



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
NATIONAL INSTITUTE OF OPEN SCHOOLING

आईएसओ / प्रमाणित 9001:2015 ISO 9001:2015 Certified

शिक्षा, स्कूल शिक्षा और साक्षरता विभाग) में, भारत सरकार के अंतर्गत एक स्वायत्त संस्था
(An Autonomous Institution Under Deptt. of School Education and Literacy, M.o.E., Govt. of India)

F.No. 41-15/2025/NIOS/Pers


20 February, 2025

Circular - 06 /2025

All the regular employees posted in Hqrs, RC Delhi & MD Unit are hereby requested to kindly inspect their Service Book and to sign therein token of having inspected the Service Book, as per the schedule attached herewith at **Annexure 'A'**

The employees are requested to make it convenient to come for inspection on the date and time as mentioned in the annexure, without fail.

This issues with the approval of the Competent Authority.


(R Baskar)
Assistant Director (Admn.)

To,
All regular staff members
Posted in Hqrs, RCD & MD Unit

CC:-

SAP with the request to upload the circular on NIOS website

Annexure A

s. no.	Name	Designation	Department	Date of Inspection	Time of Inspection
1	Sh. K.L.Gupta	Joint Director (Admn.)	Media	21-Feb-25	11:30 a.m.
2	Smt. Sheela Ravi	Deputy Director (Admn.)	CBC	21-Feb-25	11:30 a.m.
3	Smt. Priya Gupta	Deputy Director (Admn.)	Student Support Service	21-Feb-25	11:30 a.m.
4	Sh. Gurdev Singh	Deputy Director (Admn.)	Administration	21-Feb-25	11:30 a.m.
5	Sh. Rajesh Gautam	Deputy Director (Admn.)	Administration	21-Feb-25	12:30 p.m.
6	Smt. Neena Golani	Deputy Director (Admn.)	RC Delhi	21-Feb-25	12:30 p.m.
7	Sh. Aditi Ranjan Rout	Deputy Director (Acad.)	Evaluation	21-Feb-25	12:30 p.m.
8	Sh. Manoj Kumar Jain	Deputy Director (Acad.)	Administration	21-Feb-25	12:30 p.m.
9	Dr. Rachna Bhatia	Deputy Director (Acad.)	RC Delhi	21-Feb-25	2:00 p.m.
10	Dr. Kaushalya Barik	Deputy Director (Acad.)	Vocational Education	21-Feb-25	2:00 p.m.
11	Smt. Anitha Nair	Deputy Director (Acad.)	Vocational Education	21-Feb-25	2:00 p.m.
12	Dr. B.K.Rai	Deputy Director (Acad.)	Academic	21-Feb-25	2:00 p.m.
13	Smt. Tarun	Deputy Director (Acad.)	Academic	21-Feb-25	2:30 p.m.
14	Ms. Radhika B.	Deputy Director (Acad.)	Administration	21-Feb-25	2:30 p.m.
15	Dr. Alok Kumar Gupta	Deputy Director (Acad.)	Administration	21-Feb-25	2:30 p.m.
16	Sh. Naveen Bhatia	SA/P	Computer Unit	24-Feb-25	11:30 a.m.
17	Sh. Aaditya Kumar	Assistant Director (Admn.)	Administration	24-Feb-25	11:30 a.m.
18	Sh. R.Baskar	Assistant Director (Admn.)	Administration	24-Feb-25	11:30 a.m.
19	Sh. Ravinder Kumar	Assistant Director (Admn.)	RC Gangtok	24-Feb-25	11:30 a.m.
20	Dr. S.R.Khan	Assistant Director (Acad.)	Academic	24-Feb-25	12:30 p.m.
21	Dr. Chunnu Prasad	Assistant Director (Acad.)	Student Support Service	24-Feb-25	12:30 p.m.
22	Dr. Praveen Chauhan	Assistant Director (Acad.)	Vocational Education	24-Feb-25	12:30 p.m.
23	Sh. V. Sathish	Assistant Director (Acad.)	Evaluation	24-Feb-25	12:30 p.m.
24	Dr. Azmat Noori	Assistant Director (Acad.)	Academic	24-Feb-25	2:00 p.m.
25	Dr. Neelima Pant	Assistant Director (Acad.)	Vocational Education	24-Feb-25	2:00 p.m.
26	Dr. Sanghmitra Suryapani	Assistant Director (Acad.)	Academic	24-Feb-25	2:00 p.m.
27	Dr. Monika Kadiyan	Assistant Director (Acad.)	Administration	24-Feb-25	2:00 p.m.
28	Ms. Anshul Kharbanda	Assistant Director (Acad.)	Academic	24-Feb-25	2:30 p.m.
29	Sh. Partha Sarathi Ghorai	Academic Officer (Agriculture)	Academic	24-Feb-25	2:30 p.m.
30	Sh. Jagjeet Singh	Academic Officer (Defence Studies)	Academic	24-Feb-25	2:30 p.m.
31	Sh. Shravan Kumar Pendyala	Academic Officer (Fine Art)	Academic	25-Feb-25	11:30 a.m.
32	Ms. Umang Chauhan	Academic Officer (Home Science)	Academic	25-Feb-25	11:30 a.m.
33	Sh. Avinash Chaudhay	Academic Officer (Linguistics)	Academic	25-Feb-25	11:30 a.m.
34	Sh. Anand Kumar	Academic Officer (Sanskrit)	Academic	25-Feb-25	11:30 a.m.
35	Sh. Aalok Kumar	Academic Officer (Social Science)	Academic	25-Feb-25	12:30 p.m.
36	Sh. Ankit Bhatt	Academic Officer (Yoga)	Academic	25-Feb-25	12:30 p.m.
37	Ms. Atreyee Sinha	Academic Officer (English)	Academic	25-Feb-25	12:30 p.m.
38	Sh. Devant Brahm Shah	Academic Officer (special Education)	Academic	25-Feb-25	12:30 p.m.
39	Sh. Aashish Sodhi	Academic Officer (Science)	Academic	25-Feb-25	2:00 p.m.
40	Ms. Anchal Goswami	Academic Officer (IT)	Vocational Education	25-Feb-25	2:00 p.m.
41	Dr. Avinash Tripathi	Academic Officer (Mass Communication)	Academic	25-Feb-25	2:00 p.m.
42	Ms. Jaya Shukla	Academic Officer	Academic	25-Feb-25	2:00 p.m.
43	Ms. Alka Singh	Research & Evaluation Officer	Academic	25-Feb-25	2:30 p.m.
44	Sh. Suraj Kumar Maurya	Training Officer (Humanities)	CBC	25-Feb-25	2:30 p.m.
45	Smt. Nishu Saini	Section Officer	Evaluation	25-Feb-25	2:30 p.m.
46	Sh. L.N.Rastogi	Section Officer	Evaluation	27-Feb-25	11:30 a.m.
47	Sh. Mukesh Kumar	Section Officer	Administration	27-Feb-25	11:30 a.m.
48	Sh. Pradeep Kumar	Section Officer	Administration	27-Feb-25	11:30 a.m.
49	Smt. Kiran Sihmar	Section Officer	RC Delhi	27-Feb-25	11:30 a.m.
50	Sh. Bikram Keshari Rout	Section Officer	Administration	27-Feb-25	12:30 p.m.

51	Sh. K.Srinivas	Section Officer	Evaluation	27-Feb-25	12:30 p.m.
52	Smt. Yashoda Prasad	Section Officer	Administration	27-Feb-25	12:30 p.m.
53	Sh. Brijesh Singh	Section Officer	Administration	27-Feb-25	12:30 p.m.
54	Sh. Virender Kumar	Section Officer	Administration	27-Feb-25	2:00 p.m.
55	Smt. Anu Nagpal	Section Officer	RC Delhi	27-Feb-25	2:00 p.m.
56	Smt. Sunita Rani	Section Officer	Evaluation	27-Feb-25	2:00 p.m.
57	Smt. Jacinta Barva	Section Officer	Student Support Service	27-Feb-25	2:00 p.m.
58	Shri Atul Sharma	Section Officer	Student Support Service	27-Feb-25	2:30 p.m.
59	Ms. Bhupinder Kaur	PS to Chairman	Administration	27-Feb-25	2:30 p.m.
60	Sh. Naveen Nehra	Assistant Engineer (Civil)	Administration	27-Feb-25	2:30 p.m.
61	Smt. Sarvesh Kumari	Hindi Officer	Administration	28-Feb-25	11:30 a.m.
62	Smt. Anita Dhingra	Superintendent	Student Support Service	28-Feb-25	11:30 a.m.
63	Sh. Dayal Singh	Superintendent	RC Delhi	28-Feb-25	11:30 a.m.
64	Ms. Rinku Rohilla	Superintendent	Evaluation	28-Feb-25	11:30 a.m.
65	Sh. Sunil Kumar Dhyani	Superintendent	Student Support Service	28-Feb-25	12:30 p.m.
66	Smt. Rekha Ahuja	Superintendent	Evaluation	28-Feb-25	12:30 p.m.
67	Sh. Karamjit Singh	Superintendent	Evaluation	28-Feb-25	12:30 p.m.
68	Smt. Urmila Kala	Superintendent	RC Delhi	28-Feb-25	12:30 p.m.
69	Smt. Hemlata Jiwai	Superintendent	RC Delhi	28-Feb-25	2:00 p.m.
70	Smt. Geeta Kumari	Superintendent	Evaluation	28-Feb-25	2:00 p.m.
71	Smt. Vatsala Bajaj	Personal Assistant	CPO	28-Feb-25	2:00 p.m.
72	Smt. Kamal Jeet Kaur	Personal Assistant	Academic	28-Feb-25	2:00 p.m.
73	Sh. Ram Prasad	Technical Assistant	Administration	28-Feb-25	2:30 p.m.
74	Smt. Sheeja Biju	Technical Assistant	Administration	28-Feb-25	2:30 p.m.
75	Smt. Sonika Tyagi	EDP Supervisor	CPO	28-Feb-25	2:30 p.m.
76	Sh. Amit Kalyan Tiru	EDP Supervisor	RC Delhi	03-Mar-25	11:30 a.m.
77	Sh. Amit Kumar	EDP Supervisor	Evaluation	03-Mar-25	11:30 a.m.
78	Sh. Sunish Kumar Singhal	EDP Supervisor	Evaluation	03-Mar-25	11:30 a.m.
79	Sh. Vikas	EDP Supervisor	Evaluation	03-Mar-25	11:30 a.m.
80	Sh. Anuj Kumar	EDP Supervisor	Computer Unit	03-Mar-25	12:30 p.m.
81	Shri Gaurav Saini	EDP Supervisor	Evaluation	03-Mar-25	12:30 p.m.
82	Shri Jay Prakash	EDP Supervisor	Computer Unit	03-Mar-25	12:30 p.m.
83	Shri Wahid Ali	EDP Supervisor	SSS	03-Mar-25	12:30 p.m.
84	Shri Vikas Kothari	EDP Supervisor	Computer Unit	03-Mar-25	2:00 p.m.
85	Smt. Manju Chrungu	Assistant Librarian	Academic	03-Mar-25	2:00 p.m.
86	Sh. R. Srinivas Rao	Editor (Media)	Media	03-Mar-25	2:00 p.m.
87	Dr. Vinod Kumar Upadhyay	Cameraman (Media)	Media	03-Mar-25	2:00 p.m.
88	Dr. Indra Jit Singh	Production Assistant (Media)	Media	03-Mar-25	2:30 p.m.
89	Smt. Anita Rani	Assistant	Administration	03-Mar-25	2:30 p.m.
90	Sh. Satnarayan	Assistant	CBC	03-Mar-25	2:30 p.m.
91	Smt. Geeta Kandpal	Assistant	Administration	04-Mar-25	11:30 a.m.
92	Smt. Sunita Meena	Assistant	Student Support Service	04-Mar-25	11:30 a.m.
93	Sh. Subhash Sharma	Assistant	Administration	04-Mar-25	11:30 a.m.
94	Sh. Gurpreet Singh Anand	Assistant	Administration	04-Mar-25	11:30 a.m.
95	Sh. Raj Kumar	Assistant	Student Support Service	04-Mar-25	12:30 p.m.
96	Sh. Ashok Kumar	Assistant	RC Chennai	04-Mar-25	12:30 p.m.
97	Sh. Surender Rana	Assistant	Administration	04-Mar-25	12:30 p.m.
98	Sh. Banwari Lal	Assistant	RC Delhi	04-Mar-25	12:30 p.m.
99	Smt. Sunita	Assistant	Computer Unit	04-Mar-25	2:00 p.m.
100	Smt. Shaila	Assistant	Administration	04-Mar-25	2:00 p.m.
101	Sh. Dinesh Kumar Chakarvarti	Assistant	Evaluation	04-Mar-25	2:00 p.m.
102	Sh. Rakesh Kumar	Assistant	Administration	04-Mar-25	2:00 p.m.
103	Sh. Mukesh Kumar	Assistant	Administration	04-Mar-25	2:30 p.m.
104	Sh. Raj Kumar	Assistant	RC Delhi	04-Mar-25	2:30 p.m.
105	Sh. Ajit Singh Arya	Assistant	Computer Unit	04-Mar-25	2:30 p.m.
106	Sh. Mukesh Rawat	Assistant	Administration	05-Mar-25	11:30 a.m.

107	Sh. Sushil Kumar Verma	Assistant	Evaluation	05-Mar-25	11:30 a.m.
108	Sh. Rajesh Verma	Assistant	Evaluation	05-Mar-25	11:30 a.m.
109	Smt. Sneha Lata	Assistant	Administration	05-Mar-25	11:30 a.m.
110	Sh. Pankaj Kumar	Assistant	Administration	05-Mar-25	12:30 p.m.
111	Sh. Sushil Kumar	Assistant	Administration	05-Mar-25	12:30 p.m.
112	Sh. Vijay Kumar Mehto	Assistant	RC Delhi	05-Mar-25	12:30 p.m.
113	Sh. Ravi Ranjan Kumar	Assistant	Administration	05-Mar-25	12:30 p.m.
114	Sh. Anuj Gupta	Assistant	RC Delhi	05-Mar-25	2:00 p.m.
115	Sh. Suman Moyong	Assistant	Student Support Service	05-Mar-25	2:00 p.m.
116	Ms. Jagriti Yadav	Assistant	RC Delhi	05-Mar-25	2:00 p.m.
117	Smt. Nazia Parveen	Assistant	RC Delhi	05-Mar-25	2:00 p.m.
118	Sh. Prashant Saroha	Assistant	Administration	05-Mar-25	2:30 p.m.
119	Smt. Barkha Rajput	Assistant	Administration	05-Mar-25	2:30 p.m.
120	Smt. Sweety Bangia	Internal/ Junior Auditor	RC Delhi	05-Mar-25	2:30 p.m.
121	Sh. Amit Kumar	Internal/ Junior Auditor	Administration	06-Mar-25	11:30 a.m.
122	Smt. Anjane Kumari	Stenographer	Administration	06-Mar-25	11:30 a.m.
123	Sh. Prem Sagar	Stenographer	CPO	06-Mar-25	11:30 a.m.
124	Smt. Dimple Goel	Stenographer	Evaluation	06-Mar-25	11:30 a.m.
125	Sh. Pankaj	Stenographer	Student Support Service	06-Mar-25	12:30 p.m.
126	Sh. Ashok Kumar Rohilla	Library Assistant	Academic	06-Mar-25	12:30 p.m.
127	Ms. Loveleen Khanna	Junior Assistant	Evaluation	06-Mar-25	12:30 p.m.
128	Sh. Surender Singh	Junior Assistant	Evaluation	06-Mar-25	12:30 p.m.
129	Smt. Ramvati	Junior Assistant	RC Delhi	06-Mar-25	2:00 p.m.
130	Sh. Sonu Kumar	Junior Assistant	Administration	06-Mar-25	2:00 p.m.
131	Shri Saumya Bhandari	Junior Assistant	Administration	07-Mar-25	2:00 p.m.
132	Sh. Mathew John	Electrician	Administration	07-Mar-25	2:00 p.m.
133	Sh. Suresh Kumar	Staff Car Driver	Administration	07-Mar-25	2:30 p.m.
134	Sh. Jugal Kishore Virmani	Photocopier Operator	Administration	07-Mar-25	2:30 p.m.
135	Sh. Madan Pal Singh	MTS	Administration	07-Mar-25	2:30 p.m.
136	Sh. Raj Singh-I	MTS	Administration	07-Mar-25	11:30 a.m.
137	Sh. Raj Singh-II	MTS	Evaluation	07-Mar-25	11:30 a.m.
138	Sh. Jaipal Singh	MTS	Administration	07-Mar-25	11:30 a.m.
139	Sh. Devi Singh	MTS	Administration	07-Mar-25	11:30 a.m.
140	Sh. S.Sathiah	MTS	CPO	07-Mar-25	12:30 p.m.
141	Sh. Amresh	Mali	Administration	07-Mar-25	12:30 p.m.