

Department of School Education &
Literacy

A FRAMEWORK FOR TRANSPARENCY
AUDIT

Name of the Bureau:

1. Organisation and Function:

Sl. No.	Item	Details of disclosure	Input and Link (if any)
1.1	Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]	1.1.1 Name and address of the Organization	Navodaya Vidyalaya Samiti B-15, Institutional Area, Sector-62, Noida UP-201309 https://navodaya.gov.in/nvs/en/Contact-Us/NVS-Hqrs/
		1.1.2 Head of the organization	Shri Vinayak Garg, IRSEE (1995) (Commissioner NVS) https://navodaya.gov.in/nvs/en/About-Us/Commissioners-Message/
		1.1.3 Vision, Mission and Key objectives	Vision & Mission:- https://drive.google.com/file/d/1IWK6U2HM3NkrXtFuiRMurMX46DDYF7iD/view?usp=sharing
		1.1.4 Function and duties	https://drive.google.com/file/d/1aEWXdPyi1jeChrm5OwhQS9FKsE3bWuTi/view
		1.1.5 Organization Chart	https://navodaya.gov.in/nvs/en/About-Us/Adminograph-of-NVS/

		<p>1.1.6 Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt</p>	<p>The Executive Committee of NVS:-</p> <p>https://navodaya.gov.in/nvs/en/About-Us/Executive-Committee/ (Members)</p> <p>https://navodaya.gov.in/nvs/en/Committees/executive-committee/ (Members of the Committee including Minutes)</p> <p>The Academic Advisory Committee of NVS:-</p> <p>https://navodaya.gov.in/nvs/en/About-Us/Executive-Committee/ (Members)</p> <p>https://navodaya.gov.in/nvs/en/Committees/academic-advisory-committee/ (Members of the Committee including Minutes)</p> <p>The Governing Body of NVS:-</p> <p>Updated Information pertaining to Governing Body is published on 01.08.2023 at:-</p> <p>https://navodaya.gov.in/nvs/en/Committees/navodaya-vidyalaya-samiti/</p> <p>The Finance Committee</p> <p>https://navodaya.gov.in/nvs/en/About-Us/Executive-Committee/ (Members)</p> <p>https://navodaya.gov.in/nvs/en/Committees/finance-committee/ (Minutes)</p>
1.2	Power and duties of its officers and employees[Section 4(1) (b)(ii)]	1.2.1 Powers and duties of officers (administrative, financial and judicial)	<p>Powers and Duties are at available at 225-252 in Compendium of Circulars Vol.-II.</p> <p>https://drive.google.com/file/d/18BzbK2xJhGHcumKGtCYyOwHm3Et4nh/view?usp=sharing</p>

		1.2.2 Power and duties of other employees	<p>Duties of various non-teaching posts of JNVs are available at Page No.280-285 in Compendium of Circulars Vol.-II.</p> <p>https://drive.google.com/file/d/1I0hIOPJGLayzOGEMAHqnu2JtbqRUJNIH/view?usp=sharing</p> <p>Duties and responsibilities of various teaching posts of Jawahar Navodaya Vidyalaya dated 16.11.2016 are in the website in Administrative Notification /Order section</p> <p>https://drive.google.com/file/d/1kNJ1O7THXH1MfPBHY7zn64FcQj_vY_RJ/view?usp=sharing</p> <p>Duties and Responsibilities Attached to the Post of Vice Principal dated 16.11.15 are in the website i.e. Archive section</p> <p>https://drive.google.com/file/d/17y27OjPd5_8lFwnrpjL0TmtWoA6_qRoO/view?usp=sharing</p> <p>Duties and Responsibilities of Computer Operator Working in ROs dated 25.02.15 are in the website i.e. Archive section</p> <p>https://drive.google.com/file/d/1lxBYRI3yDhT7D_KPearUtkOwMMhsiC0C/view?usp=sharing</p>
		1.2.3 Rules/ orders under which powers and duty are derived and	As per delegation of power
		1.2.4 Exercised	<p>Work allocation is available in the website i.e. Administrative Notification /Order dated 15.11.2018, 02.07.2021 and 19.07.2021</p> <p>https://navodaya.gov.in/nvs/en/Promotion-Notification/#</p>
		1.2.5 Work allocation	

1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	<p>1.3.1 Process of decision making Identify key decision making points</p> <p>1.3.2 Final decision making authority</p> <p>1.3.3 Related provisions, acts, rules etc.</p>	<p>(i) Process of decision making Identify key decision making points (ii) Final decision making authority (iii) Related provisions, acts, rules etc.</p> <p>Policy decision with regard to administrative and financial matters are taken by the Executive Committee of the NVS.</p> <p>Decision in day-to-day working are made through office notes, initiated by the lower rank of the officials and put up to the Controlling Officer. Final approval of the Competent Authority is obtained in line with the delegation of power. NVS is committed to transparency, fiduciary responsibility and accountability amongst all its employees believes that good governance should entail trusteeship, empowerment and accountability of the management while remaining responsive to Govt. policies. It is focussed towards acquiring highest academic performance of students of JNVs.</p> <p>For More information kindly refer :- https://navodaya.gov.in/nvs/en/About-Us/Adminograph-of-NVS/</p> <p>The Samiti has consolidated various instructions issued for smooth functioning of the JNVs, its Regional Offices and Hqrs. in the form of compendium of circulars (Vol.I, II and III). These compendium of circulars are available in the website of the Samiti.</p> <p>https://navodaya.gov.in/nvs/en/Downloads/</p> <p>Various instructions issued by the Govt. of India for the service matter of Central Government employees are also mutatis mutandis applicable to the employees of the Samiti.</p>
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		1.3.4 Time limit for taking a decisions, if any	The information is available at Administrative Notification /Order dated 25.07.2018 https://drive.google.com/file/d/180f6ipyTWfnzA7hgN6q-CLJBDRHJhoGA/view?usp=sharing
		1.3.5 Channel of supervision and accountability	All Regional Offices are responsible for effective supervision and accountability of the work emanating from their respective jurisdiction. For More information kindly refer :- https://navodaya.gov.in/nvs/en/About-Us/Adminograph-of-NVS/
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]	1.4.1 Nature of functions/ services offered	Nature of functions/ services offered is provided at:- https://drive.google.com/file/d/1aEWXdPyi1jeChrm5OwhQS9FKsE3bWuTi/view?usp=sharing https://navodaya.gov.in/nvs/en/Admission-JNVST/Enrolment-Policy/
		1.4.2 Norms/ standards for functions/ service	
		1.4.3 Process by which these services can be	
		1.4.4 Time-limit for achieving the targets	
		1.4.5 Process of redress of grievances	To redress grievances of public, Joint Commissioner (Admn), NVS is designated as Grievance Officer. Public can register their grievances on the grievance portal and their grievances are redressed through online after following due procedure. https://navodaya.gov.in/nvs/en/RTI/
1.5	Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]	1.5.1 Title and nature of the record/ manual /instruction.	Files/ Records/ Documents related to the sections are kept with the concerned sections in the custody of the officer responsible for the work.

		<p>1.5.2 List of Rules, regulations, instructions manuals and records.</p> <p>1.5.3 Acts/ Rules manuals etc.</p>	<p>Enrollment Policy for Students https://navodaya.gov.in/nvs/en/Admission-JNVST/Enrolment-Policy/</p> <p>School Administration Circulars https://navodaya.gov.in/nvs/en/Academic/school-administration/Circulars-regarding-functioning-of-JNVs/</p> <p>Academic Circulars https://navodaya.gov.in/nvs/en/Academic/school-administration/Circulars-regarding-functioning-of-JNVs/</p> <p>Recruitment Rules https://navodaya.gov.in/nvs/en/Recruitment/Recruitment-Rules/</p> <p>Transfer Policy https://navodaya.gov.in/nvs/en/Transfer/Transfer-Policy/</p> <p>Construction Circulars https://navodaya.gov.in/nvs/en/Construction/construction-circulars/</p> <p>Compendium of circulars- Vol.I, II and III, Perspective Academic Planning, various instructions issued by the Govt of India on service matter for its employees https://navodaya.gov.in/nvs/en/Downloads/</p>
		<p>1.5.4 Transfer policy and transfer orders</p>	<p>Transfer of employees in NVS is governed by the provisions contained in NVS Transfer Policy 2012 and subsequent transfer guidelines issued from time to time in the larger interest of the employees of the organization which are available on Samiti's official website i.e. https://navodaya.gov.in/nvs/en/Transfer/Transfer-Policy/ https://navodaya.gov.in/nvs/en/Transfer/Final-List-_Orders-of-Transfer/ as well as designated transfer portal i.e. www.nvsemployeeportal.org of Samiti.</p>

1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]	1.6.1 Categories of documents	Respective Sections are the custodians of documents pertaining to their area.
		1.6.2 Custodian of documents/categories	<p>Link for Annual Report of NVS, Audit Report on the Accounts of NVS and Compendium of Circulars</p> <p>https://navodaya.gov.in/nvs/en/Downloads/</p> <p>School Administration Circulars</p> <p>https://navodaya.gov.in/nvs/en/Academic/school-administration/Circulars-regarding-functioning-of-JNVs/</p> <p>Academic Circulars</p> <p>https://navodaya.gov.in/nvs/en/Academic/Circulars_training/</p> <p>Construction Circulars</p> <p>https://navodaya.gov.in/nvs/en/Construction/construction-circulars/</p> <p>Finance Circulars</p> <p>https://navodaya.gov.in/nvs/en/Finance/Finance-Circulars/</p>
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	1.7.1 Name of Boards, Council, Committee etc.	<p>Minutes of Executive Committee, Governing Body of NVS, Academic Advisory Committee alongwith Notification regarding Reconstitution of the Committee</p> <p>https://navodaya.gov.in/nvs/en/Committees/executive-committee/</p>
		1.7.2 Composition	<p>Minutes of Finance Committee</p> <p>https://navodaya.gov.in/nvs/en/Committees/finance-committee/</p>
		1.7.3 Dates from which constituted	
		1.7.4 Term/ Tenure	
		1.7.5 Powers and functions	<p>Minutes of Finance Committee Academic Advisory Committee</p> <p>https://navodaya.gov.in/nvs/en/Committees/academic-advisory-committee/</p>
		1.7.6 Whether their meetings are open to the public?	
		1.7.7 Whether the minutes of the meetings are open to the public?	

		1.7.8 Place where the minutes if open to the public are available?	Minutes of Annual General Meeting of Society of Navodaya Vidyalaya Samiti https://navodaya.gov.in/nvs/en/Committees/navodaya-
1.8	Directory of officers and employees	1.8.1 Name and designation	Contact Details of NVS HQ Officers:- https://navodaya.gov.in/nvs/en/Contact-Us/contact-details-of-our-officers/
		1.8.2 Telephone , fax and email ID	Contact Details of Regional Offices:- https://navodaya.gov.in/nvs/en/Contact-Us/Regional-Offices/ Links to JNVs Website (Regional Office wise) https://navodaya.gov.in/nvs/en/Contact-Us/RO/ The Directory of officers of NVS HQ, ROs is also available in Annual Report 2021-22 https://drive.google.com/file/d/1nL1iiBFYVDRcNcSqUN8jqUFrUa59e1AR/view
1.9	Monthly Remuneration received by officers & employees including system of compensation[Section 4(1) (b) (x)]	1.9.1 List of employees with Gross monthly remuneration	https://drive.google.com/file/d/1oLhPpTjKivFYcslwMzvUNsxLXrP3cZ7S/view?usp=sharing
		1.9.2 System of compensation as provided in its regulations	Rules framed by Govt. of India for its employees regarding compensation are also mutatis mutandis applicable to the employees of NVS.
1.10	Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)]	1.10.1 Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	https://navodaya.gov.in/nvs/en/RTI/

		1.10.2 Address, telephone numbers and email ID of each designated official.	
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))rti	1.11.1 No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Disciplinary Proceedings initiates in 2022-23 against Principal-21 Disciplinary Proceedings initiates in 2022-23 against Vice Principal-10
		1.11.2 (ii) Finalized for Minor penalty or major penalty proceedings	Penalty Status of Disciplinary Proceedings in 2022-23 i.r.o Principals- 24 Penalty Status of Disciplinary Proceedings in 2022-23 i.r.o Vice Principals- 13
1.12	Programmes to advance	1.12.1 Educational programmes	The details of education programmes on RTI conducted in previous years:-

understanding of RTI(Section 26)	Session	Name of Agency	Course Topics	No. of participant attended	Duration	For Whom
	2007-08	ISTM, New Delhi	RTI	24	26.12.2007 to 27.12.2007	Principals/Assistant Commissioners
	2008-09	ISTM, New Delhi	RTI	25	11.08.2008 to 12.08.2008	Principals/Assistant Commissioners
	2009-10	ISTM, New Delhi	RTI	6	16.12.2009	DCs to ACs
		ISTM, New Delhi	RTI	5	12.01.2010	ACs/SOs/AE
	2011-12	ISTM, New Delhi	RTI	25	03.10.2011 to 05.10.2011	Principals/Assistant Commissioners
	2012-13	ISTM, New Delhi	RTI	24	09.07.2012 to 11.07.2012	Principals/Assistant Commissioners
	2013-14	ISTM, New Delhi	RTI	23	21.10.2013 to 23.10.2013	Principals/Assistant Commissioners
	2017-18	ISTM, New Delhi	RTI & Disciplinary Proceedings	24	17.04.2017 to 21.04.2017	Principals/Assistant Commissioners
	2017-18	ISTM, New Delhi	RTI & Disciplinary Proceedings	25	22.05.2017 to 26.05.2017	Principals/Assistant Commissioners
	2017-18	ISTM, New Delhi	RTI & Disciplinary Proceedings	24	11.12.2017 to 15 12.2017	Assistants/Section Officers
	2019-20	ISTM, New Delhi	RTI	26	24th to 28th	Teachers and other
	2020-21	NLI Udaipur	RTI	44	19.11.2020	Vice Principals

	2020-21	NLI Kamrup	RTI	31	19.11.2020	Vice Principals
	2020-21	NLI Amritsar	RTI	25	13.11.2020	Vice Principals
	2020-21	NLI Goa	RTI	85	21.11.2020	Vice Principals
	2020-21	NLI Rangareddy	RTI	52	25.11.2020	Vice Principals
	2020-21	NLI Noida	RTI	62	24.11.2020	Vice Principals
	2020-21	NLI Puri	RTI	52	20.11.2020	Vice Principals
	2022-23	ISTM	RTI	27	23.01.2023-27.01.2023	Office Superintendent, Section Officer and Assistant Section Officer
	2022-23	ISTM	RTI	22	10.01.2023 - 20.01.2023	Assistant Commissioner and Vice Principals
	2022-23	ISTM	RTI	25	02.01.2023-06.01.2023	Principals
	1.12.2 Efforts to encourage public authority to participate in these programmes			Through wide publicity		
	1.12.3 Training of CPIO/APIO			As per Schedule		
	1.12.4 Update & publish guidelines on RTI by the Public Authorities concerned			NA		

1.13	Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]	1.13.1 Transfer Policy And Transfer Orders[F No. 1/6/2011- IR Dt. 15.4.2013]	<p>Transfer of employees in NVS is governed by the provisions contained in NVS Transfer Policy 2012 and subsequent transfer guidelines issued from time to time in the larger interest of the employees of the organization which are available on Samiti's official website i.e.</p> <p>https://navodaya.gov.in/nvs/en/Transfer/Transfer-Policy/</p> <p>https://navodaya.gov.in/nvs/en/Transfer/Final-List-_Orders-of-Transfer/</p> <p>as well as designated transfer portal i.e. www.nvsemployeeportal.org of Samiti.</p>
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2. Budget and Programme:

2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]	2.1.1 Total Budget for the public authority	<p>The programmes and activities of Navodaya Vidyalaya Samiti are fully financed by the Department of School Education & Literacy, Ministry of Human Resource Development, Govt. of India. The Grant-in-Aid amounting to Rs.3740.00 crores was provided by the Ministry during the year 2021-22. In addition to this, a sum of Rs. 395.67 crores being the opening balance as st on 1 April 2021 was also allowed to be utilized during the year 2021-22, besides the Internal Receipts of Rs. 55.82 crores has been realized during the year. Thus, the total amount available with the Samiti during the year 2021-22 was Rs. 4191.49 crores. Out of total available funds, the NVS</p> <p>incurred expenditure amounting to Rs. 3977.05 crores (including Rs. 8.10 crores refunded to the Ministry/Govt., along with interest earned during the financial year 2020-21), leaving a closing balance of Rs. 214.44 crore. The available funds allocated by the Samiti to its field units for utilization during the year 2021-22 as per details given below:</p>
		2.1.2 Budget for each agency and plan & programmes	
		2.1.3 Proposed expenditures	
		2.1.4 Revised budget for each agency, if any	

	2.1.5 Report on disbursements made and place where the related reports are available			
		I. BUDGET ALLOCATION FOR THE FINANCIAL YEAR (2021-2022)		
		S. No.	Units/ Head of Account	Amount in Crore Rupees
		1.	NVS Headquarters Office	26.92
		2.	Regional Offices & Vidyalayas	3309.83
		3.	Navodaya Leadership Institutes (Training Centers)	11.17
		4.	Provision for Various Centralised Activities and Programmes	176.51
		5.	Construction Activities (Central Provision at Hqrs. Level)	
			(a.) Maintenance & Repair of Buildings	106.59
			(b.) Construction of Buildings	523.07
		6.	Total for the year 2021-22 (1to5)	4154.09
		7.	Amount refunded to the Ministry being interest earned during 2020-21	8.10
		8.	Provision for 1st two months of next Financial year	0.00
		Grand Total (6+7+8)		4162.19
		II.	Actual Expenditure 2021-22	3977.05

Total Growth of Expenditure in NVS 1991-2022

FINANCIAL YEAR	EXPENDITURE (Rs in Crore)
91-92	117.04
92-93	138.83
93-94	181.91
94-95	181.91
95-96	247.39
96-97	254.36
97-98	232.04
98-99	376.05
99-00	393.43
00-01	424.76
01-02	451.43
02-03	482.37
03-04	554.68
04-05	587.22
05-06	739.41
06-07	841.14
07-08	1117.90
08-09	1481.75
09-10	1674.26
10-11	1698.76
11-12	1573.36
12-13	1754.00
13-14	1939.13
14-15	2082.68
15-16	2251.19
16-17	2555.32
17-18	3365.18
18-19	3164.77
19-20	3438.66
20-21	3364.80
21-22	3977.05

			<p>Information related to Budget Allocation is available at:-</p> <p>https://navodaya.gov.in/nvs/en/Finance/Budget-and-Accounts/</p> <p>Information related to Expenditure is available at:-</p> <p>https://navodaya.gov.in/nvs/en/Finance/Expenditure/</p>
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	https://navodaya.gov.in/nvs/en/Finance/Budget-and-Accounts/
		2.2.2 Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.- (a) Places visited, (b) The period of visit, (c) The number of members in the official delegation, (d)	
		2.2.3 Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed	<p>a) and b)- The requisite information is available on the website of Navodaya Vidyalaya Samiti in Tender/Notification/Agreement Section.</p> <p>https://navodaya.gov.in/nvs/en/Tender/</p> <p>(c.)No work contract Awarded, only services were rendered in Contracts</p> <p>(d)- NA</p>
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	2.3.1 Name of the programme of	
		2.3.2 Objective of the programme	
		2.3.3 Procedure to avail benefits	
		2.3.4 Duration of the programme/	
		2.3.5 Physical and financial targets of	
		2.3.6 Nature/ scale of subsidy /amount allotted	

		2.3.7 Eligibility criteria for grant of	
		2.3.8 Details of beneficiaries of subsidy programme (number, profile etc)	
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	2.4.1 Discretionary and non-discretionary grants/ allocations to	
		2.4.2 Annual accounts of all legal entities who are provided grants by public authorities	
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]	2.5.1 Concessions, permits or authorizations granted by public authority	
		2.5.2 For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations	
2.6	CAG & PAC paras [F No. 1/6/2011-IR dt. 15.4.2013]	2.6.1 CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	The CAG and PAC are not outstanding i.r.o. NVS

3. Publicity Band Public interface

3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	3.1.1 Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	NA
		3.1.2 Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors, (c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	
		3.1.3 Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	
		3.1.4 Public- private partnerships (PPP)- Detailed project reports (DPRs)	

		3.1.5 Public- private partnerships	
		3.1.6 Public- private partnerships (PPP)-	
		3.1.7 Public- private partnerships (PPP) - Other	
		3.1.8 Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues	
		3.1.9 Public- private partnerships (PPP) -Information relating to	
		3.1.10 Public- private partnerships (PPP) - The	
		3.1.11 Public- private partnerships (PPP) - All payment made under the	
3.2	Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]	3.2.1 Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	NA
		3.2.2 Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	

		3.2.3 Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	3.3.1 Use of the most effective means of communication - Internet (website)	<p>All the desired information is updated on the webportals of NVS HQ, ROs, JNVs and NLIs. All the units are updating the content /information on their respective portals as required time to time.</p> <p>Link for all the website s of different offices of Samiti is given under the head Contact Us in the Samiti's website i.e.</p> <p>https://navodaya.gov.in/nvs/en/Home1</p>
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]	3.4.1 Information manual/handbook 3.4.2 Information manual/handbook available in Printed format	<p>Information manual/handbook available in</p> <ul style="list-style-type: none"> (i) Electronic format (ii) Printed format <p>Soft copy of the Annual Report and Compendium of Circulars is available at: https://navodaya.gov.in/nvs/en/Downloads/</p>
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	3.5.1 List of materials available Free 3.5.2 List of materials available At a reasonable cost of the medium	<p>The Information manual/handbook is available in the form of Annual Report and is available in Hindi and English on website of NVS HQ www.navodaya.nic.in and are provided free of cost in hard copy, if hard copy available.</p> <p>https://navodaya.gov.in/nvs/en/Downloads/ (English) https://navodaya.gov.in/nvs/hi/Downloads/ (Hindi)</p>

4. E-Governance

4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 1/6/2011-IR dt.]	4.1.1 English	The Annual Report of the Samiti 2021-22 is available in electronic form on NVS website in Hindi and English. https://drive.google.com/file/d/1UOktrC3PaqZ6vKwB2wT0Tgv4nLQXhq8W/view
		4.1.2 Vernacular/ Local Language	
4.2	When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt.]	4.2.1 Last date of Annual updation	Information updation on the website is a continuous process. Latest information is updated on the website time to time as required.
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]	4.3.1 Details of information	(i) Circulars /Notifications about Admission, Academics, Recruitments, Transfer, Finance and construction are available in the respective menu on the home page of the NVS Hq website i.e. www.navodaya.gov.in (ii) Annual Reports, Audit Reports and Compendium of Circulars for previous years are available in Download Section at:- https://navodaya.gov.in/nvs/en/Downloads/ (iii) Minutes of Executive Committee, Finance Committee and Academic Advisory Committee are available in Committee Menu at:- https://navodaya.gov.in/nvs/en/Committees/executive-committee/ https://navodaya.gov.in/nvs/en/Committees/finance-committee/ https://navodaya.gov.in/nvs/en/Committees/academic-advisory-committee/
		4.3.2 Name/ title of the	
		4.3.3 Location where available	

4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]	4.4.1 Name & location of the faculty	NA				
		4.4.2 Details of information made					
		4.4.3 Working hours of the facility					
		4.4.4 Contact person & contact details (Phone, fax email)					
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)	4.5.1 Grievance redressal mechanism	Details of applications received under Grievance portal and information provided:-				
			Grievance received during the period--				
			Duration of report	Opening Balance	Grievance received	Grievance Disposed of	Closing Balance
			April 1 st 2022 to March 31 st 2023	29	732	735	26
		4.5.2 Details of applications received under RTI and information provided	RTI Applications received during the period--				
			Duration of report	Opening Balance	Grievance received	Grievance Disposed of	Closing Balance
			April 1 st 2022 to March 31 st 2023	131 (online)	3647 (online) +387 (offline) =4034	3346 (online) +387 (offline) = 3733	301
		4.5.3 List of completed schemes/					
		4.5.4 List of schemes/ projects/					

		4.5.5 Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract															
		4.5.6 Annual Report	The Annual Report of the Samiti 2021-22 is available in electronic form on NVS website in Hindi and English. https://drive.google.com/file/d/1nL1iiBFYVDReNcSqUN8jqUFRUa59e1AR/view														
		4.5.7 Frequently Asked Question															
		4.5.8 Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter															
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	4.6.1 Details of applications received and disposed	RTI Applications received during the period-- <table><tr><td>Duration of report</td><td>Opening Balance</td><td>Grievance received</td><td>Grievance Disposed of</td><td>Closing Balance</td></tr><tr><td>April 1st 2022 to March 31st 2023</td><td>131 (online)</td><td>3647 (online) +387 (offline) =4034</td><td>3346 (online) +387 (offline) = 3733</td><td>301</td></tr></table>					Duration of report	Opening Balance	Grievance received	Grievance Disposed of	Closing Balance	April 1 st 2022 to March 31 st 2023	131 (online)	3647 (online) +387 (offline) =4034	3346 (online) +387 (offline) = 3733	301
Duration of report	Opening Balance	Grievance received	Grievance Disposed of	Closing Balance													
April 1 st 2022 to March 31 st 2023	131 (online)	3647 (online) +387 (offline) =4034	3346 (online) +387 (offline) = 3733	301													

		4.6.2 Details of appeals received and orders issued	RTI Appeals received during the period--				
			Duration of report	Opening Balance	RTI Appeals received	RTI Appeals Disposed of	Closing Balance
			April 1 st 2022 to March 31 st 2023	29	514 (online) 54 (offline)	444 (online) 54 (offline)	99 (online)
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]	4.7.1 Details of questions asked and replies given					

5. Information as may be prescribed:

5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	5.1.1 Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	https://navodaya.gov.in/nvs/en/RTI/
		5.1.2 Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out	Not conducted so far.
		5.1.3 Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers	https://navodaya.gov.in/nvs/en/RTI/
		5.1.4 Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	At present not exist.
		5.1.5 Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers	At present not exist.

6. Information Disclosed on own Initiative

6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	6.1.1 Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	All the results of recruitment made by the Samiti, order regarding transfer of the employees of the Samiti, all the orders and circulars are made available in the website of the Samiti for the information of the public.
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances.	6.2.1 Whether STQC certification obtained and its validity	
		6.2.2 Does the website show the certificate on the Website?	
