

नवोदय विद्यालय समिति  
मानव संसाधन विकास मंत्रालय  
(स्कूल शिक्षा और साक्षरता विभाग)

भारत सरकार  
बी-15, इंस्टीट्यूशनल एरिया, सेक्टर-62, नोएडा (उ.प्र.) - 201309  
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Ministry of Human Resource Development  
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Government of India

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F. No.NVS/Const/Misc-I/2017-18

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**CIRCULAR**

In absence of proper guidelines on reporting & reviewing structure for the officers (on deputation / regular) in Construction Wing of NVS, different methodology is being followed by different officers. In order to have proper methodology, the following reporting & reviewing structure has been approved by the Competent Authority:-

Office	Official	Reporting Authority	Reviewing Authority	Accepting Authority
At NVS HQ	EE(C) / AE (C)	GM(C)	GM (C)	Commissioner
	JE(C) / JE (E)	EE (C)	GM (C)	-do-
At NVS, RO	EE (C)	DC, RO	GM (C)	-do-

**Note:-** The officers on deputation shall utilize the Performa for filling self appraisal in ACR / APAR as per their respective department.

This is issued with the approval of the Competent Authority.

*S.K. Agrawal*  
19/06/17

**S.K. AGRAWAL**

General Manager (Construction)

To

1. PA to Commissioner
2. PA to JC (Admn.)
3. All DC, NVS, Regional Officers.
4. All EEs / AE / JEs at HQ / Ros.
5. JSA for uploading on website.
6. SO (C), NVS, HQrs.
7. Record file.

*V.K. Gupta*  
13/06/17  
(V.K. Gupta)  
EE (C) HQ, NVS

*14/06/17*  
CO