्रसार एवं विकास को गति प्रदान करने के लिए प्रत्येक वर्ष कार्य के विभिन्न मद्दों हेतु लक्ष्य निर्धारित किये जाते हैं। वर्ष 2010-11 का वार्षिक कार्यक्रम इस कार्यालय के पत्र संख्या 1-12/2006-नविस (हि.प्र.) दिनांक 02.06.2010 द्वारा आपको प्रेषित किया जा चुका है। यह वार्षिक कार्यक्रम राजभाषा विभाग की वैबसाइट www.rajbhasha.nic.in पर भी उपलब्ध है। वार्षिक कार्यक्रम का निष्ठापूर्ण पालन सुनिश्चित करने के लिए इस कार्यक्रम पर आगामी राजभाषा कार्यान्वयन समिति की बैठक में गहन चर्चा की जाए। इसके पूर्णतः पालन के लिए अपने सभी अधीनस्थ कर्मचारियों को आवश्यक दिशा निर्देश दें और जाँच बिंदु तय करें। इसके अनुपालन की मद-वार स्थिति प्रत्येक तिमाही में मुख्यालय / संभागीय कार्यालय में भेजी जाने वाली रिपोर्ट में परिलक्षित होनी चाहिए।

वार्षिक कार्यक्रम के संबंध में निम्नलिखित बिंदुओं पर विशेष तौर से ध्यान दें:-

- कम्प्यूटर, ई-मेल, वेबसाइट सहित उपलब्ध सूचना प्रौद्योगिकी सुविधाओं का अधिक से अधिक उपयोग करते हुए हिन्दी में काम को बढ़ाया जाए।
- हिन्दी टंकण / आशुलिपि सहित राजभाषा प्रशिक्षण संबंधी सभी कार्यों में तीव्रता लाएं ताकि तत्संबंधी लक्ष्यों को निर्धारित समय-सीमा में प्राप्त किया जा सके।
- कार्यालय अपने विषयों से संबंधित संगोष्ठियाँ हिन्दी माध्यम से आयोजित करें।
- राजभाषा अधिनियम, 1963 की धारा 3(3) के अंतर्गत आने वाले कागजातों जैसे सामान्य आदेश, करार, टेंडर, नोटिस आदि द्विभाषी रूप में जारी किया जाए। इसका उल्लंघन करने के लिए हस्ताक्षर करने वाला अधिकारी जिम्मेदार होगा।
- हिन्दी में मूल पत्राचार एवं हिन्दी पुस्तकों की खरीद लक्ष्य के अनुसार की जाए।
- विद्यालय का आंतरिक राजभाषा निरीक्षण प्रत्येक वर्ष किया जाए।

संघ की राजभाषा नीति का आधार प्रेरणा और प्रोत्साहन है, किंतु राजभाषा संबंधी अनुदेशों का अनुपालन दृढ़तापूर्वक किया जाना चाहिए। जानबूझकर राजभाषा संबंधी आदेशों की अवहेलना के लिए अनुशासनात्मक कार्रवाई करने पर विचार किया जा सकता है।

भवदीय,

(मनोज सिंह)
आयुक्त



सं.सं. 1-9/2007-नविस (हि.प्र.)

दिनांक : 18.08.2010

सेवा में,

उपायुक्त
नवोदय विद्यालय समिति,
सभी क्षेत्रीय कार्यालय

विषय:- दिनांक 14 सितम्बर से 28 सितम्बर 2010 तक हिन्दी पखवाड़ा मनाने संबंधी।

महोदय / महोदया,

प्रति वर्ष की भांति इस वर्ष भी हिन्दी दिवस (14 सितम्बर) के अवसर पर नवोदय विद्यालय समिति में दिनांक 14 सितम्बर से 28 सितम्बर 2010 तक हिन्दी पखवाड़ा मनाया जायेगा। इस सुअवसर पर नवोदय विद्यालयों के सभी साथियों के लिए आयुक्त, न.वि.स. का संदेश संलग्न है।

इस संदेश की भावना एवं अवसर की गरिमा के अनुरूप सभी संभागीय कार्यालयों में विभिन्न प्रतियोगिताओं व कार्यक्रमों का आयोजन किया जाना चाहिए, जिससे अधिकारियों एवं कर्मचारियों में राजभाषा हिन्दी के अधिकाधिक प्रयोग के प्रति अन्तर्भावना जागृत हो सके। इन प्रतियोगिताओं व कार्यक्रमों का निर्धारण संभागीय कार्यालय के उपायुक्त की अध्यक्षता में एक समन्वय समिति का गठन करके किया जाना चाहिए।

इसी प्रकार कृपया अपने अधीनस्थ सभी जवाहर नवोदय विद्यालयों को भी हिन्दी पखवाड़े के आयोजन के लिए निर्देश दें, जिससे विद्यार्थियों एवं कर्मचारियों में राजभाषा हिन्दी के प्रयोग के प्रति रुचि जागृत हो सके। सभी जवाहर नवोदय विद्यालयों में इन प्रतियोगिताओं व कार्यक्रमों का निर्धारण प्राचार्यों की अध्यक्षता में हिन्दी, अंग्रेजी एवं तृतीय भाषा के शिक्षकों को शामिल करते हुए एक समन्वय समिति का गठन करके किया जाना चाहिए। साथ ही नवोदय विद्यालय समिति की योजना के उद्देश्यों को ध्यान में रखते हुए विद्यालय अपने पड़ोसी विद्यालयों को भी इन प्रतियोगिताओं एवं कार्यक्रमों में शामिल कर सकते हैं। इन प्रतियोगिताओं व कार्यक्रमों में प्रथम, द्वितीय एवं तृतीय स्थान प्राप्त करने वाले प्रतियोगियों को पुरस्कार तथा प्रमाण पत्र देना उपयुक्त होगा।

पखवाड़े के दौरान निकटस्थ क्षेत्रों से हिन्दी भाषा व साहित्य के विद्वानों / साहित्यकारों को आमंत्रित कर हिन्दी भाषा एवं साहित्य के महत्व पर व्याख्यान कराये जाएं। इस अवसर पर पुस्तकालय में उपलब्ध हिन्दी भाषा की पुस्तकों की प्रदर्शनी भी लगाई जा सकती है।

हिन्दी पखवाड़े की सचित्र रिपोर्ट संबंधित संभागीय कार्यालय को प्रेषित की जाए।

भवदीय,

(एम. एस. खन्ना)

संयुक्त आयुक्त (कार्मिक)

संलग्न: आयुक्त, न.वि.स. का संदेश





FINANCE/AUDIT



F.No. : 3-8(89)2002-03/NVS/F&A/IA/188

Dated: 26.10.2005

Subject : Revised ceiling for reimbursement of Medical Claims reg.

In partial modification of this office Circular No. F.3-8(89)/2002-03/NVS(F&A)/32 dated 21/4/2003 on the subject, I am to convey the approval of the Commissioner, NVS for pre-audit of medical reimbursement claims for treatment obtained for day to day ailments by the employees of the Samiti for self and their family members as follow :-

SI No.	Category of claim	Sanctioning Authority	Existing ceiling limit (per employee per annum)	Revised ceiling limit (per employee per annum)
I For Vidyalaya Staff (excluding Principal)				
(i)	Treatment from AMA including Govt./CGHS Recognised Hospital	Principal	Rs.5000	Rs.5000
II For Regional Office and NLI Staff (excluding Deputy Commissioner)				
(i)	Treatment from AMA	Dy. Commissioner	Rs.7500	Rs.7500
(ii)	Treatment from Govt./CGHS Recognised Hospital	Dy. Commissioner	Rs.7500	No limit
III For Hqrs. Office staff				
(i)	Treatment from AMA	Dy. Commissioner (Admn.)	Rs.7500	Rs.7500
(ii)	Treatment from Govt./CGHS Recognised Hospital	Dy. Commissioner (Admn.)	Rs.7500	No limit

- (2) Ceiling for the treatment taken from AMA is Rs.7500/- p.a. (financial year) in respect of all employees of NVS. However, there is no ceiling for the treatment taken in Govt/CGHS recognized Hospital.
- (3) All the medical claims in respect of JNVs staff exceeding Rs.5000/- (per employee per annum) up to Rs.7500/- for AMA's treatment and without ceiling for the treatment taken in Govt/CGHS Recognised Hospital, will be sent to concerned Regional office as per existing practice for pre-audit and sanction.
- (4) All medical claims in respect of the Principals would be forwarded to Regional Office concerned for pre-audit and sanction for reimbursement.
- (5) All medical claims of Regional Deputy Commissioner would be forwarded to Hqrs. Office after thorough pre-check as per existing practice.



- (6) All claims irrespective of amount seeking relaxation as per CS(MA) Rules, 1944, shall continue to be sent to F&xA. wing at NVS Hqrs. Office for approval of the Commissioner, NVS.
- (7) All other conditions mentioned in this office circular dated 21.4.2003 will remain unchanged.

(D.C. VERMA)
Assistant Commissioner (Audit)

Copy to:-

1. All Officers of NVS Hqrs.
2. All R.Os.
3. All NLI.s.
4. All JNVs.
5. D.D.O. NVS Hqrs.
6. Sh. S.B.Sharma A.C. (E-I)

Assistant Commissioner (Audit)



F.No. :1-1/2010-NVS(F&A)

Dated: 20.09.2010

To

1. The Deputy Commissioner, Navodaya Vidyalaya Samiti, All Regional Offices.
2. The Director/Incharge, Navodaya Leadership Institute (All NLIs).

Subject: Budget Allocation for the Financial Year 2010-2011 - regarding.

Sir/Madam,

The budget allocation for the financial year 2010-2011 containing broad head-wise details both under Non-Plan and Plan fixed in respect of your Region/NLI, is sent herewith as per Annexure-I, for its onward reallocation to Vidyalayas and RO's Office of your Region. While reallocating funds, it may please be ensured that reallocation is not exceeded to the total allocation fixed by Hqrs.' Office in respect of each head of expenditure both for Non-Plan and Plan separately. Further, the Regional Office shall work out the headwise allocation for the year 2010-2011, with reference to the actuals of 2009-2010 in respect of each unit (including Regional Office) and communicate it immediately so as to reach them at the latest by the 30th September, 2010. Simultaneously, a consolidated Statement of Head-cum-Unit wise allocation both for Non-Plan and Plan separately, indicating the Statewise sub-totals of allocations made in respect of each head of expenditure, must also be furnished to this office.

2. While allocating the BE 2010-2011 to field units, due consideration shall be given to the flow of actual expenditure of previous years especially of 2009-2010 under each head of expenditure(Non-Plan & Plan separately) and related data such as Student's strength, level of Vidyalayas, Streams provided, prescribed norms for the student's assistance, etc. of each unit and also to observe the guidelines and norms mentioned in succeeding paras.

In respect of Navodaya Leadership Institutes (NLIs), the requirement intimated by NLIs/Training Wing of NVS Hqrs. has been taken into account and the budget allocation fixed under Plan, as per head-wise details thereof mentioned in the enclosed Statement, in respect of each NLI, presently functioning at Chandigarh, Goa, G.B. Nagar, Guntur and Rangareddy. The budget allocation inter-alia also contains the provision under the head 'Misc. Contingencies (Plan)' to meet expenditure towards hire charges of the vehicle (including cost of P.O.L, etc.) during the current financial year. In addition, the budget allocation upto Rs.2.00 lacs per NLI per annum, as per the demand of NLI has also been provided under the head 'M&R (Plan)' to meet the expenditure on day to day and annual maintenance & repair works of NLI's building during the year 2010-2011.

The allocation to JNVs and Regional Office concerned shall be carried out with reference to the following norms/guidelines:-

1. **RECURRING HEADS OF EXPENDITURE :**
The Vidyalayas existed at the end of VIIth Plan period (i.e. upto 31.3.1990) will have both Non-Plan & Plan allocations. The Vidyalayas sanctioned/established after 1.4.1990 will have Plan provisions only. Likewise, the normal functioning



expenditure of Regional Office Patna, this will be met under Plan and for other Regional Offices, this shall be met under Non-Plan. The provisions kept centrally at Regional Office level for the expenditure on behalf of Vidyalayas, may have both Non-Plan and Plan provisions in the Main Account of Regional Office concerned except allocation under the heads "Loans and Advances to Staff, Recruitment and Training Courses", which shall be utilized through RO's Hqrs. Account only.

i) **Staff Payments**

The expenditure on teaching and non-teaching posts sanctioned in respect of Vidyalayas established till the end of VIIth Five Year Plan period (i.e. upto 31st March, 1990) is to be met with Non-Plan provisions subject to the overall allocation provided therefor and additional requirement over and above be met with Plan allocation. Likewise, the expenditure on posts sanctioned in respect of Vidyalayas established on or after 1st April, 1990 (including the posts created in Vidyalayas by diversion/abolition from other Vidyalayas from the said stipulated date) is to be met with Plan provisions.

Accordingly, the allocation under the Head Staff Payments (i.e. expenditure on Pay & Allowances, TA/DA, Medical claims, Bonus, LS & PC, Payment of Gratuity, encashment of E.L etc.) has been fixed to the extent of actual expenditure of 2009-2010 of the units with an increase of 15% both for Non-Plan and Plan separately, so as to enable them to meet additionality on account of increase in Pay & Allowances of the staff due to grant of Annual Increment, enhancement of DA instalment and also to meet the committed expenditure towards increase in TA/DA/LTC, Medical expenses, payment of gratuity, encashment of Earned Leave, Samiti's contribution towards NPS, etc. In addition to above, a lumpsum provision of Rs.25.00 lacs per Vidyalaya is also kept under Plan in respect of new JNVs sanctioned during the previous year(s) and likely to be made functional during the current financial year.

The Regional Offices can adopt the following norms under this head for allocating funds to field units for the financial year 2010-2011, as detailed below:-

(a) **SALARIES**

The allocation towards pay & allowances for the current financial year can be provided to the extent of actual requirement of the units, subject to the over all allocation provided thereof both under Non-Plan and Plan separately. The balance provision, if any, both for Non-Plan and Plan may be kept as Reserve to provide to needy Vidyalayas at RE/FG stage.

(b) **OTHER SUB-HEADS**

The allocation under this head can be made on the basis of actual expenditure of 2009-10 with an increase upto 15% both under Non-Plan and Plan (excluding arrear/final payment of previous years) or as per their actual need, subject to the over all allocation provided thereof both under Non-Plan and Plan separately. The balance amount both under



Non-Plan and Plan, if any, may be kept as Reserve for allocating to the units as per their actual need at RE/FG stage.

- (c) A lumpsum provision upto Rs.25.00 lacs per Vidyalaya may be provided under the head 'Staff Payments (Plan)' for new JNVs which are likely to be made functional first time during 2010-2011 or as per the actual need of Vidyalaya concerned for the current financial year.

(ii) Expenditure on Students

The allocation under this head can be provided with reference to the following approved norms:-

Item	Rates	Total	Rates	Total
1. Mess Expenditure	Pre-revised Rates for the period from 1.4.2010 to 30.6.2010		Revised Rates effective from 1.7.2010 onwards	
	Rs.800/- per month per student (for 9 months) and additional Rs.200/- per month per student for JNVs at hard & difficult stations (for 9 months)	-Rs.7200/- and additional Rs.1800/- for JNVs at hard & difficult stations (for 9 months)	Rs.920/- per month per student (for 9 months) and additional Rs.230/- per month per student for JNVs at hard & difficult stations (for 9 months)	-Rs.8280/- per student per year (for 9 months) and additional Rs.2070/- per student per year for JNVs at hard & difficult stations (for 9 months)
2. Uniforms	i)For Summer bound JNVs - Rs.1250/- per student per year	-Rs.1250/-	i)For Summer bound JNVs - Rs.1500/- per student per year	-Rs.1500/-
	ii)For Winter bound JNVs - Rs.1550/- per student per year	-Rs.1550/-	ii)For Winter bound JNVs -Rs.1800/- per student per year	-Rs.1800/-
3. Text Books	-Rs.150/- per student per year	-Rs.150/-	-Rs.300/-per student per year	-Rs.300/-
4. Daily Use Toilet Items	-Rs.650/- per student per year	-Rs.650/-	-Rs.900/- per student per year	-Rs.900/-
5. Other Expenditure on Students including Stationery, Travel, Medical, CBSE fees, etc.	-Rs.800/- and Rs.300/-For School Bag*	-Rs.800/- and Rs.300/-For School Bag*	-Rs.1000/- and Rs.300/-For School Bag*	-Rs.1000/- and Rs.300/-For School Bag*
	*To be provided in classes VI, IX & XI students from the year 2009-10.		- commenced to provide to class VI	



The revised rates effective from 1.7.2010 are subject to accord approval by the Executive Committee of NVS. The above provisions would also meet the requirement for providing mess facilities, other daily use items and stationery to those students who are detained during vacations for IIT-JEE coaching, during the current financial year.

While allocating funds to field units, the Regional Offices shall also follow the following guidelines:-

- a. The Vidyalayawise average actual expenditure for 2009-10 under the Sub-head 'Mess' shall first be arrived at with reference to Student's strength on rolls as on 31st March, 2010 and the allocation made on need basis within the overall ceiling of prescribed norms.
- b. The anticipated Student's strength for 2010-2011 shall be worked out in respect of each Vidyalaya on the basis of average strength likely to be admitted in Class-VI and actual number of students of Classes VI to XI as on 31.3.2010, for working out the strength of Classes VII to XII (including the number of students likely to be admitted during the year 2010-11 through lateral entry).
- c. The allocation for mess expenditure, in respect of student's strength of Classes X to XII of Vidyalayas that were existed at the end of VIIth Plan (i.e. upto 31.3.1990) is to be made under Non-Plan and for student's strength in Classes VI to IX of these Vidyalayas and the total student's strength of Vidyalayas that were established and functional from 1.4.1990 onwards, irrespective of their class level, this is to be allocated under Plan.
- d. The allocation towards expenditure on all other sub-heads, in respect of all Students/Vidyalayas, is to be met with Plan provisions.
- e. The allocation towards purchase of text books and uniforms for the Vidyalayas has been kept at R.O level under Plan and the same can be utilized through its Main Account during the financial year 2010-11.

iii) Rent :

The provision under this head has been kept to an extent of actual expenditure of previous year in respect of the buildings hired for JNVs/ROs. The Regional Office can allocate the same to each Unit to the extent of actuals of 2009-2010 (excluding arrear payment of previous years, if any). However, the factor towards shifting of Vidyalayas to their own buildings may also be taken into account and allocation made as per their actual need. The balance of provision can be utilized, with the approval of competent authority, to meet increase in rental of the buildings hired by Vidyalayas and Regional Offices alongwith arrears of rentals due, if any, with retrospective date.-6-

iv) Contingencies:

(a)Water & Electricity Charges

The provision under this head has been made to an extent of actual expenditure of 2009-10 with an increase of 10% both for Non Plan and Plan. The increase in electricity charges on account of installation of 100/200 KV H.T. connections



from the financial year 1997-98 onwards had to be provided under Plan. However, the Regional Office shall allocate funds to the extent of actuals of 2009-10 of each unit (excluding arrear payment of previous years, if any, paid during 2009-10).

The Vidyalayas likely to start functioning during 2010-11 may also be provided a lumpsum allocation of Rs.2.00 Lacs per JNV for this purpose or as per actual need under Plan. The balance provision may be utilized for additional demand from the Units on account of arrear bills, etc. with the approval of Competent Authority.

(b) Other Contingencies

The provision under this head has been kept to the extent of actual expenditure of 2009-10 with an increase of 10% both for Non Plan and Plan to meet the escalation in cost of misc. contingent items during the current financial year. The Regional Office shall allocate funds to the extent of actuals of 2009-10 of each unit under various sub-heads. The instructions of GOI and from the Samiti regarding expenditure on P.O.L., maintenance and hire charges of vehicles, etc. has to be strictly adhered to. The expenditure incurred on special repair of the Vidyalaya's vehicle during the year 2009-10, if any, must be deducted from the actuals while allocating funds to the concerned Vidyalayas. It may also be ensured that all units should observe utmost economy while incurring expenditure under this head during the year 2010-2011. The additionality provided may be utilized to meet additional demand from the units towards repair of furniture, equipments and vehicles, on the specific approval of Deputy Commissioner of the Regional Office. The expenditure on account of maintenance and repair of assets items (other than buildings) should also be met with the provisions provided under this head.

In addition to above, the Vidyalayas which are likely to start functioning during the year 2010-2011 may be provided a lumpsum allocation of Rs.2.00 lacs per JNV or as per actual need to meet misc. contingent expenditure under Plan during the year 2010-11.

v) Co-curricular and extra co-curricular activities.

The provision under this head shall be kept as per the following norms/guidelines :-

- a) The provision @ Rs.100/- per student per year for undertaking extra curricular activities in JNVs may be made under Plan with reference to the actual Student's strength on rolls of Vidyalayas for the year 2010-2011.
- b) An amount of Rs.3.00 lacs, Rs.1.00 lac and Rs.1.50 lacs has been allocated to each Regional Office under Plan, for organizing a)Cluster/ Regional Games and Sports Meets (b)National Games & Sports Meet (i.e 17 events @ Rs.1.00 lac for each event) and (c) for purchase of Track-suits, Kits, Sports-Shoes, T.Shirts etc., respectively, during the current financial year. Further, to develop the Excellent Centre for a particular Zone, the provision @ Rs.0.50 lac per JNV for each of two JNVs of Regional Office has also been kept under Plan for making these JNVs as Excellent Centre, which are having specialized skill in a particular game. The required funds for organizing the above activities shall be released to Regional Offices on receipt of specific Sanction Order from Acad.Wing of NVS Hqrs; Office.



Besides, a central provision of Rs.50,000/- has also been kept at Hqrs. under Plan to meet expenditure towards Affiliation Fee payable to School Games Federation of India (SGFI) for the current financial year.

- c) The provision of Rs.214.30 lacs has been kept centrally under Plan at Hqrs. for the expansion of NCC activities in 207 JNVs (i.s for 14779 cadets @ Rs.1450/- per cadet) during the current financial year. The funds on this account shall be released to ROs on receipt of specific Sanction Order from Acad. Wing of NVS Hqrs.' Office.
- d) A total provision of Rs.160.00 lacs has been kept under Plan for Scouts and Guides Activities, as per the requirement intimated by Acad Wing of Hqrs' Office. The above provision includes Rs.139.00 lacs in respect of 468 JNVs wherein the uniforms to Scouts & Guides of these JNVs are to be provided as per prescribed norms (i.e @ Rs.29700/- per JNV) during the current financial year and the provision @ Rs.2.00 lacs per Regional Office is kept for undertaking Adventure camping & other school activities. The funds on this account shall be released to Regional Offices on receipt of specific Sanction Order from Acad. Wing of NVS Hqrs.' Office.

Besides, a central provision of Rs.5.00 lacs has also been kept at NVS Hqrs. to meet expenditure towards Affiliation & Registration fee and State/National Jamboree.

- e) A total provision of Rs.64.56 lacs has been kept under Plan towards Art & Cultural Workshops which contains an amount of Rs.42.56 lacs allocated to ROs for organizing various Art in Education Workshops in JNVs (i.e @ Rs.38,000/- per workshop and for 14 workshops in each Region). In addition, the provision @ Rs.1,50,000/- in each RO has also been kept for organizing Regional Integration Meet. The funds on this account shall be released to Regional Offices on receipt of specific Sanction Order from A&E Unit of NVS Hqrs.' Office.
- Besides, a central provision of Rs.10.00 lacs has been kept at Hqrs. for organizing the National Integration Meet by NVS Hqrs. during the year 2010-11.

While incurring expenditure, the instructions issued by A&E Unit of Hqrs.' Office should be followed strictly togetherwith codal formalities. The expenditure on this account is to be debited under the sub-head 'Art and Cultural Workshops (Plan)'.

vi) Recruitment

A lumpsum provision of Rs.2.00 lacs has been kept at Regional Office level as per the allocation therefor indicated either under Non-Plan or Plan, in connection with the recruitment of staff (including the expenses on advertisements). The expenditure on this account may be incurred centrally from the RO's Hqrs. Account only, as per guidelines in this regard issued by Hqrs.' Office from time to time.

vii) Training Courses

A lumpsum provision of Rs.1.00 lac under Plan has been placed at the disposal of Regional Office to meet the requisite expenditure for organizing In-service Training Courses/Induction Courses, etc. in respect of non-teaching staff of the



Vidyalayas. The expenditure on this account may be incurred centrally and accounted for by the Regional Office through its Hqrs.' Account only.

viii) Admission Test

The provision @ Rs.70,000/- per Vidyalaya has been kept under Plan with reference to the requirement of funds anticipated for holding JNVST 2011. This also includes the requirement to meet requisite expenditure on publicity at Regional level regarding JNVST 2011. This provision may be kept at Regional Office Main Account and allocation made as per instructions of Academic Wing (Exam Cell) of Hqrs.' Office of NVS.

ix) Vocationalisation

A lumpsum provision of Rs.33.00 lacs under Plan has been kept as Central Provision at Hqrs.' Office for implementing Vocational Courses in selected JNVs. After obtaining the Vidyalaya-cum-course wise details as well as guidelines/norms for incurring expenditure from Academic Wing of Hqrs. Office, the funds on this account shall be released directly to concerned JNVs during the current financial year.

x) Pace Setting Activities

A lumpsum provision of Rs.10,000/- per JNV has been kept under Plan for undertaking pace setting activities by the Vidyalayas. This provision can be allocated to all the functional JNVs for organizing various pace setting activities during the year 2010-2011, as per guidelines from Acad. Wing of NVS Hqrs.

In addition, a central provision of Rs.8.00 lacs (i.e. @ Rs.1.00 lac per R.O) has also been kept as Central Provision at Hqrs.' office for organizing Science Congress during the year 2010-11. The funds on this account shall be released on receipt of specific sanction order from Academic Wing of Hqrs.' Office.

xi) Museum Corner

A lumpsum provision of Rs.5,000/- per JNV under Plan has been kept for expansion of Museum Corner in those 536 JNVs wherein this activity has already been in existence till 31.3.2010. This amount can be allocated to the concerned JNVs after obtaining Vidyalaya wise details and necessary guidelines from Academic Wing of NVS Hqrs., for incurring expenditure during the year 2010-11. The funds on this account shall be released to Regional Offices on receipt of specific sanction order from Academic Wing of NVS Hqrs.

xii) Maintenance of Computer Education Programme

The provision for this head has been kept under Plan for continuation of Computer Education Programme in those selected JNVs wherein the computer facility has already been extended till March, 2010 and being extended during the current financial year, as per the following norms :-

- i) @ Rs.1.00 lac per JNV in respect of those 33 Vidyalayas wherein the computer facility with 40-50 numbers of computers has been extended till March 2010.



- ii) @ Rs.0.80 lac per JNV in respect of those 415 Vidyalayas wherein the computer facility with more than 30 numbers of computers has been extended till March 2010.
- iii) @ Rs.0.40 lac per JNV in respect of those 105 Vidyalayas wherein the computer facility with 20-30 number of computers has been extended till March 2010.
- iv) Provision @ Rs.90,000/- per JNV per annum(i.e. Rs.10,000/-per JNV per month for 9 months) in respect of 553 JNVs has also been kept to meet the expenditure on deployment of faculty in JNVs on contract basis during the year 2010-11.

Besides, the provision of Rs.619.35 lacs also been kept as Central Provision in R.O's Main account to meet the expenditure towards VSAT Internet Subscription charges payable in r/o 301 JNVs during the financial year 2010-11. The allocation on this account can be made after obtaining the Vidyalaya wise details and necessary guidelines from EDP unit of NVS Hqrs. for incurring expenditure during the year 2010-11.

The expenditure on this account shall be incurred by JNVs concerned within the above ceilings and as per their actual requirement. While incurring expenditure, the instructions/guidelines issued by EDP Unit of NVS Hqrs. shall be followed invariably alongwith codal formalities by the concerned JNVs.

In addition to above, the provision of Rs.2.30 Lacs (i.e.@ Rs.10,000/- per JNV per year for 23 JNVs) and Rs.20.70 lacs (i.e. @ Rs.10,000/- per JNV per month for nine months), has also been kept as Central Provision at NVS Hqrs' to meet the expenditure on consumables (i.e. stationery, etc.) and deployment of faculty on contract basis respectively, in respect of those 23 JNVs wherein the computer faculty is being extended during the current financial year. Besides a central provision of Rs.20.00 lacs is also kept at NVS Hqrs. to meet the expenditure towards balance payment of subscription charges (Phase I & II JNVs) of previous years. The funds on this account shall be released on receipt of specific sanction order from EDP Unit of Hqrs.' Office.

xiii) **Loans & Advances to Staff (Interest Bearing Advances)**

The Regional Deputy Commissioners have been delegated with the powers to sanction short-term advances such as Cycle, Scooter/Motor Cycle, etc. in respect of Vidyalayas and Regional Offices staff. However, the Deputy Commissioner of the Regional Office is not vested with powers to sanction Motor Car, Personal Computer and House Building Advances. Therefore, such cases should be referred to the concerned Section/Wing of Hqrs.' Office, after pre-check with reference to the provision of GFRs and duly recommending the amount of admissible advance with complete documents. Accordingly, a provision of Rs.5.00 Lacs for each Regional Office and Rs.5.00 Lacs for Hqrs.' Office (including NLI), has been provided under Non-Plan. In respect of R.Os, this may be kept at Regional Office level as Central Provision and the payment in this regard shall be released through RO's Hqrs. Account only.

In addition, an amount of Rs.10.00 lacs is also kept Centrally at Hqrs.' Office under Plan for grant of HBA to all the staff of Samiti for the current financial year.



A broadsheet in respect of Interest Bearing Advances paid to the staff should be maintained, in the prescribed proforma as per provisions under GFRs, at field unit as well as Regional Office/Hqrs.' Office level to watch prompt recovery of advances by calling monthly recovery schedules from the unit concerned in the prescribed proforma.

In respect of NLI's staff, the proposal seeking advances for cycle, Scooter, Motor Cycle, Motor Car, Personal Computer, HBA, etc. shall be referred to Training wing of Hqrs.' Office for necessary sanction and release of advance from the funds allocated to Hqrs.' Office under the Head 'Loans and Advances' for the financial year 2010-2011.

- xiv) **Free Meal Facility to Teaching Staff**
A lumpsum provision on an average @ Rs.90,000/- per Vidyalaya under Plan has been kept for extending free meal facility to the eligible Teaching Staff of Vidyalayas. While allocating funds, the details of eligible Teaching Staff of Vidyalayas and average expenditure of previous year may be kept in view and allocation made accordingly as per approved norms. The allocation on this account may vary from one Vidyalaya to another. However, this may be considered within the overall budget allocation fixed for the region as a whole.

2. **NON-RECURRING HEADS OF EXPENDITURE :**

The provisions made in respect of Non-recurring head(s) of expenditure is meant for the purpose of acquiring Assets items and not for the expenditure on repair of Assets items which is to be met with provisions under the head "Misc. Contingencies (Non-Plan/Plan)", as per allocation provided therefor.

i) **Furniture :**

The provision @ Rs.4.00 lacs per Vidyalaya for the Vidyalayas reaching Class XII during 2010-2011 and @ Rs.1.00 Lac per Vidyalaya for Vidyalayas already reached to Class XII in the year 2009-2010, has been kept under Plan towards purchase/replacement of unserviceable furniture items, if any, for the current financial year.

An amount of Rs.1.00 Lac under Non-Plan has been allocated to each Regional Office for its own office and in respect of Regional Office, Patna the same has been provided under Plan.

While allocating the above provision to Vidyalayas, the Regional Office must ensure that the allocation is made on actual need basis in respect of each Vidyalaya with reference to the student's strength, stock in position (including items which can be put into use after repair), availability of accommodation, etc. as well as average cost of items in the previous year(s) and not automatically adopting the norms intimated by Hqrs.' Office.

The additional requirement of funds towards purchase of furniture items due to sanction of additional Dining Halls, Dormitories etc., duly justifying the requirement, may be submitted to School Admn. Section of Hqrs.' Office and on receipt of the Regionwise demand, the required funds shall be provided to concerned JNVs out of the Central Provision therefor kept at NVS Hqrs.

**ii) Lab Equipments**

The provision under this head has been made both for consumable & non-consumable items for the use at Vidyalaya's Laboratories under Plan, as per the following norms:-

- a) For Vidyalayas reaching in class IX during 2010-2011- @ Rs.1.00 Lac per JNV.
- b) For Vidyalayas reaching in Class XI during 2010-2011- @ Rs.1.25 Lac per JNV.
- c) For Vidyalayas already reached to Class XII in the year 2009-2010 - @ Rs.0.75 lac per JNV (including replacement of items on need basis).

However, the Regional Offices should evaluate the actual requirement of each Vidyalaya with reference to the existing stock as well as availability of laboratory buildings and not automatically adopting the norms intimated by Hqrs.' Office. The allocation shall be made on actual need basis and within the overall provision fixed for the Region. Besides, a central provision of Rs.618.50 lacs has also been kept under Plan to meet the requirement of recurring expenditure on establishment of Science & Math Labs in 466 JNVs functional at permanent site @ Rs.50,000/- and Rs.75,000/- per JNV respectively and also to establish Bio-tech Labs in 48 JNVs @ Rs.75,000/- per JNV during the current financial year. The funds on this account shall be released to ROs on receipt of specific Sanction Order from Acad. Wing of NVS Hqrs.' Office.

iii) Other Equipments

The provision for this head has been made under Plan with reference to the following norms:-

-@ Rs.1.00 Lac per Regional Office for its own office under Non-Plan and for the Regional Office, Patna, this has been kept under Plan.

-@ Rs.4.00 Lacs per Vidyalaya for the Vidyalayas reaching to Class XII during 2010-2011 under Plan .

-@ Rs.1.50 Lacs per Vidyalaya for the Vidyalayas already reached to Class-XII in the year 2009-2010 under Plan for replacement of equipments on need basis.

While allocating the above provision to Vidyalayas, the Regional Office should assess the actual requirement of each Vidyalaya on need basis with reference to stock in position (including items which can be put in use after repair), student's strength, availability of accommodation and also the average cost of items in previous year(s) and not automatically adopting the norms fixed by Hqrs.' Office. The allocation to each Vidyalaya shall be made on actual need basis and within the overall provision fixed for the Region.

The additional requirement of funds for JNVs over & above the approved norms, duly justifying the requirement, may be submitted to School Admn. Section of Hqrs.' Office and on receipt of the Regionwise demand, the required funds shall be provided to concerned JNVs out of Central Provision therefor kept at NVS Hqrs.



- iv) **Sports Equipments**
The provision @ Rs.200/- per student per annum has been provided under Plan on the actual Student's strength of the Region for the year 2010-2011 to cater the need of Vidyalayas for the development of sports activities during the year 2010-2011 both for consumable and non-consumable items.

However, while allocating funds to Vidyalayas, the Regional Office should ensure the availability of infrastructural facilities in each Vidyalaya and the requirement is based on the actual need of Vidyalayas.

- v) **Library Books**
An amount of Rs.30,000/- per Vidyalaya can be allocated to all the functional JNVs under Plan towards purchase of library books at their level for the year 2010-11. Further, to procure Library Books, an amount of Rs.1.00 lac under Non-Plan has been allocated to each Regional Office for its own office and in respect of Regional Office, Patna, the same has been provided under Plan. It may, however, be ensured that the expenditure on newspaper and magazines is met with the allocation therefor made under the head 'Contingencies (Non-Plan/Plan)' .

Besides a central provision @ Rs.20,000/- per Vidyalaya per annum has also been kept at NVS Hqrs. towards purchase of library books for JNVs for the current financial year. The funds on this account shall be released to the concerned units on receipt of the specific sanction from Acad. Wing of NVS Hqrs.' Office.

- vi) **Computers (Purchase of Hardware, etc.)**
For the expansion of Computer Education Programme in JNVs, the provision has been kept centrally at NVS Hqrs. under Plan to meet the requirement towards purchase of Hardware, Software, UPS, etc., as per details given below :

- | | |
|---|------------------------------|
| i) Procurement of Computer for 128 JNVs-105 JNVs having 20-30 computers & 23 newly opened JNVs (i.e.10 computers in each JNV @ 50,000/- per computer) | -Rs.640.00 lacs |
| ii) Procurement of UPS for 128 JNVs (i.e 5 UPS in each JNV @ Rs.4,000/- per UPS) | -Rs. 25.60 lacs |
| iii) Provision kept to meet the committed expenditure towards reimbursement of octroi/Entry Tax/ST etc. to the firms for the previous year(s) | -Rs. 40.00 lacs |
| | Total -Rs.705.60 lacs |

The funds on this account shall be released on receipt of specific sanction order from EDP Unit of Hqrs' office.

Besides, a lumpsum provision @ Rs.5.00 Lacs for each Regional Office, Rs.4.00 lacs for NLIs and Rs.5.00 Lacs for Hqrs.'Office of NVS has also been kept under Plan to meet their requirement of Computers, etc. during the current financial year.

- vii) **For Setting Up of Resource Room in JNVs**



For the development of Resource Room in existing 576 JNVs functional upto 31.3.2010 and 17 more JNVs likely to be made functional during the year 2010-11, the provision @ Rs.5,000/- and Rs.10,000/- per JNV respectively has been kept under Plan towards procurement of resource material for the JNVs during the current financial year.

- viii) **Development of Sports Infrastructure & Expansion of Sports Facilities in JNVs**
For the development of Sports Infrastructure & Expansion of Sports facilities in JNVs, the provision @ Rs.1.25 lac per multi Gym for 105 new Gym has been kept for undertaking Multi Gym activities in selected JNVs under Plan for the current financial year. This provision can be allocated to concerned JNVs after obtaining the Vidyalaya wise details and necessary guidelines from Acad.Wing of NVS Hqrs. for incurring expenditure during the year 2010-11. The funds on this account can be released on receipt of specific sanction order from Acad. Wing of NVS Hqrs.' Office.

Besides, a lumpsum provision of Rs.13.30 lacs has also been kept centrally at NVS Hqrs. under Plan for conducting Yoga Training in selected JNVs through Kaivalayadhama, Lonavala during the current financial year. The funds on this account shall be released on receipt of specific sanction order from Training Wing of Hqrs' office.

- ix) **Construction Activities**

- (a) The allocation for Maintenance and Repair Works of JNV's buildings may be provided on actual need basis under Plan subject to the ceiling of following norms:

- a. For JNVs buildings of CBRI pattern - @ Rs.3.50 Lacs per JNV.
b. For JNVs buildings of CPWD pattern - @ Rs.2.00 Lacs per JNV.

- (b) For day to day Maintenance in respect of JNV's buildings shifted to permanent site till 31.3.2010 - @ Rs.1.00 Lac per JNV.

- (c) For Special Repair & Maintenance works to be sanctioned at Regional Office level - @ Rs.10.00 Lacs per Regional Office.

- (d) For day to day and Special Repair & Maintenance works of JNV's buildings located at temporary site @ Rs.0.50 lacs per JNV (i.e. expenditure in respect of JNVs sanctioned/established till 31.3.1990 under Non-Plan and for JNVs established after 1.4.1990 under Plan). Necessary provisions in this regard have been kept centrally at NVS Hqrs. both for Non-Plan and Plan, under the head "M&R" and the funds on this account shall be released on receipt of specific sanction order from Construction Wing of NVS Hqrs.

The expenditure on this account shall, however, be incurred in accordance with the extant instructions/guidelines from Construction Wing of NVS Hqrs.



3. After providing necessary allocations to field units on the aforesaid heads, the left over balance, if any, out of the allocation fixed by Hqrs.' Office may be kept as 'Reserve' at Regional Office in the allocation sheet under the respective heads both for Non-Plan and Plan separately. This may be utilized to meet additional demand of the units on receipt of specific proposal with proper justification and examination at Regional Office level.
4. It has been the practice in previous year(s) that the essential items for students such as uniform, furniture, equipments, library books, lab equipments, sports items etc. had been procured only at the fag end of the financial year. This not only resulted to the nominal expenditure incurred during the year but also invited complaints due to non-supply of required items to the students in time. Further, the Annual Maintenance & Repair works of Vidyalaya's buildings had also not been carried out timely. This act on the part of Vidyalayas has been viewed very seriously by the Commissioner, NVS and it is directed that all Vidyalayas and Regional Offices must complete procurement of non-recurring/one time purchase items (including supply of uniforms to students) and carry out the Annual Maintenance and Repair works in concerned Vidyalayas on priority and also account for the expenditure in the Accounts of the Unit at the latest by December, 2010, duly observing the purchase procedure and other codal formalities prescribed by the Samiti. The required funds to this effect have also been released/being released to all Regional Offices, for further release to field units, failing which the unspent provisions under these heads shall automatically be treated as withdrawn and no further expenditure will be allowed to incur without the specific approval of Hqrs.' office of NVS.
5. In case of any doubt, the clarification may be sought for from the undersigned before allocating funds to the field units under any particular head.
6. The Corpus Funds available with Vidyalayas shall be utilized strictly in accordance with the existing instructions of NVS Hqrs. The School Admn. Section of NVS Hqrs.' Office will monitor the activities and norms of expenditure prescribed for utilization of Navodaya Vikas Nidhi at Vidyalaya level.

Besides, on receipt of the Activity-cum-Headwise details of actual expenditure incurred by Vidyalayas out of Corpus Funds, the Regional Office shall communicate the details of actual expenditure incurred out of Corpus Funds and submit a Quarterly Statement thereof alongwith the Quarterly Statement of Expenditure of Normal Functioning Funds in the prescribed proforma, as per instructions in succeeding paras.

7. The Regional Offices and NLI's shall maintain an Appropriation/Expenditure Control Register under each head and for each unit to watch the flow of expenditure on monthly basis and also take suitable remedial measures to control the expenditure of abnormal increase or decrease to the proportionate allocation of each unit.
8. The Regional Offices and NLI's shall also furnish a consolidated Statement of Expenditure on quarterly basis in the prescribed proforma against the provisions



fixed by Hqrs.' office under each head for Non-Plan and Plan separately viz-a-viz the progress of expenditure on or before 20th of the following month of quarter ending 30th June, 30th Sept. & 31st December and thereafter on monthly basis from Jan. 2011 onwards. The above Statement should also include the action/ remedial measures taken by the Regional Offices to control the abnormal flow of expenditure and also the Vidyalaya wise details of budget allocation fixed, opening balance available as on 1st April 2010 and funds released to Vidyalayas, duly reconciling with the total funds provided by Hqrs.' office both for Non-Plan and Plan separately, so as to apprise the factual position in this regard to the Commissioner, NVS time to time.

9. It may also please be ensured by the Regional Offices that the expenditure is incurred by the field units as per their actual need and not on the basis of availability of allocation/funds with them.
10. This issues with the approval of Commissioner, NVS.

Yours faithfully,

(K.K. Sharma)

Asstt. Commissioner(Fin.)

Encl : As above.

Copy to:

1. Commissioner, NVS – for kind information, please.
2. General Manager (Construction) and Joint Commissioner (Admn./Persn./ Acad), NVS Hqrs. New Delhi- for information and with a request to issue necessary instructions/guidelines (if not already issued), concerning with their Section, for undertaking various programmes and activities at field unit level during the current financial year.
3. All Sectional Head(s) of NVS Hqrs. alongwith a copy of Consolidated Statement of Budget Allocation for the financial year 2010-2011 in respect of NVS - for information and with a request that the requisite record to monitor the expenditure under various head(s) both for Non-Plan and Plan separately may please be got maintained in the prescribed format.
4. The DDO, NVS (Hqrs. and Main Account) alongwith a copy of Consolidated Statement of Budget Allocation for the financial year 2010-2011 in respect of NVS – for information and with the remarks to watch the progress of expenditure with reference to the budget allocation for the year 2010-11 and also to furnish the Quarterly Statement of Expenditure, in respect of NVS Main and Hqrs.' office Account, to the undersigned by the stipulated date.

(K.K. Sharma)

Asstt. Commissioner(Fin.)

Encl : As above.



**Consolidated Statement of Budget Allocation For The Financial Year 2010-11
in Respect of Navodaya Vidyalaya Samiti**

		(Amount-in Lacs)	
S.No. Unit/Head of Account	Non-Plan	Plan	
(A) Hqrs.'Office			
1 Staff Payments			
i) Salaries	556.00	3.50	
ii) Others	94.55 (a)	0.10	
2 Rent	125.00	0.00	
3 Contingencies			
i) Water & Electricity	8.80	0.00	
ii) Misc. Contingencies	44.90	0.00	
4 Recruitment	5.00	300.00	
5 Loans & Advances	5.00 (b)	10.00	
6 Furniture	5.00	0.00	
7 Equipments	5.00	0.00	
8 Library Books	1.00	0.00	
9 Training Courses (For Hqrs. & RO's Staff)	0.00	10.00	
10 Computers-Purchase of Hardware etc.	0.00	5.00	
SUB-TOTAL (A) :	850.25	328.60	
(B) Regional Offices and JNVs	33739.90	75602.05 (c)	
(C) Training Centres (NLIs)	0.00	116.80	
(D) Academic Wing			
1 Contingencies	15.00	0.00	
2 Admission Test	0.00	350.00	
3 Co-Curricular Activities			
i) NCC	0.00	214.30	
ii) Sports & Culture	0.00	0.50	
iii) Scouts & Guide	0.00	5.00	
iv) Art & Cultural Workshops	0.00	10.00	
4 Training Courses (For Vidyalaya's Staff)	0.00	60.00	
5 Computers-Purchase of Hardware etc.	0.00	705.60	
6 Maintenance of CEP	0.00	43.00	
7 Professional Development of Teachers	0.00	5.00	
8 Research Studies	0.00	15.00	
9 Pace Setting Activities	0.00	0.00	
10 Lab Equipments (Bio-Technology, etc.)	0.00	618.50	



(Amount-in Lacs)

S.No. Unit/Head of Account	Non-Plan	Plan
11 Development of Sports Infrastructure & Expansion of Sports Facilities	0.00	13.30
12 Vocationalisation	0.00	33.00
Sub-Total (D):	15.00	2073.20
(E) School Admn./Admn./Gen. Admn./Construction		
1 Ex-gratia relief to parents, etc.	0.00	6.00
2 Printing & Publications	6.00	10.00(d)
3 Evaluation of Scheme	0.00	15.00
4 Library Books	0.00	118.60
5 Other Equipments	0.00	400.00
6 Furniture	0.00	250.00
7 Vehicles	0.00	50.00
8 Generator Set	0.00	50.00
Sub-Total (E):	6.00	899.60
(F) Finance & Accounts		
1 Audit Fees	25.00	35.00
2 CPF Liability	770.00	2730.00
Sub-Total (F):	795.00	2765.00
(G) Construction		
1 Construction of Buildings	0.00	52000.00
2 Maintenance & Repair of Buildings	55.00 (e)	1526.50 (e)
3 Construction of Building for Hqrs.' Office (Part Payment)	0.00	800.00
Sub-Total (G):	55.00	54326.50
(I) Reserve	2258.85	2902.25
Total (A to G):	37720.00	139014.00

- (a) Admn. Wing may re-allocate the provisions under various sub-heads as per actuals of 2009-10 and keeping in view the extant instructions of G.O.I, in respect of OTA, TA, POL, Other Office/Administrative Expenses, etc.
- (b) Provision is for short term advances (i.e Cycle, Scooter, Motat Cycle, etc.) in respect of Hqrs., NLI's & RO's staff and long term advances such as Motar Car, Personal Computer, etc. (except HBA which is under Plan) in respect of all employees of the Samiti.
- (c) This includes Rs.1684.50 Lacs towards day to day Maintenance and Annual M&R Works for JNVs buildings in respect of those 442 JNVs which have been shifted to permanent buildings till 31.3.2009 (i.e. @ Rs.4.50 lacs to 223 nos. of CBRI Pattern JNVs & @ Rs. 3.00 lacs to 219 nos. of CPWD Pattern JNVs) and for 24 JNVs (@ Rs.1.00 lac per JNV) which shifted to permanent buildings during 2009-10. This also includes



the provision of Rs.80.00 Lacs (i.e. @ Rs. 10.00 lacs for each R.O.) towards Special Repair Works of JNVs buildings to be sanctioned at RO level.

- (d) This includes the provision towards Printing & Publications of NVS other than Annual Report, Audit Report, Annual Accounts Proforma and CPF Ledger Cards for which the allocation has been kept under Non-Plan.
- (e) This includes the provision @ Rs.0.50 lacs per JNV towards day to day Maintenance of those JNVs buildings which are presently functioning at temporary buildings. In this regard, the expenditure for the JNVs sanctioned/established till 31.03.1990 shall be met with Non-Plan provision and for JNVs established after 01.04.1990, the expenditure thereof is to be met with Plan provision. This also includes the provision towards Special Repair Works of JNVs buildings at permanent site and also for the day to day and Special M&R works of the building in respect of Regional Office, Chandigarh.

A handwritten signature in black ink, appearing to read 'K. K. Sharma', is written above the printed name.

(K. K. Sharma)

Assistant Commissioner (Finance)





CONSTRUCTION



F. No. 1-4/2004/NV/GM

Dated :29.03.2005

To,

All Principals,
Jawahar Navodaya Vidyalayas.

CIRCULAR

Subject :Handing-over/taking-over of buildings by Principals from Construction Agencies.

Sir,

It has been reported by various construction agencies that there are some reservations on the part of Principals in signing the handing over/taking over documents while occupying/taking over of the JNV Campus. In this connection, attention is drawn to Circular No. 1-2/97/NVS(GM) dated 19-7-97, which clearly states that building shall be handed over to the Principal by the Construction Agency. The Principal shall take over all building works on behalf of the Samiti. All building work shall be inspected by the Executive Engineer, NVS RO. In case buildings are not inspected by the Executive Engineers, even then it should be taken over by the Principal subject to inspection by the EE NVS RO at a later date. Also defects/short coming, if any, which are evident at handing over stage, can be recorded by Principals in handing over/taking over note.

It is reiterated that Principal occupies/utilize buildings only after their proper handing over and signing of handing over/taking over documents to avoid dispute regarding inventories at a later date with, construction agencies. A copy of circular of handing over of building is enclosed herewith for ready reference.

In view of the above in future handing over/taking over certificates be signed by the Principal before occupying the building.

Yours faithfully,

(S.K. Jain)

General Manager (Const.)

Copy to:

1. All E.Es/NVS/Head Qtr.
2. A.E./NVS/Head Qtr. .
3. All E.Es/ NVS/ Regional Offices
4. EE(P)
5. EE(G)
6. EE(K)
7. AE(S)
8. SO(C)

General Manager (Const.)



No.F. 1-2/97-NVS(G.M.)
(Fourth Revision)

Dated : July, 1997

Subject : General Guidelines for Execution of JNVs and Zonal Training Institutes.

1. The Construction Agency should examine the layout and contour plan of the site. As far as possible, the buildings may be sited on higher portion of land while services such as septic tanks, soakpits, oxidation ponds etc., may be sited in the lower portion of land. At many places Nallas or natural drains are flowing near the site. In those cases services like septic tanks should be placed nearer to these so as to discharge the sullage and storm water into them. The play grounds should be sited in middle or lower level portion of the land.
2. In many JNVs, the land allotted is more or less flat land and the entire area i.e. JNV site and adjacent lands get flooded or inundated with rain water during heavy rains. Such low laying land should be raised by filling earth to avoid stagnation of rain water in JNV site. However, filling should be economically proposed. We may have two or more terraces to economise and reduce depth of filled up earth.

Construction Agency shall be responsible for arranging 1,00,000 litres of water per day for the Vidyalaya. It is their responsibility to provide this quantity of water. Before taking up construction work, they shall investigate and issue a certificate to the Samiti that water will be available as per requirement and land is not prone to flooding and is suitable from all angles for construction of JNV Complex.

The soil investigations shall be carried out properly to determine the S.B.C. of soil and type of foundation to be adopted.

With every bill CA will submit 6 colored photographs of each building/development work to indicate the progress of work at site.

On back of each photograph, name of JNV, date of photograph, name of building/work and signature of Principal shall be there.

It is the responsibility of the construction agencies to carry out quality control and regular test on materials in field/reputed approved laboratories as per CPWD specifications and I.S. Codes. They shall maintain registers of testing in approved proforma. They shall be required to submit test results and registers to NVS Consultant on 30%, 60% and 90% financial progress of work for scrutiny by NVS Consultant. Payment at these stages shall be released on completion of scrutiny by NVS Consultants, failing which defective work shall be got redone/suitable recovery made as decided by the Samiti. The decision of Samiti about quantum of recovery shall be final.

47. Contingencies shall not be added separately in the reimbursement bill, because the contingent expenditure is always included in the works expenditure and is not to be claimed as lumpsum. Contingent expenditure shall be reimbursed on the basis of expenditure actually booked subject to a ceiling of 3%.



48. The construction agency shall carry out the work with proper financial control on expenditure. The Samiti shall reimburse/releases payment upto the amount shown in the administrative approval plus variation of 10%. Any expenditure beyond this is not likely to be reimbursed by the Samiti unless the Construction Agency submits a revised estimate along with proper justification for excess expenditure. In the event, Samiti is fully satisfied with the reasons/ justifications of the excess expenditure, a revised Administrative, Approval will be issued and funds will be released only after that. Hence revised estimates shall be submitted properly and in time to avoid blockage of funds.
49. A proformas for handing over of buildings shall be prepared and submitted as given in Annex. III. The buildings shall be handed over to the Principal, who shall take over all buildings/works on behalf of Samiti. All buildings/works shall be got inspected from the EE, RO, and a defect list issued by the EE, RO. Refer Annex.-II All defects shall be rectified within 3 months from the date of issue of defect list by the EE, RO. In case building/works are not inspected by the EE, RO. They should be taken over by the Principal, subject to inspection by the EE, RO at a later date and rectification of defect if reported by the EE RO, shall be done within 3 months from the date of issue of defect list. However, CA shall ensure that Principal occupies/utilize the buildings/works only after their proper handing over and signing of handing-over/taking-over documents to avoid dispute at a later date.
50. In the event of any dispute leading to arbitration between the CA and the contractor appointed by the CA, a sole Arbitrator shall be appointed by the construction agency not below the rank of a Superintending Engineer out of the competent serving officers of the CA. The Arbitrator will not be entitled to any honorarium/charges to be paid/ borne by the Samiti.
- The Arbitration case shall be properly and adequately defended by the CA After award is made by the Arbitrator, it shall be examined by the CA and the techno-legal experts and challenged in appropriate Court of Law before it is made a rule of the Court, as per advise of the Techno-Legal Expert, in case there are apparent errors in the award and/or intentions of arbitrators are malafide/doubtful.
- In case Samiti is not full satisfied that the Arbitration case was fully and adequately defended or challenged by the CA as mentioned above, the cost of such claims shall have to be borne by the Construction Agency.
51. The Construction Agency shall be solely responsible for project management, quality, structural safety and technical soundness of work. They shall not make any change in specifications, substitute any item in violation of rules.



Annexure - III

**Certificate of Handing Over of Buildings to the Principal
(To be prepared in quadruplicate)**

Navodaya Vidyalaya at.
District State

- 1.* Name of the building with short description such as RCC/CGI Roof, RO of toilets, Bathrooms etc.
 - i.
 - ii.
 - iii.
 - iv.
- 2.* Plinth area of each building
 - i.
 - ii.
 - iii.
 - iv.
- 3.* Details of electrical fittings i.e. Main Switches, Nos. of fans, tubes & lights pendants etc. in each building. (The make & type, size of fans, tubes etc. shall also, be given) with guarantee cards, if any, duly signed by the CA
- 4.* Details of water supply fittings such as taps, was basins, closets etc. in each building.
5. A line diagram of the layout of the water supply system, showing the position of Sluice Value/ Fire Hydrants and the type and size of pipes laid shall be given.
6. A line diagram of the sewerage system showing the sewer lines, Manholes, septic tanks, soak pits (the capacity and frequency of cleaning of septic tanks shall be given).
7. Details of length of roads and paths of different categories with description, whether black topped paved etc.
8. Details of open well, tube well, i.e. dia-meter, depth i/c yield in liters/hours etc.
9. Details of pumps installed in the well/tube-well.
10. Details of transformer erected. Specifications of Transformer, make, capacity etc.
11. Details of electrical lines drawn i.e. no. of posts, Nos. of street lights etc.
12. Total cost of the buildings and other services including CA charges (split up cost of each building shall be given).
13. The following documents are handed over.
 - (a) Ten year guarantee on Rs. 10/- stamp paper in respect of :
 - i) Water proofing treatment



ii) Chemical treatment and termite proofness of door shutters.

(b) Guarantee/Warantee cards of :

i) Fans

ii) Pumps

iii) Generating Sets

iv) Any other item

14. Drawings supplied by the NVS Consultant

i) The buildings/works have been inspected by the EE, RO and a list of defects have been issued by EE, RO. All defects shall rectified within 3 months from its date of issue of defect list by the EE, RO

OR

ii) The buildings/works are taken over subject to inspection of EE,RO, and rectification of all defects will be done if found and reported by the EE, RO, within 3 months of their reporting by the EE. RO.

15. Any other relevant information.

Note :

* Additional sheets may be used for furnishing detailed information.

Certified that the buildings and development works have been executed as per CPWD Specifications, I.S. Codes of Practice approved design and drqwing supplied by the NVS Consultant and instructions of GM(C) from time to time. All the buildings as detailed in Item (1) above are structurally sound.

Signature of Authorised Engineer of
Construction Agency

Place :

Dated :

Taken Over

Hand Over

Principal
(Rubber Stamp)

Construction Agency



F. No. 2-4/(35)/03-NVS/(W)

Dated : 29.03.2005

To,

The Executive Engineer,
Navodaya Vidyalaya Samiti,
All Regional offices.

Subject : Submission of Performa of I.R by R.O Executive Engineer on 30%,60%,90% and at the time of Final Bill.

Sir,

Please find enclosed herewith a revised proforma of I.R by Regional Executive Engineer on 30%, 60%, 90% stage and at the time of final bill. A/A & E/S accorded for more than Rs. 15.00 lacs may please be filled in the revised format for work reaching at these stages. Please ensure that all ensuing bills are submitted with this proforma. This issues with the approval of G.M(Const).

Yours faithfully,

(Pardeep Kumar)
Executive Engineer

End: As above.

Copy to :

- 1 The Deputy Director (Fin), NVS Hqrs., New Delhi.
2. All EEs/AE, NVS Hqrs., New Delhi.

Executive Engineer



**PROFORMA OF I.R. OF REGIONAL ENGINEER ON
30%, 60%, 90% AND AT THE TIME OF FINAL BILL**

1. Name of work
2. Name of C. A.
- 3(a) A/A & E/S issued vide letter No. dated_____
- 3(b) Revised A/A & E/S, if any
- 4(a) Date of start (as per A/A & E/S)
- 4(b) Date of Completion (as per A/A & E/S)
- 5(a) Date of actual start
- 5(b) Date of actual completion/Revised target date of completion
6. Brief reasons for delay, if any
7. Revised Target Date (T.D) for completion, if extended
8. Is Regional EE satisfied about arrangements made by C.A to adhere target date with brief reasons.
9. Comments of Regional EE about gross expenditure claimed by CA and cost of work actually done on ground by CA on the basis of rough assessment.
10. Brief comments on attending the defects/shortcoming noticed by NVS Officers during last inspection



F. No. 1-2/2005-NVS/(GM)

Dated : 15.09.2005

CIRCULAR

Subject : Submission of physical progress of on going Construction Works.

During inspection of various Jawahar Navodaya Vidyalayas, it has been observed that progress of ongoing construction works are being intimated irrelevantly. It differs person to person, resulting wrong assessment of actual construction progress. It is required to work out a rational approach in working out actual progress alongwith value of work done at different stages of execution. Accordingly percentage element of each major activity has been worked out based! upon BOQ/actual construction done for different type of construction.

It has been decided by the Navodaya Vidyalaya Samiti that w.e.f. 1.10.2005 progress of all the ongoing works would be ascertained on the basis of standard proforma being enclosed for assessment of actual progress of single & double storeyed construction for Load Bearing / Framed Construction. Henceforth, inspection report of Executive Engineer s, R.Os. at 30%, 60%, 90% and final bill will be supported with this proforma.

This issues with the approval of GM (C), NVS.

Satish Kumar)
Executive Engineer

End: As above.

Copy to:

1. All Executive Engineers of NVS Headquarter and Regional Offices.
2. All Construction Agencies except CPWD, BRTF and MES.
3. The Dy. Commissioner (Fin.), NVS, HQ, New Delhi.
4. PS to Commissioner (NVS)
5. PS to GM (C), NVS.

Executive Engineer

%



Annex. I

**Approximate Progress / Work Done Percentage For
Double Storeyed - Load Bearing / Framed Structure Building**

Main Items	Sub items	% age of cost		Total % age of cost		Remarks Value of work done
		Load bearing	Framed	Load bearing	Framed	
1. Foundation and plinth	(a) Excavation	0.40	0.20			
	(b) P.C.C.	2.75	1.80			
	(c) R.C.C.	0.75	9.50			
	(d) Brick Work	4.60	1.50	9.00	13.00	
	(e) D.P.C.	0.50	-			
	(f) -					
2. Walling up to FF Slab/roof & door/ window/ ventilator's frames at G.F.	(a) Brick work	7.00	4.75			
	(b) R.C.C. lintels & Chajjas etc.	1.00	1.00	10.00	7.75	
	(c) Door/Window/Ventilator's frames	2.00	2.00			
3. F.F. Slabs	(a) R.C.C.Slab/Beams	9.75	9.75	9.75	9.75	
4. Flooring at G.F	(a) Sub- floor	2.00	2.00			
	(b) Top Finish	1.70	1.70	3.70	3.70	
5. Walling up to FF Slab/roof %l. door/ window/ ventilator's frames at F.F.	(a) Brick Work	6.50	4.75			
	(b) R.C.C. lintels & Chajjas etc.	1.00	1.00	9.50	7.75	
	(c) Door/Window/Ventilator's frames	2.00	2.00			
6. Roof	(a) R.C.C.Slab/Roof level Beams	9.75	9.75			
	(b) Water Proofing	2.50	2.50	13.25	13.25	
	(c) Rain water pipes/parapet/khurrah etc.	1.00	1.00			
7. Flooring at F.F.	(a) Sub floor	1.10	1.10			
	(b) Top Finish	1.70	1.70			
8. Joinery	(a) Doors	5.50	5.50			
	(b) Windows/Ventilators	6.50	6.50	12.00	12.00	
9. Finishes	(a) Plaster	6.00	6.00			
	(b) White Wash/ Colour Wash	1.00	1.00	7.50	7.50	
	(c) Painting	0.50	0.50			
10.Fitting and Fixtures	(a) Cup boards/wardrobe curtain rods, door closers etc.	1.50	1.50	2.00	2.00	
	(b) Kitchen facilities/shelves etc.	0.50	0.50			
11.Services	(a) Water supply & sanitary installations	10.00	10.00	20.50	20.50	
	(b) Electrifications	10.50	10.50			
Total				100%	100%	

It is certified that value of work done is based upon basic cost of building as per A/A & E/S = the applicable cost index as per NVS norms.



F. No. 1-2/2006/-NVS/(GM)

Dated :31.01.2006

To,

The Executive Engineer,
Navodaya Vidyalaya Samiti,
All Regional offices.

Subject : Items related to Construction Wing in Dy. Commissioners Conference

The following points were discussed during the Dy. Commissioners conference held on 20th-21st January-2006 at Chandigarh:

1. TRANSFER OF LAND

It was noted that there are about 60 locations as per details enclosed at annex-11, where vidyalayas are functional but transfer of land from State Governments is awaited. It was emphasized by the Commissioner that all the Dy. Commissioners should regularly have meetings with Education & land revenue secretary of the State Govts. to expedite the transfer of permanent land in the name of the Samiti. Dy. Commissioner were requested to send quarterly report in this regard.

2. SETTING UP OF RAJIV GANDHI SMRITI VAN IN JNVs

The issue regarding the setting up of Rajiv Gandhi Smriti Van was discussed in detail. It was emphasized that there is a need to identify JNVs where Rajiv Gandhi Smriti Van work has not been taken up so far. It was emphasized that plantation along boundary wall, roads, buildings as per circular no. 1-2/2006-NVS(W)/EE(P) dated 6.1.2006 is required to be taken up by the Principal in consultation with Forest Deptt./Horticulture Department & be completed before onset of monsoon i.e. by 15.08.06. It was also emphasized that students participation may be encouraged for plantation and up keep of the plants as per the Samiti policy in order to inculcate sense of dignity of labour among the JNVs students. A quarterly report indicating number of schools where plantation has been taken up shall be sent to Head Qtrs. by Dy. Commissioners.

3. DEVELOPMENT OF PLAY-FIELDS

It was discussed that proposal where playfields like 400 m. track, basket ball courts etc. have not been provided may be sent to the Head Qtr. A letter no.2-4/CE-NZ-li(CPWD)/2005-NVS(W) Dated 21.12.05 in this regard has already been sent to all the Dy. Commissioner. It was decided that proposals would be sent latest by April-06.

4. PROVIDING WALL MOUNTED FAN IN C.B.R.I. DESIGN.

Dy. Commissioner informed that there is inadequate air circulation in CBRI pattern dormitory and students are also staying in double tier. The students are facing lot of inconvenience during summer.

G.M.(Const.) informed that It was earlier decided that wall-mounted fan may be provided in one JNV in each region and feed back about improvement in air circulation to be sent to NVS (HQ) immediately in order to implement the proposal in other JNVs. It was agreed that feed back after providing wall mounted fan shall be sent by 31.3.2006.

5. SETTLEMENT OF LAND DISPUTES

There are number of JNVs, where land disputes have arisen after commencement of



the construction activities/allotment like Patna, Dang, Sheohar, Jahanabad, Saharanpur, Godchirolli & East Imphal etc. It was instructed by the Commissioner that such cases may be taken up with the respective state Govts, on priority so that construction work is not hampered.

6. It was instructed by the Commissioner that all the Dy. Commissioners should hold periodical review meeting at regional level with SEs, CPWD/Incharge of construction organizations to review the progress & quality of work.

7. It was informed by the G.M.(Const.) that a circular has already been issued to identify atleast 12 Schools in each region in the current year, where JNV buildings are in poor condition. The commissioner emphasized that such schools be identified & proposal sent to Head Qtr. latest by April-06. All Dy. Commissioners are requested to send report in this regard.

8. It was brought out that solid waste from Kitchen is not being disposed off in a systematic manner, which causes blockage of drains and unhygienic conditions in the campus. After deliberation it was decided that Principal and Catering Assistant shall be responsible for maintaining hygienic condition & vidyalaya specific solutions would be worked out by the Principal for disposal of the waste.

9. Following suggestions were made by the Dy. Commissioners

- a. Design of the present Guest House is not adequate, it should be revised to make it more functional. There is a need to increase the area of the Guest house.
- b. It was suggested that internal road should be upgraded by providing concrete roads as against the bituminous roads being provided presently.
- c. Number of Jr. Engineers in the Regional Offices to be increased from present one to atleast two J.Es, so that one J.E. can look after the maintenance works.
- d. Fixing arrangement for providing mosquito net to be made in the dormitory
- e. Locations of fans to be revised in the dormitory.
- f. LOP to be sent to D.Cs./E.E., NVS, RO before finalisation.
- g. Guidelines about quality/make of fitting/fixtures like fans, bricks, tubelights, sanitary items, electrical cable/wires and a proforma for reporting progress of construction may be sent to JNV Principal.

(S.K.JAIN)
GENERAL MANAGER (CONST.)

Copy to:

1. All EE/AE/NVS (Hqrs)
2. S.O.(Const.), NVS (Hqrs.1)

GENERAL MANAGER (CONST.)



F. No. 1-4/2006-NVS/(GM)

Dated : 22.02.2006

To,

The Dy. Commissioners
All Regional Offices.

Subject : Design of buildings by Construction Agencies-Reg.

M/s. CPWD and RITES have been appointed as consultants for the design and planning of various JNV buildings. Number of new Phase-A, Phase-B, Phase-B(Balance) sanctions have been issued by the NVS during last few years.

During various meetings M/s RITES had expressed their inability to take up design and planning of Phase-B (Balance) works due to increased volume of work. As a result in order to expedite design and planning works, it was decided to assign design & planning works to these construction agencies who have got in-house design facilities. It was decided that construction agencies shall carry out design and there after same shall be proof checked by IIT/Reputed Engineering College and & drawings shall be submitted to NVS H.Qrs. for approval before commencement of the work.

It has come to the notice that above procedure is not being followed and construction agencies have started the works without obtaining approval of drawings from NVS(HQ), which has resulted in adopting inadequate design.

It is reiterated that all the Construction Agencies who have been assigned design and planning work must submit the drawings duly proof checked by IIT/reputed Engineering firm to the NVS H.Qrs. and work should be started only after the approval of NVS H.Qrs.

This is for strict compliance please.

(S.K. JAIN)
GENERAL MANAGER (CONST.)

Copy to:

1. All EEs/AE(S) at NVS H.Qrs. - for compliance please.
2. E.Es of all R.O. - for information & compliance please
3. PS to Commissioner, NVS H.qrs. - for information.



F. No. 1-4/2004-NVS/(GM)

Dated : 08.05.2006

CIRCULAR**Subject : Maintenance of the School Building of JNVs.**

Maintenance of buildings and related services in JNVs is an important aspect for running the schools. The buildings will deteriorate very fast if not properly maintained. Keeping in view the importance of maintenance of buildings, the annual allocation for repair & maintenance has now been increased from Rs.3.00 lacs to 4.5 lacs for schools constructed on CBRI design, since most of these schools are 10-15 years old & were constructed with moderate specifications as compared to CPWD pattern schools. The guidelines for annual repair & maintenance have also been revised vide this office circular dated 17.10.05, wherein sub-head wise ceiling has been withdrawn and power has been given to the Principals to utilize the maintenance funds as per the need of the JNVs.

It is reiterated that responsibility to carry out annual repair and maintenance lies with the Principals of JNVs. We have been receiving many references from the Principals regarding mode of execution of annual repair & maintenance works. Although the guidelines clearly specify the mode of execution but for the convenience of the Principals the same is briefly explained as under. The works can be executed by any of the following methods.

1. The maintenance works can be executed through construction agencies like CPWD/ State PWD/ Central Govt. undertakings/State Govt. undertakings
2. There are many cases when construction agencies are unwilling to execute the annual repair & maintenance works due to remoteness of area etc. than the work can be executed by the Principal by calling the tenders. (Detailed guidelines for calling the tenders have already been issued vide circular dated 6.8.01).

OR

The Principals can carry out the maintenance by purchasing the material & engaging the labour by following the purchase procedure laid down by the Samiti.

I would appeal to all the Regional Offices and JNV Principals to endeavour towards making the JNVs best-maintained residential educational complexes of the country.

(S.K JAIN)
GENERAL MANAGER (Const.)

Copy to:

1. The Dy. Commissioners of all regional offices, Navodaya Vidyalaya Samiti - for circulation among all JNV Principals and issue of instructions
2. All EEs, NVS, Regional Offices
3. All EEs/AE/NVS (HQ)/S.O. (C)
4. PS to Commissioner

GENERAL MANAGER (Const.)



F. No.1-2/2006-NVS/(GM)

Dated :11.07.2006

To,

The Dy. Commissioners,
All Regional Offices.

Subject : Construction of approach road in JNVs.

A large number of cases have come to the notice of the Samiti, where approach road to the vidyalaya does not exist. This is causing great inconvenience to the children and the staff. In some cases, where approach road is essentially needed due to extreme climatic condition, such cases were put up before construction Coordination Committee & Finance Committee to take up the construction of approach road at the cost of Samiti since the State Govts have not able to construct the same, due to various reasons.

The proposal has not been approved by the C.C.C. & F.C. They directed that construction of approach road should not be taken up out of Samiti funds and suggested that matter may be taken up with the State Govt. Authorities for construction of such approach roads.

It is, therefore suggested that Dy. Commissioner may prepare a list of such vidyalayas and take up the matter with the State Govt, authorities. NVS(HQ) may also be apprised about the list so that matter can also be pursued at the Head Qtr. level.

(S.K. JAIN)
GENERAL MANAGER(CONST.)

Copy to:

1. J.C.(Admn.)
2. All EEs/AE/NVS(HQ)
3. EEs/ All Regional Offices
4. PS to Gommissioner-for kind information of Commissioner



F. No. 1-4/2004-NVS/(GM)/351

Dated : 11.08.2006

CIRCULAR

Subject : Exterior finishing in CBRI design JNV Buildings.

The CBRI design JNV buildings need face lifting to improve the ambience in the premises of the Vidyalaya. The allocation of funds for annual repairs and maintenance of CBRI design JNVs has already been raised from previous Rs. 3.00 lakhs to Rs. 4.50 lakhs per annum vide circular NO.F.1~2/2004-NVS(GM) dated 17.10.05.

The enhanced allocation of funds, is to be used in improving the external finishing of JNV buildings constructed on CBRI design. It has been decided that instead of providing colour wash on the exterior walls, polymer based exterior emulsion such as Berger Weather Coat, Asian Apex, Shaiimar Extra ICI Dulux Weather Sheild shall be used henceforth it has to be ensured that the exterior emulsion used is polymer based and not water based.

RATE

The approximate rate of the complete item works out to Rs. 55/- per sqm for two or more coats after scrapping the existing colour wash. A model analysis of rates is being attached herewith for guidance. Care should be taken that this rate is not used for payment to the agencies since the analysis is based on retail price of exterior paint. Generally, the rates for larae quantities on lower side due to discount.

The Area statement showing the external area of various buildings was circulated vide circular No.F.1-2/94-NVS(GM) dated 12.10.99. A copy of the same is being enclosed for ready-reference.

MODE OF EXECUTION

The work of exterior emulsion is not to be got done through the construction agencies. Instead, the Principal may procure the required quantity of materials and get the work done by engaging casual labourers in consultation with Deputy Commissioner/ Executive Engineer of Regional Offices. The actual deployment of labourers and consumption of materials should be commensurate with the theoretical requirements. The analysis of rates enclosed which is based on CPWD analysis of rates (item No. 13.79.2) will serve as a rough guide in working out these requirements.

FREQUENCY

The frequency of application of the finish shall be once in five years. The JNV



buildings in which exterior emulsion finish is to be provided may be staggered over 2/3/4 years as per need of the particular JNV.

The above guidelines may be implemented immediately in all CBRI design JNVs.

(S.K. Jain)

General Manager (Const.)

Copy to:

1. PS to Commissioner, NVS for kind information.
2. JC (Admn.), NVS(HQ)
3. All Deputy Commissioners of Regional Offices [They are requested to
4. All Executive Engineers of Regional Offices [circulate this to all
[Principals in their region
5. All EEs/AE of NVS(HQ)
6. AC (Fin.), NVS(HQ)
7. AC (Audit), NVS(HQ)

General Manager (Const.)



Analysis of Rates
Polymer Based Exterior Emulsion
Based on C.P.W.D. D.A.R. Item No.13.79.2
To be done for Finishing of External Walls in C.B.R.I. Design
Jawahar Navodaya Vidyalayas

Item No.	Description	Unit	Qty. Code	Rate	Cost Rs.	Remarks
13.79.2	Old work (two or more coats)					
	Details of cost for 10 sqm. Water proofing cement paint	Ltr.	2.00	150 (M.R)	300.00	
	Carriage of materials	1 time	0.35	1.66	0.58	
	Putty, Brushes etc.	1 time	2.75	1.66	4.57	
	Labour					
	Painter	Each	0.33	110	36.30	111.71
	Coolie	Each	0.17	93	15.81	
	Bhisti	Each	0.50	94.40	47.20	
	Sundries, brushes, sand papers etc.	1 time	3.10	1.66	5.15	
	Scrapping of existing colour wash				2.10	
					411.71	
	Add cost index of Delhi 223-1 66/166 = 34.34% on Rs. 111.71				38.32	
					450.03	
	1% water charges				4.50	
	10% for contractors profit and overheads				45.40	
					499.93	
	Add for primer L.S				50.00	
					549.93	

Say Rs. 550/10 sqm or Rs. 55/sqm.



F. No. 1-2/2006-NVS/(GM)

Dated :18.08.2006

Subject : Maintenance of temporary JNV buildings.

Presently the maintenance and repairs of the Vidyalayas running in temporary building is quite unsatisfactory. The parents who visit the J.N.Vs., from time to time have a bad impression about the standard of maintenance of buildings. Difficulties have been expressed by the D.Cs. as well as Principals in maintaining the temp, buildings due to the inadequate allocation by the Samiti & unwillingness on the part of State Govts, to take up maintenance works.

During D.Cs. Conference held on 24-25th July, 2007 at Shillong, the matter was taken up for discussion. It was emphasized by the Commissioner that the temporary buildings should be maintained properly since it directly affects the academic and administrative performance of the School. D.Cs expressed the view that temporary buildings are not maintained properly due to reluctance on the part of the district administration and inadequate allocation by the Samiti. There is a need to enhance the fund allocation.

In view of the suggestion & recommendations made by D.Cs the Commissioner is pleased to increase the allocation from Rs.15,000/- to Rs.50,000/- for the annual repairs and maintenance of temporary buildings to carry out works like whitewash, repair of leakages, repair of electrical & sanitary fittings, replacement of broken glasses, fused bulb, tube light & other necessary works.

The funds shall directly be released by the Finance Wing of the Samiti to the Principals of the concerned Vidyalayas which would be spent judiciously by observing all the rules /procedure already stated in the circular No.F.1-2/95-NVS(GM), dated 26-06-95.

The Deputy Commissioners, Regional Office would prepare a list of all such Vidyalayas under their jurisdiction and demand funds from the Samiti by 30th April, every year.

This issues with the approval of Commissioner, NVS.

[S.K. Jain]

General Manager(Const.)

Copy to:

1. The Dy. Commissioner, NVS, All Regional Officers. They should circulate to all the Principals of their region.
2. The Deputy Commissioner(Fin.), NVS H.Qrs., New Delhi along with the copy of the approval of Commissioner, NVS and list of Vidyalayas functioning on temporary sites.
3. The Executive Engineer, NVS, All Regional Offices.
4. All E. E.s/A.E.(S)/S.O.(C), NVS H.Qrs., New Delhi.
5. P.S. to Commissioner, NVS for kind information of Commissioner.

General Manager(Const.)



F. No. 1-4/2004-NVS/(GM)

Dated :04.12.2006

CIRCULAR

Subject : Exterior finishing in CBRI design JNV buildings.

Please refer to letter no. 1-4/2004-NVS(GM) dated 11.08.06 (Copy enclosed) wherein it was decided that maintenance budget of CBRI design JNVs has been increased from Rs.3.00 lacs to Rs.4.50 lacs to improve the exterior of buildings in a phased manner by providing polymer based exterior emulsion such as Berger Weather Coat, Asian Apex ICI Dulux Weather coat etc. However, it has come to our notice that above instruction are not being implemented, which would defeat the purpose of increasing the maintenance budget.

Kindly ensure that above instructions are followed strictly by all JNV Principals and quarterly report in this regard may please be sent to this office indicating no. of JNVs where above specifications have been adopted. E.E./NVS/RQ during their visit to JNVs should also discuss & explain to the JNV Principals about circular/specifications.

[S.K. Jain]
General Manager(Const.)

Copy to :

1. The E.Es, NVSr all Regional offices
2. All EB/AE/SO(C)/NVS(HQ) - for necessary follow up & report on quarterly basis.



F. No. 1-2/2006-NVS/(GM)

Dated :23.01.2007

To,

The Executive Engineer,
Navodaya Vidyalaya Samiti,
All Regional offices.

Subject : Special Repair & Maintenance of Jawahar Navodaya Vidyalayas

As you are aware that instructions were issued to accord priority for special repair and maintenance of CBRI pattern schools. It was also decided to identify 12 JNVs in each region for taking up special repair and maintenance works during 2006-07. There has been good progress in this regard in Lucknow, Patna, Bhopal & Chandigarh region, while more efforts are needed in Shillong, Pune & Jaipur Region.

Parliamentary Standing Committee on HRD in its 184th report has also commented adversely, about poor maintenance of the Navodaya buildings & highlighted problems like leaking roofs, damp rooms, plastering peeling off & poor toilets conditions etc. It has also been highlighted in the report that the concerned authorities are not performing their assigned duties by making regular inspection of vidyalayas.

It is reiterated that all out efforts may be made to improve the maintenance standard of JNVs. Special attention is needed towards leaking roofs, renovation of toilets, improving water and sewerage system etc. All EEs/NVS/RO may please sent JNV-wise detailed report by 15.02.07 where Lspecial repair & maintenance have been taken up during 2006-07.

Yours faithfully,

**[S.K. Jain]
General Manager(Const.)**

1. All EEs/AE/SO(C)/NVS (HQ)
2. The Dy. Commissioners of all regional offices, NVS
3. PS to Commissioner

General Manager(Const.)



F. No. 1-2/2006-NVS(W)/EE(T)

Dated : 15.02.2007

To,

The Executive Engineer,
Navodaya Vidyalaya Samiti,
All Regional offices.

Subject : Estimate submitted by EE, NVS, ROs fir varuiys works.

Sir,

The estimates of various types of repair and new works being received from EE, NVS, ROs are found to have plentiful of shortcomings. GM (C), NVS have taken serious note of it and desired that EE (RO)s should follow the following directions scrupulously to avoid undue delay in processing of the estimates :

1. Recommendation of EE, NVS, R.O. regarding correctness and necessity of the estimate should be explicitly given.
2. In some estimates the EE, NVS, R.O. 'countersigns' the estimate checked by JE and sometimes estimates are checked using pencils. Needless to say that such practices are not appropriate. The EE, NVS, R.O. should forward the estimate after satisfying himself completely regarding correctness and reasonableness of measurements and rates of items involved.
3. In many estimates 'Report' part is completely omitted. Even the necessity of the estimate is not explained anywhere by the EE (RO). The estimate forwarded should be invariably accompanied with these details.
4. The detail of measurement are neither checked nor supported with corresponding sketches/designs/drawings. The estimates will be processed at Headquarter only if accompanied with necessary details.
5. EE, NVS, R.O. while forwarding the estimate, should certify that the items considered in the estimate conform to the approved norms and guidelines of NVS.
6. In case of estimates of new works like that of C.C. paths, roads, earth filling, new boundary walls, playfield features or new works inside the JNV buildings, the EE should mention distinctively that these features/ structures were not considered in the estimates of earlier works sanctioned for the JNV nor they actually exist in the JNV, and are required essentially as per NVS norms. The reason, if any, for not providing the same in the past should be brought into the notice of HQ by EE, R.O.
7. Similarly in special repair works estimates, EE, R.O, should certify regarding dilapidated state of the items requiring immediate repair/ replacement.
8. In many estimates, it is observed that the items of new works are clubbed with those of special repair works. The EE, R.Os. are directed to make clear distinction between 'M&R- Plan' and 'Work-Plan' estimates (and submit them separately) before forwarding the same to HQ, for expeditious processing of the same at HQ level.
9. The earth filling/cutting estimates should be supported with contour la/out plan and justification on the basis of which the earth quantities are arrived at by the Construction Agency and the EE, R.O.



10. In electrical estimates, justification/detail of the enhancement considered must be appended with the estimate, failing which the estimates shall not be processed for grant of A/A & E/S.

EE (RO)s may note that estimates should be forwarded to NVS (HQ) only after compliance of the above directions. They are also requested to review the estimates if already submitted by them in the light of these directions for each and every individual estimate so that the same may be processed at the earliest without further delay.

This issues with the approval of GM (C), NVS.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'R.K. Talwar', with a long horizontal stroke extending to the right.

(R.K. Talwar)
Executive Engineer

Copy to :

All Executive Engineer, NVS (HQ) for information and necessary action.



F. No.2-06-NVS(EE(N)/1243

Dated :26.02.2007

OFFICE MEMORANDUM

Subject : Revised Specifications and scale of amenities for Type-1 to IV houses

A copy of revised specifications for Type-1 to VI Quarters, circulated vide CPWD letter no. 62/SE(S&S)/EE-II/AE-I/PAR/05-06/01 dated: 02.01.06, is enclosed. These specifications are to be followed for all future constructions and not for existing houses.

This issues with the approval of General Manager (Constn.).

**(Y. NOORUDDIN)
EXECUTIVE ENGINEER**

Encl: a copy of revised specifications Pages 1 to 15.

Copy to :

1. The Executive Engineer, NVS, RO, Shillong.
2. The Managing Director, MPHC Ltd., Near Manipur Rifles, Imphal -Manipur -01
3. Managing Director; Meghalaya Govt. Construction Corporation .Ltd., (MGCC Ltd.) Kench's Trace, Shillong (Meghalaya) - 793 004
4. The Registrar, TP Cell, RCS Office, Manipur Apex Marketing Societies Complex, (TINSID ROAD), Chingmeirong, P.O. Lamlong, Imphal (Manipur) - 01
5. The Secretary, Development Authority Nagaland, Super Market, Dimapur -797 112
6. The Dy. General Manager (Coordination-NVS), M/S RITES, 3rd Floor, Plot No-1, Sector-29, Gurgaon-122 001 (Haryana).
7. The Deputy General Manager, Engineering Project (India) Ltd., Core-3, - Scope Complex, 7, Institutional Area, Lodhi Road, New Delhi - 110 003.
8. PA to GM(C), NVS, New Delhi.
9. SO(C), NVS, New Delhi.

EXECUTIVE ENGINEER



**Revised Specifications & Scale of Amenities
for General Pool Residential Accommodation (Type I to VI)
Specifications for Residential Buildings**

S No.	Item	Type I, II, III & Servant Qrs.		Type IV		Type V and VI	
		Existing	Revised	Existing	Revised	Existing	Revised
3.1 (a)	Frames Window	Ist class Kail Wood or 2 nd class deodar wood or mild steel	Pressed steel frames made out of corrosion resistant coated sheet of 1.6 mm thick with double rebate	T-Iron frames	Pressed steel frames made out of corrosion resistant coated sheet of 1.6 mm thick with doublerebate/ scratch proof aluminium sheets/ poly-propylene windows	IInd class teak wood or Ist class deodar wood or mild steel	Same as Type IV
	Door	-do-	T-Iron /Pressed steel/Pre-cast R.C.C. frames	-do-	Pressed steel frames made out of corrosion resistant coated sheet of 1.6 mm thick with singlerebate/factory manufactured precast RCC frames	-do-	Same as Type IV
3.2	Shutters a) window	Ist class Kail wood or 2 nd class Deodar wood	M.S. tubular box section corrosion resistant coated shutters. Wire mesh shutters may also be provided at the discretion of Zonal Chief Engineer	a) 35mm panelled shutters with Ist class deodar wood for all rooms. b) 35mm panelled shutters with IInd class deodar wood for bath, W.C., Kitchen, Scooter Shed & Balcony.	M.S. tubular box section corrosion resistant coated shutters. Wire mesh shutters may also be provided at the discretion of Zonal Chief Engineer /Scratch proof aluminium window. Shutters to match with frame.	IInd class teakwood or Ist class deodar wood or mild steel	Same as Type IV
	Shutters b) Main Door	Ist class Kail wood or 2 nd class Deodar wood	Double door, one with iron grill with wire mesh mosquito proof and other 35 mm thick panelled shutter with hard wood style and rail with panelling of pre-laminated particle board, one side decorative other side balancing.	35mm paneled shutters with Ist class deodar wood for all rooms.	Same as Type 1 to III	2 nd class Indian teak wood or commercial ply flush door.	Same ;as Type I to III except that panelling will be of both side decorative, pre-laminated particle board.



S No.	Item	Type I, II, III & Servant Qrs.		Type IV		Type V and VI	
		Existing	Revised	Existing	Revised	Existing	Revised
	c) W.C. Bath room	Ist class Kail wood or 2 nd class Deodar wood	Solid PVC shutters 20 mm thick	35mm paneled shutters with IInd class deodar wood for bath W.C. Kitchen, Scooter shed and balcony	Same as Type 1 to III	2 nd class Indian teak wood or commercial ply flush door.	Same as Type 1 to III
	Shutters d)Kitchen door	Ist class Kail wood or 2 nd class Deodar wood	Partly panelled and partly wire mesh with stainless steel wire mesh. The panelling with pre-laminated particle board, one side decorative-35 mm thick panelled shutter with hard wood style and rails.	35mm paneled shutters with IInd class deodar wood for bath W.C. Kitchen, Scooter shed and balcony	Same as Type 1 to III	2 nd class Indian teak wood or commercial ply flush door.	Partly panelled and partly wire mesh with stainless steel wire mesh. The panelling with pre-laminated particle board, both sides decorative-35 mm thick panelled shutter with hard wood style and rails.
	e) Other doors	Ist class Kail wood or 2 nd class Deodar wood	35 mm thick panelled shutters with hard wood style and rail with panelling of pre-laminated board, one side decorative	35mm panelled shutters with Ist class deodar wood for all rooms	Same as Type 1 to III	2 nd class Indian teak wood or commercial ply flush door.	Partly panelled and partly wire mesh with stainless steel wire mesh. The panelling with pre-laminated particle board, both sides decorative-35 mm thick panelled shutter with hard wood style and rails. 35 mm thick panelled shutters with hard wood style and rail with panelling of pre laminated board, both sides decorative.



S No.	Item	Type I, II, III & Servant Qrs.		Type IV		Type V and VI	
		Existing	Revised	Existing	Revised	Existing	Revised
3.3	Fittings	Oxidised Iron	Powder coated M.S. fittings/stainless steel fittings	Aluminium Fittings	Power coated aluminium/ stainless steel fittings	Anodized aluminium in external doors and internal doors oxidized iron	Same as type IV
3.4	Peep hole and security chain for external door only.	Yes	Yes	Yes	Yes	Yes	Yes

Note :

1. In item no. 3 of Wood work, if any other option of local material is available, the same can also be used by the respective Chief Engineers.
2. External sliding door bolt and handles will be in powder coated M.S. or stainless steel.



S No.	Item	Type I, II, III & Servant Qrs.		Type IV		Type V and VI	
		Existing	Revised	Existing	Revised	Existing	Revised
4.1	Flooring a) In rooms, kitchen, internal circulation area	Mosaic flooring and skirting in 50% area	Mosaic flooring and skirting with ordinary cement except in common circulation area and stair case.	Marble chips flooring with ordinary cement in all rooms, kitchen, internal circulation area, store, W.C. and bath	Same as Type I to III	Mosaic flooring in living room, dining, drawing, bath and W.C. Rest cement concrete	Mosaic/ Terrazzo tile flooring with white cement. In kitchen, ceramic tiles/ marbles flooring
	b) Common circulation area, staircase	Mosaic flooring and skirting in 50% area	Kota stone flooring and matching skirting. In staircase, single piece Kota stone shall be used.	Cement concrete flooring with matching skirting in common circulation area, stair case	Same as Type I to III	Cement Concrete	Same as type IV
	c) Kitchen work top	Kota stone	Kota stone	Kota stone slab for kitchen platform	Udaipur greenmarble/ Granitestone	-	Granite Stone
	Flooring d) Toilets	Mosaic flooring	Mosaic	Marble chips flooring with ordinary cement	Ceramic Tiles	Mosaic flooring	Ceramic tiles
	e) Skirting/ Dado.	Mosaic and white glazed dado in W.C. & Bath (90/150 cm.)	Ceramic glazed tiles in Indian Type WC upto 90 cm. Height and bath room upto door jamb height.	White glazed tiles in W.C., bath (90/150 cm height) white glazed tiles dado for 60cm above work top of kitchen platform	Same as Type I to III	-	Ceramic glazed tiles upto ceiling height with a decorative band of tiles.
6.2	Finishing External	Water proof cement paint or washed stone grit plaster or exposed brick work	Acrylic smooth exterior finish or washed stone grit plaster or exposed brick work	a) washed mosaic plaster in ordinary cement for external walls b) water proof cement paint on roof parapets (inner side), soffit and inner fins of chajjas etc.	Premium Acrylic smooth exterior finish with additive of silicone or washed mosaic plaster in ordinary cement or exposed brick work.	External colour wash	Premium Acrylic smooth exterior finish with additives of silicone or washed mosaic plaster in ordinary cement or exposed brick work.



S No.	Item	Type I, II, III & Servant Qrs.		Type IV		Type V and VI	
		Existing	Revised	Existing	Revised	Existing	Revised
6.3	Finishing Internal	Dry distemper in all rooms and synthetic enamelled paint on wood/steel work white washing on ceiling.	All walls & ceilings to be treated with 2 mm thick POP followed with a coat of acrylic/oil bound distemper except kitchen, bath & WC and all ceiling, which will be done with white wash. Synthetic enamel paint on all wood work and steel work.	Dry distemper in drawing and dining space. White wash/colour wash in other rooms i/c stair cases	All walls & ceiling to be treated with 2 mm thick POP followed with a coat of acrylic / oil bound distemper except kitchen, bath & WC and all ceilings, which will be done with white wash. Synthetic enamel paint on all wood work and steel work.	Distemper in drawing and dining, bedrooms and study room and white washing in rest.	All walls & ceiling to be treated with 2 mm thick POP plaster and cornices followed with a coat of plastic emulsion paint except kitchen, bath and WC and all ceilings, which will be done with white wash. Synthetic enamel paint on all wood work and steel work.



Scale of Amenities for General Pool Accommodation

S No.	Item	Type I		Type II		Type III		Type IV		Type V and VI	
		Existing	Revised	Existing	Revised	Existing	Revised	Existing	Revised	Existing	Revised
i)	Kitchen Shelves in tiers not more than 400mm wide along onewall 1" thick	Yes	Yes	Yes	Yes	Yes	Same as Type I	Yes	Covered cup boards above sill level with pre-laminated decorative board	Yes	Same as Type IV
ii)	Kitchen sink	Fiber glass with drain board	Stainless steel sink without drain board size 610 x 510 mm with bowl depth 200 mm wood work and steel work.	Same as Type I	White vitreous glazed kitchen sink with drain board	Stainless steel sink with drain board size 510 x 1040 mm with bowl depth 200 mm	Same as Type - IV	Stainless steel sink of size 510 x 1040 mm with bowl depth of 250 mm with draining board/vitreous china sinks with draining board of size 600 x 450 x 250 mm			
iii)	Dado glazed tiles for work top and around sunken floor	Yes	Yes	Yes	Yes	Yes	Yes	-	Yes	-	Ceramic glazed tiles upto 60 cm above cooking platform all around
iv)	Built in cupboard with open shelves below cooking platform shutters of pre-laminated particle board 18mm thick below window sill level of cooking platform along one wall	-	Yes	Yes	Yes	-	Yes	One	Yes with 2 drawers	One	Yes with 2 drawers



S No.	Item	Type I		Type II		Type III		Type IV		Type V and VI	
		Existing	Revised	Existing	Revised	Existing	Revised	Existing	Revised	Existing	Revised
(v)	Cooking platform standing	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
2(ii)	Wardrobes Built in cupboard with R.C.C./pre-laminated particle board/Kota stone shelves and shutter upto ceiling height	-	One in each Bed Room, 7'-00" height	-	One in each Bed Room, 7'-00" height	-	One in each Bed Room, 7'-00" height	Two in two bed rooms	(One in each bed room upto ceiling height.	Three in three bed rooms	One in each Bed Room upto ceiling height
(ii)	Magic eye in front door	-	One	-	One	-	One	One	One	One	One
(iii)	Window sill lining 18mm thick projected with Kota stone/marble		Kota Stone		Kota Stone		Kota Stone				Marble
(iv)	Curtain rods with brackets	All rooms	All rooms	All rooms	All rooms	All rooms	All rooms	Same as Type III	Drapery rods	With Pelmet	Drapery rods
(v)	Set of Pegs	In bath and bed rooms	In bath and bed rooms	In bath and bed rooms	In bath and bed rooms	In bath and bed rooms	In bath and wardrobes	In bath room	In bath, bed and wardrobes	In bath room	In bath, bed and wardrobes



Revised Scales of Sanitary Fittings for General Pool Residential Quarters

S No.	Item	Type I		Type II		Type III		Type IV		Type V and VI	
		Existing	Revised	Existing	Revised	Existing	Revised	Existing	Revised	Existing	Revised
1.	Indian W.C. Pan with flushing cistern	One	One WC Pan Orissa pattern with low level PVC Flushing Cistern	One	One Same as Type I	One	One same as Type I	One	One same as Type I	1 + 1 (for servant quarter)	One + One for servant quarters
2.	European type W.C. with high level flushing	-	-	-	-	-	-	One with high level flushing cistern	One with low level PVC flushing cistern	One with high level flushing cistern	One(syphonic type)with matching low level cistern
2(a)	Water Jet with low level European W.C.	One	-	-	-	-	-	-	One	-	One
3.	Wash basin with one tap each	3	One	One	One	One	One	One	Two mixer type for hot & cold water	Two	Three Mixer type for hot & cold water
4.	Tap (kitchen bath & W.C.)C.P.Brass/PTMT bib cock	-	4 PTMT	3 + 1 for sink	4 PTMT	4 C.P. brass	3 + 1 for sink	3 + 1 for sink	5 C.P. brass	5 + 2 (for servant quarter)	12 (1 PTMT + 11 CP brass)
5.	Shower C.P. Brass / PTMT	One	One PTMT	One	One PTMT	One PTMT	One	One	Two C.P.brass	Two	Three C.P. brass
6.	Towel rail C.P. Brass/PTMT	One	One PTMT	One	One PTMT	One PTMT	One	One	Two C.P. brass	One Towel rail outside near the wash basin	Two C.P. brass Three
7.	Mirror / Bevelled edge / P.V.C. frame with PTMT glass shelf	One	One	One	One	One	One	One	Two	One	Three



S No.	Item	Type I		Type II		Type III		Type IV		Type V and VI	
		Existing	Revised	Existing	Revised	Existing	Revised	Existing	Revised	Existing	Revised
8.	Soap rack (Nitch in W.C./Bath)	One	One	One	One	One	One	One	Two	One	Three
9.	Liquid soap container	-	-	-	-	-	-	-	Two	-	Three
10.	Storage tank	270 Litre	500 ltr.	One 270	500 ltr.	One 270 Litre	500 ltr.	One 270 Litre	750 litre	One 270 Litre	1000 litre + 500 litre for servant quarters
11.	Nitch with Kota stone sill in bath room	One	One	Litre One	One	One	One	-	Two	-	3 + 1 for servant quarters

Note : Waste coupling in wash basins and grating over the floor trap shall be only of PTMT.



Specifications for Electrical Installation in Residential Quarters

Item No.	Description	Type I		Type II		Type III		Type IV		Type V (excluding servant quarter & Garage)		Type VI (excluding servant quarter & garage)		Servant Qtrs & Garage	
		Existing	Revised	Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Revised
1.	Power Points (15 amperes , 6 pins	3	2	3	3	3	4	3	5	4	6	-	7	-	1
2.	MCB connected socket outlet for A.C. unit /Geyser complete with wiring	-	1	-	1	-	1	-	2	-	4	-	5	-	-
3.	Ceiling Fans	2	2	3	3	4	4	5	5	5	6	-	7	1	1
4.	Exhaust Fans	-	1	-	1	-	1	1	1	-	1	-	1	-	-
5.	Call bells	1	1	1	1	1	1	1	1	1	2	-	3	-	-
6.	Light/Fans/Call bell/5A Plug Points	17	17	20	20	23	23	24	27	33	38	-	44	5	5
7.	F.I. Fittings excluding Tube and Starter	2	2	2	3	3	4	4	5	-	7	-	8	1	1
Type of Wiring		Recessed Conduit Type ---													
8.	EDB MCB Type														
	A. Single Phase	1	1	1	1	1	1	1	-	1	-	1	-	1	1
	B. 3 Phase	-	-	-	-	-	-	-	1	-	1	-	1	-	-
9.	Cable TV Point	-	1	-	1	-	1	-	1	-	2	-	2	-	-
10.	Telephone Point	-	-	-	-	-	-	-	1	-	2	-	2	-	-



F. No. 1-2/2007-NVS/(GM)

Dated : 26.03.2007

Subject : Settlement of Final Bills of Construction Agencies - Regarding.

A meeting was held on 31.1.2007 at 3.00 P.M. under the chairmanship of General Manager (Const.), NVS Hqrs. to finalize the procedure for release of final payment to various construction agencies. The followings were present:-

1. Shri K.K. Sharma, AC (Fin.), NVS, Hqrs.
2. Shri Pardeep Kumar, EE, NVS, Hqrs.
3. Shri Y. Nooruddin, EE, NVS, Hqrs.
4. Shri R.K. Talwar, EE, NVS, Hqrs.
5. Shri Ravinder Sawhney, AE, NVS, Hqrs.

General Manager (Const.), NVS welcomed all the participants and stressed the need for an early settlement of final bills of various construction agencies, so that outstanding advances could be settled at the earliest. This was emphasized that early settlement of final bills would help in capitalizing the advances and boost the confidence of Construction Agencies also. The check list prescribed for settlement of final bills was discussed in detail and the following decisions were taken :

1. A committee consisting of Executive Engineer, NVS, R.O. and concerned Principal of the Vidyalaya shall certify that "Construction of building works has been completed as per the scope of the work issued by the Samiti and no defects are apparent".
2. During inspection at 30%, 60%, 90% and final bill stage, the Executive Engineer, NVS, R.O. shall certify and record that expenditure claimed by the C.A. commensurate with the physical progress and the physical progress stands at about ____%.
3. As per present guidelines, it is mandatory to inspect the site by the Executive Engineer, NVS, R.O. for releasing required funds beyond 90% of A/A & E/S to CPWD. It was explained by Executive Engineers that works are being regularly inspected by Senior Officers of CPWD. Hence, inspection by Executive Engineer, R.O. at 90% stage may be done away to expedite the works. Executive Engineer, R.O. and Principal shall jointly inspect the work at the final bill stage as mentioned in para 2.
4. In view to expedite the construction activity, it was also proposed to release 75% work advance to CPWD after finalization of tenders for the works costing upto Rs. 1.00 Crore.



The meeting ended with a thanks to the chair.

This is issued with approval of the Competent Authority.

(Ravinder Sawhney)
Assistant Engineer

Copy to:-

1. Shri K.K. Sharma, AC (Fin.), NVS, HQ: As desired copy of the guidelines approved by the Commissioner, NVS regarding decentralization of powers to Regional Offices are enclosed herewith for further necessary action please.
2. All EEs, Hqrs./EE (RO), NVS,
3. PS to GM (C), NVS, New Delhi.

Assistant Engineer

% <



F. No. 27-312/2001-NVS(SA)

Dated : 13.03.2008

CIRCULAR

Subject : Yearly cleaning of Septic Tanks.

A case has come to notice where a Septic Tank exploded inside the JIW campus. Seven students playing nearby got injured due to debris and gas leakage. On examination, it has been observed that Septic Tank exploded due to non cleaning of the tank for a long period. As per Manual for sewerage disposal, yearly desludging (cleaning) of Septic Tank is essential.

Instructions has already been circulated vide letter No. F. 1-2/97-NVS(GM) dated July, 1997. for periodical cleaning of Septic Tanks. It is reiterated that Septic Tanks shall be cleaned at least once in every year to avoid any mis-happening. All Principals shall maintain register indicating the date of cleaning of Septic Tank.

Receipt of this circular may be acknowledged with confirmation that same has been circulated to all Principals.

This issues with the approval of GM(C) .


(Pardeep Kumar)
Executive Engineer

Copy to:-

1. The JC (Admn.) , NVS (Hqrs.) New Delhi.
2. The Asstt. Commissioner (Sch.Admn.) NVS (Hqrs.) New Delhi.
3. All the Dy. Commissioners of Regional offices of NVS,
4. All the Executive Engineer/ Assistant Engineer, NVS, (Hqrs.). Section Officer (Const.), NVS Hqrs., New Delhi.
6. Sh. Ajay Aggarwal, (Manager), RITES, RITES Bhawan, Plot No.-1, Sector-29, Gurgaon.
7. P.S to G.M(Const), NVS Hqrs., New Delhi.

%


Executive Engineer



F. No. 1-2/2008-NVS/(W)

Dated : 04.04.2008

Subject : Inspection of smaller works by the Executive Engineer NVS ROs.

Sir,

As per prescribed norms of the Samiti, ongoing works are being inspected by the Executive Engineer of Regional Offices at 30%, 60%, 90% & at the time of final bill.

In various meetings, Construction Agencies have raised the issue for reducing the frequency of inspection of smaller works, due to busy schedule of the Executive Engineer, NVS, ROs.

Now competent authority has decided that smaller M&R works and capital works costing around Rs.15.00 lacs to Rs. 100.00 lacs would be inspected by the EE, NVS, R.O. at following three stages only :

1. 50%
2. 90%
3. on completion of the work

Principal of the vidyalaya shall also furnish the report in this regard.

This would help in completing the works expeditiously since it is difficult for the Executive Engineer of Regional Offices to inspect smaller works at frequent intervals.

For works less than Rs.15.00 lacs, the mode of inspection and release of funds would remain the same.

This issues with the approval of Commissioner (NVS).

Yours faithfully,

(Ravinder Sawhney)
Assistant Engineer

Copy to :

1. The Assistant Commissioner (Fin.), NVS (HQ), New Delhi.
2. All Executive Engineers/Assistant Engineer, NVS (HQ), New Delhi.
3. PS to GM (C), NVS, New Delhi.
4. SPA to Commissioner, NVS, New Delhi.

Assistant Engineer



F. No. 1-2/06-NVS/(GM)

Dated : 26.06.2008

Subject : Developing "Rajeev Gandhi Smriti Van" in JNV Plantation of trees - Regarding.

Sir/Madam,

It is observed that a number of JNV's, Principals have taken initiative and i a large number of trees in the Vidyalaya campus under the scheme, "RAJEEV GANDHI SMRITI VAN". There are still many vidyalayas where the work i. mtation of trees either not taken up or inadequate.

The rainy season has already set in. It is, therefore, advised that this monsoon should be utilized fully for plantation of trees in the campus. Necessary Guidelines for plantation of trees have already been issued vide Circular no. F. 1-2/91-NVS(W) dated 20.07.97 and letter of even number dated 06.01.2006 and 36-3/2006-NVS(Acad.)/436 dated 02.05.06.

Necessary instructions may be issued to all concerned for taking up the work on top priority to achieve the target in this monsoon.

Yours faithfully

(S.K. Jain)
General Manager (Const.)

Copy to:

1. The Principal AII Jawahar Navodaya Vidyalayas
2. All EEs/AE, NVS(HQ)
3. PS to Commissioner

General Manager (Const.)



F. No. 1-2/2008-NVS/(W)

Dated : 04.08.2008

To,

The Principal
All Jawahar Navodaya Vidyalaya

Subject : Proper utilization of funds released to principal for maintenance & repair works of the Vidyalaya Building-reg.

Sir,

As you are aware that revised guidelines for Maintenance & Repair of JNV buildings were issued vide this office letter no. 1-2/2008-NVS(GM) dated 28.03.07. The maintenance and repair of buildings is of paramount importance in order to provide suitable conducive environment to the resident students.

There is a need to take concrete steps by all concerns. The JNV Principals must take lead in improving the maintenance & up keep of JNV building by using the grants judiciously as per the guidelines issued.

All the Principals are requested to send half yearly report about the action taken to improve maintenance standard of JNVs and expenditure incurred thereon.

Yours faithfully

(S.K. Jain)
General Manager (Const.)

Copy to :

1. The Dy. Commissioner, NVS, All R.Os
2. The Asstt. Commissioner. NVS, All R.Os
3. The Executive Engineer, NVS, All R.Os
4. All EEs/AE/SO(C)/NVS(HQ)
5. PS to Commissioner- for kind information of Commissioner

All officers are requested to monitor the annual maintenance plan of the Vidyalaya during their visit to JNVs.

General Manager (Const.)



F. No. 1-2/2006-NVS/GM

Dated : 06.08.2008

Subject : Expenditure Management - Economy measure and Rationalization of expenditure - follow up action thereon regarding.

Sir,

Please find enclosed instruction received from Ministry of H.R.D. vide letter no. G. 21015/ 7/2008-IF-H dated 16.07.08 regarding expenditure management and economy measures and rationalization of expenditure. The Ministry has laid down special emphasis on strict monitoring of projects like construction of building, and to ensure that there is no time and cost over run on projects vide para 4(i).

All are hereby directed to monitor the projects on regular basis so as to avoid any time & cost over run.

Yours faithfully,

(S.K.Jain)

General Manager (Const.)

Encl : as above

Copy to :

All Executive Engineers/AE/SO(C)/ NVS(HQ)

General Manager (Const.)



F. No. 1-2/2006-NVS/GM

Dated : 20.01.2009

Subject : Submission of physical progress of on-going Construction Works

Government of India has recently issued a set of instructions with a view to curtailing of expenditure especially non-developmental expenditure and ensuring adequate resources for meeting the objective of development of social sectors infrastructure sector and other schemes. The Prime Minister has also separately addressed his Cabinet colleagues to ensure economy in expenditure and cut out wasteful expenditure. A copy of the Ministry of Finance Office Memorandum No. 7(1)E Coord/2008 dated 5th June, 2008 listing out the various economy measures required to be taken and the Hon'ble Prime Minister's letter dated 4th June, 2008 are enclosed. Hon'ble Minister for Human Resource Development has desired said compliance of all these instructions and has desired that austerity measures should be observed besides effecting cost savings and avoiding all types of wasteful expenditure.

These economy instructions are required to be followed mutatis mutandis by various autonomous and statutory bodies like KVS, NVS, NCERT, CTSA etc. Some of the specific economy instructions which are required to be followed are reproduced as under:

- (I) For the year 2008-09, there shall be a mandatory 10% cut in non-plan expenditure under the following heads :
 - i) Overtime allowance
 - ii) Domestic and Foreign Travel Expenses
 - iii) Publication
 - iv) Professional Services
 - v) Advertising and Publicity
 - vi) Office expenses
 - vii) POI
 - viii) Other administrative expenses
- II) The remaining portion of non-plan expenditure will be subject to mandatory 5% cut excluding salary and pension, interest & debt repayment,
- III) No increase in the budgetary allocation under the Heads of non-plan expenditures particularly where the cuts are now being imposed will be allowed except under extremely compelling circumstances.

Autonomous/statutory bodies under the control of Department of School Education & Literacy are accordingly requested to intimate immediately the revised allocation in respect of these heads of expenditure. Revised Estimates will be decided taking into account the above mentioned mandatory cuts.

Some of the other measures that need to be taken are as below

- i) There should be strict monitoring of projects like construction of buildings etc. to ensure that there is no time and cost over-run and accountability



- should be fixed for any lapse on this account
- ii) While seminars and conferences may not be discontinued totally utmost nomy need to be observed while organizing such seminar conterlices etc. only where they arc absolutely necessary
 - iii) Domestic and foreign travel should be strictly regulated and foreign travel restricted to barest minimum Faculty members and other officers and staff should be encouraged to avail the facility of low fare refundable all tickets Similarly for payment of TA/DA to non-officials for attending meeting of Governing Boards etc use of low fare refundable an tickets may he increasingly resorted to
 - iv) It should be ensured that advance payments lor execution of contract etc. are. made strictly as per the provisions ol the contract and not with the view in merely showing utlization of funds.
 - v) Further, autonomous/statutory bodies should on then own evolve ways and means for austerity in expenditure by way of savings in power consumption. restiction on hiring of tax ies, etc.

It is reiterated once again that these economy instructions are mandaters in nature and no relaxation would be possible.

Sd./-
(S.K. Ray)

Heads of all autonomous and statutory bodies under the Department of school Education & Literacy. Ministry of Human Resource Development

Copy to :

Bureau Heads With a request to ensure empliance of these Ministrals by the autonomous bodies under their charge.



F.No. 1-2/2009-NVS(GM)

Dated: 20.1.2009

To

The Executive Engineer
Navodaya Vidyalaya Samiti
All Regional Offices/ Hqrs.

Sub. : Submission of physical progress of on-going construction works.

Ref. : This office circular No. 1-2/2005-NVS(GM) dated 15.9.2005.

Sir,

Vide above referred letter, a Performa was circulated for assessment of financial progress of single & double storeyed buildings. It is reiterated that guidelines given in proforma may be strictly followed while forwarding bills by EE/ROs at 30%, 60% & 90% stage. The EEs/RO shall ensure that no overpayment is released to CAs.

Copy of the said standard Performa is again enclosed for strict, compliance.

Yours faithfully.

A handwritten signature in black ink, appearing to be 'S.K. Jain'.

(S.K. Jain)
General Manager

End: As above



F. No. 3-53/2006-NVS/(Works)

Dated : 23.06.2009

CIRCULAR

Samiti vide circular of even number dated 1st March, 2007 had authorized Executive Engineers posted at Regional offices to issue sanction orders for release of funds for works upto Rs. 5.00 crores after obtaining the financial concurrence and prior approval of the Deputy Commissioner of the concerned Regional Office. Due to administrative constraints and shortage of staff, this practice was adopted only by the Regional Offices at Chandigarh, Lucknow and Shillong. Some of these Regional Offices have now shown their inability to carry out the additional responsibility conferred upon them due to aforesaid reasons.

Keeping this in view, it has been decided to discontinue with the practice to release funds upto works of Rs. 5.00 crore value by the Regional Offices. Release orders of all the works will be processed by the concerned Executive Engineer at the NVS Hqrs as per norms of Samiti.

Accordingly from now on, no Regional Office shall release any funds to the construction agencies. All the reimbursement bills received in financial year 2009-2010 (on or after 1.4.2009) and files of all works being dealt at R.O. level shall be forwarded to this office immediately.

This issues with the approval of the Commissioner, NVS.

(M.S. Khanna)
General Manager (Const.)

Copy to :

1. The Jt. Commissioner (Admn.), NVS Hqrs. New Delhi.
2. The Dy. Commissioner of all the Regional Offices of Navodaya Vidyalaya Samiti.
3. The Assistant Commissioner (Fin./Audit), NVS Hqrs.
4. All Executive Engineers of Regional Offices of Navodahya Vidyalaya Samiti.
5. All Executive Engineers / Assistant Engineer/ Section Officer (Const.), NVS Hqrs.



F. No.1-2/2006-NVS/Work

Dated : 26.06.2009

CIRCULAR

Following guidelines have been prescribed by the Samiti for monitoring the progress of on going construction works :

1. Executive Engineers at Regional Offices will inspect the on-going construction works at 30%, 60% & 90% and the final bill stage and submit their report.
2. While forwarding the construction bills at above stages, Executive Engineers will forward the Physical Verification Report, in the prescribed proforma, for assessment of the actual progress of single and double storey construction for load bearing / RCC construction and also ensure that no over payment is released to the Construction Agencies.
3. During inspection at 30%, 60% and 90% and the final bill stage, the Executive Engineer shall certify and record that the expenditure claimed by the Construction Agency is commensurate with physical progress and the physical progress stands at about____ (%).
4. All running bills shall accompany 6 (six) colour photographs of each building under construction (to which the bill relates) indicating progress of the building from different angles. On the back of each photograph, the name of JNV, date of photograph, name of the building / work and signature of the Principal with date shall also be recorded. However, the photograph signed by the Executive Engineer, Regional Office / Executive Engineer, NVS (Hqrs.) or the other higher Officers who have actually inspected the site will also be accepted.

It has been observed that the above Instructions are not being followed meticulously and in many cases the running bills are still being received without all requisite documents like colour photographs, signatures of the Construction Agency / Principal, detailed report etc. It has also been observed that in some cases all running bills are being routed through the Regional Offices resulting in avoidable delay in releasing funds to Construction Agencies.

In view of the above, it is reiterated that -

- (a) all running bills except at 30%, 60% and 90% stage and the final bills, should be submitted directly to the Construction Wing of NVS (Hqrs.) along with six colour photographs of the on-going works to which the bills relate.
- (b) all bills relating to 30%, 60% and 90% stage and the final bills only will be routed through the Executive Engineer of the concerned Regional Office who will forward these bills after due scrutiny and along with his recommendations and report in the prescribed format to NVS (Hqrs.) as per points (2) and (3) above.
- (c) 6 (six) colour photographs of the works to which the bill relates must be sent along with every bill. These photographs must clearly indicate the building / work, date of photograph, name of JNV and these must be signed by the authorized



representative of the Construction Agency and the Principal / Executive Engineer of the Regional Office along with date. In case photographs, as above, are not enclosed with the bills, Samiti may withhold 5% of the bill amount till such time compliance is made.

Above instructions must be followed by all Construction Agencies except CPWD.,

The Principals of Jawahar Navodaya Vidyalayas, where construction works are going on, should submit a quarterly report indicating the progress of work to the concerned Regional Office and to the, General Manager (Constn.) at NVS (Hqrs.). Quality of construction works will be monitored and ensured by the Executive Engineer of the Regional Office concerned who should periodically inspect the on-going construction works.

These instructions must be followed strictly with immediate effect.

(M.S. Khanna)
General Manager (Constn.)

1. All the Deputy Commissioners of Regional Offices of NVS
2. All Principals of Jawahar Navodaya Vidyalayas
3. All the Construction Agencies (except CPWD)
4. JC (Admn.) / AC (Fin.) / AC (Audit)
5. All the Executive Engineers of Regional Offices of NVS
6. All the Executive Engineers / Assistant Engineer at NVS (Hqrs.)
7. Section Officer (Constn.), NVS (Hqrs.)
8. Guard file.



F. No. 2-43(2)2009-NVS(M&R)/321

Dated : 16.10.2009

To

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

Subject : Submission of proposals for special repair works of JNVs- Reg.

Sir/ Madam,

A number of proposals for carrying out special repair works in the Jawahar Navodaya Vidyalayas are being received at NVS (Hqrs.) for concurrence. In a number of cases complete details of the works proposed to be undertaken and its justification is not provided which results in back reference and delays in examining the matter.

In the past a check list had been prescribed for submission along with proposals for special repairs. It is, however, noticed that in most of the cases this check list is either not provided or in complete information is given.

In view of this, it is requested that all proposals for special repairs of JNVs may be sent along with following documents :

1. Revised check list for maintenance and special repair works as enclosed giving full details by the Principal and Executive Engineer of the Regional Office concerned.
2. Detailed reasons and justifications for carrying out proposed special repair works by the Principal along with colour photographs of the building or areas where the work is to be executed.
3. The proposal for special repairs should not be split up and all the requirements of a Vidyalaya with regard to immediate repairs should be submitted together as it will not be desirable to process various proposals with regard to same JNV at the same time.
4. A proper detailed estimate from CPWD or any other approved Construction Agency of NVS along with technical report should be submitted along with such proposals.

The above may be noted for strict compliance. Any proposals received without above details may be returned back to the concerned Regional Office without further examination by NVS (Hqrs.).

Yours faithfully,

(M.S. Khanna)
Joint Commissioner (Pers.)

Copy to:

1. The Executive Engineer, All Regional Offices of Navodaya Vidyalaya Samiti
2. Executive Engineers / Assistant Engineer, NVS (Hqrs.)



**CHECK LIST FOR MAINTENANCE/REPAIRS WORKS PART-A
(TO BE FILLED UP BY THE PRINCIPAL)**

01. Name of the JNV :
02. Name of Building(s) where M&R work is proposed :
03. Pattern - CPWD/CBRI :
04. Date of completion/handing over of building mentioned at SI. No. 2
05. Detail of Special Repair works carried out during last 10 years.

Sl. No.	Scope of work	Sanctioned by RO/HQ	Sanction Amt. with date	Name of C.A.	Present Status

06. Details of Special Repair works proposed for consideration.

Sl. No.	Scope of work	Amount Proposed	Name of C.A.

07. It is certified that :

- i) The proposed work has not been undertaken from the funds available with the Principal.
- ii) The proposed work cannot be done under annual repair & maintenance funds available with the Principal.
- iii) Detailed reasons and justifications for carrying out proposed works along with colour photographs of the buildings/areas, where the work is to be executed. (Add separate sheet)

(Signature of Principal)



F. No. 2-Circular/EE/2006

Dated : 08.07.2010

All Construction Agencies.

Sir,

Kindly refer para pertaining to the agreement executed between NVS and construction agency, wherein it has been stated that “ Construction agency shall carry out the work of anti-termite treatment through a specialized firm and shall submit 10 years guarantee against termite attack.....”, wherever the term appears it may be treated as deleted.

However, this item may be executed as per requirement of the site after obtaining the prior approval of NVS.

This issues with the approval of GM (Const.), NVS.

Yours faithfully,

(Ranjan Kumar)
Executive Engineer

Copy to :

1. The Executive Engineers of NVS (Hqrs.)
2. The Assistant Engineer, NVS(Hqrs.)
3. The Executive Engineers, NVS, Regional Offices



F. No. 2-4/2006-NVS/(W)

Dated : 06.08.2010

CIRCULAR

It has been observed that while submission of R.A. bills, the Construction Agencies (Non-CPWD) have to obtain the signatures of Principal of concerned JNV on the photographs of the work. Due to various reasons whatsoever Principals on many occasions find it difficult to make themselves available for visiting the site of work for signing of the photographs which result in delay in submission of bills and consequently hampering the progress of works. Henceforth it has been decided to dispense with the requirement of signing of the photographs of ongoing works by the Principals. The Executive Engineers/ Project Managers (coordinating officers) of Construction Agency shall submit the self attested photographs alongwith R.A. bills and the EE(RO), NVS will sign the photographs at the time of forwarding their progress verification reports at appropriate stages as per norms of Samiti.

(G.M. Govila)
General Manager(Constn.)

All Construction Agencies (Non-CPWD) (list attached).

1. All Construction Agencies (Non-CPWD) (list attached).
2. JC (Admn.), NVS Hqrs New Delhi.
3. JC (Pers.), NVS Hqrs. New Delhi.
4. JC (Acad.), NVS Hqrs. New Delhi.
5. The Dy. Commissioners, NVS, All Regional Offices.
6. The Executive Engineers, NVS, All Regional Offices.
7. All EEs/AE, NVS Hqrs.
8. PS to Commissioner, NVS Hqrs. New Delhi.
9. PA to GM (C), NVS Hqrs. New Delhi.



F. No. 1-2/2010-NVS/(GM)

Dated : 26.10.2010

CIRCULAR

Subject : Development of software by Construction Agencies for monitoring the progress of JNV works.

In order to have ready information in respect of the physical and financial status of the JNV projects taken up by the various Construction Agencies, all the Construction Agencies are hereby directed to develop a proper software and post the physical and financial status of the various JNV projects taken up by them live on their respective websites so that the same could be accessed by NVS authorities as & when required.

The necessary passwords in order to access their web sites should be intimated to undersigned immediately.

(G.M. Govila)
General Manager(Constn.)

Copy for information and necessary follow up action to :

1. All Dy. Commissioners,. NVS, All Regional Offices.
2. The Executive Engineers, NVS, All Regional Offices.
3. All EEs/AE, NVS Hqrs.
4. All Construction Agencies (List attached).
5. SPA to Commissioner, NVS for kind information.

General Manager(Constn.)

