

राष्ट्रीय आदिवासी छात्र शिक्षा समिति

(जनजातीय कार्य मंत्रालय के अंतर्गत  
एक स्वायत्त संस्थान, भारत सरकार)

भू-तल, गेट नंबर-3ए, जीवन तारा बिल्डिंग,  
संसद मार्ग, नई दिल्ली-110001  
दूर. 011-23340280



**National Education Society for Tribal Students**

(An Autonomous Organization under  
Ministry of Tribal Affairs, Govt. of India)

Ground Floor, Gate No.3 A, Jeevan Tara Building,  
Parliament Street, New Delhi-110001

Telephone No. 011-23340280

वेबसाइट/Website: [www.tribal.nic.in](http://www.tribal.nic.in)

Email: [nests-tribal@tribal.gov.in](mailto:nests-tribal@tribal.gov.in)

Dated: 01.12.2024

## **NOTICE**

### **FAKE LETTER CIRCULATING IN EMRS**

It has come to the notice of NESTS that a fake letter as attached is being circulated within the EMRS fraternity, falsely attributed to this organization and containing fabricated directives.

All EMRSs are advised to verify the authenticity of any communication on the official NESTS website (<https://nests.tribal.gov.in>) before implementation. Any instances of such fraudulent activity must be reported to NESTS immediately.

Your cooperation in maintaining the integrity of official communications is appreciated.

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F. No. NESTS/EMRS/CAC/113/2021-22/1475

Dated: 30<sup>th</sup> November, 2024

The Principal,  
All EMRSs,

Subject: Revised Assignment of Duties Pertaining to Store, Procurement, Exam Paper Preparation, and Online Portal Management.

**Sir/Madam,**

In light of recent feedback, including multiple Right to Information (RTI) queries and personal requests, and after a review of the current roles and responsibilities within the EMRS institutions, we would like to bring your attention to certain important revisions regarding the assignment of duties. These adjustments are being made to streamline processes, improve efficiency, and ensure better clarity in the functioning of various administrative and academic roles. Kindly note the following revised responsibilities:

- 1. Maintenance of Store, Including Mess (if Mess is run by EMRS):** The responsibility for the maintenance of the store and the mess (where applicable) will now be assigned to the Hostel Warden. The Warden will ensure the proper upkeep and management of the store and mess facilities, including regular monitoring and supervision.
- 2. Maintenance of Stock Register and Indents for Procurement:** The duty of maintaining the stock register with accurate and regular entries for consumable and non-consumable items will now be handled by the Accountant. Additionally, the Accountant will be responsible for preparing and submitting indents for all required items pertaining to EMRS, hostel, mess, staff quarters, etc., as well as maintaining procurement files and submitting proposals for approval.
- 3. Preparation of Exam Papers and Test Papers:** It has been decided that the responsibility for preparing and typing exam papers and test papers will not fall under the purview of the office staff (including Principal, Vice Principal, Accountant, SSA, JSA, etc.). These tasks will now be handled exclusively by the related teaching staff. Additionally, the responsibility for generating results, keeping offline records, and uploading the same onto the online portals (such as MIS and other state-run portals) will also lie with the respective teaching staff.
- 4. Management of Online Portals (MIS and Other State-run Portals) Related to Staff and Students:** All updates and management of online portals related to staff and students (including MIS and other state-run portals) will henceforth be the responsibility of the Accountant. This includes updating staff and student data, maintaining accuracy in records, and ensuring that all relevant information is uploaded and kept up to date across the respective platforms.

We trust that these revised responsibilities will bring about a clearer delineation of duties and improve operational efficiency within your institution. Please ensure that this information is promptly communicated to all relevant staff members, and that the necessary adjustments are made accordingly.

Looking forward to your support & cooperation.

**(Anupam Sonalkar)**  
Joint Commissioner, NESTS.