

**Office Order**Board Representatives (BR): **(Lakshadweep)**

In pursuit of the responsibility entrusted to the CBSE for NAS, the Board has appointed Representatives to various destinations as per details below. Their air tickets have been booked and Advance of Rs.13000 has also been credited/being credited into individual Account. BR concerned may download their Letter of Appointment (LOA) from NAS Portal. Details of BR have been shared with District Level Coordinator (DLC).The BRs, District appointed at, itinerary in respect of the State of **Lakshadweep** are as under:

S.no	Reg. No.	Name	Email	Mobile	Designated District	Date of onward	Date of Return
1	BR2101602	J.P. Pandey	<a href="mailto:jppandey.irps@gov.in">jppandey.irps@gov.in</a>	8826309605	LAKSHADWEEP	08.11.21	15.11.21
2	BR2102140	K V Mohanan	<a href="mailto:kvmohanan92@gmail.com">kvmohanan92@gmail.com</a>	9962894264	LAKSHADWEEP	08.11.21	15.11.21

In this regard, following instructions may be noted :

1. There is no exemption from the assigned duty being a Govt. project. It is mandatory to perform the duty as assigned above.
2. You are also requested to familiarise yourself with your roles and responsibility as BR.
3. You are also requested to make sure to collect keys and other confidential material from the NAS Cell, PE Unit, Delhi on 6th / 7th November, 2021 without fail keeping in mind your travel plan.
4. You must reach the destination by 10<sup>th</sup> Nov. As per your onward journey plan. On reaching the destination, you would report to the DLC concerned for further planning about the delivery of confidential packet as well as conduct of NAS.
5. The list of DLC is already placed on the NAS Portal.
6. You would carry your Letter of Appointment (LOA) and Identity Card.
7. DLC has also been issued a kit which contain sample school wise packet (having sample school-wise Introductory Memo, hand-outs for FIs and observers, control sheet, field note etc.). This small packet is to be handed over to the observer concerned when he/she reports for collection of confidential material at the distribution centre.
8. As BR, you are going as central facilitator and ensure the process sanctity with the help of DLC in the district.
9. You would bring all the OMR of all sample schools pertaining to the District assigned to you and deposit the same at the designated centre in Delhi which will be informed separately.
10. Air tickets have already been sent by the Balmer Lawrie and by the CBSE, NAS Cell in your email.
11. Instructions contained in the HAND OUT for BR and the LOA, may please be noted for needful.

Best wishes

**Director (Prof.Exam)**  
**Head NAS Cell, CBSE**

**Copy for information:**

1. DS to Chairman, CBSE for information
2. Commissioner KVS for information.
3. Commissioner NVS for information.
4. State Nodal Officer, Lakshadweep- with a request to provide local support to the Board Representative.
5. Sh. J.P.Pandey, Director, Ministry of Education, Govt. of India.
6. DLC with the request to cooperate with the BR.
7. NIC, NAS with request to upload this deployment order on NAS Portal.
8. The Regional Officer, CBSE, Thiruvananthapuram with request to extend local support.
9. Joint Secretary (Conf) / SO (Conf.) NAS Cell for coordination for Key handing over.
10. Deputy Secretary (Accounts) / AO NAS Cell, for disbursement of Advance and coordinate for additional advance if any.
11. Deputy Secretary (IT) to forward this order to DLC/RO and maintain database for reporting.
12. Deputy Secretary (Exam)/Assistant Secretary (Exam) for intimating/coordinating for OMR collection.
13. Guard File.

**Director (Prof.Exam)**  
**Head NAS Cell, CBSE**