



Ref.: F.1-1/2017-NVS/GM/1

Dated: 15.09.2017

To,

All Construction Agencies
Through Web Portal

**Subject:-Guidelines for official communication with NVS by
Construction Agencies(CA) with reference to Construction
works -reg.**

Dear Sir(s)

It has been observed during the past few months that communications from many subordinate offices of Construction Agencies (CA) are being directly addressed to General Manager(Construction), Navodaya Vidyalaya Samiti without adequate understanding of the subject matter, proper study and justifications. At few occasions' the matter has also not been dealt appropriately without any support documentation. On discussion with appropriate authority of CA, it was replied that the same has been due to error by the subordinate office. At times it has been found that the communications made so are even without the knowledge of Senior level Officers creating an awkward situation for all.

In this regard following guidelines are being issued which are requested to be followed by Construction Agencies while making communication with NVS:

- (1) All the Agreements for the work allocated by Samiti shall be signed between GM(Construction) on behalf of NVS and signed by an officer not below the rank of General Manager of the CA.
- (2) All important communications addressed to General Manager(C) shall be signed through an appropriate authority in equivalent to General Manager.
- (3) All important submissions such as Estimates/Drawings/Bills/Revised Estimates etc. shall be submitted by an equivalent authority of General Manager of CA after careful examination and vetting.
- (4) Only the minor correspondences, *if any* of informative nature shall only be admissible from an official not below the rank of Project Manager of CA. Any correspondence with NVS HQ from an official below the rank of Project Manager of CA shall not be entertained at all.

- (5) All the matter related to payments shall be invariably be vetted by internal finance wing of the CA.

The above directions may kindly be noted and followed in communication with NVS in order to maintain proper decorum in the official communication.

S. K. Agrawal
14/09/17

S. K. AGRAWAL
General Manager (Constn.)

Copy for inf. to:-

- (1) All Deputy Commissioners, NVS, Regional Offices.
- (2) All Executive Engineers, NVS – HQ to Circulate to all CA's.
- (3) All Executive Engineers(Civil)/J.E.(Civil), All Regional Offices.
- (4) SO(C) for Office record
- ✓(5) JSA for uploading on website

B B Tiwari

B B Tiwari
PA to GM(C)