



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)

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**OFFICE ORDER-249/2018**

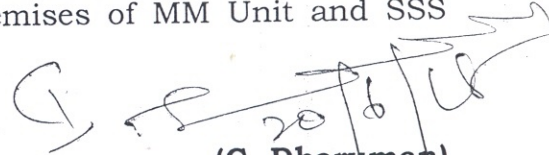
Number of requests are received daily by MM Unit with regard to verification and issue of duplicate /revised Marks-Statements, Certificate from learners who successfully complete Secondary /Senior Secondary Examinations. In order to initiate the process and give finality, the inputs are required to be provided by the SSS Department whether the same falls within the parameters of the NIOS norms.

In order to accomplish this task minimum time period of 1 or 2 days is required to have the approval of the Competent Authority and issue of the same.

It has been noticed that at times officials dealing in SSS Department handover the documents to the learners and direct to take the same to MM units for issue, which is not as per the office procedure.

In order to avoid the situation, the MM Unit as well SSS Department may work out a mechanism to ensure that all cases for verification and issue of duplicate /revised documents are processed within 2 days so as to avoid unnecessary arguments with the learner, relatives and their parents.

Besides that the Security Guard at the Entrance Gate be directed not to allow persons other than learners to enter the premises of MM Unit and SSS Department.

  
(C. Dharuman)  
Secretary

**Distribution**

- (1) Joint Director(SSS), NIOS
- (2) Deputy Director(Secret/Evaluation), NIOS
- (3) SAP, NIOS *with request to upload on NIOS website*
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