



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
NATIONAL INSTITUTE OF OPEN SCHOOLING

आईएसओ 9001 : 2015 प्रमाणित / ISO 9001 : 2015 Certified

(स्कूल शिक्षा और साक्षरता विभाग, शिक्षा मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्था)

(An autonomous Institution under Deptt. of SE&L, Ministry of Education (MoE), Govt. of India)

फा.सं. 41-15/2026/एनआईओएस/कार्मिक

06 अगस्त, 2026

परिपत्र संख्या: 14/2026

विषय: कैलेंडर वर्ष 2026 हेतु नियमित कर्मचारियों की सेवा पुस्तिकाओं का वार्षिक निरीक्षण

मूल नियमों एवं अनुपूरक नियमों (Fundamental Rules & Supplementary Rules – FR & SR) के प्रावधानों के अनुसार प्रत्येक नियमित कर्मचारी की सेवा पुस्तिका का वर्ष में एक बार संबंधित कर्मचारी को निरीक्षण हेतु दिखाया जाना आवश्यक है। कर्मचारी द्वारा सेवा पुस्तिका में अंकित प्रविष्टियों का निरीक्षण एवं सत्यापन करने के उपरांत इसके प्रमाणस्वरूप सेवा पुस्तिका में अपने हस्ताक्षर करना भी अपेक्षित है।

तदनुसार, एनआईओएस मुख्यालय के समस्त नियमित कर्मचारियों से अनुरोध है कि वे अनुलग्नक-क में संलग्न कार्यक्रम के अनुसार अपनी सेवा पुस्तिका का निरीक्षण एवं सत्यापन करें तथा संबंधित सेवा पुस्तिका में अपने हस्ताक्षर अंकित करें।

यह सक्षम प्राधिकारी की अनुमोदन से जारी किया जाता है।

(Signature)
06/08/2026

(बिपन सिंह महारा)
सहायक निदेशक (प्रशासन)

सेवा में,
एनआईओएस मुख्यालय, आरसीडी एवं एमडी इकाई में कार्यरत
समस्त नियमित कर्मचारी

प्रतिलिपि:

एस ए पी को इस अनुरोध के साथ कि उक्त परिपत्र को एनआईओएस की वेबसाइट पर अपलोड करने का कष्ट करें

(Signature)



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NIOS (An autonomous Institution under Deptt. of SE&L, Ministry of Education (MoE), Govt. of India)

F.No. 41-15/2026/NIOS/Pers

66 August, 2026

Circular - 14 /2026

Subject: Annual Inspection of Service Books by Regular Employees for the Calendar Year 2026

As per the provisions of the Fundamental Rules and Supplementary Rules (FR & SR), the Service Book of every regular employee is required to be shown to the concerned employee once every year for inspection. The employee is also required to record his/her signature in the Service Book as a token of having inspected and verified the entries therein.

Accordingly, all regular employees of NIOS Headquarters are requested to inspect and verify their Service Books as per the schedule enclosed at Annexure-A and record their signatures in the respective Service Books.

This issues with the approval of the Competent Authority.

(Bipan Singh Mahara)
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. Manoj Kumar Jain	Joint Director (Acad.)	Administration	10 August, 2026	11:00 AM
2	Shri Parampreet Singh	Deputy Director (Admn.)	Media	10 August, 2026	11:00 AM
3	Smt. Sheela Ravi	Deputy Director (Admn.)	Evaluation	10 August, 2026	11:00 AM
4	Sh. Rajesh Gautam	Deputy Director (Admn.)	Administration	10 August, 2026	11:00 AM
5	Dr. Piyush Prasad	Deputy Director (Admn.)	Administration	10 August, 2026	11:00 AM
6	Dr. Kaushalya Barik	Deputy Director (Acad.)	Vocational Education	10 August, 2026	12:00 PM
7	Dr. B.K.Rai	Deputy Director (Acad.)	Academic	10 August, 2026	12:00 PM
8	Smt. Tarun	Deputy Director (Acad.)	Vocational Education	10 August, 2026	12:00 PM
9	Ms. Radhika B.	Deputy Director (Acad.)	Administration	10 August, 2026	12:00 PM
10	Dr. Alok Kumar Gupta	Deputy Director (Acad.)	Administration	10 August, 2026	12:00 PM
11	Dr Manish Chugh	Deputy Director (Acad.)	Administration	11 August, 2026	11:00 AM
12	Sh. Daya Nand Upreti	Publication Officer	Evaluation	11 August, 2026	11:00 AM
13	Sh. Naveen Bhatia	SA/P	Computer Unit	11 August, 2026	11:00 AM
14	Sh. Bipan Singh Mahara	Assistant Director (Admn.)	Administration	11 August, 2026	11:00 AM
15	Smt. Nishu Saini	Assistant Director (Admn.)	Evaluation	11 August, 2026	11:00 AM
16	Dr. Chunnu Prasad	Assistant Director (Acad.)	Student Support Services	11 August, 2026	12:00 PM
17	Sh. V. Sathish	Assistant Director (Acad.)	Evaluation	11 August, 2026	12:00 PM
18	Dr. Azmat Noori	Assistant Director (Acad.)	Academic	11 August, 2026	12:00 PM
19	Dr. Neelima Pant	Assistant Director (Acad.)	Vocational Education	11 August, 2026	12:00 PM
20	Dr. Sanghmitra Suryapani	Assistant Director (Acad.)	Academic	11 August, 2026	12:00 PM
21	Ms. Anshul Kharbanda	Assistant Director (Acad.)	Academic	12 August, 2026	11:00 AM
22	Dr Manoj Kumar Thakur	Assistant Director (CBC)	Evaluation	12 August, 2026	11:00 AM
23	Smt. Rambha Kumari	Accounts Officer (Deputation)	Administration	12 August, 2026	11:00 AM
24	Sh. Partha Sarathi Ghorai	Academic Officer (Agriculture)	Academic	12 August, 2026	11:00 AM
25	Sh. Jagjeet Singh	Academic Officer (Defence Studies)	Academic	12 August, 2026	11:00 AM
26	Sh. Sharvan Kumar Pendyala	Academic Officer (Fine Art)	Academic	12 August, 2026	12:00 PM
27	Ms. Umang Chauhan	Academic Officer (Home Science)	Academic	12 August, 2026	12:00 PM
28	Sh. Anand Kumar	Academic Officer (Sanskrit)	Academic	12 August, 2026	12:00 PM
29	Sh. Aalok Kumar	Academic Officer (Social Science)	Academic	12 August, 2026	12:00 PM
30	Sh. Ankit Bhatt	Academic Officer (Yoga)	Academic	12 August, 2026	12:00 PM
31	Ms. Atreyee Sinha	Academic Officer (English)	Academic	13 August, 2026	11:00 AM
32	Sh. Devant Brahm Shah	Academic Officer (special Education)	Academic	13 August, 2026	11:00 AM
33	Sh. Aashish Sodhi	Academic Officer (Science)	Academic	13 August, 2026	11:00 AM
34	Dr. Avinash Tripathi	Academic Officer(Mass Communication)	Academic	13 August, 2026	11:00 AM
35	Sh. Pramod Kumar Tripathi	Training Officer (Computer/IT)	CBC	13 August, 2026	11:00 AM
36	Sh. Suraj Kumar Maurya	Training Officer (Humanities)	CBC	13 August, 2026	12:00 PM
37	Sh. L.N.Rastogi	Section Officer	Evaluation	13 August, 2026	12:00 PM
38	Sh. Pradeep Kumar	Section Officer	Administration	13 August, 2026	12:00 PM
39	Sh. Bikram Keshari Rout	Section Officer	Administration	13 August, 2026	12:00 PM
40	Smt. Yashoda Prasad	Section Officer	Administration	13 August, 2026	12:00 PM
41	Sh. Brijesh Singh	Section Officer	Evaluation	14 August, 2026	11:00 AM
42	Shri Suryakant	Section Officer	Evaluation	14 August, 2026	11:00 AM
43	Sh. Virender Kumar	Section Officer	Administration	14 August, 2026	11:00 AM
44	Smt. Sunita Rani	Section Officer	Vocational Education	14 August, 2026	11:00 AM

45	Smt. Jacinta Barva	Section Officer	Student Support Services	14 August, 2026	11:00 AM
46	Shri Atul Sharma	Section Officer	Student Support Services	14 August, 2026	12:00 PM
47	Smt. Anita Dhingra	Section Officer	Student Support Services	14 August, 2026	12:00 PM
48	Ms. Rinku Rohilla	Section Officer	Evaluation	14 August, 2026	12:00 PM
49	Smt. Rekha Ahuja	Section Officer	Evaluation	14 August, 2026	12:00 PM
50	Ms. Bhupinder Kaur	PS to Chairman	Administration	14 August, 2026	12:00 PM
51	Sh. Naveen Nehra	Assistant Engineer (Civil)	Administration	17 August, 2026	11:00 AM
52	Shri Pradeep Giri	Junior Engineer (Elec.)	Administration	17 August, 2026	11:00 AM
53	Smt. Sarvesh Kumari	Hindi Officer	Administration	17 August, 2026	11:00 AM
54	Sh. Karamjit Singh	Superintendent	Evaluation	17 August, 2026	11:00 AM
55	Smt. Hemlata Jiwai	Superintendent	Administration	17 August, 2026	11:00 AM
56	Smt. Geeta Kumari	Superintendent	Evaluation	17 August, 2026	12:00 PM
57	Smt. Anita Rani	Superintendent	Administration	17 August, 2026	12:00 PM
58	Sh. Satnarayan	Superintendent	Administration	17 August, 2026	12:00 PM
59	Smt. Geeta Kandpal	Superintendent	Administration	17 August, 2026	12:00 PM
60	Smt. Sunita Meena	Superintendent	Student Support Services	17 August, 2026	12:00 PM
61	Sh. Subhash Sharma	Superintendent	Administration	18 August, 2026	11:00 AM
62	Smt. Vatsala Bajaj	Personal Assistant	CPO	18 August, 2026	11:00 AM
63	Smt. Kamal Jeet Kaur	Personal Assistant	Academic	18 August, 2026	11:00 AM
64	Sh. Ram Prasad	Technical Assistant	Administration	18 August, 2026	11:00 AM
65	Smt. Sheeja Biju	Technical Assistant	Administration	18 August, 2026	11:00 AM
66	Smt. Sonika Tyagi	EDP Supervisor	CPO	18 August, 2026	12:00 PM
67	Sh. Amit Kumar	EDP Supervisor	Evaluation	18 August, 2026	12:00 PM
68	Sh. Vikas	EDP Supervisor	Evaluation	18 August, 2026	12:00 PM
69	Sh. Anuj Kumar	EDP Supervisor	Computer Unit	18 August, 2026	12:00 PM
70	Shri Gaurav Saini	EDP Supervisor	Evaluation	18 August, 2026	12:00 PM
71	Shri Jay Prakash	EDP Supervisor	Computer Unit	19 August, 2026	11:00 AM
72	Shri Wahid Ali	EDP Supervisor	SSS	19 August, 2026	11:00 AM
73	Sh. R. Srinivasa Rao	Editor (Media)	Media	19 August, 2026	11:00 AM
74	Dr. Vinod Kumar Upadhyay	Cameraman (Media)	Media	19 August, 2026	11:00 AM
75	Dr. Indra Jit Singh	Production Assistant (Media)	Media	19 August, 2026	12:00 PM
76	Sh. Gurpreet Singh Anand	Assistant	Administration	19 August, 2026	12:00 PM
77	Sh. Raj Kumar-I	Assistant	Student Support Services	19 August, 2026	12:00 PM
78	Sh. Ashok Kumar	Assistant	Administration	19 August, 2026	12:00 PM
79	Sh. Surender Rana	Assistant	Administration	19 August, 2026	12:00 PM
80	Smt. Sunita	Assistant	Computer Unit	19 August, 2026	12:00 PM
81	Smt. Shaila	Assistant	Administration	20 August, 2026	11:00 AM
82	Sh. Dinesh Kumar Chakarvarti	Assistant	Evaluation	20 August, 2026	11:00 AM
83	Sh. Rakesh Kumar	Assistant	Administration	20 August, 2026	11:00 AM
84	Sh. Mukesh Kumar	Assistant	Administration	20 August, 2026	11:00 AM
85	Sh. Ajit Singh Arya	Assistant	Computer Unit	20 August, 2026	11:00 AM
86	Sh. Mukesh Rawat	Assistant	Administration	20 August, 2026	12:00 PM
87	Sh. Sushil Kumar Verma	Assistant	Evaluation	20 August, 2026	12:00 PM
88	Sh. Rajesh Verma	Assistant	Evaluation	20 August, 2026	12:00 PM
89	Sh. Shailendra Kr Srivastava	Assistant	Administration	20 August, 2026	12:00 PM
90	Smt. Sneh Lata	Assistant	Administration	20 August, 2026	12:00 PM
91	Sh. Pankaj Kumar	Assistant	Administration	21 August, 2026	11:00 AM
92	Sh. Sushil Kumar	Assistant	Administration	21 August, 2026	11:00 AM
93	Sh. Avkash Prashar	Assistant	PR Unit	21 August, 2026	11:00 AM
94	Sh. Ravi Ranjan Kumar	Assistant	Administration	21 August, 2026	11:00 AM
95	Sh. Sundeep	Assistant	Administration	21 August, 2026	11:00 AM
96	Sh. Prashant Saroha	Assistant	SSS	21 August, 2026	12:00 PM
97	Smt. Barkha Rajput	Assistant	Administration	21 August, 2026	12:00 PM
98	Smt. Sweety Bangia	Internal/Junior Auditor	Administration	21 August, 2026	12:00 PM

99	Smt. Anjanee Kumari	Stenographer	Administration	21 August, 2026	12:00 PM
100	Sh. Prem Sagar	Stenographer	CPO	21 August, 2026	12:00 PM
101	Smt. Dimple Goel	Stenographer	Evaluation	24 August, 2026	11:00 AM
102	Sh. Pankaj	Stenographer	Student Support Services	24 August, 2026	11:00 AM
103	Sh. Ashok Kumar Rohilla	Assistant Librarian	Academic	24 August, 2026	11:00 AM
104	Ms. Loveleen Khanna	Junior Assistant	Evaluation	24 August, 2026	11:00 AM
105	Sh. Raj Singh-II	Junior Assistant	Evaluation	24 August, 2026	11:00 AM
106	Sh. Sonu Kumar	Junior Assistant	Administration	24 August, 2026	12:00 PM
107	Shri Avi Pawar	Junior Assistant	Administration	24 August, 2026	12:00 PM
108	Shri Bhavish	Junior Assistant	Administration	24 August, 2026	12:00 PM
109	Sh. Madan Pal Singh	Junior Assistant	Administration	24 August, 2026	12:00 PM
110	Sh. Suresh Kumar	Staff Car Driver	Administration	24 August, 2026	12:00 PM
111	Sh. Jaipal Singh	Photocopier Operator	Administration	25 August, 2026	11:00 AM
112	Sh. Devi Singh	MTS	Administration	25 August, 2026	11:00 AM
113	Sh. S.Sathiah	MTS	CPO	25 August, 2026	11:00 AM
114	Sh. Amresh	Mali	Administration	25 August, 2026	11:00 AM
115	Shri Gurdev Singh	Deputy Director (Admn.)	Delhi	25 August, 2026	11:00 AM
116	Smt. Kiran Sihmar	Section Officer	Delhi	25 August, 2026	12:00 PM
117	Smt. Anu Nagpal	Section Officer	Delhi	25 August, 2026	12:00 PM
118	Shri Amit Kalyan Tiru	EDP Supervisor	Delhi	25 August, 2026	12:00 PM
119	Smt. Urmila Kala	Superintendent	Delhi	25 August, 2026	12:00 PM
120	Shri Sudershan Singh	Superintendent	Delhi	25 August, 2026	12:00 PM
121	Shri Banwari Lal	Assistant	Delhi	27 August, 2026	11:00 AM
122	Shri Raj Kumar	Assistant	Delhi	27 August, 2026	11:00 AM
123	Shri Vijay Kumar Mehto	Assistant	Delhi	27 August, 2026	11:00 AM
124	Shri Anuj Gupta	Assistant	Delhi	27 August, 2026	11:00 AM
125	Smt. Jagriti Yadav	Assistant	Delhi	27 August, 2026	11:00 AM
126	Smt. Nazia Parveen	Assistant	Delhi	27 August, 2026	12:00 PM
127	Smt. Ramvati	Junior Assistant	Delhi	27 August, 2026	12:00 PM
128	Smt. Anju	MTS	Delhi	27 August, 2026	12:00 PM