

F. No. PER-16043/1/2018-SA / 341-353

January 03, 2019

**OFFICE ORDER**

**Sub. - Weekly off to teachers - reg.**

It has been decided by the competent authority after considering the comments received against the draft notification of NVS regarding weekly off to all Teachers of JNVs to implement the following with immediate effect-

- ❖ All the teachers may be given one day weekly off. Weekly off of most of the teachers may be assigned on Sunday, subject to the condition that the teachers have to perform the duties on Sunday also, if there is any emergency situation.
- ❖ On Holidays/Sundays, at least 6 teachers may be deployed on duty (4 for Boys and 2 for girls). It will be the responsibility of these 6 teachers to engage the students fruitfully. They will be responsible for ensuring safety and security of the students, in addition to guiding towards academic activities as per the routine of Holiday/Sunday.
- ❖ Specific Houses are to be allotted to the teachers, who will be on duty on Holiday/Sunday, to look after the students.
- ❖ In lieu of working on Holiday/Sunday, compensatory off may be sanctioned on another working day in the following week, (Following six days). Compensatory off shall not be given to all the six teachers on the same day. Compensatory off may be sanctioned on different days for different teachers engaged on Holiday/Sunday.
- ❖ Holiday/Sunday duty to Teachers is to be allotted on rotation basis by the Principal in advance and is to be notified, so that every teacher may get the duties uniformly.
- ❖ In order to assist the teachers on duty on Holiday/Sunday, Matron and Care Taker will be on duty on Holiday/Sunday also.
- ❖ The roster chart for above mentioned duties may be assigned / fixed in advance for coming month.

All the existing guidelines regarding safety & security should be strictly adhered to, taking into account above instructions.

Instructions regarding weekly off to Staff Nurse will be issued separately after deciding modalities of the scheme.

This issues with the approval of competent authority.

Hindi version will follow.

**ISSUED**

*Raghuvendra*  
03/02/2019  
(Raghuvendra Kumar)  
Assistant Commissioner (SA)

Distribution -

1. P.A. to commissioner, NVS for information.
2. The Joint Commissioner Admin./ Acad., for information.
3. The Deputy Commissioner (s) all Regional Offices.
4. NVS Hqrs. website.
5. The ADOL, with request to arrange for Hindi version.