

## 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.
- 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



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										Name of the Deceased person	
										Date of Death	
										Service / Batch	PART I: Details of the Deceased Person
										Designation	etails o
										Division / Bureau	of the D
										Place of Posting	ecease
										Contact Number	d Pers
										Address of the Deceased Person	on
										Weather occupied Government Accomodation (Yes /No)	

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	Relation											+									
PART 2: Family Details	Age																				
: Family	Education																				
/ Details	Employed																				
S	If in Government Contact Service (Yes / Details No)																				
	No. of the last of																				
	Regarding Death Certificate of Deceased (Yes / No)					N. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.									1						
	Regarding Regarding Regarding Research of Family Certificate of Government Pension Deceased Accompdatio (Yes / No) n (Yes / No)																		-		
PAR	Regarding Family Pension (Yes / No)			1																	
PART 3: Support Required	Regarding Deatt Gratuity (Yes / No)																		Contract of the		
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	Regarding Group Insurance Scheme (GIS) (Yes / No)														1			To the state of			



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							with Death Certificate photo and Bank Details (Yes / No)	Bhavishya Portal by Family along	
							Submission		
							Verification from PAO (Yes / No)	Forwarded by Admin for Service	
							Submission		
							No) Date	Issue of PPO	PART 4: Action required from Admin
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							No)	San	requir
							Dane		ed fron
							Bank (Yes / No)	Release of	1 Admi
							by Admin to PAO (Yes I No)	GIS & Leave Encashment	ם
							Date		
								Eligible for	
							Comments	STEP SHOW	
							Mobile no) of point of contact for Family from the Department	Details (Name &	Conta
							Established (Yes /	Contact	Contact by Department
							Established (Yes / Specified by Family, if No)	Details of the Support	artment