



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)

F-41-1/2011/NIOS/Admn./Pers./80

October 07, 2016

**OFFICE ORDER - 332/2016**

**Subject: Allotment of duties to staff, maintenance of Cash Book and work relating to admission and examination**

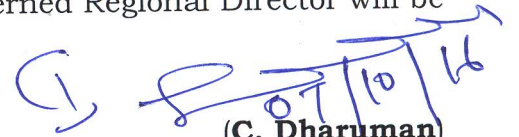
Kind attention is invited to Office Order No.106/2016 dated 18.03.2016 addressed to all Regional Directors, Regional Centre, NIOS wherein it was requested to issue Office Order with regard to the duties assigned to the regular staff of Regional Centre.

Instances have come to the notice of NIOS Headquarters that some of the Regional Centres are not complying with the instructions which has been viewed seriously. It has also been noticed that the work relating to maintenance of cash book, reconciliation of Bank A/cs., maintenance of Demand Draft pertaining to receipt of admission and examination fees has been assigned to the contractual staff whereas the same has to be assigned to the regular staff only, so that in the event of any irregularity is noticed subsequently, the responsibility could be fixed for the lapse.

In order to overcome such a situation, it is once again re-iterated that the instructions/guidelines issued vide Office Order No.106/2016 dated 18.03.2016 be strictly complied with. In view of this, an Office Order to this effect should be issued by the respective Regional Centre for assigning duties to the regular staff and a copy of the same forwarded to SSS Department, NIOS Headquarters, within ten days of receipt of this Office Order.

The staff be also directed to submit the files through proper channel i.e. through the Supervisory Officer/Superintendent/Section Officer/Academic Officer/Assistant Director, as the case may be and then to the Regional Director for appropriate action on the issue.

Any deviation in the above instructions, the concerned Regional Director will be held responsible.

  
(C. Dharuman)  
Secretary

All Regional Directors, Regional Centres, NIOS

**Copy to:**

1. All Heads of the Departments, NIOS
2. Assistant Director (CMO) for kind information of Chairman, NIOS
3. Joint Director (Admn.), NIOS
4. Joint Director (SSS), NIOS
5. SAP for upload the same on NIOS website
6. Accounts Officer, NIOS
7. Assistant Director (Accounts), NIOS
8. All Officers at the level of Section Officer and above in NIOS
9. Guard File