

**PRESIDENT****K. MANJULA**

9494285645/  
8919295379

**ASSOCIATE PRESIDENTS****K.M.REDDY****G.S.BASAVARAJU****U.K.VARMA****VICE PRESIDENTS****SHAIK MAROOF****HARIHAR RAI****K P. KORI****MRIDULCHAKRABORTY****DR. S.K.SINHA****G.S.RATHODE****GENERAL SECRETARY****TAFSEER ANWER**

9935555002

**DY GEN SECRETARIES****K.T.PRASAD****R.P.SHARMA****SHAMBHU PRASAD****U.G. SONPARKHE****SHAFI KAMAL****SECRETARIES****PRAHARAJ****SANJEEV KUMAR SINGH****S.K.ANANT****SOMNATH CHAKRABORTY****K.G.PRATIBHA****K.V.THOMAS****BHUVANESH KUMAR****ARUNKUMAR SHAH****REGLN ORG SEC****SAROJINI NADA GOWDA****RAVINDER KUMAR****R.K.MAGARIA****R.S.TOMAR****JYOTHI PANWAR****S.K.JHA****J.C.KONWAR****SITA RAM BANSAL****TREASURER****ZUBAIR ALI KHAN****PRESS SECRETARIES** **BRIJMOHAN MEENA** **A.K.JHA**

F.NO.CEC/ANVSSA/2020/ December/9

18<sup>th</sup> December 2020**Instructions for preparing document / representation to meet MPs.**

Friends ,

Warm Greetings from ANVSSA.

ANVSSA in collaboration with the Principal's Forum is putting untiring efforts to realise our long pending issue of Pension.

As a part of this mission, recently a delegation of ANVSSA with the initiation and support of SEC, ANVSSA Madhya Pradesh met the Honourable M.P. Tikamgarh, and decided to seek the support of all MPs for our genuine cause.

All the NVS Employees are humbly requested to contribute their might in this to have a secured retired life.

The letters and documents required for this are uploaded in the website: [www.anvssa.com](http://www.anvssa.com) for ready use. The same will be shared through social media.

Kindly follow these steps to prepare the document or representation to be submitted to your MP.

1. Kindly download the Word Document-1 , Fill the required fields in letter head, JNV..State ...Date.... Name of MP/Constituency , and add your signatures at required places.
2. Take the print of PDF Document-1 (an appeal from CEC,ANVSSA to your MP.)
- 3.The PDF files named ENCLOSURE-1,2,3 & 4 consists of supporting documents . Kindly download , get the prints and arrange them in proper (correct) order.
- 4.The Word Document-3 is the matter( Any one from the three sample drafts) to be taken in a pen drive to the MP, to transfer it on to his/her letterhead addressing to the

**Dr.Veerendra Kumar,**  
**Chairman,**  
**Committee of Petitions,**  
**Parliament House Annexe,New Delhi.**

This should be signed by the MP. (A photo copy of it can be taken for our filing)

5.The Word Document-4 is the matter( Any one from the three sample drafts) to be taken in a pen drive to the MP, to transfer it on to his/her letterhead addressing to the Union Ministers.....

- 1) Smt.Nirmala Sitharaman ji,  
Hon'ble Minister of Finance,  
Govt.of India  
North Block,New Delhi.
- 2) Shri Ramesh Pokhriyal 'Nishank' ji ,  
Hon'ble Education Minister,  
Shastri Bhawan,  
New Delhi.

This should be signed by the MP. (A photo copy of it can be taken for our filing)

6. The PDF documents 5 and 6 are Brief about the issue and instructions to the delegation

7.The file named Document-7 is just a sample for your understanding .no need to print it.( kindly don't include it in your representation.)

### **How to make a file of all these?**

Firstly take the printouts of all Enclosures, arrange them properly, file them

>>>>>> place CEC Appeal on top of it >>>>>>>> place your representation on the top of all. When the file is opened

Your representation first ==>CEC Appeal next and ==> Enclosures at the bottom.


### **For clarifications in this procedure please feel free to contact or mail.**

Hope all the staff of NVS will join hands together to complete this process successfully. (Hindi versions of these may be prepared if possible for better results **except for enclosures**).

**Kindly prepare thoroughly to present the matter confidently before MPS to convince them.**

**GOOD LUCK**

Yours Sincerely



(K.MANJULA)  
PRESIDENT



TAFSEER ANWER  
GEN. SECRETARY