



केन्द्रीय विद्यालय संगठन, (मुख्यालय)
18, संस्थायुक्त क्षेत्र, शहीद जीत सिंह मार्ग
नई दिल्ली - 110016

Kendriya Vidyalaya Sangathan (HQ)
18, Institutional Area, SJS Marg
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F.3-1/2004-KVS(Estt.I)

Date: 24/08/2012

OFFICE MEMORANDUM

Subject: Exercise of Administrative Powers to Ms. Neelam, AC(Admn.)(Estt.).

The various administrative powers are delegated to Ms. Neelam, Assistant Commissioner (Admn.)(Estt.), KVS(HQ) as per details given below with immediate effect:-

Sl.No.	Subject	Asstt. Commissioner (Admn)(Estt.-I)
1.	NOC for obtaining Passport and visiting Abroad	i) Principal /Vice-Principal of KVs. ii) Group 'A' & 'B' officers of ROs up to the level of A.C. iii) All Group 'B' staff of H.Q.
2.	Sanction of Charge Allowance	Vice-Principals of KVs.
3.	Sanction of Annual Increment	i) Group 'A' Officers of ROs/ZIETs. ii) Group 'A' & 'B' Officers up to the level of Assistant Commissioner of H.Qtrs.
4.	Sanction of Transport Allowance at Double the normal rate of Physically Challenged employees.	i) Up to Group 'B' Officers of ROs. ii) Up to Group 'B' Officers of H. Qtrs.
5.	Pay fixation	i) Principal of KVs. ii) Group 'A' & 'B' Officers of ROs. except DC. iii) Group 'A' Officers up to the level of AC (Admn.)/AC of H. Qtrs.
6.	To act as controlling officer for the purpose of LTC.	To act as controlling officer for the purpose of LTC in respect of Group 'A' & 'B' Officers of KVS (Hqrs.)/ROs/ZIETs as enumerated in CS17-C of Accounts Code for KVs.

Ms. Neelam, AC(Admn.) is also authorised to sign the pension papers of all officers of KVS (HQ).

This is in supersession of earlier orders issued on the subject.


(Avinash Dikshit)
Commissioner

Distribution:-

1. Additional Commissioner (Acad.), KVS(HQ), New Delhi.
2. Joint Commissioner (Pers./Admn./Training/Finance/Acad.), KVS(HQ), New Delhi.
3. Deputy Commissioner, Kendriya Vidyalaya Sangathan-all ROs/ZIETs.
4. Office Order File.