



NESTS/H-1/124/NESTS-Guidelines/2025-26

Dated: 27/02/2026

To
The Principals,
All EMRSs

Subject: Provision of Good Quality Irons, Ironing Boards and Installation of Shoe Polish Machines in EMRS Hostels.

Sir/Madam,

In continuation of this office circular No. NESTS/ADMIN/MiscProg/379/2022-22 dated 16/10/2025 regarding maintenance of personal grooming, hygiene, and discipline among students in EMRS hostels, it has been considered necessary to further strengthen institutional facilities that support proper upkeep of uniforms and footwear.

2. Accordingly, the following arrangements shall be made in all EMRS hostels:

- (i) **Provision of Good Quality Irons and Ironing Boards:** Two (02) good quality, heavy-duty electric dry irons (preferably ISI-marked), thermostatically controlled and suitable for regular institutional use, along with sturdy standard-size ironing boards per House (for Junior and Senior groups separately in Boys' and Girls' hostels) shall be provided. Substandard or low-grade appliances shall not be procured.
- (ii) **Installation of Shoe Polish Machines:** One shoe polish machine shall be installed in both Boys' and Girls' hostels to facilitate regular polishing of shoes and ensure neat, disciplined, and uniform appearance among students.

3. Procurement of the above items shall be undertaken strictly in accordance with applicable financial norms and General Financial Rules (GFR), ensuring adherence to prescribed quality and safety standards along with proper stock entry. The expenditure on these items may be met from the **Capital Expenditure head**, wherever applicable and permissible under existing financial guidelines.

4. Hostel Wardens and House Masters shall ensure supervised and safe usage of these facilities and guide students in developing consistent habits relating to maintenance of properly ironed uniforms and polished footwear.

5. All Principals are requested to make necessary arrangements and ensure strict compliance. This issues with the approval of the Competent Authority.

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(Kumud Kushwaha)
Deputy Commissioner, NESTS

Copy to:

- (i) The Nodal officer, State/ UT EMRSs Society
- (ii) Consultants, NESTS
- (iii) IT Division- for NESTS Website