



F.No. NESTS/General/OfficeCircular/90/2020-21
E-Office No. 19317

Dated: 20/02/2025

Circular

In order to streamline the office procedures, department wise e-mail IDs have been created as given below. All concerned are requested to go through matters listed against each department and address the communication to the e-mail ID of respective department to which the issue pertains **(THROUGH PROPER CHANNEL)**.

Communication received over Email ID other than those mentioned below will **NOT** be entertained.

S.No.	Department and Email ID	Deals with
1	Academics: acad.hq@nests.tribal.gov.in	<ul style="list-style-type: none"> • Inquiries regarding Academic Projects • CBSE Affiliation Matters • Concerns Related to Laboratory Infrastructure • National Cadet Corps (NCC), National Service Scheme (NSS), and Scouts Activities, Sports • Coaching Programs for IIT, NEET, and NDA • Cultural and Sports Events/Meetings • Annual Programs or Events • Academic Resources and Support • Inquiries Pertaining to Guidelines Issued by the Academic Division • General Inquiries Regarding the Academic Division • Representation forwarded by state societies related to academic division

2	School Management: school.hq@nests.tribal.gov.in	<ul style="list-style-type: none"> • School Administration Issues • Complaints Regarding School Administration and Staff • Administrative Inquiries from State Societies Related to EMRS • Confirmation of Khadi Fabric from State Societies • Representation forwarded by state societies
3	Finance: finance.hq@nests.tribal.gov.in	<ul style="list-style-type: none"> • Recurring Fund Demand from state societies. • Tax related matters of staff posted at EMRS/HQS./RO. • Account and Audit matters. • HRMS (Octopod) related issues.
4	Admin: admin.hq@nests.tribal.gov.in	<ul style="list-style-type: none"> • All NPS related matters.
5	HR: hr.hq@nests.tribal.gov.in	<ul style="list-style-type: none"> • Queries/ clarifications pertaining to HR service matters • Joining, resignation and extension requests of only Principal • Grievances / representations related to HR service matters other than financial issues • Information from / to nodal officers of State EMRS Societies • Compliance of guidelines/notices pertaining to HR Service matters other than Finance matter • Correspondence with State Nodal officers w.r.t HR matters • All correspondences with reference to staff of EMRSs. • Transfer policy and it's

		implementation
6	Vigilance: vigilance.hq@nests.tribal.gov.in	<ul style="list-style-type: none"> • Carry out investigation into the Complaints and surveillance/detection/intelligence in respect of Vigilance matters. • Carry out surprise/periodical / random Inspections in the potential corruption prone areas. • Carry out CTE Type of inspections. • To plan and organize various activities for Vigilance Awareness Week. • To attend to any other office work assigned by CVO from time to time.
7	Constructions: construction.hq@nests.tribal.gov.in	<ul style="list-style-type: none"> • Land related matters: Documents, Formal sanction/Approval, Hindrances etc. • Upgradation of EMRSs : Infrastructure improvements in EMRSs sanctioned under Article 275(1) • Forest related matters : Diversion, Hindrances etc. • Proposal for establishment of new EMRS • Foundation stone of EMRS • Inauguration of EMRS • Approach Road, Water Supply and Electricity Connection in EMRSs • Centre of Excellence for Sports • MLP (Master Layout Plans) and DPR (Detailed Project Report) • Approval of PE in case of CPWD • Financial Matter : Fund

		<p>Requests by Construction Agencies, Fund Release, Payment of PMC charges.</p> <ul style="list-style-type: none"> • Structural Safety Audits of EMRS • Time extension cases • Construction site visits/Inspection • Third Party Quality Assurance of EMRS • Deviation cases • MoU/Collaboration with other organisations like IIT, CBRI, SPA etc. • Construction Complaints - Hindrance by locals, Left Wing Extremism, Quality issues etc. • Project Review Meetings. • Issuance of construction guidelines/orders.
8	Legal: legal.hq@nests.tribal.gov.in	<ul style="list-style-type: none"> • Court cases wrt recruitment and land related commercial issues of EMRS schools • Bills issued by advocates for drafting, appearances, conference etc. • MOUs of related internal department for vetting • Inputs/other communications relating court cases • PMO reference/RTI relating court case
9	IT: it.hq@nests.tribal.gov.in	<ul style="list-style-type: none"> • IT/website related matters. • Eoffice/email related issues.

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Joint Commissioner
NESTS