राष्ट्रीय आदिवासी छात्र शिक्षा समिति
(जनजातीय कार्य मंत्रालय के अंतर्गत
एक स्वायत्त संस्थान, भारत सरकार)
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F.No. NESTS/Admin/GBM/31/2020-21 **Dated:** 16/12/2024
E-Office No. 17832

Circular

The following policies/guidelines have been approved in the 15th Governing Body meeting of NESTS held on 17th October, 2024 in the Conference room, Shastri Bhavan, New Delhi: -

1. Group (Term) Insurance Scheme, 2024.
2. NESTS Medical Attendance Rules, 2024.
3. Provision of honorarium to House Masters and free meal facility.
4. Policy/Guidelines for sanctioning Ex-Gratia Payment to the parents of deceased students in EMRS.
5. Transfer Policy.
6. Proposal for enhancing accommodation facilities in Ekalavya Model Residential Schools (EMRS) to address shortages and improve staff welfare.
7. Admission Guidelines.

Detailed instructions in respect of the above will be issued in due course of time.

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Joint Commissioner
NESTS

RULES OF NESTS EMPLOYEES
GROUP (TERM) INSURANCE SCHEME - 2024

1. **Objective:** To implement a GROUP INSURANCE SCHEME for NESTS to enhance staff recruitment and retention, given the current absence of such a scheme and the recruitment of approximately 9,000 staff for EMRS schools. This initiative will also serve as a welfare measure, aligning with similar schemes already established at NVS.

2. **DEFINITIONS:**

In these Rules, where the context so admits, the masculine shall include the feminine, the singular shall include the plural and the following words and expressions shall, unless repugnant to the context, have the following meanings.

i) 'THE EMPLOYER' shall mean the National Education Society for Tribal Students, its Regional Offices and its subsidiary units called as EMRSs.

ii) 'THE INSURANCE AGENCY' shall mean the Life Corporation of India (LIC).

iii) 'THE SCHEMES' shall mean National Education Society for Tribal Students Employees Group (Term) Insurance Scheme - 2024.

iv) 'THE RULES' shall mean the Rules of the Scheme as set out below and as amended from time to time.

v) 'THE MEMBER' shall mean the regular employee of the Society who has been admitted to the benefits under the Scheme.

vi) 'ENTRY DATE' shall mean (a) in relation to the members admitted to the Scheme on the date of commencement i.e. (actual date) (b) in relation to new members to be admitted to the Scheme after the commencement date, the Annual Renewal Date which is coincident with or which immediately next follows on which they become eligible.

vii) 'ANNUAL RENEWAL DATE' shall mean in relation to the Scheme the (actual date), and the (actual date) in each subsequent year.

viii) 'TERMINAL DATE' shall mean in respect of a Member the date on which employee attains superannuation or leaves from the service of NESTS, whichever is earlier.

ix) 'THE ASSURANCE' shall mean the Assurance to be effected on the life of the member.

x) 'THE RUNNING ACCOUNT' shall mean the Account to be maintained by the INSURANCE AGENCY in favour of the Employer to which will be credited the premiums remaining in respect of the Members after utilizing such part as is required to provide life assurance benefit.

xi) 'THE BENEFICIARY' shall mean, in relation to a Member, the person or persons who has/have been appointed by him in terms of these

xii) Rules to receive the benefits under the Scheme in the event of his/her death whilst being insured.

xiii) 'REGISTER' shall mean the record of Members kept by the INSURANCE AGENCY.

xiv) The Employer will act for and on behalf of the Members in all matters relating to the Scheme and every act done by, agreement made with and notice given to the INSURANCE AGENCY shall be binding on the members.

3. COMMENCEMENT DATE:

The Scheme shall commence and the Rules shall take effect from (actual date).

4. ELIGIBILITY:

a) Regular employees who are aged not less than 18 years and not more than 60 years shall be eligible to join the scheme.

b) It shall be condition of service that all future employees must join the Scheme on the relevant Entry Dates as soon as they satisfy the conditions of eligibility.

c) No Member shall withdraw from the scheme while in service.

5. EVIDENCE OF AGE:

The Employer shall arrange to obtain satisfactory evidence of age in respect of each Member at the time of his entry into the Scheme.

6. EVIDENCE OF HEALTH:

Evidence of insurability in the form and manner required by the INSURANCE AGENCY will have to be submitted in respect of each Member in other words no member should be on leave on the MEDICAL GROUND on the day of admission to the scheme.

7. PREMIUM:

i) Category of posts for the purpose of this Scheme will be as under:

Category 'A'	Principal, Vice-Principal and all Officers of the Society upto the rank of Section Officers
Category 'B'	PGTs, Accountant, Office Superintendent and other comparable posts.
Category 'C'	TGTs, Assistant Section Officer, Audit Assistant, Sr. Secretarial Assistant, Catering Assistant, Jr. Secretarial Assistant, Drivers and other Comparable Posts. All MTS employees, Lab Attendant, or comparable post in the Society's Headquarter, Regional Offices and the EMRSs.

ii) The sum insured amount for each category of the employees will be as under:

Sr. No.	Group of employees	Amount of Insurance covered
1	'A'	10.00 lacs
2	'B'	07.00 lacs
3	'C'	05.00 lacs

iii) The amount of premium as per guidelines of the Insurance Agency based upon the employees' age group and amount of policy, equivalent to one lac of rupees is as under:

Age Group	Approx Premium for Insurance of Rs. 1 Lac per year	GST @ 18%	Total Premium
20-25	115	21	136
26-30	123	22	145
31-35	145	26	171
36-40	198	36	234
41-45	306	55	361
46-50	515	93	608
51-55	811	146	957
56-60	1179	212	1391

Note for point i-iii: The premium amount, as per Insurance Agency guidelines, based on a policy amount equivalent to one lakh rupees, is tentative. It will depend on the competition as a result of open bidding.

iv) The amount of premium is as present under One Year Renewable Group Term Assurance Plan (OYRGTA). Every year on Annual Renewal Date, Insurance Agency will charge the premium depending upon the changes in size and age distribution of the age group. Subsequently Premium Rates may be reviewed on the basis of actual experience. It may be less or more than the actual present premium.

v) The premium shall commence on the Entry Date and continue (with the changes as indicated at Sr. iv above under OYRGTA) until the Terminal Date or otherwise as specified in the Rules.

vi) Employees entering the service of the Employer between two Annual Renewal Date in any year will be given the benefit of appropriate insurance cover from the date of joining the service to the date of their becoming Member of the Scheme on payment of premium as demanded by the INSURANCE AGENCY of India or other insurance company, as per their category.

vii) The Employer shall recover the premium in respect of all the Members from their salaries and remit the same in full to the INSURANCE AGENCY on the due date for providing benefits in accordance with the rules.

8. (A) BENEFITS

i) On death of the Member before the Terminal Date:

The life assurance benefit category wise i.e. A, B & C of Rs. 10.00 lacs, Rs. 07.00 lacs, Rs. 5.00 lacs respectively, as on the date of his death shall become payable to the beneficiary.

ii) On earlier cessation of service other than death:

No amount will be payable to the Member on earlier cessation of service other than death.

iii) On superannuation (retirement) of the employee:

The amount payable to the employee after superannuation will be structured based on a predetermined formula or percentage of their total contributions and employer contributions made during the service period as per insurance agency guidelines.

7. REVISIONS IN LIFE ASSURANCE BENEFITS:

The amount of Life Assurance Benefit, in respect of each member due to change in category, shall be revised only on the 'Annual Renewal Date' immediately next following the change of category.

9. TERMINATION OF MEMBERSHIP

The membership of the Scheme in respect of a member shall terminate upon the happening of any of the following events:

(a) Member ceasing to be in the service of the employer
(b) Member reaching the terminal date

10. RESTRAIN ON ANTICIPATION OR ENCUMBERANCE

The benefits under the scheme are strictly personal and cannot be assigned, charged or alienate in any way.

11. MASTER POLICY

The INSURANCE AGENCY will issue a Master policy to the employer incorporating the terms and conditions under which the benefits are assured.

12. APPOINTEMNT OF BENEFICIARY

Every member shall at the time of entry into the Scheme appoint one or more of his/her spouse/child/children or dependents to be his Beneficiary or Beneficiaries from IV given in the Appendix and file it with the Employer. If a member does not have a wife or child/children or dependents than he shall appoint his legal representative to be the Beneficiary. In the event of death of the Member, the benefits in respect of him will be paid to the Beneficiary or Beneficiaries appointed by him.

13. AMENDMENT OR DISCONTINUANCE OF SCHEME

The employer may discontinue the Scheme at any time subject to 3 month's previous notice being given to the members and the INSURANCE AGENCY and the discontinuance shall be effective from the 1st of the month, coincident with or following the expiry of the notice period.

NOTE: Final modalities will be decided by NESTS.

NATIONAL EDUCATION SOCIETY FOR TRIBAL STUDENTS
NEW DELHI

NESTS MEDICAL ATTENDANCE RULES, 2024

Title and Commencement:	These Rules will be called the NESTS Medical Attendance Rules, 2024. The NESTS Medical Attendance Rules, 2024, will apply to: Regular employees and staff on deputation along with their dependent family members.

(A.) DEFINITIONS

1. NESTS means National Education Society for Tribal Students, an autonomous organization under Ministry of Tribal Affairs, GOI.

2. 'Authorized Medical Attendant' or AMA means the doctor employed as a General Duty Medical Officer in any hospital as defined under rules or any Registered Medical Practitioner of the Allopathic/Homeopathic & Indian System of medicine viz. Ayurvedic, Unani & Naturopathy with minimum qualification of MBBS/ BDS/ BAMS/ BHMS/ BUMS/ BNYS/ GFAM or equivalent or as permissible by government of India guidelines.

3. 'Specialist' means a medical practitioner with specialization in its branches/traits.

4. **'Dependents' –**
   A. In case of regular employees mean the following:

   (i) Spouse (Husband or wife as the case may be), of the member; and

   (ii) Dependent Parents including stepmother

   (iii) Parents/Parents in law of the government servant (as opted)

   (iv) Children including step children and adopted children and those taken as Wards under the Guardians and Wards Act, 1890.

   a. Son till he starts earning or attains the age of 25 years, whichever is earlier.

b. Child suffering from any permanent disability of any kind (physical or mental) irrespective of age limit.

c. Daughter till she starts earning or gets married, irrespective of the age limit, whichever is earlier.

d. Dependent divorced/abandoned or separated from their husband/ widowed daughters and

(v) Dependent unmarried/divorced/abandoned or separated from their husband or widowed sisters irrespective of age limit

(vi) Minor brother(s) upto the age of becoming a major

{As amended under CGHS/CS(MA) Rules from time to time}

5. 'Employee' means regular employee of NESTS including officers/employees on deputation.

6. 'Patient' means employee or a member of his/ her family to whom these Rules apply and requires medical attention.

7. 'Pay' means basic pay.
8. 'Competent Authority' means the authority/ officer authorized to allow reimbursement of expenses incurred on Indoor/ Outdoor Treatment under the approved Delegation of Powers.
9. 'Reimbursement' means payment against the medical bills submitted by regular employees as per CGHS/AIIMS approved rates as applicable or actual expenditure whichever is less.

NOTE

If the spouse is employed in any organization with medical facility, declaration is to be submitted regarding the official who will be claiming medical reimbursement. The official of organization from where claim will not be made has to certify the declaration submitted by the individual.

10. Policy shall be applied for the following categories of employees of the NESTS and their dependent family members:

(i) All the employees of the Society including Regional offices and EMRSs.

(ii) All the Central/State Government/Autonomous Bodies employees on deputation with NESTS.

The policy shall not be applied to Casual/part-time/contract personal engaged in society.

(B.) MEDICAL TREATMENT COVERED UNDER THESE RULES

Medical treatment covered under these rules will include the following treatment: -

(a) Indoor treatment/ outdoor treatment taken from Allopathy, Homeopathy, Ayurvedic, Unani and Siddha system of treatment

(b)Pathological Tests/Diagnostic treatment or investigation/ procedures/ radiological tests etc.

(c) Dental treatment

(d) Ophthalmic treatment

(e) Prolonged (disease) treatment

(f) **Home Quarantine Treatment**

Reimbursement of Home Quarantine treatment of any life threatening, infectious disease or pandemic categorized as pandemic by the Govt. (based on report of Govt. approved lab/agency) from any hospital shall be considered at par with indoor treatments.

(g) Non/post-hospitalization treatment of Special/Chronic Diseases

The employee (s) of the society including his/her dependent family members shall be entitled to reimbursement of expenses as per CGHS rates for non/post-hospitalization treatment of Special/ Chronic Diseases viz. Cancer, Diabetes, Heart Diseases, Mental Diseases, Polio, Tuberculosis, Leprosy, Epilepsy, Arthritis etc. subject to the condition that the recognized Medical Practitioner/Hospital certifies that prolonged treatment is required in such cases.

(C.) Outdoor Treatment

1. The medical expenses on OPD treatment shall be reimbursed as per CGHS/AIIMS rates whichever is less or as per actual in case there is no CGHS/AIIMS rate. This reimbursement will be allowed on furnishing a certificate in the prescribed proforma **(Annexure-I)** by the employee to the effect that he has incurred the said amount on treatment of ailments/illness of his self or/and dependant members of the family.

2. **Prolonged illness:** The expenditure incurred on investigations, consultation and test for prolonged disease/special disease as determined under CS(MA) Rules is admissible at CGHS rates along with cost of admissible medicines. A certificate regarding prolonged illness has to be submitted on expiry of every six months.

~~3.~~ **Follow-Up Treatment:** All the beneficiaries (Employee and their dependants) are advised to follow the proper procedure while submitting their claims pertaining to follow-up treatment strictly as per CGHS norms.

(D.) Day Care Procedure:

Any day care procedure requiring short admission - a few hours to one day - accommodation charge for one day as per entitlement shall be applicable, provided the patient has been admitted in a room as per his/her entitlement as per CGHS rules.

(E.) INDOOR TREATMENT

For planned indoor treatment, permission from the Competent Authority is to be obtained in advance by providing of the details of hospital and treatment to be under taken.

In the case of admission due to emergency, the individual has to intimate his/her office (HQ/RO) at the earliest and HQ/RO will do verification of admission (applicable only in case of private hospital), thereafter, employee will seek ex-post facto approval from the Competent Authority after discharge. Bills will not be entertained without the approval from the Competent Authority. Further, verification in case of private hospital must be done by the NESTS Headquarters and regional office/state society for their concerned employees

1. Hospitalization in CGHS/ empanelled Hospital:
Reimbursement of the medical claim will be done as per the CGHS rates.

2. Hospitalization in non-CGHS/non empanelled Hospital:

A. Reimbursement for treatment in a hospital which is not empanelled by CGHS/states is admissible subject to fulfilment of following conditions.

(i) The Reimbursement of claims pertaining to hospital which is not empanelled would be considered in case of emergencies only. Bills of such treatment will be considered on production of a stamped emergency certificate from the hospital concerned.

(ii) The bills may be submitted to NESTS with the detailed bills including breakup for room, laboratory, investigations, pharmacy etc. The same has to be accompanied by a covering letter explaining the nature of "Emergency" circumstances. EMRS employees will submit their claims to regional offices. Regional will examine such claims and forward only genuine cases with recommendations NESTS headquarters for consideration and further process.

(iii) In any other the decision of the Competent Authority of the Society would be final.

(iv) No reimbursement shall be made for expenditure incurred on vitamins, calcium, nutritional supplements, etc. except when prescribed/certified by the doctor to the effect

that such item/s are absolutely necessary for treatment of specific disease for restoration of normal health/cure of disease or mentioned on prescription that these medicines are for therapeutic use.

(v) Reimbursement of traveling expenses in certain exigencies will be allowed as GOI norms.

(vi) Reimbursement of life saving drugs imported from abroad: In general reimbursement of life saving drugs imported from abroad is not allowed however, if there is no medicine in our country as substitute but the same is very essential to save the life of the person, with the counter signature of CMO from govt. hospital certifying that, the medicine is very essential and needs to be arranged, the same may be considered for reimbursement.

(vii) Day care treatment where the patient is admitted and discharged on the same date is included in IPD Treatment.

(viii) Whenever it becomes necessary for an employee or any member of his/ her dependent family members to be hospitalized on the advice of the Authorized Medical Attendant or from the doctor of Govt/CGHS/AIIMS or approved/empaneled Hospital/Nursing Home, the entitlement of Accommodation for the purpose will be regulated by the category/ level of the employee as per CGHS terms and conditions on the day of hospitalization

If the entitled accommodation is not available in CGHS empanelled hospital **(to be discussed),** accommodation of a higher class would be admissible on the condition that:

(i). The concerned hospital certifies in writing that accommodation of entitled class was not available for the patient on the date of his admission and condition of the patient was such that his hospitalization could not be postponed or delayed.

(ii). Such higher class of accommodation would be provided for a minimum period necessary and the patient would be shifted to the entitled class at the earliest opportunity as soon as such entitled accommodation becomes available.

NOTE

a) In case of consultation resulting in hospitalization, the consultant fees will be reimbursed as per CHGS rates.

b) In case of hospitalization. i.e. indoor treatment in Government Hospital/Private Hospital recognized by GOI, the entitlement of the NESTS employees for accommodation in hospital will be regulated as per the orders of the GOI. Ministry of Health and Family Welfare issued from time to time.

c) In the case of hospitalization, in Government hospital, Private Hospitals /Diagnostic centers recognized by the Government of India/NESTS for specialized and general purposes treatment and diagnostic procedure on account of serious illness of the employee or any dependent members of his family medical expenses as charged by the hospital and incurred will be reimbursable as per CGHS norms.

d) Accommodation charges, ICU/ICCU charges, Aesthetic charges, Operation charges, Monitoring charges, Operation Theatre charges cost of drugs and disposals Surgical sundries, - Physiotherapy charges, and charges towards Pathological, Bacteriological, Radiological or other method of examination for the purposes of diagnosis available in the hospital shall be allowed as per CGHS rates.

e) Wherever package rates are available with CGHS, the claim will be entertained for the actual expenditure or package rates, whichever is less.

(F.) POST-HOSPITALIZATION AND FOLLOW-UP TREATMENT

This may be treated as OPD treatment for all purposes.

(G.) GRANT OF ADVANCES FOR MEDICAL TREATMENT

The grant of advances for inpatient medical treatment will be governed by GOI norms.

(H.) PROCEDURE FOR REIMBURSEMNET

The procedure for reimbursement of medical claim submitted by employees of society will be as per GOI norms.

(I.) MISCELLANEOUS

(i) These Rules come into force as notified by NESTS.

(iii) In case of any dispute relating to interpretation/application of these rules' decision of Competent Authority, NESTS, shall be final and binding.

(iv) Disciplinary action as deemed fit will be initiated against employee who held guilty for false medical claims.

(v) All situations and exigencies not covered under the Byelaws above shall be resolved with reference to corresponding provisions of CGHS /Central Services (Medical Attendance) Rules 1944.

(vi) A panel of hospitals willing to treat employees at CGHS rates will be formed at NESTS and state society/RO level

NOTE: Final modalities will be decided by NESTS.

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ANNEXURE- I

NATIONAL EDUCATION SOCIETY FOR TRIBAL STUDENTS, NEW DELHI
MEDICAL REIMBURSEMENT CLAIM FORM

(To be filled up by the Medical Card holder in BLOCK LETTERS)

1. (a) Name of the Medical Card Holder :

   (b) Medical Card No. :

   (c) Basic Pay :

   (d) Full Address :

   (e) Mobile No. and e-mail address, if any :

2. (a) Patient's Name :

   (b) Relationship with the Medical card holder :

3. Name & address of the hospital / diagnostic center / imaging center where treatment is taken or tests done: :

4. Whether the hospital/diagnostic/imaging center is empaneled under CGHS : YES/NO

5. Treatment for which reimbursement claimed :

   (a) OPD Treatment /Test & investigations/Medicines :

   (b) Indoor Treatment :

6.	Whether treatment was taken in emergency	:	YES/NO
7.	Whether subscribing to any health/medical insurance scheme, if yes, amount claimed/received	:	YES/NO
8.	Details of Medical Advance taken, if any	:	
9.	Total amount claimed		
(a)	OPD Treatment	:	
(b)	Tests/Investigation	:	
(c)	Medicines	:	
(d)	Indoor Treatment		

DECLARATION

I hereby declare that the statements made in the application are true to the best of my knowledge and belief and the person for whom medical expenses were incurred is wholly dependent on me. I agree for the reimbursement as is admissible under the rules.

Date:

Place: **Signature of the Medical Card holder**

IMPORTANT

Kindly ensure to provide the following information / documents, wherever applicable:

a) Obtain Break up of Investigations from the hospital/diagnostic center/imaging center (details and rates of individual tests and the exact number of tests, X-ray films, etc.,).

b) In case of loss of original papers, Affidavits as per Annexure I to be submitted for IPD treatment.

Note: *Misuse of NESTS medical facilities is a criminal offence. Penal action including cancellation of medical card may be taken in case of willful suppression of facts or submission of false statements. Suitable disciplinary action shall be taken in case of serving employees.*

ANNEXURE- II

The list of 14 specified prolonged diseases for OPD treatment:

1) Heart ailments and FUC Hypertension
2) Diabetes mellitus
3) Paralysis/ Cerebrovascular attack
4) FUC Thyroid disorder
5) Kidney disorders
6) Bronchial Asthma
7) Cancer/ Malignant Tumours
8) Haemolytic Disorder
9) Tuberculosis
10) Rheumatoid Arthritis & (OA) Osteo Arthritis
11) Osteoporosis
12) Thalassemia
13) Chronic Liver Disease
14) Parkinson's
15) As amended and added from time to time by the Competent Authority

House System in Eklavya Model Residential Schools.

The effective management of a residential school depends upon the quality of functioning of the House system. A House consists of a group of children effectively led by a responsible teacher (House Master) who acts as a parent, guide, philosopher and friend for every member of the House. A House inherently provides a family atmosphere in making the child physically fit, socially adjusted, emotionally balanced, and morally upright. In the modern educational concept, House System is regarded as an integral part of the residential school education. House System shall, therefore, be established in each **Eklavya Model Residential School,** as in Jawahar Navodaya Vidyalaya's, to develop qualities of leadership and a spirit of healthy competition for all curricular and co-curricular activities among the children. This will also help to develop life skills among all inmates.

In NVS, there is a provision to sanction allowance to House Master and Associate House Master @ Rs. 800/- and Rs. 400/- respectively for the additional responsibility being carried out by HM & AHM as Loco-parent. This rate is being followed from 2011, which is under consideration for revision. In respect of EMRS, in the proposed House system, only HM is proposed for every 30 students. In total, services of 16 HMs will be involved in a school with 480 students. It is proposed to allow honorarium @ Rs.1,200/- per month to every HM for looking after the students. Expected total cost per school will be Rs.19,200/- per month i.e Rs. 7.76 crore for all the functional schools and shall be met from the GIA-Salary.

Free Meal Facility in Eklavya Model Residential Schools.

For the effective functioning of a School, efficient mess management is very essential. Whenever the students dine in dining hall, teachers are expected to be present in the dining hall to ensure that

- All the students are present and dine together
- Discipline is maintained by all the students
- Quality food is provided to all the students
- No student wastes the food
- To teach table manners and etiquette
- No outside food is brought inside the dining hall
- Sick students, if any, are provided with the food as per the recommendation of Staff Nurse. Presence of Staff Nurse in dining hall becomes inevitable.

In NVS, the following procedure is in place.

- All House Masters and Associate House Masters, Principal, Vice Principal and Staff Nurse are entitled to take their meal along with students in the hostel mess free of Charge.
- Staff Nurse is tasting and certifying the food before the same is served to the students for which the case of Staff Nurse is considered for free meal.
- Vice – Principal is the Mess in-Charge in JNVs and hence VP is eligible for free meal.
- All other Teachers are eligible for free lunch

In every EMRS, two Wardens (One Male and One Female) are sanctioned. It is proposed to follow the procedure followed by NVS in NESTS also by including Hostel Warden for free meal. No one will be allowed to carry the cooked food out of Kitchen/ dining hall. Family members of the allowed staff are also not to be considered for free meal.

For this purpose, an estimated cost of Rs. 20,000/- per month per school i.e Rs. 2.00 Lacs for each functional school is proposed and to be met from GIA General for which demand shall be raised in addition to Rs.1.09 Lac per student cost.

Policy/Guidelines for sanctioning Ex-Gratia Payment to the Parents of Deceased Students in EMRSs

Currently, no ex-gratia payment is provided to students in the event of death occurring on campus or during school-related activities. However, the Navodaya Vidyalaya Samiti (NVS) has established a policy to address such situations. Given that EMRS (Eklavya Model Residential School) students come from underprivileged backgrounds, it is essential that they are included under this policy to ensure they receive the necessary support and compensation in the unfortunate event of a student's death. This inclusion would reflect a commitment to equitable treatment and support for all students, particularly those from marginalized communities.

An ex-gratia relief of ₹5,00,000/- will be provided to the parents of a deceased student in EMRS (Eklavya Model Residential Schools) under the following conditions:

1. Eligibility for Ex-Gratia Relief:

- **Natural/Unnatural Deaths:** Applies to all deaths occurring inside the EMRS premises.
- **Official Journeys:** Covers deaths occurring during official journeys with EMRS escorts.
- **Official Events:** Includes deaths occurring during participation in official events such as sports, co-curricular activities (CCA), exhibitions, excursions, Scout & Guides, NSS, NCC, PSA, etc.
- **Hospital Deaths:** Applies to deaths occurring in a hospital where the student was admitted by EMRS.
- **Suicides Inside EMRS:** Applies to suicides occurring inside the EMRS.
- **Suicides Outside EMRS:** Applies to suicides occurring outside the EMRS excluding cases where the student was in the custody of parents, guardians, or relatives. The suicide must be established by a police report or medical examination.

2. Documentation Required:

- **Police Report:** The death/suicide must be reported to the police. An FIR copy must

be submitted by the concerned Regional Office (RO) or State Society to NESTS Headquarters.

- **Post-Mortem Report:** A copy of the post-mortem report must be sent by the concerned RO or State Society to NESTS Headquarters.
- **Recommendation for Ex-Gratia:** A formal recommendation for the ex-gratia payment must be submitted by the concerned RO or State Society to NESTS Headquarters.
- **Inquiry Report:** An inquiry report must be provided by the concerned RO or State Society to NESTS Headquarters.

3. Exclusions:

- The relief will not be granted if compensation (Five lakh or more) is provided by the State Government. If relief amount of less than five lakh is sanctioned by the respective state government, balance amount will be released by NESTS.

4. Submission of Proposals:

- Regional Offices/State Societies must ensure all the above formalities are completed before submitting proposals for ex-gratia payments.

National Education Society for Tribal students
Transfer Policy-2024

INTRODUCTION

Transfer policy of any organization (having pan-India presence) is dynamic in character and reviewing and revision are inherent in its making. Transfer policy of NESTS aims to offer equitable opportunity to all employees of NESTS to opt stations of their choice for seeking transfer as per their eligibility / priority and provide sufficient man power for smooth functioning of its units/offices. The transfer system in NESTS will be governed by a well-defined Transfer Policy and subsequent guidelines / clarification which will be issued from time to time with a view to facilitate the employees to avail transfer with utmost transparency and accuracy.

1. TRANSFER POLICY

The policy and the provisions are being detailed hereunder in the following heads:

- Broad objectives of the transfer policy
- Basic principles/guidelines.
- Broad categories of transfer
- Ensuring availability of female teachers to look after girls
- Types of vacancy
- Cut-off date of transfer drive
- Eligibility criteria for seeking transfer (normal/non-priority category)
- Eligibility criteria for seeking transfer (priority category)
- Transfer of employee into or out of Hard/LWE stations.
- Provision of Cumulative tenure count (administrative transfers)
- Provision for weightage to multiple priority
- Displacement transfer (Provision / eligibility)
- Provision for protected deemed employee
- Order of priority for executing transfer
- Rules of allotment (of station) in request transfer

- Rules of tie breaking
- Rules for admissibility of Transfer TA
- Grievance redressal Mechanism
- Power of relaxation of guidelines
- Interpretation of guidelines
- Safeguard against extraneous influence
- Operative elements of transfer drive
- Reference
- Annexures

2. OBJECTIVE

(a) NESTS shall strive to maintain equitable distribution of its employees, through its transfer policy, in a transparent way to ensure efficient functioning of the organization, with special regard to protect academic interest of students and optimize job satisfaction amongst employees.

(b) Employees are liable to be transferred anywhere in India at any point of time and transfer to a desired location cannot be claimed as a matter of right. While effecting transfer, the organizational interest shall be given uppermost consideration and the problems and constraints of employees shall remain subservient.

3. BASIC PRINCIPLES/GUIDELINES

(a) Transfer/posting to a choice place/desired station shall not be claimed as a matter of right.

(b) Transfer of an employee in NESTS shall be based on tenure of service at the present station in the present post. Some crucial determinants for transfer are as under:

i) Availability of Vacancy.

ii) Eligibility.

iii) Priority factors such as Disability, Serious Ailments, Spouse working at a station, Single Lady and Due for Retirement (DFR) status of an employee.

iv) Redeployment of surplus staff to other location against available vacancy.

v) Redeployment of employee from a station to other station for optimum/proper utilization of human resources (man power).

vi) Posting in Home District which is not permitted.

vii) Shifting of employee from a station where his/her further continuation is not in the interest of the station.

(c) A period of 03 years as lock-in shall remain applicable on all kinds of transfer and posting for new recruitee on direct recruitment (on probation) as well as posting of old (existing) employee on promotion except for priority category and also the administrative transfer at clause 4.1(c)(v). [*Refer to clause of Priority cases, Cumulative tenure & DFR provisions, wherever applicable]*

(d) An employee on transfer from one station to the other station shall not be considered for request transfer before he/she completes the prescribed mandatory tenure (as applicable cadre/station/priority wise) at his/her new place of posting. [*Refer to clause of Priority cases, Cumulative tenure & DFR provisions, wherever applicable]*

(e) An employee on initial posting after recruitment/promotion will not be considered for request transfer before he/she completes the prescribed mandatory tenure at his/her initial place of posting, in the present post.

(f) An employee recruited under Special Recruitment Drive for NER/Hard stations shall not be considered for transfer out of region before the completion of mandatory tenure as mentioned in the notification of said recruitment drive. The counting of mandatory tenure shall be made from the actual date of joining of the incumbent under such drive. However, his/her transfer may be considered from one EMRS to another after completion of three years of service **within** the notified areas of NER & Hard stations (as the case may be) for which they have been recruited. Execution of transfer of such employees should be as per the transfer policy.

(g) Leave/absence of any kind of more than 60 days in a single span or 120 days in an academic year counted from April to next March (except due to Maternity Leave) in a single span, availed by the official, shall not be counted for determining total period of stay for deciding eligibility towards seeking transfer. However, such absence shall not make any difference in declaring status of an employee/official deemed or compulsory deemed. The provision is equally applicable on all cadres of employees.

(h) No employee shall be posted back to a station from where he/she has been transferred on the administrative (with or without disciplinary) grounds.

(i) No employee of the NESTS, shall be transferred to his/her home district. In case of NESTS Spouse, neither of the members of spouse shall be allowed for posting to a station which is a home town of either of the spouse counterparts of such spouse.

(j) Transfer on request will normally be made in April of the year. However, transfers on account of disability and / or serious ailment, when it is not practicable to defer the transfer till next year without causing serious danger to the life of the employee, his ailing spouse/son/daughter, may be effected by authority at any time during the year against available actual vacancy to ensure proper treatment and / or rehabilitation to save life of the employee.

(k) Transfer orders issued by the NESTS on request basis with due approval of the competent authority will not be cancelled.

(l) Attempt to bring any political or other outside influence for transfer on any superior authority of the Samiti shall be treated as misconduct and would be liable for disciplinary action under CCS (CCA) Rules.

(m) As initial posting on either recruitment or promotion shall always be a matter of administrative requirement of the NESTS in view of providing man power to EMRS based on the academic and administrative necessity, hence transfer provisions are not applicable for posting on direct recruitment or promotion.

(n) Employees **"Due for Retirement"** within two succeeding years as on cut-off date of the transfer year, hitherto termed as **DFR**, shall be allowed to continue at their present station till retirement unless such employee requests for transfer.

(o) Efforts will be made to ensure that persons with benchmark disabilities are posted closer to their home town subject to availability of vacancies and other provision of these guidelines.

(p) These guidelines regarding transfer are meant essentially for the internal use of the NESTS and do not vest any employee with any right.

4. VARIOUS PROVISIONS:

The prime feature of the transfer of employees in NESTS shall be "on request basis" subject to other parameters as defined through various provisions. However, transfer in NESTS shall be categorized into following major heads:

4.1. BROAD CATEGORY OF TRANSFER:

a. **Request Transfer:** The transfer shall be brought into effect from one station to the other based on the request of the eligible employee. Such transfer is applicable to all cadres of employees. For availing transfer-on-request, participation in transfer drive is mandatory. Provision will be made in the online transfer portal to submit options for request transfers.

b. **Displacement Transfer:** Transfer of an employee (who has completed prescribed maximum tenure as per guidelines) from the present place of posting to a new station/place shall be brought into effect for the purpose of accommodating another incoming eligible employee-on-transfer in his/her place. Such transfer shall be a consequence of usual/normal transfer drive wherein employee primarily gets intimated about his/her displaceable (deemed) status and even after given opportunity for request transfer, does not get transfer to choice station. Therefore, displacement transfer shall not be considered as administrative transfer. All cadres of employees shall be liable to displacement subject to fulfillment of the eligibility criteria of displacement. Displacement transfer is subject to declaration of employee status as deemed

and hence it may commence irrespective of participation of employee. *[Also refer to clause protection accorded to PwBD and DFR]*

c. **Administrative Transfer:** The transfer which is effected by the NESTS suo moto in the exigencies of service and administration as well as in public interest. Through such transfer, NESTS shall ordinarily:

i) Redeploy surplus staff at a location against sanctioned vacancies or due to abolition of post at that location. Such redeployment shall be effected in the very first instance against the available vacancies within the region and in case no vacancy is available within the same Region, then in adjoining Regions. While redeploying the surplus staff, administrative / academic requirement and proper utilization of the human resource shall, above all, be the predominant criteria.

ii) Redeploy an employee from his present station to any other station in public interest in exigency of the services as may deem fit by competent authority of NESTS.

iii) Balance the Male-Female ratio of Teaching cadre employees in a EMRS as mentioned at **point 4.2**

iv) Transfer of an employee whose continuation at particular station is not conducive from administrative point of view. Such transfer may be executed based on certain inquiry (preliminary/detailed) as considered deemed fit in the case and after recording reasons of such transfer. Therefore, such transfer shall be of two types:
   a) Administrative Transfer with Disciplinary Proceedings.
   b) Administrative transfer without Disciplinary Proceedings.

[Refer to provision of cumulative tenure count for securing eligibility of employee on administrative transfers – Clause no.4.8].

v) Lock-in period clause mentioned at 3(c) is not applicable for effecting administrative transfer.

4.2. ENSURING AVAILABILITY OF FEMALE TEACHERS TO LOOK AFTER THE GIRLS.

EMRS is a co-educational residential school. It is very essential to have female teachers to guide the girls from Classes VI to XII and also to oversee residential administration along with ensuring safety and security of the girl students. All efforts will be made to post / transfer female teachers in EMRS in such a way that the strength of female teachers in a EMRS is not less than 20% and not more than 60% of the teaching cadre, in any case. (*Refer to para 4.1(c)(iii) of administrative transfer regarding the Male-Female Ratio)*

4.3. TYPE OF VACANCY:

There shall be two major categories of vacancy:

a. **Actual Vacancy:** All clear-cut vacancies as on date including retirement cases as on cut-off date (as notified by NESTS through its guidelines from time to time) shall be taken as actual vacancy.

b. **Deemed Vacancy:** The status of employee completing prescribed maximum tenure of service (as per guidelines) at his/her present station in present post, shall be declared as **"Deemed to be vacant"** or **"Deemed Vacancy"** or simply **"Deemed".** Deemed vacancy being a vacancy, such declared place shall be allotted to an eligible employee, if opted by him/her.

c. Vacancies displayed to employees for transfer purpose shall always be tentative as its status may change due to administrative exigencies like suspension/revocation of suspension/transfer on administrative reasons/transfer & posting effected as per direction of Hon'ble court/transfer effected under relaxation of provisions of transfer policy / appointment / promotion / resignation / retirement / termination / death of an employee. Thus, actual allotment of stations shall be based on the status of vacancy on the day of raising transfer list. Therefore, Competent Authority, NESTS deserves the right for updating (inclusion/exclusion) of vacancies depending on administrative exigencies as well as interest of the organization.

4.4. CUT-OFF DATE OF TRANSFER DRIVE:

The cut-off date for all kinds of eligibility shall ordinarily be 31st of March of the year of transfer drive. However, vacancy arising out due to retirement of the incumbent shall be counted as on 30th of April of the transfer year. Decision regarding cut-off date is intended to facilitate administrative execution of transfer drive, movement of employees to their allotted station and streamlining the academic requirement. Therefore, change in cut-off date, if any due to administrative exigency, shall be notified through its guidelines well before launch of transfer drive.

4.5. ELIGIBILITY CRITERIA FOR SEEKING TRANSFER (Normal/non-priority category):

An employee shall acquire eligibility to seek transfer in NESTS based on completion of prescribed tenure of service rendered at present station in present post (refer to cumulative tenure wherever applicable). The prescribed tenure of different cadres of employees for seeking transfer-on-request is as under;

S. No.	Post/Cadre	Normal tenure prescribed at one station (in years)
1.	Principal / Vice Principal / Accountant	05 years
2.	PGT / TGT (Hindi, English, Mathematics, Science, Social Science)/ Art Teacher, Music Teacher, PET, Librarian/ Counselor/Staff Nurse /Catering Assistant/ Hostel Warden / Senior Secretariat Assistant / Junior Secretariat Assistant	07 years

3.	Teaching Staff recruited under "Special Recruitment Drive" conducted by NESTS with a pre-condition to serve at particular station/area for pre-fixed term.	As mentioned in notification of such recruitment and in the offer of appointment
4.	Driver / Electrician-cum-plumber / Lab. Attendant / Cook / Mess Helper / Chowkidar / Sweeper/ Gardener	03 years

4.6. ELIGIBILITY CRITERIA FOR SEEKING TRANSFER (Priority category): Details of priority categories are as under: -

a) **PwBD Category:** Status of an employee shall be considered under priority category of *PwBD* for transfer purposes, if he/she, his/her spouse and dependent son/daughter are differently abled to the extent of at least 40 per cent and above, subject to production of the valid certificate issued by the competent **Govt. Medical Board**. *PwBD* certificate having re-assessment clause, must be renewed prior to expiry of the period.

b) **Spouse Category:** Transfer of husband/wife at one station for unification or nearby station (DOPT OM No.:28034/9/2009-Estt.(A) dated 30th September, 2009) has been a vital factor of transfer system of NESTS. Employee of NESTS having working spouse shall be considered under valid spouse category for seeking transfer on satisfying any of the conditions given below:
   i) his/her spouse is a permanent employee on regular basis in same organization i.e., NESTS.
   ii) his/her spouse is a permanent employee on regular basis in Central Govt Office/Department.
   iii) his/her spouse is a permanent employee on regular basis in Central Govt PSU.
   iv) his/her spouse is a permanent employee on regular basis in State Govt Office/Department.
   v) his/her spouse is a permanent employee on regular basis in State Govt. PSU.

While defining permanent employee on regular basis for claiming **"Valid Spouse Status"**, it shall be meant that the working spouse should be a full fledged, full timer employee, against a permanent post in Govt. office/department as a regular employee drawing standard salary and perks for the cadre of service. Any Ad hoc or substitute arrangement shall not come under the defined terms of Government Servant.

The NESTS employee whose working spouse in NESTS/Central/State Govt service, does not ***conform*** to above conditions or otherwise governed by separate service rules other than the standard NESTS/Central/State Govt. service rules, shall not be treated under "Valid Spouse Category" for seeking transfer/relaxation under priority category of spouse.

Allotment of a station under spouse priority category is subject to availability of vacancy, eligibility, station seniority, priority status and other applicable parameters. Merely having a working spouse and opting a station may not

render any NESTS employee to seek transfer to desired station in the name of spouse priority / unification. In view of providing better opportunity to spouse for their unification, the transfer under spouse category shall be governed in following order of priority:

i. NESTS Spouse
ii. Central / State Govt. (including PSU) Spouse

Any NESTS employee satisfying above clauses and posted anywhere in India shall claim transfer under Spouse priority category. [*Refer separately to "Valid Spouse Category" for availing protection from displacement under provision for Protected Deemed employee*].

Certificate claiming priority / relaxation under spouse category shall always be the latest one. Any old certificate shall invite complete rejection of the priority claim of the concerned employee.

c) **Single Lady Category:** NESTS is committed to facilitate working Single Lady of the organization by extending her the status of priority category and provide better opportunity to settle herself by seeking request transfer to station of their choice and work with ease. Following female employee shall be considered under single lady category:

i) **Unmarried Lady**: Unmarried female employee of NESTS, on production of relevant certificate (in Annexure – I) by the EMRS in prescribed format based on declaration made by the employee and entry made in service book thereof. Unmarried Lady shall be debarred of the provision of Single Lady, once undergone marriage prior to transfer drive.

ii) **Widow (lady)**: The female employee of NESTS whose husband has expired. Her claim of priority is subject to production of death certificate (issued by the competent district authority) of her husband and its entry into the service book. The copy of the death certificate (of spouse) must be self attested by the claiming employee and verified/countersigned by the Principal of the EMRS. Death certificate of husband must be enclosed along with certificate issued by the Principal in Annexure – I. Widow Lady shall be debarred of the provision of Single Lady, once undergone remarriage prior to transfer drive.

iii) **Divorced Lady**: The female employee who has been legally separated from her husband shall be treated under priority of single lady subject to production of the valid separation decree from the court of law and proper entry of the same in service book of the employee. Any issue of divorce which is under trial in court of law shall not make the ground for availing priority in the name of divorced female employee. The certificate for claim of priority should be in the prescribed format (Annexure – I). Divorced Lady shall be debarred of the provision of Single Lady, once undergone remarriage prior to transfer drive.

Certificate claiming priority / relaxation under Single Lady category shall

always be the latest one. Any old certificate shall invite complete rejection of the priority claim of the concerned employee.

d) **Serious Ailment (Medical Category**): Status of an employee shall be considered under Medical priority Category for transfer, if he/she, his/her spouse and dependent son/daughter are suffering from any of the enlisted serious ailments as mentioned in Annexure – III of Transfer Policy. Production of valid certificate from **CMO/CMS/Civil Surgeon** of the district medical administration or **countersignature of CMO/CMS/Civil Surgeon** (if certificate is not issued by such medical authority) is a mandatory requirement to claim priority/relaxation under medical category. With a view of acquiring stability in status of the claimant involving detection / treatment / surgery and rehabilitation, a maximum period of 05 years shall uniformly be treated as valid period for availing priority in all kinds of enlisted serious ailments for the purpose of availing transfer on medical grounds. This interpretation facilitates that an employee can claim transfer on priority of medical grounds, only if the date of detection / treatment and/or surgery (if undergone at a later stage) falls within 05 years prior to cut-off date of transfer drive (year). Ailment detected or surgery involved after the cut-off date shall not form the basis of availing transfer in the year of transfer drive.

It is to clarify that priority / relaxation on medical grounds shall be based on the certificate compulsorily reflecting date of detection and/or surgery of the valid serious ailment. Therefore, certificate issued in respect of follow-up treatment of any valid ailment shall not be considered as valid certificate for availing priority under medical category.

e) **Due For Retirement (DFR) Category:**

In view of facilitating employee approaching superannuation, "Eligibility" and "Priority" shall be accorded to the employee coming under DFR category to seek transfer without restricting him/her with any mandatory tenure after they attain 58 years of age by cut-off date of the transfer year. This means that only mandatory tenure shall be relaxed and other priority clauses shall be kept applicable as per existing provisions. Therefore, an employee availing transfer at the age of 57 years on priority grounds of *PwBD* /Medical/Spouse/Single Lady, he/she shall not be eligible to seek transfer in consecutive year under any of these priorities due to provision of lock-in period. However, he can avail transfer under DFR category. Once transfer is availed, no further transfer will be entertained except administrative transfer.

This provision shall be considered applicable at par to all cadres for general transfer. The tenure of eligibility for different priority categories shall be as under:

S. No.	Priority	Post/Cadre	Mandatory Tenure prescribed at present station (in years)
1.	*PwBD* Category	All Cadres	**02 years** at present station.
2.	Single Lady	All Cadres	**02 years** at present

	(Unmarried Lady / Widow Lady / Divorced Lady)		station.
3.	Spouse Category (NESTS/Central Govt./State Govt. Spouse including PSU)	All Cadres	**02 years** at present station.
4.	Serious Ailment (Medical Category)	All Cadres	**02 years** at present station.
5.	DFR Category	All Cadres	**Once transfer is availed, no further transfer will be entertained except administrative transfer.**

f. Only employee (self), his/her spouse and son/daughter shall form the basis for claiming transfer under priority category of *PwBD* and Serious Ailment (Medical). Father, mother, brother, sister and other relatives of the employee shall not make the criteria for claiming transfer under priority despite being dependant on the employee concerned.

g. Claim of priority by an employee shall be subject to production of valid certificate for claiming such priority at the time of launch of transfer drive of a transfer year. In order to maintain uniformity in scrutiny of the claim, proforma of certificate has been developed and annexed. Such proforma, along with notified instructions on it, shall serve as a part of policy document.

h. It is to note that there is no provision of uploading any certificate at the back end (HQ level). Therefore, late production of certificate may not entitle the claimant for benefit of priority category.

i. Merely production of a certificate by competent authority shall not entitle an employee for benefit of priority category. It is subject to further satisfying all clauses/criteria prescribed for being under claimed priority category. Following conditions shall invite complete rejection of the claim of employees for his/her status under priority category.

   i) Non production of valid certificate (in the given proforma) prior to declaration of vacancy in public domain.
   ii) Priority claimed by the employee is not conforming to the prescribed parameters.
   iii) Certificate neither issued nor countersigned by the competent authority.
   iv) The submitted certificate is not in the prescribed format.
   v) Certificate produced in part (not showing all fields and instructions of the prescribed format).

vi) Certificate does not have the complete details (of information) as asked in the prescribed format.

j. **If an employee avails transfer under any of the priority categories, there shall be a cap of 05 years on him/her for seeking next transfer under any priority category again.** It is to make clear that an employee may qualify for one or multiple priority categories for seeking transfer. If that employee avails transfer claiming any or multiple priority categories, he/she shall not be eligible to seek transfer for next 05 years under same or any other priority category. Therefore, employee shall opt stations meticulously while claiming transfer under priority category. ***However, he/she may seek transfer to Hard station under Willingness category.*** *[Also refer to clause of DFR category for eligibility of transfer wherever applicable].*

4.7 ELIGIBILITY / PROVISION FOR TRANSFER OF EMPLOYEE INTO AND OUT OF HARD (HARD/LWE) STATIONS:

a. In view of maintaining the quality education and administration of the resident students of NESTS of hard stations, one of the priorities of the NESTS is to fill up the vacancies of teaching staff in hard / LWE stations. Therefore, one mandatory tenure of posting in hard / LWE stations shall be compulsory for the teaching employees (TGT and above) of EMRS cadre.

b. To provide sufficient man power to NESTS under hard stations, NESTS shall fill the vacant posts in four ways;
   i) by posting the employees of normal/plain station who are willing to serve in hard stations.

   ii) by displacing the employee working at stations other than hard/LWE and who have not served in hard station earlier and also have not given their willingness to serve there.

   iii) by posting of employees on his/her initial posting on recruitment or on promotion to hard station.

   iv) by conducting Special Recruitment Drive for teaching staff of EMRS cadres for Hard station.

c. Other priority of the NESTS is to provide sufficient opportunity for transfer to those employees who are serving at hard stations and willing for transfer outside of hard station as per eligibility.

d. Another priority of the NESTS is to pay due attention to employees who are serving in hard station and willing to change stations within hard stations.

e. In view of facilitating transfer of employee into or out of hard / LWE station, special tenure, as mentioned below, has been defined:

S. No.	Priority	Post/Cadre	Mandatory Tenure prescribed at present station (in years)
1.	Transfer from Normal/Plain station to Hard / LWE station on Willingness.	All Cadres	**03 years at present Normal / Plain station.**
2.	Transfer from Hard Station.	All Cadres	**03 years at present hard station.**
3.	Transfer from LWE Station.	All Cadres	**03 years at present LWE station.**
4.	(a) Employee serving at hard station and seeking transfer to another hard station shall be considered for transfer under "Hard station category" only. Being already at hard station, such employee shall not be considered for transfer to another hard station under the category of **"Willingness to Serve Hard Stations"** as provision of willingness to serve hard station applies only to employee serving at Plain (Normal) station. (b) Tenure for according eligibility to employees of different types of hard station is different. However, for processing of the request of transfer for priority, all of them stand at par with one another. (c) The provision of tenure for transfer under Hard / LWE category is not mandatory for cadres like Driver, Electrician-cum-plumber, Lab. Attendant, Cook, Mess Helper, Chowkidar and Sweeper. However, they will hold the benefit of priority while deciding merit for allotment of station.		

f. Service in hard station is a region-specific feature. Therefore, change of station by an employee from a hard/LWE station to the other hard/LWE station (interchangeably among types of hard stations) **within the hard stations of the same region**, shall count for continued service in hard station subject to completion of 2 years in the present station *[Refer to*

provision for cumulative tenure of hard station for counting of cumulative tenure wherever applicable – Clause no.4.7 (i)].

g. Change of station by an employee on taking transfer from hard /LWE station of one region to any of the plain/normal stations shall count for transfer from "hard to outside hard station". Similarly, transfer from hard/LWE station of one region to the other hard/LWE station of the other region shall be meant for transfer out of hard station and, thus, shall not count for continued service in hard station.

h. List of all Hard / LWE Stations will be notified separately by following the due procedure.

i. **Benefit of cumulative tenure for eligibility to employees working in hard station:** If an employee has successfully worked in different EMRSs in Hard/LWE stations of a region in a row in the current spell, the tenure of **immediate previous station** shall be used as a cumulative factor to determine his/her eligibility (for transfer) from present station subject to qualifying 2 years service at the present station. The governing provisions of cumulative tenure shall further be as under:

   i. If an employee serving at present hard station, is eligible by virtue of his tenure at present station, the provision of cumulative tenure count shall not be extended to him.

   ii. If an employee serving at present hard station, is not eligible by virtue of his tenure at present hard station, his tenure of service at immediate previous hard station (of the same region) shall be the deciding factor of his eligibility. If he is eligible to seek request transfer due to stay at his immediate previous station, he shall be considered eligible to seek transfer due to stay at his **immediate previous station only** subject to lower hard station's category (between present and immediate previous station).

   iii. If an employee serving at hard station, employee is neither eligible by virtue of his tenure at present hard station nor his tenure at previous hard station (of the same region), his tenure of eligibility shall be decided by cumulating the tenure of present hard station and immediate previous hard station of the same region, restricting the eligibility to lower hard station's category (between present and immediate previous station).

iv. It is to clarify that such provision of **cumulative tenure of hard stations shall be region specific** and shall not be applicable for two different hard stations of different regions.

v. By mentioning hard station, it implies for hard and LWE stations interchangeably among such stations.

j. Provision of Cumulative Tenure Count (in hard stations) is aimed to facilitate employees to acquire eligibility by safeguarding tenure of the immediate previous station (of the same region).

4.8 PROVISION OF CUMULATIVE TENURE COUNT (SAFEGUARDING ELIGIBILITY IN ADMINSTRATIVE TRANSFERS):

NESTS intends to address the plight of those employees who lose tenure of service of a station and consequently, lose eligibility in transfer system, if given transfer out of turn (out of usual transfer drive) at any point of time due to some or the other valid reason under administrative compulsions. Therefore, provision has been made to safeguard and validate the tenure of previous station in such cases of transfer in following manner and methodology:

a. Following administrative compulsions shall be considered under this provision:
   i) Administrative Transfer without Disciplinary proceedings.
   ii) Administrative Transfer with Disciplinary proceedings.
   iii) Administrative Redeployment of surplus staff.
   iv) Transfer of employee in public interest.

b. Provision of cumulative tenure count in administrative transfer cases shall be applicable on present station and restricted to consideration of tenure of immediate previous station only (from where he was given transfer on administrative grounds).

c. As the provision of Admin Cumulative Count is **not region specific** character, tenure of immediate previous station of any region shall be considered for safeguarding eligibility for seeking transfer under this provision.

d. To secure eligibility of an employee on transfer under administrative compulsions, the provisions of cumulative tenure count shall be applicable in following manner:
   i. If an employee serving at a station is eligible by virtue of his stay at present station itself, there shall be no counting of tenure of the immediate previous station to decide his/her eligibility, even if the employee's stay at present station is due to administrative transfer from the previous station.

   ii. If an employee serving at a station (due to administrative transfer) is not eligible by virtue of his stay at present station, his tenure of service at immediate previous station shall be the deciding factor of his

eligibility. If he is eligible to seek transfer due to stay at his immediate previous station he shall be taken eligible on the basis of immediate previous station only.

iii. If an employee serving at a station (due to administrative transfer) is neither eligible by virtue of his stay at present station nor his tenure of service at immediate previous station, his tenure of eligibility shall be decided by cumulating the tenure of present station and immediate previous station restricting the eligibility on overall lower station type (between present and immediate previous station).

iv. A lock-in period of 02 years shall be imposed on employee whose stay at present station is a consequence of **"Administrative Transfer with Disciplinary Proceedings"** and seek eligibility for next transfer by adding tenure of present and immediate previous station. Employee in such condition can avail transfer with benefit of cumulative provision on completion of 02 years of service at present station only.

e. It is to note that availing transfer on priority of *PwBD* /Spouse/Medical/ Single Lady/DFR is a matter of eligibility exclusively at present station. Therefore, in cases of availing admin cumulative tenure count (of both present and immediate previous station), the transfer under priority of *PwBD* /Medical/Spouse/Single Lady/DFR shall always be subject to completion of the prescribed tenure at present station only.

f. Provision of Cumulative Tenure Count (in administrative transfers) is aimed to facilitate employees to acquire eligibility by safeguarding tenure of the immediate previous station.

4.9 DISPLACEMENT TRANSFER (ELIGIBILITY / PROVISIONS):

Such transfer is meant for shifting of an employee from his/her present place of posting (after the completion of prescribed tenure) to a new station / place and shall be brought into effect for the purpose of accommodating another incoming employee-on-transfer in his/her place.

a. Displacement transfer is meant for providing equitable opportunity to an aspiring eligible employee to serve at a station of his/her choice which is occupied by the other employee of same post beyond prescribed tenure.

b. Displacement transfer is a normal transfer as the employee is made aware of his/her status of displaceability well before inviting application. Such employee is given equal opportunity to avail request transfer against available vacancies (of his post) as per his/her priority and station seniority. If he/she fails to avail request transfer, he/she shall liable to be displaced in consequence of the request transfer availed by a similar incoming eligible employee during execution of normal transfer process. Therefore, such transfer shall not be treated as administrative transfer.

c. NESTS shall ordinarily not displace any deemed employee suo moto unless otherwise under administrative compulsion (refer to administrative transfer provision).

d. Displacement transfer is applicable for all cadres of employee

e. In respect of employees who have completed prescribed tenure at present place of posting and are liable to be displaced, their status shall be declared as **"deemed to be vacant"** preferably earmarked as **"Deemed Vacancy"** or simply **"Deemed"**.

f. Merely declaring a post as deemed vacant shall not expose a person for compulsory displacement. It shall be subject to options taken by other requesting eligible employee to the same post/place and allotment made to him through transfer process.

g. Employee declared to be deemed shall be exposed for displacement only once in usual annual transfer process (i.e., in Round 01 of usual transfer drive only). However, once displaced, he/she would be eligible to participate in subsequent rounds of transfer drive. Claim of any employee to accommodate him against any deemed vacancy after Round 01 or beyond the usual transfer process/drive, shall not be entertained at any cost.

h. The eligibility criteria for declaring a post of serving employee (of a station/place) as "Deemed Vacancy" shall be based on completion of prescribed mandatory tenure of service by an employee at that station. The prescribed tenure for declaring a post as deemed vacancy shall be as below:

S. No.	**Post/Cadre**	**Normal tenure for declaring deemed, prescribed at one station (in years)**
1.	Principal / Vice Principal / Accountant	**05 years**
2.	PGT / TGT (Hindi, English, Mathematics, Science, Social Science)/ Art Teacher, Music Teacher, PET, Librarian/ Counselor/Staff Nurse /Catering Assistant/ Hostel Warden / Senior Secretariat Assistant / Junior Secretariat Assistant	**10 years**
3.	Driver / Electrician-cum-plumber / Lab. Attendant / Cook / Mess Helper / Chowkidar / Sweeper	**10 Years (Within the same state)**

i. In case of post having more than one deemed employee, the employee having longer stay at that station shall be considered first for displacement unless otherwise exempted.

j. Employees on displacement transfer shall randomly be allotted any station having **"Actual Vacancy"** only.

k. One of the important priorities of NESTS is to provide sufficient man power to Hard stations including LWE areas for maintaining quality education and administration. Therefore, displaced employees pertaining to TGT and above, having age less than 45 years as on cut-off date and having no past service in hard station / LWE areas, shall compulsorily be posted to serve at least one complete tenure on such stations. Considering service in hard station a compulsory factor for such cadres, their request for modification in place of posting, if any, shall be restricted to available vacancy among hard stations only.

l. Employee of 45 years of age and above (as on cut-off date) shall ordinarily not be posted to Hard stations on displacement unless actual vacancy of normal/plain station is exhausted. In such ordinary cases of displacement, allotment of station may be done in following ways, as far as possible;
   i) among actual vacancy available in State of posting.
   ii) Then among actual vacancy available in other states of present region.
   iii) Then among any actual vacancy of any region.

m. If, the employee who gets displaced being deemed barring point 4.9(k) through transfer process, has a spouse working there in the NESTS (satisfying criteria of valid spouse), the said spouse counterpart may also be considered, as far as possible, for transfer in grievance round in order to accommodate both of them in one EMRS. In case, it is not possible to accommodate both the spouse members in the same EMRS for want of vacancies or both being of the same post, efforts will be made to post them in nearby EMRS subject to request made by the such spouse counterpart, availability of actual vacancy and satisfying other eligibility criteria of the spouse counterpart for seeking transfer.

4.10 PROVISION FOR PROTECTED DEEMED EMPLOYEE:

To provide better and stable service conditions with ease to employees coming under priority categories, NESTS facilitates such employees with exemption from displacement even after completion of prescribed normal tenure for being deemed at one station. Such employee shall be earmarked as **"Protected Deemed"**. The provision shall be applicable in the manner stated below;

a. **PwBD / Single Lady / DFR Category:** Employee covered under valid *PwBD* / Single Lady and DFR (due for retirement) category shall avail protected deemed status beyond prescribed tenure of service (as specified normally for being deemed at one station – *clause 4.9.h.*) subject to production of valid

certificate required for claiming priority satisfying all clauses of guidelines. The continued protection shall further be restricted by the clause of compulsory deemed declaration wherever applicable.

b. **Spouse Category:** In view of safeguarding the interest of working spouse, NESTS employee having working spouse (as per guidelines) in NESTS/Central Govt./State Govt. and posted in same EMRS or district, other EMRS or district in same state and adjoining EMRS or district of adjoining state shall only be considered having valid spouse status to avail protected deemed status beyond prescribed tenure of service (as specified normally for being deemed at one station) subject to production of valid certificate required for claiming priority satisfying all clauses of guidelines. The NESTS spouse having valid working spouse at a location other than the aforementioned locations, shall not be entitled for protected deemed status in any way. The continued protection shall further be restricted by the clause of compulsory deemed declaration.

c. **Medical (Serious Ailment) Category:** Employee covered under Medical (serious ailment) category shall avail protected deemed status beyond prescribed mandatory tenure of service (as specified normally for being deemed at one station) restricted to a maximum of 05 years tenure from the date of detection and/or surgery (if undergone at a later stage) of the ailment subject to satisfying all clauses of guidelines. It means if the enlisted ailment of a TGT is detected in 08th year of his tenure, his/her priority/protected deemed status shall cease to be in effect in 13th year of his/her tenure at present station by the date when it completes 05 years. However, if surgery is performed on 12th year for the same ailment, he/she shall be eligible to avail protected deemed status for next 05 years, restricted to clause of compulsory deemed declaration of the transfer provision in toto *[as per clause 4.11.]*.

d. Status of all such "Protected Deemed" employees shall, after verification on the basis of produced documents, be placed in public domain, prior to inviting application for transfer. It is to note that status of post marked as "Protected Deemed" is not a vacancy, rather it is a step for bringing transparency by showing the status of a longstanding employee at his place of posting. Therefore, such stations shall not be considered for posting on transfer to any other willing eligible employee in any case, even if claimed/ opted by him/her.

e. Any claim of employee for declaration of his/her status as protected deemed shall be subject to production of valid certificate issued by competent authority well before declaration of vacancy in public domain.

f. Merely production of a certificate by competent authority for claim of status under "Protected Deemed" shall not entitle an employee for such benefit. It is subject to further satisfying all clauses/criteria of being under priority category. Following conditions shall serve as ground for complete rejection of the claim of employees for declaration of his/her status under "Protected Deemed".
   i) Non production of valid certificate prior on time, to declaration of vacancy in public domain.
   ii) Priority claimed by the employee is not conforming to the prescribed parameters.
   iii) Certificate neither issued nor countersigned by the competent authority.
   iv) The submitted certificate is not in the prescribed format.
   v) Certificate does not have the complete details as asked in the prescribed format.

g. Status of protected deemed, if availed on false certificate and/or fabricated/distorted facts shall invite disciplinary proceeding under CCS rules, besides administrative transfer of the erring claimant.

4.11 COMPULSORY DECLARATION OF DEEMED STATUS (restricting lifetime protection of Priority Category to maximum 15 years): Any employee, under any of the valid priority categories, having served at one station and completed 15 years of tenure at present station in present post, counted as on cut-off date, shall compulsorily be declared "Deemed" by suppressing all exemption clauses and hence his/her post shall be exposed for displacement through usual transfer process. Exception to this clause shall be DFR (due for retirement) cases.

It is to note that declaration of deemed status is an individual character of a post by considering the status of individual employee. Therefore, in case of unified NESTS spouse, the spouse member who completes 15 years of service at present station in present post, shall only be declared "Compulsory Deemed". It is, thus, advisable to spouse cases to exercise their preferences, wisely and widely, to accommodate themselves suitably through the system of automation, prior to achieving compulsory deemed status in transfer process. Unification shall always be a combined probability of available vacancy, choice stations opted by spouse members, hierarchy in priority, station seniority and other relevant parameters. Therefore, unification may be a concern for providing opportunity and can not be claimed as a matter of right.

4.12 ORDER OF PRIORITY FOR EXECUTING TRANSFER:

The transfer of employees shall be executed in following order of priority:

a. Transfer of employees of *PwBD* category **(1st order of transfer)**

b. Transfer of employees of Medical category **(2nd order of transfer)**.

c. Transfer of employees under Spouse Category (both in EMRS) **(3rd order of transfer)**.

d. Transfer of employees under Single Lady Category **(4th order of transfer)**

e. Transfer of employees under Central/State Spouse Category **(5th order of transfer)**.

f. Transfer of employees of Hard/LWE Stations **(6th order of transfer)**.

g. Transfer of employees under DFR (due for Category **(7th order of transfer).**

h. Transfer of rest of the employees (non-priority cases) under Plain Category along with employees seeking transfer willingly to hard stations **(8th order of transfer)**.

4.13 RULES OF ALLOTMENT (OF STATION) IN REQUEST TRANSFER:

a. Allotment in Priority Category Transfer:

i. Among same level of priority Category, the station seniority shall be the deciding factor for allotment of station.

ii. In case of tie, employee possessing multiple priorities shall get preference over other employee possessing single priority or multiple priorities in the way explained under "Provisions of Weightage to Multiple Priority".

iii. **Methodology of giving weightage to multiple priority (in case of tie in priority cases):** Giving due weightage to type of priority and its order in the preferential sequence, NESTS facilitates employees possessing multiple priority while comparing with the other employee possessing single /multiple priority provided only if there is a tie between similar higher order of priority. Accordingly, if there is a tie, the allotment shall go in favour of employee possessing multiple priorities in its **preferential order at subsequent levels**." *[Refer to clause of **"Order of priority for executing transfer"** in this document, to know the preferential order of various priority categories].* The provision shall include all priority categories which are undertaken in transfer system i.e., *PwBD*, Spouse or Single Lady, Medical, Hard stations (H/LWE), and DFR cases. The comparison statement below shall explain the provision:

1. **Case-01:** If there is a comparison between a *PwBD* case and a Medical+H/LWE+NESTS Spouse case, the allotment shall in favour of *PwBD* Case despite the fact that one possesses multiply priorities. This is because there is no tie between higher order (*PwBD* level) of priority. Thus, *PwBD* will get preference, as usual.
2. **Case-02:** If there is a comparison between a *PwBD* case and a *PwBD* +Medical case, the allotment will go in favour of *PwBD*

+Medical case (here, tie is at *PwBD* level i.e., higher order of priority).

3. **Case-03:** The same methodology will operate for another instance of tie between two multiple priority cases, one Medical+H/LWE and the other Medical+Spouse/Single Lady. In this case allotment of station will go in favour of Medical+Spouse/Single Lady case as 1st level of priority is in tie and at 2nd level of Spouse/Single Lady is in higher preferential order of priority (here, tie is at Medical level, the higher order of priority).

4. **Case-04:** If there is a comparison between a Medical+ NESTS Spouse + DFR and Medical + NESTS Spouse+ H/LWE, the allotment will go in favour of Medical +NESTS Spouse + H/LWE as 1st & 2nd levels of priorities are in tie and at 3rd level of H/LWE is in higher preferential order of priority (here, tie is at H/LWE, the higher order of priority).

5. **Case-05:** If there is a comparison between a PwBD + Medical + DFR and PwBD +H/LWE+NESTS Spouse+DFR, the allotment will go in favour of PwBD + Medical + DFR and PwBD as PwBD at 1st level of priority is in tie and at 2nd level, Medical is in higher preferential order of priority (here, tie is at PwBD level, the higher order of priority).

   It is to make clear that counting of number of priorities does not make difference, rather **it is the higher order of priority at subsequent levels that makes difference in allotment** in case of comparison of employees having multiple priorities.

6. **Case-06:** If there is a tie between two employees having exactly similar multiple priorities, the allotment will go by the station seniority, the general rules of allotment. *[Refer to "Rules of Allotment" and "Rules of Tie Breaking"].*

b. Allotment in Non priority (Plain) Category Transfer:

i. Irrespective of tenure at present station, the eligible employee working at Plain (normal) Stations (non-priority cases) having served at least one tenure in hard stations (in any cadre in past) shall get preference in allotment over one who did not serve at hard station in past. In case of comparison between two or more Plain stationed employees having served a tenure hard station, the allotment shall be based on the station seniority counted at present plain station.

ii. In other all non-priority category cases, Station Seniority is the sole rule of allotment of a station.

[Refer to provision of "Displacement Transfer (Eligibility/provisions)" for allotment of station to displaced employee].

4.14 RULES OF TIE-BREAKING:

a. If there is tie in choice station, station seniority shall be preferred.

b. If there is a tie in station seniority, Female (gender) shall get preference in allotment.

c. If there is a tie in gender, the old aged employee shall get preference.

[Rule of tie breaking shall not apply in case of allotment of station to displaced employee for the reason that allotment is random and not on the choice station]

5 TRANSFER OF DEPUTY COMMISSIONER / ASISTANT COMMISSIONER / STAFF OF HEADQUARTERS / REGIONAL OFFICES (other than EMRS cadre)

a. Deputy Commissioners and Assistant Commissioners posted in the Regional Offices shall not be posted to the region which has the jurisdiction over their home district except three years before their superannuation. They will also not be posted back at the station where they have completed their tenure once. However, the Commissioner NESTS, in the event of administrative exigencies, shall take appropriate decision as deem fit.

b. **Tenure:** The normal stay at particular station prescribed for certain posts shall be as below:

S. No.	Post/Cadre	Prescribed tenure for transfer (in years)
1.	Deputy Commissioners (HQ / RO)	**03 years**
2.	All officers of HQ/RO other than Commissioner, Additional Commissioner and Joint Commissioner	**05 years (03 years in case of hard/North East Region)**

c. **Transfer Under administrative compulsion:** Employee/officers of NESTS HQ/RO may be transferred from their present place of posting even before completion of the tenure to a station / location under administrative compulsions.

d. **Request Transfer:** After Completion of tenure as prescribed above, employee / officer may submit his/her request in prescribed format stating choice stations.

e. **Displacement Transfer:** In absence of request for transfer, any employee / officer, after completion of above prescribed tenure, may be displaced to accommodate any incoming eligible employee / officer.

f. **Priority Elements:** Priority elements as defined in general transfer policy shall remain applicable to these cadres.

g. **Competent Authority:** The Commissioner, NESTS shall be the competent authority to execute the transfer of employee/officers of NESTS Headquarters/Regional Offices as a whole or in part, by invoking suitable mechanism of execution. The information regarding such mechanism shall be notified from time to time prior to resorting to such exercise.

6 RULES FOR ADMISSIBILITY OF TRANSFER TA:

Admissibility of Transfer TA shall be applicable in following manner;

a. Transfer TA shall be admissible in cases of transfer made on "administrative grounds" including transfer on public interest and administrative redeployment of surplus staff.

b. Transfer TA shall be admissible in cases of transfer of staff from Plain (normal) station to Hard/LWE stations on willingness after completion of prescribed mandatory period. This provision of Transfer TA shall remain applicable to employees like Driver, Electrician-cum-plumber, Lab. Attendant, Cook, Mess Helper, Chowkidar and Sweeper at par with other employees.

c. Service in hard stations being region specific, transfer TA shall be admissible only in cases of transfer of staff from hard (Hard/LWE) station of a region to outside hard station i.e., either any Plain (normal) station or Hard/LWE station of the other region after completion of prescribed mandatory tenure. This provision of Transfer TA shall remain applicable to employees like Driver, Electrician-cum-plumber, Lab. Attendant, Cook, Mess Helper, Chowkidar and Sweeper at par with other employees.

d. Transfer TA shall be admissible to all cases of transfer of deemed employee on displacement.

e. Transfer TA shall not be admissible under following cases:
   i. Transfer within plain stations on request.
   ii. Transfer within Hard stations (within a region) on request.
   iii. Administrative or displacement transfer ultimately modified into a request transfer by considering request of the employee.
   iv. If an employee is allotted a station vide disposal of his grievance (not necessarily his choice station) and he/she joins at the allotted station, the case of such transfer shall be treated as transfer on request and Transfer TA shall not be admissible in such transfer unless specified otherwise in the transfer order.

f. In case of transfer availed by taking advantage of the provision of "Cumulative Tenure Count due to administrative transfer", the admissibility of transfer TA shall be restricted to completion of requisite tenure at present station.

7 GRIEVANCE REDRESSAL:

a. Grievance arising out due to transfer shall be addressed by the office of the Commissioner, NESTS in light of the provisions of transfer policy. Commissioner, in the event of any prevailing circumstance, may delegate the power to any of the subordinate officer(s) at NESTS Headquarters or Regional Offices to address such grievance of the employee on need basis.

b. If any representation is received from spouse / parents / dependents on behalf of the employee in respect of any matter pertaining to transfer, it shall be assumed that the employee himself is aware of such a representation and that it has been made at his/her instance. Action taken on such representation, shall be treated as disposal of grievance of the employee and without being prejudiced, shall be binding on him.

8 POWER OF RELAXATION OF GUIDELINES:

Notwithstanding anything contained in the guidelines, the Commissioner with the approval of the Chairman NESTS, shall be competent to transfer any employee to any place in relaxation of any or all of the above provisions after recording reasons.

9 INTERPRETATION OF GUIDELINES:

Commissioner, NESTS shall be the sole competent authority to interpret above provisions and pass such order(s) as deemed appropriate and essential to facilitate the implementation of the guidelines for the purpose of remediating any imbalance resulting/noticed in transfer and effective control and administration of the NESTS as a whole. Such Interpretation shall be notified well in advance before inviting transfer application.

10 OPERATIVE ELEMENTS OF TRANSFER DRIVE:

Commissioner, NESTS shall be the competent authority to invoke and execute transfer drive involving suitable mechanism (online), applying / altering / expanding / curtailing operative elements including timeline for execution in the backdrop of the transfer provisions to draw transfer list, maintaining utmost transparency, fairness and accuracy. Information regarding any alteration through interpretation of provisions or in mechanism of execution shall be notified well in advance before launch of the transfer drive.

11 SAFEGUARD AGAINST EXTRANEOUS INFLUENCE:

The provisions laid down in Rule 20 of the CCS (Conduct) Rules, 1964 stipulates that **"No Government servant shall bring or attempt to bring any political or outside influence to bear upon any superior authority to further his interest in respect of matters pertaining to his service under Government."**

Therefore, employees shall strictly avoid bringing in any outside influence. If such an influence from whichever source espousing the cause of an employee is

received, it shall be presumed that the same has been brought in by the employee. Action may also be initiated against such an employee under relevant service rules.

12 REFERENCE:

This document, henceforth, shall serve as the policy document for all sorts of clarification including legal implications pertaining to transfer of employee in NESTS.

This comes into force with immediate effect.

Execution

If transfer policy is approved, any of the agencies managing the transfer portal of employees in KVS, NVS or similar government organizations through online mode may be engaged for execution.

[ANNEXURE – I]

CERTIFICATE OF SINGLE LADY TO BE FURNISHED BY NESTS EMPLOYEE CLAIMING PRIORITY (NEATLY TYPED ON THE LETTER HEAD OF THE ORGANISATION WITH REF. NO. & DATE OF ISSUE)

Ref. No. ..... Date of Issue .....

CERTIFICATE OF SINGLE LADY

This is to certify that Ms. ..... (name of employee) ..... (post), a permanent employee of NESTS since (date of joining) ..... and posted in EMRS ..... since (date of joining) ....., is covered under priority category of **"SINGLE LADY"** on account of being ..... **(Widow / Unmarried Lady / Divorced Lady)**.

This certificate is based on the verification of death certificate of spouse (in case of Widow) / declaration (unmarried lady) / legal documents (legal decree of separation) obtained from the employee and verified from the relevant entry made in the service book of the employee concerned.

Accountant
(Verifying Authority)
(or, Senior Authority in the Office)

Name: .....
Designation: .....

Principal
(Countersigning / Issuing Authority)
Name: .....
Official Seal: .....

Please note:

1. **Employee claiming priority under "Single Lady" category is required to submit fresh / latest certificate in the prescribed format only.**
2. **Widow:** The employee claiming Single Lady being widow, must also upload the death certificate of the spouse along with this certificate.
3. **Divorced Lady:** The issuing authority must obtain from the claimant, the decree of court of law confirming legal separation from spouse. Such document must be kept in personal file and relevant entry made in the service book of the employee. **Any ongoing legal proceedings of separation, if subjudice/under trial, does not entitle the claimant to come under ambit of divorced lady.**
4. Certificate, improper in any respect will summarily be rejected and bound to be taken into disciplinary / IPC proceedings against user and issuing authority through proper channel.
5. Any employee willing to claim status of **"Protected Deemed"** or willing to get "**transfer-on-priority"** must submit relevant certificate to the Principal of his/her EMRS, prior to declaring vacancy on portal in online vacancy module.
6. The lady employee entering into marriage / remarriage at any point of time prior to cut off date of the year of transfer drive shall lose her claim of being "Single Lady" for the transfer drive of the year & onwards. The Principal is entrusted to update the RO / NESTS HQ in this regard.

[ANNEXURE-II(A)]

FORMAT OF CERTIFICATE TO BE FURNISHED BY NESTS EMPLOYEE CLAIMING SPOUSE PRIORITY
(NEATLY TYPED ON THE LETTER HEAD OF THE ORGANISATION WITH REFERENCE NO. & DATE OF ISSUE)

Ref. No. …… **Date of Issue ……**

CERTIFICATE OF WORKING SPOUSE

This is to certify that Sh. / Smt. …… wife / husband of Smt. /Sh. …… an employee of this organization (name) …… since (date of joining) …… and of this office / branch (name) …… since (date of joining) ……till date.

To be filled in, by the Issuing Authority with applicable correct option:

1. Is the organization an EMRS / Central Govt. / Central Govt. PSU / Central Govt. financially added / State Govt. / State Govt PSU / State Govt. financially aided?

   Register correct option: ……

2. Is employee a Permanent / Temporary / Ad hoc / Daily wage / Contractual / Niyojit teacher / Guest teacher or employee?

   Register correct option: ……

3. The **"Date of Birth"** of employee as per records ……

4. Mobile no. of the employee (optional): ……

Sign. of the Competent Authority

Name ……
Post held: ……
Contact no. of Issuing Auth. ……

Official Seal……

Please note:

1. Spouse Certificate is only declaration about an organization and status of employee working in it. Merely submission of spouse certificate may not entitle the NESTS employee for claim under priority category.
2. Mobile no. / contact no. of Issuing Authority is **mandatory requirement**.
3. **Must be signed or countersigned by competent authority.**
4. **Spouse certificate should be in latest revised format only.** Certificate, improper in any respect will be rejected and bound to be taken into disciplinary / IPC proceedings against user and issuing authority through proper channel.
5. Any employee willing to claim status of **"Protected Deemed"** or willing to get "**transfer-on-priority"** must submit relevant certificate to the Principal of his/her EMRS, prior to declaring vacancy on portal in online vacancy module.
6. **Employee of NESTS, having working spouse in PRIVATE organization or having working spouse as Temporary / Ad hoc / Daily wage employee / Niyojit or Guest or Visiting teacher / lecturer in Central or State Govt. organization or Financially aided Govt. institution or office, is not entitled for priority of spouse ground. Therefore, the issuing authority must provide correct information in every respect.**

}ANNEXURE-II(B)}

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7. Date of Surgery performed:

C. **<u>In case of Loss of Muscle Power (Paralysis)</u>: (Cerebro-vascular accidents) Death of a portion of the brain due to vascular causes such as (a) Haemorrhage (Cerebral), (b) Thrombosis (Cerebral), (c) Embolism (Cerebral) causing total permanent disability of two or more limbs persisting of three months after the illness. Following information is mandatory from the district medical authority i.e., CMO/CMS/Civil Surgeon or with his countersignature (if not issued by the district medical authority):**

1. Date of Paralytic Stroke:
2. How many extremities are affected:
3. Grading of Muscle power at present:
4. Grading of Muscle Power at the onset of disease:
5. Duration of Loss of Muscle power:
6. Any recovery after the onset till date:
7. Most direct cause of Loss of Muscle Power:

NOTE: Transient / Ischemic attacks and stroke like symptoms resulting from head injury and/or Tuberculosis meningitis, Pyogenic meningitis, Meningococcal meningitis are excluded from Paralysis. Thus, the authority, issuing this certificate should carefully certify the case.

D. **<u>In case of Heart Disease</u>: Cases involving Angioplasty / Coronary Artery Bye-pass Grafting / Valve replacement or reconstruction / open heart surgery shall be considered for claiming priority / relaxation under serious ailment. It must be well documented and supported by discharge summary having clear brief of the surgical procedure undergone. Following information is mandatory from the district medical authority i.e., CMO/CMS/Civil Surgeon or with his countersignature (if not issued by the district medical authority):**

1. Name of the surgical procedure undergone (<u>CABG</u> / <u>Angioplasty</u> / <u>Valve Replacement or reconstruction</u> / <u>Open Heart Surgery</u>):
2. Date of Surgical Procedure:
3. Name of Doctor-Surgeon:
4. Name of Hospital:

E. **In case of Thalassemia: Only Thalassemia Major shall form the basis of claim for priority under serious ailment. History of blood transfusion / replacement (periodicity) at less than three months interval should be well supported by medical documents. Following information is mandatory from the district medical authority i.e., CMO/CMS/Civil Surgeon or with his countersignature (if not issued by the district medical authority):**

1. Name of the specific disease (Thalassemia Major or Minor):
2. Date of first detection:
3. Whether blood transfusion/replacement required (**YES / NO):**
4. If so, periodicity / duration of blood transfusion / replacement required by the patient / Chelation therapy:
5. Blood transfusion done last (DD / MM / YYYY):

F. **In case of Parkinson's Disease: Progressive degenerative disease of nervous system involving involuntary tremulous motion with lessened muscular power in parts not in action and even when supported with a propensity to bend the trunk forward and to pass from a waling to a running pace, the senses and intellect being tin injured. Must be confirmed by a neurologist. Following information is mandatory from the district medical authority i.e., CMO/CMS/Civil Surgeon or with his countersignature (if not issued by the district medical authority):**

1. Date of detection of the disease:
2. Duration of treatment undergone:
3. Name and designation of treating neurologist:
4. Whether admitted in hospital and if so, details thereof:

5. Progressiveness of the disease-please specify:

(to be certified by a neurologist)

NOTE: Patients who are stable with the support of medicine shall be excluded from the claim of priority / relaxation under Parkinson disease. Therefore, certificate issuing authority should carefully certify the case.

G. In case of Motor-neuron disease: Slowly progressive degeneration of motor-neuron cells of brain and spinal cord causing weakness, wasting and twitching in limbs and difficulty in speaking and swallowing. Must be confirmed by a neurologist. Following information is mandatory from the district medical authority i.e., CMO/CMS/Civil Surgeon or with his countersignature (if not issued by the district medical authority):

1. Date of detection of disease:
2. Duration of treatment undergone:
3. Name and designation of treating neurologist:
4. Result of EMG test report and MRI:
5. Grading of muscle power at present:

Note: Weakness of muscle due to other causes like infections, neuropathy traumation, idiopathic, motor-neuron disease involving less than two limbs and the muscle power more than 3 grades, shall not form the basis of claim of priority/relaxation under serious ailment. Therefore, certificate issuing/countersigning authority should carefully certify the case.

Signature of the Issuing Authority
Name:
Name of the Deptt:
Name of the Hospital
Place:
Date:
Seal:

Signature of the patient ……..
Name of the Patient: .....
Relation with the Employee (Self / Spouse / Son / Daughter): .....

Mandatory Clause:
Counter signature of the District Medical Authority (CMO / CMS / Civil Surgeon):

Name:
Date &Seal:

Sign. of the Principal (for EMRS Staff)/ the Deputy Commissioner (For HQ/RO staff)

Name:
Date &Seal:

Principal (in case of EMRS employees) / the DC (in case of RO / HQ employees) should sign the certificate having been satisfied with all the clauses of medical certificate and relevant documents (to be kept in school records) being clearly mentioned and endorsed in context of the provisions of transfer policy and guidelines.

Note : Medical Certificate, without having countersignature / endorsement of the Principal / DC / Director of the concerned establishment, will be treated as null and void.

NATIONAL EDUCATION SOCIETY FOR TRIBAL STUDENTS (NESTS)

ADMISSION GUIDELINES
(ACADEMIC YEAR 2025-26)

EKLAVYA MODEL RESIDENTIAL SCHOOL (EMRS)

GUIDELINES FOR ADMISSION IN EKLAVYA MODEL RESIDENTIAL SCHOOLS

In supersession of all the guidelines governing admissions in Eklavya Model Residential Schools (EMRSs) that have been issued in the past by any of the Authority, the following guidelines are issued to uniformly regulate admissions in the Eklavya Model Residential Schools (EMRSs) with effect from the academic session 2025-26 & onwards.

Part – 1 Definitions

Unless the context suggests otherwise, the definition of the following terms used in these guidelines would be as below: -

"MoTA" refers to Ministry of Tribal Affairs, Government of India.
"NESTS" means the National Education Society for Tribal Students, an autonomous body (registered as a Society under the Societies Registration Act, XXI of 1860) set up by the Ministry of Tribal Affairs, Government of India, to plan, construct, establish, endow, review/monitor and advise the State/UT EMRS Societies to administer EMRSs.
"State/ UT EMRS Societies" are the Societies set up by the respective State/ UT to administer EMRSs.
"EMRS" means Eklavya Model Residential School.
"EMDBS" means Eklavya Model Day Boarding School.
"CES" means Centre of Excellence for Sports.
"EMRSST" means Eklavya Model Residential School Selection Test.
"EMRSLT" means Eklavya Model Residential School Lateral Entry Test.
"ST" means Scheduled Tribes.
"PVTG" means Particularly Vulnerable Tribal Group.
"DNT" means Denotified Tribes.
"NT" means Nomadic Tribes.
"SNT" means Semi-Nomadic Tribes.
"LWE" refers to Left Wing Extremism.
Child with special needs and suffering from disability to be determined as per the provision mentioned in RTE Act 2009 or as defined by the concerned State Govt.

Part – 2 General Guidelines

2.1. Admission Eligibility:

The minimum and maximum age limit (as on 31st March of the year in which admission is sought) for admission in Eklavya Model Residential Schools in various classes is given below: **(Child born on 1st April should also be considered.)**

Class	Minimum age on 31st March of the year in which admission is sought	Maximum age on 31st march of the year in which admission is sought
VI	10 years	13 years
VII	11 years	14 years
VIII	12 years	15 years
IX	13 years	16 years
X	14 years	17 years

Note:

1. The maximum age limit can be relaxed by two years in case of Differently abled children by the State/UT EMRS Societies.
2. There is no age restriction for admission to Class XI provided the student is seeking admission in the year of passing Class X examination. Similarly, there will be no upper & lower age limit for admission to class XII provided there has been no break in the continuous study of the student after passing class XI. However, for lateral entry admission to Class XI, the upper age limit is 18 years as on 31st March of the year in which admission is sought.

2.2. Class Strength and Competent Authorities:

A fully functional EMRS shall have 2 sections in each class from VI to X and 3 sections in Class XI & XII (one of each stream viz. Science, Commerce & Humanities) with a total sanctioned strength of 480 @ 30 per section per class.

Class Strength	Authority	Remarks
Up to 30 per section per class	Principal	For Class VI to IX & XI.
	State/ UT EMRS Society	For Class X & XII.
More than the sanctioned strength of 30 per section per class	Principal	Only in case of eldest two surviving Children of Staff of EMRS/ EMDBS/CES/Doctors/ Paramedical staff of Government Hospital serving in the same block with the restriction of maximum 40 students in one section.

2.3. General Eligibility Criteria:

I. The candidates belonging to the reservation categories mentioned at table 2.4 I, in respect of their **domiciled State/ UT** are eligible to apply for admission.

II. A candidate should fulfil the age criteria as mentioned at point 2.1 Admission Eligibility. In case of doubtful cases of overage in comparison to the age recorded in the certificate, they may be referred to the District Medical Board for confirmation of the age. The decision of the Medical Board will be treated as final and binding on both the parties.

III. Candidate should not be rusticated from any of the schools.

2.4. Reservations in Admission:

The reservation policy at the block, district, and state levels will be implemented from the 2025-26 session, following the approval of the 15th Governing Body Meeting:

Reservation in Admission		EXISTING		REVISED				
						In terms of seats		
S.No	**Reservation Category for the State**	**% Reservation**	**No. of seats out of 60**	**Reservation Category for the State**	**In %**	**Block (50%)**	**District (30%)**	**State (20%)**
(i)	ST Children.	80	48	ST Children.	80	24	15	9
(ii)	Children belonging to PVTG communities.	5	3	Children belonging to PVTG communities.	5	2	1	0
(iii)	Children belonging to DNT/NT/SNT community.	5	3	Children belonging to DNT/NT/SNT community.	5	2	1	0
(iv)	a) Children who have lost their parents to LWE*/ insurgencies/ Covid,	10	6	a) Children who have lost their parents to LWE*/ insurgencies/ Covid,	7	2	2	0
	b) Children of widows,			b) Children of widows,				
	c) Children of Divyang parent, Others e.g Land donor, orphan child etc.			c) Children of Divyang parent, orphan child etc.				
				d) Land donor	3	1	1	0
Total		100	60					

(v)	Children of Staff of EMRSs/ EMDBSs/CES/Doctors/Paramedical staff of Government Hospital serving in the same block.	Over and above the sanctioned strength of 30 students per section per Class with the restriction of maximum 40 students in one section.	No Change

Note:

1. * It includes citizens victim of LWE and Police/ Paramilitary/ Armed Forces personnel who have lost their lives fighting LWE.
2. 5% i.e 3 seats out of 60 are reserved for Children with Benchmark Disability. These seats shall be carved out @ 2 seats from ST and 1 seat from others.
3. If candidates are not available either under (iv) a, b & c or (iv) d, the seats may be filled from any category of (iv) on merit

Note: The Children of Staff of EMRSs/ EMDBSs/ CES/Doctors/Paramedical staff of Government Hospital serving in the same block shall be given admission over and above the prescribed strength of 30 students per section per Class.

This facility shall be extended to only eldest two surviving children.

The principal is authorized to admit the children of staff in the respective EMRSs/ EMDBSs/ CES where the parent is working and Doctors/Paramedical Staff of Government Hospital working in the same block.

Further, no additional financial implications are to be borne by EMRSs/ NESTS/ MoTA as these children shall not be a part of EMRS Scheme. Since, no fee is prescribed in EMRS Scheme, hence, the same shall not be charged from these students.

I. The number of seats for boys and girls will be equal. However, the EMRSs which are running as only Boys or Girls schools shall have to go for smooth progressive transition into co-educational schools starting with class VI in the next academic year considering the local circumstantial context.

II. Transgender category students shall not be denied admission subject to fulfillment of eligibility conditions. Transgender category to be considered under boys' category.

III. For point no. iv of Reservation Table 2.4 (I), the proposed consolidated quota of reservation is 10% and no individual quota is allocated to any category mentioned therein. The State/ UT EMRS Societies are allowed to decide upon the percentage and priority of individual quota of the categories mentioned therein depending upon local situations & circumstances.

IV. If a child belongs to more than one reservation category then he/ she shall be allowed to avail the benefit of only one reservation category with the highest reservation percentage.

V. The merit list for each category shall be prepared separately on the basis of the Selection

Test. The cut off marks shall be different for different reservation categories and for boys' & girls'.

VI. Children of Staff of EMRSs/ EMDBSs/ CES/ Doctors/ Paramedical staff of Government Hospital serving in the same block shall be granted admission directly in any class.

It is clarified that the children of Staff of EMRSs/ EMDBSs/ CES/ Doctors/ Paramedical staff of Government Hospital serving in the same block shall not be a part of EMRS Scheme and no financial implications in respect of these children shall be borne out of the fund released by NESTS/ MoTA.

Part-3 Admission Selection Procedure

Admission for Class VI

Admission to class VI shall be made strictly on the basis of an entrance test called Eklavya Model Residential School Selection Test (EMRSST). The candidates desirous to get admission in EMRSs have to appear and qualify EMRSST.

3.1 Admission announcement

State/ UT EMRS Societies shall notify students about admission to the new session through wide publicity by means of Doordarshan/ All India Radio/ State EMRS Societies website/web portal, EMRS websites, local newspapers, pamphlets etc.

3.2 Procedure to register for EMRS Selection Test (EMRSST)

(i) The candidates belonging to the reservation categories mentioned at Reservation Table 2.4 (I) of a State are eligible to apply for EMRSST.

(ii) Registration forms can be filled through the online/ offline mode.

(iii) For offline registration, State/ UT EMRS Societies shall have to make the format of Registration Form available at their websites/ web portal and also at the websites of EMRSs running in their State/ UT along with the information of collection centers of Registration Forms. Special measures to be taken to ensure the registration of eligible students.

(iv) The list of Exam centers for EMRSST are also to be displayed at the designated websites/ web-portal.

(v) In all EMRSs, a help desk shall be made available to assist the candidates/parents to fill online/ offline registration form free of cost.

(vi) Verification of proofs for residence, age, eligibility etc. shall be done for selected candidates by the EMRSs where the child shall be admitted after the declaration of results & provisional list of selected candidates by State/ UT EMRS Societies.

3.3 Issue of Admit Cards

The admit cards shall be made available as per date decided by State/ UT EMRS Societies which shall

be displayed on websites/ web portal. EMRSs running under the State/ UT may also be given the responsibility of issuing the Admit cards (online/offline registration) to the candidates appearing for EMRSST. As far as possible, the Exam center nearest to the residence of the candidate be allotted.

3.4 Result of the EMRSST

The result of EMRSST shall be announced on State/UT EMRS Society's website/ web portal. The result shall also be displayed on the websites of -

i. Ministry of Tribal Affairs.

ii. National Education Society for Tribal Students (NESTS).

iii. EMRSs running in the State.

iv. Nodal Principal/ Officer of the State.

Also, the Principal, EMRS concerned, shall inform the selected candidates about the result through SMS on the registered mobile number followed by an intimation through speed post.

3.5. A provisional admission list (and waiting list(s), if required), based on EMRSST shall be released by the State/UT EMRS Societies. The admission in EMRS, however, shall be granted to provisionally selected candidates on production & verification of required documents by the concerned EMRS. Candidates are advised to apply for TC/ SLC from parent school only after the verification of documents and confirmation of admission by the respective EMRS.

3.6. In case of any dispute, the decision of the Secretary/ Principal Secretary, Tribal Welfare Department/ Chairman, State/UT EMRS Society shall be final and binding on the candidates.

3.7. The candidates and their parents/guardians may note that the children will be admitted strictly as per the Merit list prepared on the basis of EMRSST and in the allotted EMRS only. The candidate has to furnish five preferences for admission in respect of the EMRSs running in their State. Under no circumstances, the selected candidate will be given admission to any other EMRS. No request for shifting of students on account of residence in a particular district, medium of instruction in the EMRS concerned, shifting of parents/guardians to other districts/ States etc. will be entertained. If a candidate, on the basis of the merit list, is eligible for admission in the EMRS other than five preferential EMRSs, then he/ she shall be granted admission in that EMRS in accordance with his/her position in the Merit List.

3.8. Counselling Sessions need to be conducted while allocating seat in the EMRS to the student based on his/ her preferences and position in the merit list prepared on the basis of EMRSST.

3.9. It is expected that the seats should be open to all ST children of the State with no specific reservation quota for the ST resident of block/ taluka/tehsil/district in which EMRS is situated. Notwithstanding, the State/ UT EMRS Societies may exercise their privilege to fix specific quota, not exceeding 30%, for the ST candidates belonging to block/ taluka/ tehsil/ district in which the EMRS is situated.

It is clarified that the candidates belonging to the reservation categories as mentioned in the table 2.4 (I) (i to iv) across the State are eligible to apply for admission in any of EMRS irrespective of the fact that whether an EMRS is running in their block/ taluka/ tehsil/ district of residence or not.

3.10. Incomplete application forms shall normally be rejected. In case, vacancies remain, State/ UT EMRS Societies may allow completion of the form later at their discretion.

3.11. Admission secured on the basis of any wrong certificate shall be cancelled by the Principal forthwith and no appeal against such action of the Principal shall be considered.

Part 4 – Composition of the Test

The EMRSST, conducted in offline mode, may be of two-hour duration with 100 objective type questions from 3 sections for a total of 100 marks. The medium of instruction for the Examination may be English/ Hindi/ Regional Language or bilingual.

Type of Test	**Number of Questions**	**Marks**
Mental ability Test	50	50
Arithmetic Test	25	25
Language (English or Hindi or Regional) Test	25	25
Total	**100**	**100**

A single test booklet comprising of all the three sections will be given to each candidate. There shall be no syllabus for EMRSST.

The Question Paper of EMRSST will be based on Competencies in accordance with the Level prescribed for Class V students by NCERT/ SCERT/ CBSE.

Additional time of 30 minutes will be allowed for “Divyang students” (differently-abled students).

Part 5 – Lateral Entry in EMRS

5.1 Admission for Class VII – IX and XI

Lateral entry in EMRSs in the classes VII – IX & XI will be allowed subject to availability of vacancies.

5.2 Procedure of Admission for Class VII – IX

Admission to Class VII – IX in EMRSs shall be done on the basis of an entrance test called EMRSLT (Eklavya Model Residential School Lateral Entry Test). The candidates desirous to get admission in class VII – IX in EMRSs shall have to appear and qualify the EMRSLT. Depending upon the availability of vacancies, the State/ UT EMRS Societies may allow EMRSs to conduct EMRSLT for the classes VII – IX in respect of the candidates' seeking admission in their school.

5.3 Composition of EMRSLT for Class VII – IX

The entrance test (EMRSLT), conducted in offline mode only, may be a pen-paper test of three hours duration with both objective & descriptive type questions from 5 sections. The questions for EMRSLT shall be asked from NCERT/ SCERT textbooks of preceding viz. Class VI-VIII in case of CBSE / State Board affiliated EMRSs respectively. There shall be total of 100 questions for 200 marks. The medium of instruction for the Examination is English/ Hindi/ Regional Language/ Bilingual.

Subject	**Number of Questions**	**Marks**
English	10	20
Hindi/ Regional Language	10	20
Mathematics	30	60
Science	30	60
Social Science	20	40
Total Marks	**100**	**200**

Additional time of 30 minutes will be allowed for "Divyang students" (differently-abled students).

Other modalities of EMRSLT shall be same as that of EMRSST.

5.4 Procedure of Admission for Class XI

No entrance test shall be conducted by State/ UT EMRS Society for admission to class XI. The candidates are selected on the basis of marks/ CGPA obtained by them in class X in CBSE / State Board.

EMRS Students:

The students declared Passed in Class X by the CBSE/ State Board shall be automatically granted admission to class XI in the same EMRS. However, offer of stream viz. Science, Commerce, Humanities will be strictly on merit.

The Merit List may be prepared on the following criteria:

- **Science Stream with Mathematics:** Aggregate marks scored in class X + marks scored in Science + marks scored in Mathematics.
- **Science Stream without Mathematics:** Aggregate marks scored in class X + marks scored in Science.
- **Commerce Stream with Mathematics:** Aggregate marks scored in class X + marks scored in Social Science + marks scored in Mathematics.
- **Commerce Stream without Mathematics:** Aggregate marks scored in class X + marks scored in Social Science.
- **Humanities Stream:** All students declared passed in Class X by CBSE/ State Board.

Subject Combinations to be made available in various streams:

- **Science Stream with Mathematics:** English, Physics, Chemistry, Mathematics & Computer Science/ Biology/ Hindi/ Regional Language/ Any other subject.
- **Science Stream without Mathematics:** English, Physics, Chemistry, Biology & Computer Science/ Hindi/ Regional Language/ Any other subject.
- **Commerce Stream with Mathematics:** English, Accountancy, Business Studies, Economics & Mathematics.
- **Commerce Stream without Mathematics:** English, Accountancy, Business Studies, Economics & Informatics Practices/ Hindi/ Regional Language/ Any other subject.
- **Humanities Stream:** English, History, Geography, and 2 subjects out of Economics, Political Science, Hindi, Regional Language or any other subject.

Note:-

- A student may opt for 6th subject as an additional subject out of the subjects offered by an EMRS.
- An EMRS may offer any subject as prescribed by the CBSE/ State Board provided 15 or more students opt for the same. However, a student can also opt for any other subject (s) as prescribed by the CBSE/ State Board even if the number of students is less than 15, provided he/ she makes his/ her own arrangement for study.
- The State/ UT EMRS Societies may exercise the option of running either all the three streams viz. Science, Commerce & Humanities in class XI & XII or one or two streams in the EMRSs running in their State/ UT depending upon local circumstances. The frequent change in streams is **not** allowed i.e if a School opts for running 2 sections of Science Stream & one Section of Commerce Stream in one year and then opts for all the three streams next year and then two streams following year.
- If seats remain vacant in class XI even after admitting the children of EMRSs, then the admissions to non-EMRS children belonging to the reservation categories mentioned in reservation table at 2.4 I may be granted on the same criteria.

- A student who was earlier not found eligible for admission to a particular stream may be allowed fresh admission to a particular stream in class XI in the next academic session, if he/she improves his/her performance within one year from the same Board.

5.5 Students of State Boards/ ICSE/ NIOS for Admission in Class XI in Eklavya Model Residential Schools

The students of State Boards/ ICSE/ NIOS may be considered for admission in class XI, if vacancies exist.

State/ UT EMRS societies are empowered to frame a policy in respect of their State/ UT for deciding equivalence of different recognized boards.

5.6 Admission for Class X and XII

Admissions to class X & XII will be entertained by the Principal of EMRS subject to availability of vacancies with prior approval of State/ UT EMRS Societies. Such admissions to class X and XII will be considered only if, the average strength in class IX & X and XI & XII taken together is less than 30 per section per class i.e the total enrolment of students in class IX & X is less than 120 for 2 sections and similarly for class XI & XII.

This will further be subject to the following conditions:

- The child has been in the same course of studies i.e. in a CBSE-affiliated school for CBSE Affiliated EMRSs and in a State Board School for State Board Affiliated EMRSs.
- The child must have obtained not less than 50% marks in aggregate in the preceding class i.e IX/ XI.
- The child should otherwise be eligible as per EMRS admission guidelines.
- The combinations of subjects opted by the student are available in EMRS.

5.7 De-Reservation

In case of insufficient registration/ non-registration/ insufficient selection in (EMRSST) or EMRSLT/ insufficient turn out for admissions, the seats reserved for a particular reservation category shall be de-reserved into other reservation categories as mentioned below:

S. No.	Reservation Category	De-reserved into	When to de-reserved
1.	ST Children	PVTGs	15 days prior to the closing date of Admission Process.
	If vacancy still exists	DNT/NT/SNT	10 days prior to the closing date of Admission Process.
	If vacancy still exists	Reservation category at Point No. iv.	05 days prior to the closing date of Admission Process.
2.	PVTGs	ST Children	15 days prior to the closing date of Admission Process.
	If vacancy still exists	DNT/NT/SNT	10 days prior to the closing date of Admission Process.
	If vacancy still exists	Reservation category at Point No. iv.	05 days prior to the closing date of Admission Process.
3.	DNT/NT/SNT	ST Children	15 days prior to the closing date of Admission Process.
	If vacancy still exists	PVTGs	10 days prior to the closing date of Admission Process.
	If vacancy still exists	Reservation category at Point No. iv.	05 days prior to the closing date of Admission Process.
4.	Reservation Category at Point No. iv.	ST Children	15 days prior to the closing date of Admission Process.
	If vacancy still exists	PVTGs	10 days prior to the closing date of Admission Process.
	If vacancy still exists	DNT/NT/SNT	05 days prior to the closing date of Admission Process.
5.	Boys' seats shall be de-reserved for Girls' and vice versa as per the criteria given above.		

However, it is expected that dedicated concerted efforts are put in wide publicity, information of the EMRS Scheme & Admission Process and necessary support have been extended to the desirous students.

- Special drives, if required, for filling up of vacant seats in existing EMRSs needs to be conducted

Part 6 – Documentation

The candidates who are provisionally selected for admission will have to submit the requisite documents, as demanded by the EMRS, at the time of admission for verification. The State/ UT EMRS Societies shall have to inform the candidates at the time of Registration & display of list of provisionally selected Candidates about the documents required for Admission.

However, a list of suggestive documents is mentioned as below: -

i. Date of birth certificate issued by the authority competent to register births. This will include certificates from Notified Area Council / Municipality / Municipal Corporation extract about the date of birth from records of Village Panchayat, Military Hospital and service records of Defence personnel or Affidavit. The original certificate of date of birth should be returned to the parent after verification. Admissions up to class VIII may be granted without any school transfer certificate provided the child is otherwise eligible and his birth certificate has been issued by a Govt. body or affidavit.

ii. Aadhar Number/ Card.

(It is pertinent to mention here that none of the child is to be denied admission on non-submission of Aadhar number. For the students with no Aadhar Number, the concerned EMRS where the child shall seek admission shall facilitate him/ her in procurement of Aadhar Number).

iii. Domicile/ Reservation Category certificate.

iv. Service Certificate of the parents in case of Children of Staff of EMRS/ EMDBS/ CES/ Doctors/ Paramedical staff of Government Hospital serving in the same block.

v. Disability Certificate, if applicable.

vi. Report Card of the preceding class/ an Affidavit in case of the children who have not attended any school but studied at home.

vii. Report of Medical Checkup of the Provisionally Selected Students is to be carried out by the EMRS.

viii. Transfer Certificate/ School Leaving Certificate from the previous School. But, at the time of registration the child is required to submit Bonafide Certificate from the school currently attending or self-declaration in case of not attending any school but studying at home/ NIOS Registration or Passing Certificate.

ix. Any other documents required. (As decided by State EMRS Societies)

Part 7: Sample Forms

7.1 Sample Transfer Certificate

Kindly type the below mentioned text on the Letter Head of School, if the school does not have their own Transfer/ school Leaving Certificate.

1. TC/ SLC No.: _____
2. Name of the Student: _____
3. Mother's Name: _____
4. Father's Name: _____
5. Nationality: _____
6. Date of Birth (in Figures): _____

(in Words): _____

7. Aadhar Number of the Student (not mandatory): _____
8. Blood Group of the Student: _____
9. Category of the Student:_____(General/ SC/ST etc.)Sub-Category of the Student: _____
10. Whether the Student belongs to Divyang Category:_____ _____(Yes/No)
    Type & Percentage of Disability: _____
11. Class to which the student was first admitted:_____Year: _____
12. Class in which the student is presently studying: _____
13. Date of enrolment in the present Class: _____
14. Result through which the student has been enrolled in the present class:
    a) Passed and Promoted to Class:_____Year: _____
    b) Detained in the Class:_____Year: _____
15. Date of last attendance in the school: _____
16. Attendance of the Student till the issuance of TC/ SLC: _____
17. Date of Application for TC/ SLC: _____
18. Date of issue of TC / SLC: _____
19. Has the Student ever been rusticated from the school: _____

If Yes, Reasons of rustication: _____

Reasons for re-admission of the Student in the School: _____

20. General Conduct of the Student: _____

TC/ SLC issued by:

Signature: _____

Name & Designation: _____

TC/ SLC checked & verified by:

Signature: _____

Name & Designation: _____

Signature of the Principal/ Head Master: _____

Name of the Principal/ Head Master: _____

Seal/ Stamp of the School:

Countersignature by Education Officer/ any other Govt./ CBSE Authority:

Signature: _____

Name & Designation: _____

Seal/ Stamp:

7.2 Sample Registration Form

Name of State / UT EMRS Society.....(State)

Class…….

Session……

Self-Attested Passport Size colored Photograph

1.	Name of the Child	
2.	Date of Birth (dd/mm/yyyy)	
3.	Age as on 31.03.20…..	…… Yrs……Months
4.	Gender (Boy/ Girl/ Transgender)	
	In case of transgender, Orientation towards Boy/	
5.	Aadhar Number / Residence Proof	
6.	Blood Group (if available)	
7.	Reservation Category (as per Admission Guidelines)	
8.	Name of the tribe, if applicable	
9.	Disability Status (Yes/ No)	
10.	Type of Disability and its Percentage	

11.	Resident of Block, Taluka, Tehsil & District	
12.	Father's Name	
13.	Mother's Name	
14.	Name of Guardian	
15.	**Occupation**	
	Father	
	Mother	
	Guardian	
16.	Native Language/ Mother Tongue	
17.	Class in which currently studying	
18.	Medium of Instruction	
19.	Name of the school attending	
20.	Address for Correspondence along with PIN	
21.	**Contact Number**	
	Father	
	Mother	
	Guardian	
22.	**Class XI only**	
	Choice of Stream (Science/Commerce/Humanities)	
	Percentage & Marks Obtained/ CGPA in Class X	
	Subjects Chosen	
23.	**Achievements,** if any, in	
	Co-curricular Activities	
	Games & Sports	
	Scouts & Guides, NCC, NSS, Adventure Activities	
	Other Activities	
24.	Have you participated in Student Exchange Programme? if yes, give details.	
25.	Options for Admission in EMRSs of the State	
	Option No. 1	
	Option No. 2	
	Option No. 3	
	Option No. 4	
	Option No. 5	
26.	Medium of Instruction for EMRSST/ EMRSLT	
27.	Are you a drop out of any of EMRSs? if yes, furnish details:	**Yes / No**
	Name of EMRS last studied	
	Year of Drop out	
	Reason for dropping out of EMRS	

28.	Have you ever been rusticated from any School? if yes, furnish details:	**Yes / No**
	Name of School from where you were rusticated	
	Year of Rustication	
	Reason of Rustication	
29.	I ……..Father/ Mother/ Guardian of …… hereby declare the information provided by me in the application form in respect of my child/ ward is true to the best of my knowledge, belief and information.	
30.	**Signature(s) / Thumb impression**	
	Father / Mother/ Guardian	
	Child	

Acknowledgement Receipt:

1.	Registration Number	
2.	Date	
3.	Class in which admission is sought	
4.	Name of Child	
5.	Father's / Mother's/ Guardian Name	

For Office use:

1.	Registration Number Allotted	
2.	Date	
3.	Class in which admission is sought	
4.	Name of Child	
5.	Father's / Mother's/ Guardian Name	
6.	Eligibility in terms of Age	Eligible / Not Eligible
7.	Documents found attached in respect of	Tick ( ) Mark
	Date of Birth Certificate	
	Aadhar Card / Residence Proof	
	Blood Group	
	Domicile Certificate	
	Reservation Category	
	Disability Certificate	
	Bonafide Certificate from the school currently attending or self-declaration in case of not attending any school but studying at home/ NIOS Registration or Passing Certificate.	
	Achievement in Sports for the students	

	to be admitted under Sports quota	
	For admission in Class XI	
	Class X Mark sheet	
	Certificates for claiming concession in admission	
8.	Score in EMRSST / EMRSLT / % in Class X	
9.	Is the Child drop out of any of the EMRSs	
10.	Has the child ever been rusticated	
11.	Eligible for Admission or Not. In case of non-eligibility, mention reason.	
12.	Signature of Dealing hand	

7.3 Sample Self declaration

I, Sh./ Smt./ Ms. ……., Father/Mother/Guardian of Master/ Miss ……. submit that my child/ ward is ……..yrs old and his date of Birth is as per the date of birth certificate.

I hereby declare that my child/ ward …… (name) has not received formal education in any recognized school but have received informal education and attained required competencies appropriate to his age in accordance with the syllabus prescribed by the concerned Authorities of State/ Central Government and is eligible for Selection Test to class …….

Signature: …….
Name: …….
Relation with the Child: ……..
Date: ……