



Nehru Yuva Kendra Sangathan  
नेहरू युवा केन्द्र संगठन

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## Nehru Yuva Kendra Sangathan

स्वायत्तशासी संस्था  
युवा कार्यक्रम एवं खेल मंत्रालय  
भारत सरकार

*an Autonomous Body under the  
Ministry of Youth Affairs & Sports  
Government of India*

साथ साथ  
कल की ओर...



Ref No: 11023/NYKS:PERS/ Regularization/2017/1230 Dated: 29<sup>th</sup> November, 2017


From : Nand Kumar Singh, Dy. Director-Pers.  
To : All concerned State Directors to be conveyed to all employees (as per list)  
Subject : Providing requisite authentic documents to verify date of birth date of joining, educational qualification and caste to approve the cases of employees for regularization-reg.

Sir/Madam

This is in continuation to the letter issued by the Director General on 21<sup>st</sup> November, 2017 in the subject cited above.

In compliance to the direction of the Director General, since all the essential documents have not been found on record, therefore, kindly ensure to submit the essential documents duly attested by the concerned DYC/DD/SD or immediate reporting officer along-with seal and date.

Director General has desired to expedite the process of issuing of orders of the concerned employee by giving the staff and concerned employee an opportunity to facilitate quick processing by submission of **copies** of certificates duly attested (in original) either by concerned DYC or nearest available DYC, Dy. Director or State Director and be sent either through Speed post or through proper channel or personally by the concerned employee to Dy. Director-Personnel, NYKS-Hqtrs, Delhi. In case being submitted personally, an affidavit of correctness of documents be also attached.

  
29/11  
Cont...2

द्वितीय तल, कोर-IV, स्कोप मीनार, लक्ष्मी नगर जिला केन्द्र, विकास मार्ग, दिल्ली-110092  
2nd Floor, Core-IV, Scope Minar, Laxmi Nagar District Centre, Vikas Marg, Delhi-110092  
Tel : 011-22446070 Fax: 011-22446069 email : feedback@nyks.org

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Detail of these requisite documents is as under;

1. Date of Joining - For this purpose either a proper letter of joining duly accepted by the Competent Officer or the proof of first payment made to the concerned employees by NYKS is required.
2. Date of Birth - Either a Certificate of birth issued by the hospital or the local Municipal Authority or the certificate of matriculation is required as a proof of date of birth.
3. Proof of Education - A proper certificate of having passed the standard of Education as applicable is required for the proof of education.
4. Caste certificate - A certificate issued by the respective State Govt. Departments required.

It is to be noted that the Director General has decided to issue regularization order on day to day basis in case of those employees whose documents are found complete in all respects as per above parameter.

Yours faithfully

  
(Nand Kumar Singh)  
Dy. Director-Pers.

Copy to : PS to DG, NYKS-Delhi  
: Director (i/c), NYKS-Delhi.  
All State Directors, NYKS & all DYCs-with the request to ensure quick compliance of the DG's directions.  
: JD (EDP)-with a request to up load on NYKS website.



Ref.No.DG/2017/1197

Dated 21<sup>st</sup> November, 2017

From : Director General

To: Director i/c

1. This has reference to the discussion between Director General and Secretary (YA) on 17<sup>th</sup> November 2017.
2. In order to approve the cases of regularisation, the following to be adopted
  - (a) **Date of Joining;** For this purpose either a proper letter of joining duly accepted by the Competent Officer should be available in service record of the individual or the date may be verified by production of proof of first payment made to him by NYKS.
  - (b) **Date of Birth;** Either a Certificate of birth issued by the hospital or the local Municipal Authority be made available or the same may be proven with the help of certificate of matriculation or any other proof as accepted by Government.
  - (c) **Proof of Education;** A proper certificate of having passed the standard of education as applicable would be required for proving the same.
  - (d) In case of non-availability of the relevant records in the office the individual be requested to submit the same along with an affidavit.
  - (e) The original of above documents must be verified (photocopy without attestation will not be acceptable for this case).
3. The Director General will sign all cases where the records are found complete or get completed, on a day to day basis, to avoid delay.
4. The Dy Director (Personnel) is directed to ensure the entire process is expedited and completed within a month positively and all cases which are complete in all respects be submitted immediately.

  
Maj. Gen.-Dilawar Singh (Retd.)  
Director General

CC: Secretary (YA), MoYAS - Sir for information please  
Dy Director (Personnel), NYKS HQ – for strict and expeditious compliance  
(X)EDP – for placing on website

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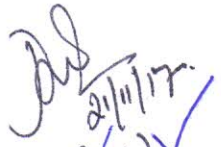
2-5-9/02/17  
21/11/17

For necessary  
Compliance to be ensured



AD-BJ

RKS

  
21/11/17  
1/1/18  
2/1/18 (EOP) for (X)

