

नवोदय विद्यालय समिति  
मानव संसाधन विकास मंत्रालय का  
स्वायत्त संस्थान, स्कूल शिक्षा एवं  
साक्षरता विभाग, (भारत सरकार)  
बी-15, संस्थानिक क्षेत्र,  
सैक्टर -62, नोएडा-201309  
(उत्तर प्रदेश)



**NAVODAYA VIDYALAYA SAMITI**

(An Autonomous Organisation under  
Ministry of HRD)  
Department of School Education and  
Literacy, Govt. of India,  
B-15, Institutional Area,  
G.B. Nagar, Sector-62, Noida  
Uttar Pradesh - 201309

No.F.:16-2/2016-NVS (GA/FS)

Dated: 08.09.2016

To

The Deputy Commissioner,  
Navodaya Vidyalaya Samiti,  
All Regional Offices

Subject: No direct representation to the Commissioner, NVS -  
regarding.

Sir / Madam,

This has been observed that teachers and staff members are directly sending representations to the Commissioner, NVS in violation of the code of conduct of official procedures. This should be brought to the notice of all staff members and ensure that representation is made to the Commissioner, NVS through laid down / prescribed channel only. In case, any representation addressed to the Commissioner, NVS is received directly in the Office of the Commissioner, NVS no action shall be taken on such representation.

2. Further, copies of letters addressed to others and copy endorsed to the Commissioner, NVS directly should be discouraged. Henceforth, such endorsements should be made to the PA to Commissioner, NVS only.
3. It may be ensured that the info must be disseminated to all the JNVs / NLIIs and uploaded on the website of Regional Offices also.
4. This should be scrupulously adhered to.

Yours faithfully,

(Dr. Rajiv Kumar Singh)  
Assistant Commissioner (Estt.I)

Copy to:

1. The Principal, All Jawahar Navodaya Vidyalayas
2. Computer Operator, NVS HQ, NOIDA - to upload the said letter on the website of the NVS HQ.