

नवोदय विद्यालय समिति  
मानव संसाधन विकास मंत्रालय  
का स्वायत्त संस्थान स्कूल शिक्षा  
एवं साक्षरता विभाग, भारत  
सरकारद्ध बी-15, संस्थानिक  
क्षेत्र सेक्टर-62,  
नोएडा-201307 (उ.प्र.)



NAVODAYA VIDYALAYA SAMITI  
(An Autonomous Organization under  
Ministry of Human Resource  
Development, Department of School  
Education & Literacy)  
Govt. of India  
B-15, Institutional Area,  
Sector-62, NOIDA-201307(UP)

F.No. 26-1/2017-NVS(Est-III) | 2401

21.07.2017

The Deputy Commissioner  
NVS Regional office  
All Regions

22/8/17  
27/7

**Sub :** Implementation of orders of suspension - reg.

Sir / Madam,

It is observed that orders of suspension issued by the competent authority are not implemented as per rules. On many occasions, the concerned officials who are placed under suspension are continuing on duty for a longer time which is not in order. In order to streamline the same, and to ensure the implementation of suspension orders in letter and spirit, the following guidelines may be noted for strict compliance :

1. The employee concerned should be immediately communicated about the order of suspension by email / fax followed by telephonic confirmation, which amounts to serving of the suspension order. There is no need to personally serve the suspension order and/or relieve the employee through some other employee.
2. In case the suspended employee is on duty at the time of serving the suspension order, the suspension will be effective from the next day. Similar will be the case with the employees on tour. If the suspended employee is already on leave on the date of suspension, the suspension will come into effect from the day he returns from leave or desires to resume duty.
3. In case the suspended employee is holding charge of stores / cash, the person should be directed to hand over such charge immediately and detach himself from all types of duties.
4. In order that the suspended employee does not resort to any undesirable/inappropriate activities after the suspension order is passed, he/she should be detached from the place of duty immediately. Continuation of suspended employees on duty after the suspension order is passed, is not in order and not desirable in organisational interest.
5. The Regional offices will acknowledge by return email, the receipt of suspension orders issued by NVS hqrs. by email and intimate the date of effect of suspension in such cases.

P.T.O

26/8/17

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These guidelines may please be brought to the notice of the Principals of all JNVs under your jurisdiction for strict compliance.

This issues with the approval of the competent authority.

Yours faithfully,



(Kaneez Fatima)

Joint Commissioner (Pers)

**Copy to :**

- 1) P.S. to Commissioner, NVS.. for information
- 2) The Asst. Commissioner (F & S), NVS Noida.. for uploading on the website.