



# नेहरु युवा केन्द्र संगठन 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*



Ref. No.: 11029/NYKS/PERS: emp/2022/322

Date: 08/04/2022

**To- All employees of NYKS.**


**Sub- Guidelines regarding use of official letterhead of NYKS.**

It is observed that, official letterhead of the kendra are being used by officers of NYKS for representation of their personal service matters other than official communication.

The matter has been viewed seriously by Ministry of Youth Affairs & Sports and I am directed to convey that use of official letterhead for representation of personal service related matters should be strictly avoided by all the officers of NYKS.

The letterheads should be used only for official matters.

This issues with the approval of the Competent Authority

  
08/04/2022

Varsha Rana

**Assistant Director (Personnel)**

**Copy to:**

- PS to Director General, NYKS New Delhi.
- Executive Director (Personnel) NYKS, Hqrs, New Delhi.
- Assistant Director (EDP), NYKS, Hqrs, New Delhi.- for uploading on NYKS website

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