



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
NATIONAL INSTITUTE OF OPEN SCHOOLING

आईएसओ 9001 : 2008 प्रमाणित/ISO 9001 : 2008 Certified

(स्कूल शिक्षा और साक्षरता विभाग, मा.सं.वि.मं., भारत सरकार के अंतर्गत एक स्वायत्त संस्था)
(An Autonomous Institution Under Deptt. of School Education and Literacy, M.H.R.D., Govt. of India)

Dated: 16.06.2021

Office Order

Subject: Tracking of staff members deceased during the Covid pandemic and their family members

COVID-19 pandemic has caused an unprecedented situation in the country. Many people have lost their near and dear ones in the pandemic which has led to severe disruptions in normal life of the family members. This Department and its Autonomous Bodies, their Regional offices, TSGs, schools run under KVS/JNV/NCERT/CTSA etc. have also lost staff members during the pandemic and many of the deceased may have been the only bread earners of their families. It is necessary that such families are taken care of.

2. In this connection DoESEL has created a google tracker on which details of deceased staff members and their families and children including what kind of help they require, such as death certificate, children's admissions, pension papers, bank accounts etc. has been created.

3. Sh. Aaditya Kumar, Asst. Director (Audit) has been nominated as the nodal officer to maintain the data of staff who has been deceased during the COVID pandemic and shall also upload the data and furnish updates to the DoSEL as and when required.

4. In this connection all Heads of Departments are requested to nominate one or two persons who shall be the contact point for each such family for the staff working in their respective departments. Each Regional Director or a person nominated by him/her shall function as the contact point for families under the regional center.

5. Any such instance will immediately be brought by the contact persons to the notice of nodal officer for updation of the same on DoSEL google tracker. Further, the Personnel Branch shall also endeavor to process the terminal benefits of such employees or compassionate appointment if eligible.

6. A copy of information required on google tracker is enclosed for information to be provided to Nodal Officer for updating the same for DoSEL's information.

(S.K. Tanwar)

Joint Director (Admn.)

Copy to:

1. Heads of Departments, NIOS
2. Deputy Director (CPO) for information of the Chairperson
3. SA/P for uploading on website of NIOS
4. All Regional Directors
5. PA to Secretary, NIOS

PART I : Details of the Deceased Person

S.No	Name of the Deceased person	Date of Death	Service / Batch	Designation	Division / Bureau	Place of Posting	Contact Number	Address of the Deceased Person	Whether occupied accommodation (Yes /No)
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									

