

**No.1-3/2018-D**  
**National Institute for the**  
**Empowerment of Persons with Visual Disabilities (Divyangjan)**

**116, Rajpur Road,**  
**Dehradun**

Dated: 26.12.2018

**Circular**

The Institute, of late, has taken several steps to streamline its functioning including administration. During the course of discharge of the duties by the employees as well as the students of HRD including Model School, TCAB and Department of Special Education & Research, there may be instances where the problems do not get resolved at the level of the Department Head. In order to ensure that the problems/grievances get duly addressed, I have decided to earmark one hour from 3:00 to 4:00 P.M. on the first of Wednesday of the month in which the undersigned will be available for being contacted in person with the specific problem/grievance. The all concerned are however advised, not to bring superficial issues.

This may be given vide circulation in the Institute.

**(Nachiketa Rout)**  
**Offg. Director**

**Copy to:-**

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1. All concerned Officers/Staff/HRD students (Model School, TCAB & Deptt. Of Spl. Edu.)
2. Institute's website
3. Notice Board