



KENDRIYA VIDYALAYA SANGATHAN (HQ)
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F.3-10/2004-KVS (Estt-I)

Dated: 22.09.2011

OFFICE MEMORANDUM

The various administrative powers of Commissioner are delegated to officers of the Sangathan as per details given in Annexure - A with immediate effect.

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

This issues with the approval of competent authority.

Neelam
22-09-2011

(Ms. Neelam)
Assistant Commissioner (Admn.)

Distribution:

1. EA/PS to Commissioner, KVS (HQ), New Delhi.
2. PS to Additional Commissioner (Admn./Acad.) KVS (HQ), New Delhi.
3. Joint Commissioner (Pers./Admn./Training/Finance/Acad.), KVS (HQ), New Delhi.
4. Deputy Commissioner, Kendriya Vidyalaya Sangathan all ROs/ ZIETs.
5. Superintending Engineer, KVS(HQ), New Delhi.
6. Office Order File.

Enclosure to Office Memorandum No. 3-10/2004-KVS(Estt-I) dated 22.09.2011

Sl.No.	Subject	Deputy Commissioner, RO/ ZIET	Assistant Commissioner (Admn)/ Assistant Commissioner	Joint Commissioner	Adnl. Commissioner (Admn)
1	NOC for obtaining Passport and Visiting Abroad.	i) Group 'C' & 'D' Staff of RO. ii) All Staff of KVs except Principal/ Vice-Principal.	-	i) Principal/ Vice-Principals of KVs. ii) Group 'A' & 'B' Officers of ROs except DC. iii) All Group 'B', 'C' & 'D' Staff of H.Qrs.	i) DCs of ROs/ ZIETs. ii) All Group 'A' Officers of H.Qrs. upto the level of J.C.
2	Appointment of AMAs (other than the panel drawn by the Central Government Employees Welfare Co-ordination Committee)	-	-	-	Full Powers.
3	Sanction of Charge Allowance	Upto the level of PGT of KVs.	-	Vice-Principals of KVs.	-
4	Sanction of Annual Increment	i) Upto Group 'B' Officers of ROs. ii) Principals/ Principals Gr.II of KVs.	Group 'C' & 'D' Staff of H.Qrs.	i) Group 'A' Officers of ROs/ ZIETs. ii) Group 'A' & 'B' Officers upto the level of Deputy Commissioner of H.Qrs.	Joint Commissioners.
5	Sanction of Transport Allowance at double the normal rate of Physically Challenged employees.	All Staff of KVs including Principals.	-	i) Upto Group 'B' Officers of ROS. ii) Upto Group 'B' Officers of H.Qrs.	i) Group 'A' Officers of ROs/ ZIETs. ii) Group 'A' Officers of H.Qrs. upto the level of J.C.
6	Pay fixation	i) All Staff of KVs upto the level of Vice-Principals. ii) All Staff of ROs upto Group 'C'	Group 'C' & 'D' Staff of H.Qrs.	i) Principals of KVs. ii) Group 'A' & 'B' Officers of ROs except DC. iii) Group 'A' Officers upto the level of AC (Admn)/ AC of H.Qrs.	i) DCs of ROs/ ZIETs. ii) DCs & JCs of H.Qrs.
7	Cash handling/ Duplicating allowance.	Group 'C' & 'D' Staff of KVs/ROs.	-	Group 'C' & 'D' Staff of KVS HQrs.	-
8	Reimbursement of cost of stamp duty incurred on mortgage of property to KVS for grant of HBA.	-	-	-	Full Powers.
9	Grant of medical advance.	All Staff of KVs.	-	-	All Staff of ROs and KVS HQrs upto JCs.
10	To act as Prescribed Authority in terms of explanation no.2 below Rule 18 of CCS (Conduct) Rules.	-	-	-	Group 'A' & 'B' officers of ROs and KVS (HQ) upto the rank of DCs including Principals and Vice-Principals.
11	Change of Home Town for the purpose of LTC as per Rule 5 of CCS (LTC) Rules.	-	-	-	Staff/Officers of KVS upto the rank of DC.

Neelam
22-09-2011

(Ms. Neelam)
Assistant Commissioner (Admn.)