

नवोदय विद्यालय समिति, क्षेत्रीय कार्यालय, पुणे

(मानव संसाधन विकास मंत्रालय,  
शिक्षा विभाग का एक स्वायत्त संस्थान, भारत सरकार)  
एम.एस.एफ.सी. भवन, सेनापती बापट रोड,  
पुणे - 411 016.



NAVODAYA VIDYALAYA SAMITI, PUNE REGION

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

MSFC Bhavan, 2<sup>nd</sup> Floor, B-Wing,

Senapati Bapat Road, Pune - 411 016.

website : [www.nvsropune.gov.in](http://www.nvsropune.gov.in) E-mail : [nvsropune@rediffmail.com](mailto:nvsropune@rediffmail.com)  
Tel.No.020-25673683 / 84, 25662702 / 3/4, Fax No.020-25673731

F.3-134/PIS/NVS(PR)/2018 406

2.08.2018

The Principal  
All Jawahar Navodaya Vidyalayas  
Pune region

**Sub** : Training programme on Personnel Information System (P.I.S.) – reg.

Sir / Madam,

As you are aware, P.I.S. is a very important module under the flagship of Shaala darpan project. The project endeavours to provide a platform for online accessibility of all relevant data of the students and staff working in Navodaya Vidyalaya Samiti.

With a view to impart training to certain identified officials who can successfully carry forward the implementation of P.I.S. module in their respective offices, it is proposed to conduct a two days training programme from 11<sup>th</sup> to 14<sup>th</sup> August 2018 at NLI Goa as per the following schedule :

Dates	Participating JNVs	Remarks
11 <sup>th</sup> & 12 <sup>th</sup> August 2018	Maharashtra State	1) One Teacher 2) One UDC or OS or Vice Principal.
13 <sup>th</sup> & 14 <sup>th</sup> August 2018	Gujarat , Daman & Diu, Goa	(Two participants per JNV only)

The Principal of each participating JNV shall nominate one teacher and one non-teaching official i.e. one UDC or OS or Vice Principal for the aforesaid training programme. The staff deputed for training should have good working knowledge of computers and online application systems, so that they can learn & practise at the venue and disseminate the knowledge and information to other staff of the Vidyalaya for the implementation of the said P.I.S. module. Staff who are likely to retire within 2 years or who are likely to get transferred to other JNVs/regions should not be nominated for this training programme.

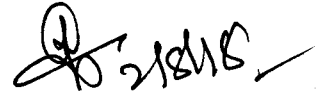
P.T.O.

The officials attending the training programme will be the master trainers for the Vidyalaya concerned and will be responsible for successful conduct of the training programme for other staff members of the respective JNV. The officials so identified by the JNV for this training shall report directly at the venue **along with a good laptop in working condition and internet dongle / wifi device** for practicing and uploading on the online platform. Bringing the laptop and wifi device (like jiofi) from each participating JNV is mandatory. The latest version of **MOZILLA FIREFOX** browser may be got installed in the laptop well in time before arriving for the training programme, since the P.I.S. portal works best on the said browser.

A user manual provided by the Samiti is also enclosed by email. The officials attending the training programme should take a print of the same and go through the same thoroughly before taking part in the training programme. A copy of the said manual should also be brought to the venue of the training programme for effective participation.

You are requested to intimate the names of the staff of your Vidyalaya nominated for the said training programme to Director NLI Goa immediately for planning the stay arrangement. The participants from Maharashtra state will have to vacate NLI Goa premises by 12.08.2018 (A/N) to accommodate the participants arriving for the next day's training programme.

Yours faithfully,



(P.Ravi Kumar)

Deputy Commissioner

**Encl.** As stated

**Copy to :**

- 1) The Director, NLI Goa ... with the request to make necessary arrangements regarding stay and training to the participants and 4-5 resource persons, in consultation with the Principal JNV South Goa.