



NESTS/H-1/NESTS-Circulars/142/2025-26

Date: 14<sup>th</sup> July, 2026

### CIRCULAR

**Subject: Regular Monitoring of Official School E-mail Accounts and Timely Submission of Information Sought by NESTS.**

It has been observed that communications issued by NESTS Headquarters are not being attended to in a timely manner by certain EMRSs due to irregular checking of the official school e-mail accounts. It has further been observed that, despite repeated communications through e-mail, official letters, Google Forms and online data collection formats, information is often not submitted within the prescribed timelines.

2. In several instances, officials of NESTS have been constrained to repeatedly contact Principals telephonically for submission of routine information and compliance reports. Despite such reminders, delays continue to occur in submission of data and compliance reports by certain schools. Such delays adversely affect monitoring, reporting, policy formulation and decision-making at the Headquarters level.

3. In view of the above, all Principals are hereby directed to ensure that the official e-mail account of their respective school is checked on a daily basis and that all communications received from NESTS are examined and acted upon promptly. Information sought by NESTS through e-mail, letters, Google Forms, online portals or any other mode shall be submitted strictly within the stipulated timelines without waiting for reminders or follow-up communications.

4. Further, the Principal shall regularly access the official school e-mail account for immediate action in the matter. In addition, Principal shall be responsible for ensuring that no communication remains unattended or unnoticed.

5. The Principal shall be personally responsible for ensuring timely submission of information, compliance of instructions and adherence to timelines prescribed by NESTS. Failure to check official e-mails, failure to respond to communications, delay in submission of information, or non-compliance with instructions issued by NESTS shall be viewed seriously.

6. Any lapse on account of non-monitoring of official e-mail accounts, delayed submission of information, non-furnishing of data, or failure to comply with directions issued by NESTS shall attract accountability of the concerned Principal and responsible office staff. Such lapses may be recorded adversely and may invite disciplinary action under the applicable rules and regulations.

7. A list of registered official e-mail IDs of EMRSs is enclosed. All Principals shall verify the correctness and operational status of the e-mail ID pertaining to their school and immediately bring any discrepancy or requirement for updation to the notice of NESTS.

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8. All Principals shall ensure strict compliance with the above instructions. No request for extension of timelines on the grounds of non-receipt of communication through the official school e-mail account shall ordinarily be entertained.

This issues with the approval of the Competent Authority.

**Encl.:** As above.

-sd-  
**(Kumud Kushwaha)**  
Deputy Commissioner

**Copy to:**

1. Nodal officers, State EMRS Society, All states.
2. Consultant, NESTS, All States.
3. Principal, EMRSs, All States.
4. NESTS Website.