



नवोदय विद्यालय समिति
NAVODAYA VIDYALAYA SAMITI

शिक्षा मंत्रालय, (स्कूल शिक्षा और साक्षरता विभाग)
भारत सरकार, बी-15, सेक्टर 62, नोएडा, उ.प्र. - 201309
Ministry of Education, (Department of School Education and Literacy),
Government of India, B-15, Sector 62, NOIDA, U.P. - 201309



F.No. 19-4/2024- NVS (Admn) / 688

Dated: 27.08.2024

To ,

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices/ NLIs

Subject: Issuance of Identity Cards to Retired Employees of Navodaya Vidyalaya Samiti

Sir/Madam,

The retired employees of Navodaya Vidyalaya Samiti (NVS) have been demanding for issuance of identity cards for a long time. Now, the Competent Authority has pleased to approve for issuance of identity cards to the retired employees of NVS. Consequently, identity cards may now be issued to retired employees upon their request, as per the attached format and by complying the following instructions:

(i) **Issuing Authority/Office:**

- **Principal of concerned JNV:** For retired employees up to the level of PGT.
- **Deputy Commissioner, NVS Regional Office:** All retired employees of the concerned region upto the level of Assistant Commissioner and the retired Principal and Vice Principal of the JNV under the jurisdiction of concerned regional.
- **Deputy Commissioner, NLIs:** All retired employees of the concerned NLI, except Deputy Commissioner.
- **Deputy Commissioner (Admn.), NVS Hqrs :** All the retired employees of NVS Hqrs and Deputy Commissioners of ROs/NLIs.

(ii) **Verification:** Identity cards are to be issued only after verifying the details from the service records.

(iii) **Register for issue of I.Card:** The concerned office will maintain a register for issuing identity cards, using the attached format.

(iv) **Serial Number Generation:** A unique four digit Serial Number is to be allotted for each Identity card as per the running number of Identity Card Issue register, which will run year wise e.g. 0001/2024, 0002/2024,0553/2025, 1014/2025, etc.

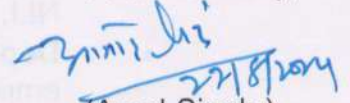
- (v) **Undertaking:** The retired employee must submit an undertaking stating that he/she will not misuse the card, and in case it is found to be misused, the identity card will be confiscated.
- (vi) **Application Submission:** The retired employees may submit their application to the JNV/RO/NLI/Hqrs concerned. Further, the employees retiring within 15 days may submit the application for issue of the identity card at least 15 days before his retirement date.
- (vii) **Required Documents:** The following documents are to be submitted along with the application form for issue of Identity Card:
- Two recent passport-sized photographs
 - Copy of the last pay slip
 - Identity proof (Aadhaar Card, PAN Card, etc.)
 - Address proof
 - Copy of Aadhaar card
- (viii) **Validity:** The ID card will be valid for lifetime. Any changes in address, mobile number, or email can be got updated by approaching the issuing office.
- (ix) **Loss/Damage:** In case of loss or damage to the identity card, the retired employee should submit a written request to the concerned office along with a copy of the FIR or the damaged card and a processing fee of Rs.100/- for card replacement.
- (x) **Carrying the Card:** Retired employees of NVS are advised to always carry their identity card while visiting any NVS campus.

This issues with the approval of competent authority.

Hindi version follows.

Encl. as above

Yours faithfully,


(Azad Singh)

Assistant Commissioner (Admin.)

Copy to

1. All Officers of NVS Hqrs.
2. The Principal, All JNVs.(through ROs/NVS website)
3. Assistant Commissioner (IT), Navodaya Vidyalaya Samiti, Headquarters, Noida for uploading on the NVS website.
4. Guard File.

Application for issue of Identity Card for Retired Employees of NVS

To,

The Deputy Commissioner,
Navodaya Vidyalaya Samiti,
Regional Office/NLI

The Principal, JMV ---

Sub: Request for Issue of Identity Card after Retirement.

Sir/Madam,

It is to inform you that the undersigned had retired from the post of On dated & was posted at

Having served this esteem organization diligently throughout my tenure, I have contributed towards the mission of providing quality education. In order to facilitate my identification and access to various benefits and facilities available to retired staff members, I kindly request the issuance of an identity card with the following details:

Details for the Identity Card:

Name	
Employee ID	
Post held on Retirement	
Last Pay level & Pay	
Date of Retirement	
Date of birth	
Aadhar No.	
Contact Number:	
Email Address	
Address	

I have enclosed the necessary documents for verification, including my retirement order and two passport-sized photographs as per the prescribed guidelines.

I hereby undertake the following:-

1. In case of loss or damage of the Identity Card, I will apply for replacement with a written request to the concerned office and a processing fee of Rs.100/-.
2. I hereby affirm that I will not use the card for any activities that could bring disrepute to the samiti. In the event that my name is found associated with any such act, I agree that my Identity Card should be confiscated.

Encls - As Stated above.

Yours sincerely,

Signature-
Your Name-
Designation

कार्ड नं./Card No..... For Retired Officials वैधता/Valid Till वैधता/Valid Till	कार्ड नं./Card No..... For Retired Officials वैधता/Valid Till वैधता/Valid Till	कार्ड नं./Card No..... For Retired Officials वैधता/Valid Till वैधता/Valid Till
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पेंशन/Retirement Details

नाम/Name :	नाम/Name :	नाम/Name :
Retire/Postfield of Retire/Postfield of Retire/Postfield of Retire	Retire/Postfield of Retire/Postfield of Retire/Postfield of Retire	Retire/Postfield of Retire/Postfield of Retire/Postfield of Retire
Pay level & Pay level & Pay level	Pay level & Pay level & Pay level	Pay level & Pay level & Pay level
Last phase of post/Last phase of post/Last phase of post	Last phase of post/Last phase of post/Last phase of post	Last phase of post/Last phase of post/Last phase of post
Date of Retirement	Date of Retirement	Date of Retirement

Signature of Issuing Authority / Signature of Issuing Authority / Signature of Issuing Authority

Date of Birth / Date of Birth / Date of Birth
 Blood Group / Blood Group / Blood Group
 Aadhar Number / Aadhar Number / Aadhar Number
 Address / Address / Address
 Mobile Number / Mobile Number / Mobile Number