

नवोदय विद्यालय समिति

जयपुर संस्थान (राजस्थान, हरियाणा एवं दिल्ली राज्य)
मानव संसाधन विकास मंत्रालय, शिक्षा विभाग का एक
स्वायत्त संस्थान, भारत सरकार
क्षेत्रीय कार्यालय : 18, संग्राम कॉलोनी, महावीर
मार्ग,
सी-स्कीम, जयपुर 302001 (राजस्थान)



NAVODAYA VIDYALAYA SAMITI

JAIRUR REGION (Rajasthan, Haryana & Delhi States)
An Autonomous Organization of Ministry of Human Resource
Development, Department of Education,
Govt. Of India
Regional Office: 18, Sangram Colony, Mahaveer Marg,
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F. No. 61-4/ NVS RO Circular/Admn/09/3459 Date 11.01.2018

To
The Principal
All Jawahar Navodaya Vidyalayas
[Jaipur Region]

Subject: Correspondence with NVS (Hqrs), Regional Office and political dignitaries thereof.

Sir/Madam,

It has been observed that in spite of clear and repeated instructions, staff of JNVs are making direct correspondence with the higher authorities of NVS (Hqrs.) and this office which is the violation the laid down office procedure.

It is directed to bring the following instructions to the notice of all the staff working in your Vidyalaya during the ensuing staff meeting.

- 01 No direct correspondence will be made by the staff members with the higher authorities of NVS (Hqrs.) and Regional Office and political dignitaries on service matters.
- 02 All official correspondence and representations must routed through proper channel only.

Principals are also advised to forward the representations of the staff to the appropriate officer of R.O. only with depicting full facts of the case and proposed remedial action. Writing of "Self explanatory" or "necessary action" in the forwarding letter will not serve any purpose.

If any matter related to the such correspondence by the staff is noticed by this office, the matter will be viewed seriously and suitable disciplinary action as deemed fit will be initiated against the concerned staff for violation of the laid down office procedure.

Kindly acknowledge the receipt of this circular.

Yours faithfully

(B. L. Morodia)
Deputy Commissioner

Copy to :

- 01 All Officers, NVS, RO, Jaipur
- 02 Computer Operator, NVS, RO, Jaipur with the direction to upload this letter on the website of this office.