



**NAVODAYA VIDYALAYA SAMITI**  
**(An Autonomous Organization under Ministry of HRD)**  
**Department of School Education and Literacy),**  
**Government of India**  
**B-15, Institutional Area, Sector-62,**  
**Noida, District Gautam Budh Nagar,**  
**Uttar Pradesh – 201 309**

NO.F.2-18/2015-NVS (Estt.II)/3979

August 16, 2016

To

**URGENT / TIME BOUND**

The Deputy Commissioner,  
Navodaya Vidyalaya Samiti,  
All Regional Offices

Subject: **Implementation of transfer order issued in Annual Transfer Drive 2016 and allowing employees to meet Commissioner, NVS after seeking prior permission from the Office of the Commissioner, NVS – reg.**

Sir,

It is being observed for quite some time that employees including Principals, Teachers and Non-teaching staff are visiting very frequently to NVS (Hqrs.) to meet Commissioner, NVS about their transfer. Personal meeting of employees with the Commissioner, NVS consumes major part of the available working time. As a result, other important and urgent matters of valuable nature are getting neglected.

2. As a remedial measure, you are requested to ensure the following: -

- a) That the transfer order issued by NVS (Hqrs.) be implemented forthwith and compliance reported without further delay.
- b) The Principals should seek prior permission of the Commissioner, NVS before recommending / giving permission to any employee to visit Hqrs. Office in connection with transfer matters.
- c) In case of Principal, desiring to meet Commissioner, NVS, the Deputy Commissioner himself should seek prior permission of the Commissioner, NVS before recommending to meet the Commissioner.

3. Compliance of the aforementioned guidelines / instructions may kindly be adhered to scrupulously.

This is issued as per the Orders of the Commissioner, NVS.

Yours faithfully,

  
[B.C. Panda]

Assistant Commissioner [Estt.II]

Copy to: -

- 1) The Principal, All Jawahar Navodaya Vidyalayas – for information and necessary action.
- 2) PA to Commissioner, NVS (Hqrs.), Noida
- 3) AC (Admn.), NVS (Hqrs.), Noida
- 4) Guard File.