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फैक्स-040-27895567

नवोदय विद्यालय समिति

हैदराबाद संभाग

मानव संसाधन विकास मंत्रालय का एक स्वायत्त संस्थान  
(स्कूल शिक्षा एवं साक्षरता विभाग, भारत सरकार )

1-1-10/3, एस.पी. रोड, सिकन्दराबाद

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**NAVODAYA VIDYALAYA SAMITI  
(HYDERABAD REGION)**

An Autonomous Organization under Ministry of HRD  
(Dept. of School Education & Literacy, Govt. of India)

1-1-10/3, S.P. Road, SECUNDERABAD

Pin- 500 003 (Telangana)

पत्रांक सं. 11-49/SA/NVS(HR)/2015-16/

Date: 05.11.2015.

**MOST IMPORTANT**

To  
The Principal,  
All Jawahar Navodaya Vidyalayas of  
Hyderabad Region.

Sub: Immediate administrative action against employees involved in sexual harassment of women at workplace and immoral sexual behaviour towards any student amounting to moral turpitude – Reg.

Sir/Madam,

The Navodaya Vidyalaya Samiti, Hqrs., Noida and this office had observed that some of the employees are allegedly involved in sexual harassment of women employees or sexual offence against the school children.

The NVS Hqrs and this office have taken a strict disciplinary action against such employees under provisions of Rules of Govt. of India.

The NVS Hqrs vide its circular No.10-75/2012-NVS(SA) dated 06.06.2013 has issued a detailed guidelines to prevent sexual abuse in JNVs and the Govt. of India, Ministry of Law & Justice in their Gazette Notification dated 23.04.2013 has published the sexual harassment of women at work place (Preventive, Prohibition & Redressal) Act 2013.

The Commissioner, NVS has stressed upon taking immediate administrative action against the employees involving in such immoral activities in the Vidyalaya. Accordingly, following action has been suggested:

“ It has been decided that any employee found allegedly involved in sexual harassment towards the women and students shall henceforth be immediately transferred to a Vidyalaya of other region with or without placing him/her under suspension. Simultaneously the disciplinary action adhering to the procedures and rules should be initiated and completed in time bound manner and the erring employee be punished appropriately to prevent recurrence of such misconduct. NVS (HQ) will effect the transfer on the recommendation of the RO concerned.”

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Further it has been directed to constitute committees to deal with such cases as per the following details:

**Case 1: Sexual abuse of students by staff other than Principal**

- a) The matter has to be got inquired by Vidyalaya level committee consisting of the following members

- Principal - Chairman
- Sr. Male Teacher - Member
- Sr. Female Teacher - Member
- Vice Principal - Member Secretary

The committee has to submit the report to the cluster incharge **within three days**.

- b) Cluster level committee consisting of the following member is to be constituted to review the report submitted by Vidyalaya level committee.

- Cluster incharge / Assistant Commissioner - Coordinator
- A Female Officer not less that the cadre of Principal - Member

The committee has to submit the report to the cluster incharge **within three days**.

- c) The Deputy Commissioner, Regional Office will forward the report to NVS (HQ), if found proved, **within two days** from the date of receipt of report from the cluster incharge.

**Case 2: Sexual abuse of students by the Principal**

The matter has to be got inquired by Regional level committee consisting of the following members:

- The Deputy Commissioner, Regional Office - Chairman
- Cluster In-charge - Member
- Sr. Female Officer / Principal - Member

The report is to be forward to NVS (HQ), if proved, **within two days**.

**Case 3: Sexual harassment to women at work place**

The Regional Officer has already formed a Regional Level Committee to inquire in to the case of allegations of sexual harassment against the female employees. The notification of set up of Regional Level Committee has already been uploaded in our website. The cases of sexual harassment of women at work place can be directly referred to the committee for conducting inquiry as per the provisions contained in the above quoted Govt. of India notification.

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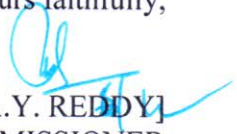
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Please ensure all possible steps are taken to prevent sexual offences against the women employees and school children by the JNV employees.

The content of this circular may be brought to the notice of all the employees and their signature may be obtained as a token of acknowledgement.

Action taken in the matter may please be confirmed latest by **30<sup>th</sup> November 2015.**

Yours faithfully,



[A.Y. REDDY]

DEPUTY COMMISSIONER

Copy to:

The Commissioner, NVS Hqrs., Noida – for favour of information with reference to his letter No.2-6(1)/2015-NVS(Estt)/2836-55, dated October 22, 2015.