

नवोदय विद्यालय समिति

(मानव संसाधन विकास मंत्रालय का एक स्वायत्त संस्थान, स्कूल शिक्षा एवं साक्षरता विभाग)

भारत सरकार,
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NAVODAYA VIDYALAYA SAMITI
(An Autonomous Organization under Ministry of H.R.D., Deptt. of School Education and Literacy)

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[TOP PRIORITY]

To

The Principals,
All JNVs under Bhopal Region

Subject: Improper and delayed submission of information through online –reg.

Sir/Madam,

This office has implemented the online submission of information system through "Gmail" for speedy transmission/submission of various types' of information to this office from all JNVs under Bhopal Region since, June – July this year. This online system is very effective and easy to use for collecting/submitting the required information instantaneously and by this online system we can save a lot of papers and avoid hectic e-mail sending / receiving process. Time and again we have requested JNVs under this region to adopt the same and furnish their information through online only which are very urgent in nature for onward submission to NVS, Hqrs / Ministry of HRD.

The undersigned has noticed that, some JNVs are not giving proper response towards this online system and are not furnishing the required details / information in time or furnishing incomplete details / information irresponsibly.

Hence, all the Principals/Principal in charges are requested to take personal responsibility of submitting the desired information through online system properly and within prescribed time limit. The Principals may fix the same responsibility to such an employee who has knowledge of handling Computers/Online System over internet. A register/record should be maintained at Vidyalaya level for submission of information through online with actual date & time and the same should be signed by the Principal / Principal in charges. The Vidyalaya E-mail Ids (Gmail or others) should be checked daily or in regular intervals and the urgent type of information should be submitted at the earliest without fail. The Principals are also instructed to avoid late or delayed / incomplete submission of information and accord top priority too.

This is circulated for strict compliance to all concerns.

Yours faithfully,

[B. Singh]

Deputy Commissioner

Copy to:

All Assistant Commissioners, NVS, Regional Office, Bhopal for information.