

# National Achievement **SURVEY**

## Letter of Appointment Format for OBSERVER / FI in case of exigency)

**Name:**.....

**Mobile No.**.....

PHOTO  
Of the Observer / FI  
appointed locally by the  
DLC/DNO

*Dear Madam / Sir, you have been appointed as .....  
for NAS-2021 for the sample school (below) for conduct of NAS on 12<sup>th</sup> Nov. 2021.*

<b>Sample School (Name and Address)</b> .....	<b>Sample Grade for NAS</b> .....
UDISEplus Code .....	

1. The names of the **Observer / Field Investigator** appointed to the sample school and Mobile No are as below :

a) ..... Mobile No.....

b) ..... Mobile No.....

2. **Observer**, would collect the NAS Materials from **DLC school / Distribution Center** as per time informed by the DLC.  
*(Note: In case of States with remote and difficult terrain, the distribution timing will be as per intimation issued by the DLC. Including advance delivery against undertaking signed both by observer and DLC. After collection of materials, Observer would report to the sampled school. Both Observer and FI would coordinate with each other for conduct the NAS in the school.*
3. **FI would reach** the assigned sample school in time. Both Observers and FI must study the Hand Outs, Field Note, view training videos ([nas.education.gov.in/capacityBuildingVideos](http://nas.education.gov.in/capacityBuildingVideos)) and understand their duties.

Name of <b>District Level Coordinator (DLC)</b> Address and Mobile No	Name of <b>District Nodal Officer (DNO)</b> Address and Mobile No

4. The particular of the **Observer / FI** appointed locally.

<b>Designation</b>			
<b>Department / School and Address</b>			
<b>District</b>		<b>State</b>	
<b>Mobile Number</b>		<b>Email ID</b>	
<b>Signature</b>			

**CERTIFICATE :** I confirm the details of the Observer / FI appointed by me as above. He is being appointed since.....  
..... (State reasons: Absence of Observer (FI) / local adjustment OR shortage of Observer (FI) etc.) I have explained him / her the duties Observer. He / She has been given the training. Data will be sent to NAS Cell for integrating in system against school. I have given a copy of hand-out, Field Note to the Observer (FI). His/her photo has been attested by me.

**Signature of DLC / DNO**.....

**Name of DLC / DNO**.....

**Designation of DLC / DNO**.....

**Seal Impression of School / Dept**.....

Copy to :

- 1) Sample School Headmaster / Principal for information to cooperate for conduct of NAS in the school.
- 2) Board Representative, CBSE for information
- 3) NAS Cell, CBSE for information [nascbse@gov.in](mailto:nascbse@gov.in)