



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	<b>Academics:</b> <a href="mailto:acad.hq@nests.tribal.gov.in">acad.hq@nests.tribal.gov.in</a>	<ul style="list-style-type: none"> <li>Inquiries regarding Academic Projects</li> <li>CBSE Affiliation Matters</li> <li>Concerns Related to Laboratory Infrastructure</li> <li>National Cadet Corps (NCC), National Service Scheme (NSS), and Scouts Activities, Sports</li> <li>Coaching Programs for IIT, NEET, and NDA</li> <li>Cultural and Sports Events/Meetings</li> <li>Annual Programs or Events</li> <li>Academic Resources and Support</li> <li>Inquiries Pertaining to Guidelines Issued by the Academic Division</li> <li>General Inquiries Regarding the Academic Division</li> <li>Representation forwarded by state societies related to academic division</li> </ul>

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

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

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

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Joint Commissioner  
NESTS