



# Revision of Education Code for Kendriya Vidyalaya Sangathan Chapters

Updated upto 94<sup>th</sup> BOG meeting held on  
28-12-2012

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## CHAPTER – I DEFINITIONS

### Article 1.

- (i) **Sangathan** means the Kendriya Vidyalaya Sangathan, an autonomous body (registered as a Society under the Societies Registration Act, XXI of 1860) set up by the Ministry of Human Resource Development, Government of India, to establish, administer and manage the Kendriya Vidyalayas.
- (ii) **Board** means the Board of Governors of the Kendriya Vidyalaya Sangathan.
- (iii) a) **Chairman** means the Chairman of the Kendriya Vidyalaya Sangathan and its Board of Governors.
- b) **Joint Chairman means the Joint Chairman of the Kendriya Vidyalaya Sangathan and its Board of Governors.**
- c) **Deputy Chairman** means the Deputy Chairman of the Kendriya Vidyalaya Sangathan and its board of Governors.
- (iv) **Vice- Chairman** means an officer of the Ministry of Human Resource Development, notified by the Government of India to be Vice- Chairman. He shall be the Chairman of the **four Standing Committees** of the Board of Governors VIZ. The Finance Committee, Academic Advisory Committee, Works Committee and **Administration and Establishment Committee.**
- (v) a) **Commissioner** means the Commissioner of the Kendriya Vidyalaya Sangathan, appointed by the Government of India under Rule 11 of the Memorandum of Association of KVS.
- b) **Additional Commissioner means the Additional Commissioners of the Kendriya Vidyalaya Sangathan. Additional Commissioner (Admn.) will be the Ex-officio Secretary of the Board and the Sangathan. Additional Commissioner (Academics) will be the ex-officio Secretary of the Academic Advisory Committee.**
- c) **Joint Commissioner means the Joint Commissioners of the Sangathan. Joint Commissioner(Finance) will be the ex-officio Secretary of the Finance Committee and the Works Committee.**
- d) **Deputy Commissioner means the Deputy Commissioners of the Sangathan at Headquarters and Regional Offices /ZIETs.**
- e) **Assistant Commissioner means Assistant Commissioners appointed at Headquarters and Regional offices of the Sangathan.**
- (vi) **Region** means a region as notified by the Commissioner, comprising Kendriya Vidyalayas in a specified area of the country and placed under the charge of a **Deputy Commissioner.**



- (vii) **Vidyalaya** means a Kendriya Vidyalaya set up under the scheme of Kendriya Vidyalayas.
- (viii) **Vidyalaya Management Committee** means a Committee appointed by the Sangathan for a Vidyalaya to look after the general management of the affairs of that Kendriya Vidyalaya.
- (ix) **Executive Committee** means the Executive Committee of the Vidyalaya Management Committee.
- (x) **Principal** means the Principal of a Kendriya Vidyalaya who shall be responsible for its running.
- (xi) **Central Board** means the Central Board of Secondary Education, Delhi
- (xii) **Rules** mean all rules enacted by the Kendriya Vidyalaya Sangathan including Government of India Rules, which have been **mutatis mutandis** adopted by the Sangathan.
- (xiii) **Academic year** means a period of 12 months beginning from the 1<sup>st</sup> of April to 31<sup>st</sup> March of the following year.
- (xiv) Unless the context otherwise indicates:
  - a) Words importing the singular number shall include the plural number and vice versa.
  - b) Words importing the masculine gender shall include the feminine gender.

## CHAPTER II

### THE ORGANISATIONAL SET -UP OF THE SANGATHAN

#### Article 2. The Sangathan

Kendriya Vidyalaya Sangathan was registered as a Society under the Societies Registration Act (XXI of 1860) on 15<sup>th</sup> December, 1965 (**Appendix-I A.**). The objectives for which the Sangathan has been established, are detailed in the Memorandum of Association and Rules reproduced at **Appendix-I**. The Sangathan administers the scheme of Kendriya Vidyalayas formulated by the Government of India in the Ministry of Human Resource Development. It has a three tier management structure with Headquarters at New Delhi, Regional Offices to manage a cluster of schools and Kendriya Vidyalayas spread all over the country and abroad.

The KVS shall function through its General Body called the Sangathan, its Board of Governors and **four** standing Committees constituted by the Board viz. the Finance Committee, the Academic Advisory Committee the Works Committee and **Administration and Establishment Committee**

The Minister of Human Resource Development(HRD), in-charge of the Kendriya Vidyalaya Sangathan, shall be the ex-officio Chairman of the Sangathan. **The Minister of State ,Human Resource Development in charge of Kendriya Vidyalaya Sangathan shall be the Joint Chairman. Secretary, Department of SE&L Ministry of Human Resource Development shall be the Deputy Chairman and an officer of the Ministry of Human Resource Development specified by the Government of India for this purpose shall be the Vice-Chairman.** The Financial Adviser to the Ministry of HRD shall be the Finance Member of the Sangathan. The other members of the General Body of the Sangathan shall be appointed by the Government of India as per Rule 3 of the Memorandum of Association and Rules. **Additional Commissioner (Admn.) shall be the ex-officio Secretary of the Sangathan.**

The annual general meeting of the Sangathan shall be held once a year. Special meetings may, however, be convened by the Chairman, whenever necessary.

The address of the KVS is:

- a) Postal Address : Kendriya Vidyalaya Sangathan ( Hqrs.)  
18- Institutional Area, Shaheed Jeet Singh Marg  
New Delhi- 110 016
- b) E-Mail : kvssao@nic.in
- c) Website : [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in)
- b) Fax : 011- 26514179

### Article 3. The Board of Governors.

The Board of Governors shall be the executive body through which the Sangathan shall discharge its responsibilities to fulfill the objectives set forth in the Memorandum of Association. The Board shall be responsible for the management of all affairs and funds of the Sangathan and shall have the authority to exercise all powers of the Sangathan. The Minister of Human Resource Development shall be the Chairman of the Sangathan, as well as, the Board Governors:

**The Minister of State in the Ministry of Human Resource Development who is the Joint Chairman and the respective officers of Human Resource Development Ministry nominated as Deputy Chairman, Vice-Chairman and Finance Member of the Sangathan shall function as such in the Board. Commissioner shall be an ex-officio member. The Additional Commissioner ( Admn.) shall function as the Secretary of the Board too in his capacity as ex-officio Secretary of the Sangathan.**

**The Board of Governors shall meet as often as may be necessary to transact its business but there shall not be a gap of more than 6 months between two meetings.** For every meeting of the Board, at least ten days' notice shall be given in writing to each member. **One third members of the Board** present in person shall form a quorum at any meeting

**NOTE:** Any member who ceases to be a member of the Sangathan shall ipso- facto cease to be a member of the Board.

### Article 4. Standing Committees

As per Rules and Regulations of the Sangathan, the Board of Governors, by a resolution, has appointed **four** advisory committees with such powers as were felt necessary. The composition and functions of the **four** standing committees are as under:

#### A. Finance Committee:

##### (i) Composition :

1. Vice-Chairman, Kendriya Vidyalaya Sangathan : Chairman
2. Finance Member, Kendriya Vidyalaya Sangathan : Member
3. Representative of the Ministry of Defence who is a member of the Kendriya Vidyalaya Sangathan : Member
4. Commissioner, Kendriya Vidyalaya Sangathan : Member

5. **Joint Commissioner ( Finance)** : Member Secretary  
Kendriya Vidyalaya Sangathan

**(ii) Functions :**

1. To scrutinize the accounts and budget estimates of the Sangathan and to make recommendations to the Board / Chairman;
2. To consider and make recommendations to the Board / Chairman on proposals for new expenditure on account of major works and purchases which shall be referred to the Finance Committee for opinion before they are considered by the Board / Chairman;
3. To scrutinize re appropriation statements and audit notes and make recommendations thereon to the Board/ Chairman;
4. To review the finances of the Sangathan from time to time and have concurrent audit conducted whenever necessary ; and
5. To give advice and make recommendations to the Board/ Chairman on any other financial question affecting the affairs of the Sangathan.

**B. Academic Advisory Committee (BOG 33 meeting on 26-6-2008)**

**(i) Composition :**

- |     |  |            |
|-----|--|------------|
| 1.  | Vice Chairman, KVS   | - Chairman |
| 2.  | Commissioner, KVS  | - Member   |
|     | 3. to 11. To be nominated by the Chairman of the KVS<br>from amongst outstanding Educationists | - Members  |
|     | 12. A representative of Ministry of Human<br>Resource Development                              | - Members  |
| 13. | <b>Additional Commissioner ( Acad.)</b> KVS  | - Member   |
|     |  | Secretary  |

**ii) Functions:**

1. To advise the Sangathan about academic and co- curricular programmes to be introduced in Kendriya Vidyalayas.

2. To help prepare guidelines for implementation of these programmes.
3. To review periodically these programmes and suggest measures for overcoming deficiencies and shortcomings.
4. To help Vidyalayas realize, among others, the following objectives of the Sangathan;
  - a) To develop Vidyalayas as “Schools of excellence” in the context of national goals of education.
  - b) To initiate and provide experimentation in education in collaboration with other expert bodies like CBSE, NCERT etc.
  - c) To promote national integration.
5. To review the publication programmes of the Sangathan and suggest Improvements.

**C. Works Committee:**

**( i ) Composition**

- |   |            |
|---|------------|
| 1. Vice- Chairman, KVS  | : Chairman |
| 2. Finance Members, KVS   | : Member   |
| 3. Commissioner , KVS   | : Member   |
| 4. Director of Education ( Army),<br>Ministry of Defence              | : Member   |
| 5. Director of Education ( Air Force),<br>Ministry of Defence         | : Member   |
| 6. Director, Military Land and<br>Cantonments, Ministry of Defence    | : Member   |
| 7. Director of Education (Navy),<br>Ministry of Defence               | : Member   |
| 8. Engineer – in- Chief, MES,<br>Ministry of Defence                  | : Member   |
| 9. Director General ( Works ), CPWD,<br>Ministry of Urban Development | : Member   |
| 10. Finance Adviser , Min. of Urban Dev.<br>or his representative     | : Member   |

11. Member ( Engineering), Railway Board : Member
12. **Joint Commissioner ( Finance )** :Member-Secretary

**(ii) Functions :**

The functions of this Committee will be to advise the Sangathan on the detailed programme of major works and to provide expert technical advice with regard to the construction of buildings for the Sangathan from time to time

**D. Administration and Establishment committee**

**(i) Composition**

- 1 . Vice Chairman KVS - Chairman
2. A representative of Ministry of Human Resource Development - Member
3. A representative of DOPT - Member
4. Commissioner, KVS –Member
5. Additional Commissioner (Admn) – Member
6. Joint Commissioner ( Pers/Admn.) –Member Secretary.

**(ii) Functions**

1. The function of Administration and Establishment committee shall be to advise the sangathan about the policies to be introduced on administrative and establishment matters and the means to regulate and monitor those policies effectively.
2. To help prepare guidelines in matters of e-governance, settlement of grievances and monitoring of other redressal machinery.
3. To bring about effective coordination among the various units of the organization at various levels.

**Duration membership**

The term of the administration and establishment committee shall be two years for the nominated members. The commissioner KVS shall function notwithstanding the options of one are all the nominated members.

**Article 5. Commissioner**

The Commissioner shall be the Executive Head of the Sangathan and the Chief Administrator of Kendriya Vidyalayas, responsible for the due discharge of functions and policies as laid down by the Board.

At the Headquarters office in New Delhi, he shall be assisted in his work by two **Additional Commissioners, five Joint Commissioners, four Deputy Commissioners** and other officers and staff, as sanctioned and appointed from time to time.

**Article 6. Additional Commissioners**

**(A) Additional Commissioner (Admn.)** of the Sangathan shall be the Principal Officer under the Commissioner, in-charge of the registered office of the Sangathan. His main functions shall be as under;

- (i) He shall exercise general supervision over all accounts of the Sangathan, shall pass all bills for payment on behalf of the Sangathan, shall arrange for keeping up to date accounts of the Sangathan and do all other things which are necessary and incidental to the conduction of the work of the Sangathan.
- (ii) He shall prepare the budget for approval of the Board of Governors.
- (iii) He shall attend all meetings of the Sangathan and the Board and record the proceedings thereof in the Minutes Book.
- (iv) He shall execute and sign on behalf of the Sangathan or the Board all contracts, deeds and other instruments, except instruments relating to assurance of property, unless duly empowered in this regard by the Board of Governors.
- (v) He shall be responsible for the efficient administration of the Headquarters Office and shall be the Principal Adviser to the Commissioner in all matters concerning formulation of policies, accounts, administration and discipline.
- (vi) For the purpose of section E of the Societies Registration Act. 1860 ( XXI of 1860), the **Additional Commissioner ( Admn.)** shall be considered the Principal Executive of the Sangathan and the Sangathan may sue or be sued in the name of the **Additional Commissioner.**

**(B) Additional Commissioner ( Academics)** shall be the Principal Officer, under the Commissioner, for looking after the academic wing of the Sangathan. He will be responsible for monitoring the progress of the academic work at various levels, organisation of in-service training programmes, co-ordination of sports and games activities and implementation of language programme and co-curricular activities, etc.  
He shall also be the Member- Secretary of the Academic Advisory Committee

**Article 7. Joint Commissioner:**

- (A) Joint Commissioner ( Finance )** shall be the internal Financial Adviser and Chief Accounts Officer of the Sangathan. He shall be the Member – Secretary of the Finance Committee as well as the Works Committee and shall be responsible for co-ordination of all works related to them.

- (B) **Joint Commissioner (Administration) and Joint Commissioner (Personnel)** shall assist the **Additional Commissioner ( Admn.)** in looking after all personnel matters i.e. recruitment, promotion, placement and seniority etc. of the Sangathan staff at all levels.
- (C) **Joint Commissioner (Academics) and Joint Commissioner (Training)** shall assist the **Additional Commissioner ( Academics)** in implementing various programmes for academic achievement and conducting in-service training programmes etc. and in monitoring the functioning of Zonal institutes of Education and Training.

**Article 8. Branch Officers:**

The work of various sections in the Headquarters office shall be supervised at the branch level by **Deputy Commissioners, Assistant Commissioners** , Executive Engineer (Works), Etc.

**Articles 9. Deputy Commissioner (Regional Officer)**

The KVS shall have as many Regions as may be approved by the Board, each headed by a **Deputy Commissioner**, who shall be responsible for the proper administration, supervision, inspection and control of the Vidyalayas falling in the region. He shall be assisted in the work by **Assistant Commissioners**, Administrative Officer, **Finance Officer** and other supporting staff.



**CHAPTER III****DUTIES AND POWERS OF OFFICERS OF THE SANGATHAN AND THE PRINCIPALS**

**Article 10.** The main duties and powers of various officers of the Sangathan shall be as given in the subsequent Articles. All residual powers which are not specifically assigned to any of the officers shall vest in the Board. The powers shall be exercised by the respective officers in accordance with the rules and regulations in force from time to time.

**Article 11. Functions and Powers of the Board of Governors**

- (i) The Board shall generally carry out the objectives of the Sangathan as set forth in the Memorandum of Association.
- (ii) The Board shall manage all affairs and funds of the Sangathan and shall have authority to exercise all the powers of the Sangathan.
- (iii) The Board shall have powers to frame regulations, consistent with the Rules of the Sangathan, for the administration and management of the affairs of the Sangathan. Without prejudice to the foregoing provisions, these regulations shall provide for the following:
  - a) Preparation and sanction of budget estimates, sanctioning of expenditure, making and execution of contracts, investment of funds of the Sangathan and the sale or alteration of such investment, accounts and audit.
  - b) Procedure for appointment of the officers and the staff of the Sangathan, the schools and other institutions managed by the Sangathan and various programmes and services established and maintained by it.
  - c) Terms and tenure of appointment, emoluments, allowances, rules of discipline and other conditions of service of the officers and staff of the Sangathan.
  - d) Terms and conditions governing scholarships, fee ships, financial and other concessions, grant-in-aid, deputation, research schemes and projects in relation to students and staff of the schools and other institutions managed by the Sangathan.
  - e) Such other matters as may be necessary for the furtherance of the objectives of the Sangathan and the proper administration of its affairs.
- (iv) The Board may, by resolution, appoint Advisory Boards or other committees or bodies including local Management Committees for schools with such powers as it may think fit, and also dissolve any of the committees and advisory bodies set up by it.

### **Article 12. Chairman of the Sangathan / Board of Governors.**

The Chairman shall chair all meetings of the Sangathan and the Board. He shall ensure that all decisions taken by the Sangathan/ Board are implemented. He shall have powers equal to those exercised by a Minister of the Government of India. He shall exercise such other powers as may be delegated to him by the Sangathan or the Board, provided that the action taken in exercise of such powers shall be reported at the next meeting of the Sangathan or the Board as the case may be.

### **Article 13 (i) Joint Chairman**

**The Joint Chairman shall chair the meetings of the Board/ Sangathan in the absence of the Chairman**

### Article 13 (ii) Deputy Chairman

The Deputy Chairman shall chair the meetings of the Board/ Sangathan in the absence of the Chairman/ **Joint Chairman**.

The Chairman may, in writing, delegate such of his powers to the **Joint Chairman**/ Deputy Chairman, as may be necessary

### Article 14. Vice- Chairman

The Vice – Chairman shall chair the meetings of the Board/ Sangathan in the absence of the Chairman, **Joint Chairman** and Deputy Chairman. He shall function as the Chairman of all the **four** Standing Committees of the Sangathan viz. finance Committee, Academic Advisory Committee , Works Committee and **Administration and Establishment Committee**. He shall be the appointing authority for **Joint Commissioner and Deputy Commissioner**.

### **Article 15. Commissioner**

#### **(a) Administrative Powers**

- (1) The commissioner shall be the Principal Executive officer of the Sangathan and subject to any decision that may be taken by the Board, he shall be responsible for the proper administration of the affairs of the Sangathan and the properties and institutions such as the schools, playgrounds, gymnasia, hostels , residential quarters for teachers and other employees etc. under the direction and guidance of the Chairman and the Board.
- (2) To make appointment to all posts at the Headquarters and Regional offices /ZIET as well as Vidyalayas, corresponding in status to Group 'A' excluding **Deputy Commissioner** and above, on the recommendation of the Appointment Committee/ DPC.

- (3) To post , transfer and assign any duties to all officers and staff at the Headquarters , Regional offices , Vidyalayas **as well as any subordinate offices of KVS (89<sup>th</sup> BOG)**
- (4) To create posts in Kendriya Vidyalayas for teaching and non-teaching categories.
- (5) To create posts for the Headquarters / Regional offices of the Sangathan/ZIET for a period up to six months.
- (6) To approve probation and grant confirmation to Group 'A' officers **(including Joint Commissioners)**
- (7) To forward applications of Group 'A' officers of the level of **Deputy Commissioners** and above of the Headquarters and Regional offices /ZIET for posts outside the Sangathan subject to any general orders.
- 8) To Depute all the employees of the Headquarters of the Sangathan, Regional offices as well as ZIETs and Vidyalayas for training abroad, subject to general directions, if any, given by the Board / Government of India.
- (9) To inspect and supervise the working of the Vidyalayas and to issue directions for development of education in Kendriya Vidyalayas to Principals and other officers of the Headquarters.
- (10) To approve and prescribe text books for all classes including those recommended by the Central Board for classes IX to XII.
- (11) To formulate plans and schemes for development of higher education on the lines of the scheme embodied in the Kendriya Vidyalaya Scheme and to obtain the approval of the Broad and the Government of India.
- (12) To grant permission to all employees of the Headquarters, Regional offices, ZIETs and Kendriya Vidyalayas to write books or to pursue higher studies or to take up other literary work.
- (13) To prescribe admission, examination and promotion rules for Vidyalayas.
- (14) To prescribe school timings of Vidyalayas, Vidyalaya term, Vidyalaya year, vacation and other breaks.
- (15) To prescribe the Headquarters and territorial jurisdiction of **Deputy Commissioners** and other officers of the Headquarters office.
- 16) To grant scholarships and stipends to students in accordance with the scheme approved by the Board.
- (17) To issue orders on the analogy of FR9 (6) (b) of the Compilation of the Fundamental Rules that employees of the Sangathan in certain circumstances be treated as on duty. In the case of deputation of an employee abroad, this power shall be subject to the concurrence of the Finance Member of the Sangathan.

- (18) (a) To sanction advance increments up to a maximum of three increments in a time – scale to teaching staff of Vidyalayas on their initial appointment, subject to the recommendation of the selection Committee.
- (b) To sanction advance increments in a time – scale to non-teaching staff of Vidyalayas up to a maximum of three increments on initial appointment, subject to the recommendation of the Selection Committee.
- (19) **To permit an employee of the Sangathan to undertake work for which a fee is offered, subject to the maximum of Rs. 5000/- in each case.**
- (20) To sanction leave to **Additional Commissioners, KVS**
- (21) To require Group ‘A’ officers to produce medical certificate of fitness on return from leave on medical grounds.
- (22) To extend leave of Group ‘A’ officers in order to regularize overstay of leave.
- (23) To decide whether an employee is vacational or non- vacational staff.
- (24) To accord administrative approval and expenditure sanction in respect of all construction and maintenance works.

**(b) Financial Powers**

The Commissioner shall have powers analogous to the powers of the Head of the Department under the supplementary Rules, General Financial Rules, Central Treasury Rules, Medical Attendance Rules and KVS (Employees) Provident Fund Rules.

Some of the relevant powers of the Commissioner under the above mentioned rules are detailed in the statement at Appendix-II.

**Article 16. Additional Commissioner (Administration)**

**(a) Administrative Powers**

- (1) To make appointment to all posts corresponding in status to Group B at the Headquarters and Regional offices and ZIETs on the recommendations of the Selection Committees.
- (2) To forward applications of Group ‘B’ officers of Headquarters, Regional offices and ZIETs.
- (3) To approve probation and grant confirmation to Group ‘B’ officers including Vice-Principals of Vidyalayas.
- (4) To forward applications of all Group ‘A’ officers of Headquarters, Regional officers, ZIET and Vidyalayas other than **Deputy Commissioners** and above for posts outside the Sangathan subject to any general orders.

- (5) To grant permission to Group A and B officers of the Headquarters, Regional office, ZIETs as well as Vidyalayas for appearing at public examinations.
- (6) To Grant leave to officers of Group 'A' in the KVS Hqrs., **Deputy Commissioners** of the Regional offices and Directors of ZIETs.
- (7) To look after the welfare of the employees of the Sangathan.
- (8) To extend leave of Group 'B' officers in order to regularize the overstay of leave.
- (9) To allow change in the name / surname of Group 'A' officers of KVS, up to the level of **Joint Commissioners**, in KVS Hqrs., Regional offices, ZIETs and Vidyalayas.
- (10) To grant permission to Vice- Principals and Group 'B' Officers of Headquarters, Regional Offices, ZIETs to write books or to pursue higher studies.
- (11) **To issue NOC for obtaining pass port and visiting abroad in respect of DCs of RO/ZIET and all Group A officers of Hqs up to the level of JCs.**
- (12) **To appoint AMAs (other than the panel drawn by the Central Government Employees Welfare Coordination Committee.**
- (13) **To sanction Annual Increment in respect of Joint Commissioners and Supdt. Engineer.**
- (14) **To sanction Transport Allowance at double the normal rate of physically Challenged employees in respect of group A officer of ROs/ ZIETs and Group A Officer of HQs up to the level of JC.**
- (15) **To fix up pay in respect of DCs of ROs/ZIETs and DCs and JCs of HQs.**
- (16) **To reimburse cost of stamp duty incurred on mortgage of property to KVS for grant of HBA.**
- (17) **To grant Medical Advance in respect of all staff of ROs and KVS HQ up to JCs.**
- (18) **To act as prescribed authority in terms of explanation no.2 below rule 18 of CCS (Conduct) Rules in respect of Group A and B Officers of ROs and KVS (HQ) up to the rank of DCs including Principals and Vice Principals.**
- (19) **To Change Home Town for the purpose of LTC as per Rule 5 of CCS (LTC) Rules in respect of staff/ Officers of KVS up to the rank of DC.**

**(b) Financial Powers**

He shall have powers analogous to powers under the Supplementary Rules, General Financial Rules, Central Treasury Rules, Medical Attendance Rules and KVS Employees' Provident Fund Rules as detailed in Appendix II.

**Article 17. Additional Commissioner ( Academics)****(a) Administrative Powers**

- (1) To arrange seminars, refresher courses, in-service training and workshops etc.
- (2) To depute officers of the Headquarters office of the Sangathan and Principals of Kendriya Vidyalayas for training in India and for participation in educational programmes, seminars and conferences in India where such training / participation is considered to be in the Sangathan's interest, subject to general directions, if any, given by the Board.
- (3) To approve and prescribe text books for classes I to VIII.
- (4) To promote physical education and issue directions for Organizing sports and games meets and other ancillary activities.
- (5) To look after the welfare and professional education ( including in-service training) of teachers and other staff of Vidyalayas.

**(b) Financial Powers**

He shall have powers under the Supplementary Rules, General Financial Rules, Central Treasury Rules , Medical Attendance Rules and KVS Employees' Provident Fund Rules as detailed in Appendix II.

**Article 18. Joint Commissioner ( Admn./Pers.)****(a) Administrative Powers**

- (1) To make appointment to all Group 'C' posts of Headquarters of the Sangathan and Regional offices.
- (2) To grant leave to Group B officers at Headquarters office, and Group 'A' officers excluding **Deputy Commissioners** and Directors of Regional offices and ZIETs.
- (3) To approve probation and grant confirmation to Group C employees of Headquarters office, Regional offices and ZIETs.

- (4) To grant permission to Group 'B' officers at the Headquarters of the Sangathan for appearing at public examinations.
- (5) To act as Controlling Officer for purposes of travelling allowance in respect of Group B officers at the Headquarters of the Sangathan, Regional offices and ZIETs.
- (6) To sanction annual increments in the prescribed time- scale to Group A Officers up to the level of **Deputy Commissioners**
- (7) To require Group A& B officers to produce a medical certificate of fitness on return from leave.
- (8) To extend leave of Group C employees in order to regularize overstayal of leave.
- (9) **To issue NOC for obtaining passport and visiting abroad in respect of Principals/ Vice Principals of KVs, Group A and B Officers of ROs except DC and all Group B, C and sub staff of HQs**
- (10) **To sanction Charge Allowance in respect of Vice Principals of KVs.**
- (11) **To sanction Annual increment in respect of Group A Officers of ROs / ZIETs and group A and B officers up to the level of Deputy Commissioner of a HQs**
- (12) **To sanction transport Allowance at double normal rate of Physically Challenged Employees in respect of employees up to group B officers of ROs and HQs.**
- (13) **TO fix up pay in respect of Principals of KVS , Group A and B Officers of ROs except DCs and Group A Officers up to the level of AC (Admn)/ AC of HQs**
- (14) **To sanction cash handling/ duplicating allowance in respect of Group C staff of KVS HQs.**

**(b) Financial Powers**

He shall have powers analogous to powers under the Supplementary Rules, General Financial Rules, Central Treasury Rules, Medical Attendance Rules and KVS Employees' Provident Fund Rules as detailed in **Appendix II**.

**Article 19. Joint Commissioner ( Acad./Trg.)**

**Administrative Powers**

- (1) To depute Group C officers at the Headquarters of the Sangathan for training and for participating in educational programmes, etc. where such training / participation is considered to be in the Sangathan's interest subject to general directions, if any , given by the Board.

- (2) To assist the **Additional Commissioner ( Acad)** in the formulation of plans and schemes for development of higher education on the lines of the Scheme embodied in the Kendriya Vidyalaya scheme.

**Article 20. Joint Commissioner ( Finance)**

- (1) To function as the Secretary of the two Standing Committees – Finance Committee and Works Committee of the Sangathan.
- (2) To advise the Commissioner in financial, accounting and audit matters pertaining to the Sangathan and its constituent units.
- (3) To supervise the day to day work of the Budget and Finance, Audit and Accounts sections at the Headquarters of the Sangathan.
- (4) To inspect the accounts of the Vidyalayas, Regional offices ZIETs and Headquarters office and to issue suitable instructions, wherever necessary.
- (5) To call for such information from the Vidyalayas, Regional offices, ZIETs and the Headquarters office as may be required for the preparation and sanction of Budget Estimates, preparation of Annual Accounts and processing of objections raised in internal as well as external audit.
- (6) To manage the affairs of the Kendriya Vidyalaya Sangathan Employees' Provident Fund, Group insurance scheme etc.
- (7) To act as Controlling Officer for purposes of travelling allowance in respect of Group-B Officers at the Headquarters of the Sangathan, Regional Officers, and ZIETs.

**Article 21. Deputy Commissioner (RO/Director ZIET.)**

**(a) Administrative Powers**

- (1) To make appointments to teaching and non-teaching posts in Group B (except vice principals) and C in Vidyalayas, Regional offices/ZIETs.
- (2) To approve probation and grant confirmation to the Group B and C employees in Vidyalayas and Regional office except Vice – Principals.
- (3) To forward applications of employees upto Group B (including Vice –Principals) of Vidyalayas and Regional offices for posts outside the Sangathan but not for the posts abroad and to grant permission for registration with the Employment Exchange.



- (4) To grant permission up to Group B (excluding Vice-Principals) of Vidyalayas and Regional offices/ ZIETs for appearing at public examinations.
- (5) To depute teaching staff of Group B ( excluding Vice–Principals ) and Group C establishments of the Vidyalayas and Regional office/ZIET for training / participation in educational programmes in India where such training / participation is considered to be in the Sangathan’s interest.
- (6) To inspect and supervise Vidyalayas to ensure that curricular and co-curricular activities are properly carried out in Vidyalayas and to suggest improvements, if any.
- (7) To inspect, supervise and suggest improvements in the administration of Vidyalayas.
- (8) To allow alteration in the name /surname of the Group B, C employees of the Vidyalayas, excluding Vice –Principals.
- (9) To look after the welfare of the employees of the Vidyalayas / Regional offices/ZIETs.
- (10) To grant permission to the Group B and C employees of Vidyalayas/ Regional office ( Excluding vice –Principals )/ZIETs to pursue higher studies or to write books or to take up any literary work.
- (11) To issue orders on the analogy of FR 9(6)b of the Fundamental Rules in respect of Group C employees of the Vidyalayas / Regional offices/ZIETs that an employee in certain circumstances be treated as on duty, subject to such instructions as may be issued.
- (12) To transfer Vidyalaya staff other than the Principals and Vice – Principals from one place to another within the Region in accordance with power delegated by KVS Hqrs subject to general orders of KVS Hqrs. issued from time to time in this regard. (89<sup>th</sup> BOG).**
- (13) To dispense with a medical certificate of fitness in respect of Group C employees of Vidyalayas and the Regional offices/ZIETs.
- (14) To sanction annual increments to Group B , C employees of the Regional office and Principals and Vice-Principals of the Vidyalayas in the prescribed time – scale.
- (15) To sanction the undertaking of work for which a fee is offered and an acceptance of the fee by the staff of the Vidyalayas( other than the Principal ) and the Regional office subject to a maximum of Rs. 2500/- in each case.
- (16) To grant leave preparatory to retirement and refuse leave etc. to Group B and C employees of Vidyalayas.

(17) To grant leave to Group B, C employees of the Regional offices/ZIETs and Principals of Kendriya Vidyalayas.

**(18) To issue NOC for obtaining passport and visiting aboard in respect of Group C and D staff of ROs and all staff of KVs except Principals/Vice Principals**

**(19) To sanction Charge Allowance up to the Post of PGTs.**

**(20) To sanction Annual increment up to Group B Officers of ROs and Principals/ Vice Principals Grade II of KVs.**

**(21) To sanction Transport Allowance of double the normal rate of Physically Challenged employees for all staff of KVs including Principals.**

**(22) To fix up pay in respect of all staff of KVs up to the level of Vice Principal and all staff of ROs up to Group C.**

**(23) To sanction Cash handling/ Duplicating Allowance in respect of Group C staff of KVs and RO**

**(24) To grant Medical Advance in respect of all staff of KVs.**

#### **(a) Financial Powers**

**He shall have power analogous to powers under the Supplementary Rules, General Financial Rules, Central Treasury Rules, Medical Attendance Rules and KVS Employee's Provident Funds Rules as detailed in Appendix II. Deputy Commissioners at KVS, Headquarters shall exercise administrative and financial powers at par with the Deputy Commissioners of Regional Offices.**

#### **Article 22. Branch Officers at the Headquarters**

The work of various sections and other supporting staff in the Headquarters office shall be supervised by various Officers at the Branch level as per distribution of work approved by the Commissioner.

#### **Article 23. Assistant Commissioner**

The functions of the **Assistant Commissioner** shall be as under:

- 1) To assist the **Deputy Commissioner** in administrative functions;
- 2) To supply resources needed by teachers and Principals;
- 3) To assist in continuous and comprehensive evaluation;
- 4) To encourage experimentation and innovations;
- 5) To guide and assist the teachers in CCA fields;
- 6) To develop programmes for slow and gifted children;

- 7) To guide to achieve excellence;
- 8) To draw programmes in special areas of curriculum – Vocational Education , Work Experience, Physical Education, Arts. Music, etc.
- 9) To act as specialist in certain fields;
- 10) To give demonstration lessons. Assistant Commissioners at KVS, Headquarters shall discharge such duties as assigned to them by Commissioner, KVS from time to time.

### **Assistant Commissioner (Admn)/ Assistant Commissioner**

**(1) To sanction Annual increment in respect of group C staff of HQs**

**(2) To fix up pay in respect of Group C staff of HQs**

### **Article 24. Principal**

#### **(a) Administrative Powers**

- (1) To function as the administrative head of the Vidyalaya and to act as the Drawing and Disbursing Officer of the staff employed in the Vidyalaya, subject to detailed instructions given in this regard in the Accounts Code.
- (2) To engage teachers on part time/ contractual basis as PRT/ TGT /PGT subject to relevant instructions in this regard.
- (3) To make appointments to sub staff (erstwhile Group D)posts and to approve probation and grant confirmation of such employees in the Vidyalaya
- (4) To forward applications to Group C employees of the Vidyalaya for posts outside the Sangathan except posts abroad and to grant permission for registration with the Employment Exchange.
- (5) To grant permission to Group C employees of the Vidyalaya for appearing at public examinations.
- (6) To implement the instructions and policies of the Sangathan in respect of curricular and co-curricular activities and to take steps to bring about healthy development of the Vidyalaya in all fields.
- (7) To administer the Vidyalaya on sound lines and to develop healthy teacher-pupil relationship.
- (8) To be responsible for the proper maintenance of accounts and school records, service – books of teaching and non- teaching staff, returns and statistics as prescribed by the Sangathan from time to time.

- (9) To look after the welfare of the employees of the Vidyalaya.
- (10) To handle the official correspondence relating to the Vidyalaya and to furnish within the prescribed dates all returns and information required by the Sangathan.
- (11) To formulate and to submit to the **Deputy Commissioner** for approval, proposals for teaching staff, furniture, laboratory equipment and teaching aids etc. well before the commencement of the academic session.
- (12) To make all payments including salaries etc. of teachers and other staff in time and according to rules.
- (13) To ensure that tuition fees, where levied and Vidyalaya Vikas Nidhi( VVN) are realized and credited to the relevant bank account in time.
- (14) To make purchase of stores etc. required for the Vidyalaya in accordance with the prescribed procedure, to enter all such stores in Stock Register, to scrutinise the bills and make payment.
- (15) To conduct physical verification of the Vidyalaya property and stocks at least once a year and to inspect the stock registers occasionally, to ensure their proper maintenance in accordance with the rules.
- (16) To be responsible for proper utilization of the Vidyalaya VikasNidhi for which a separate account shall be maintained. This account will be operated and the funds will be utilized in accordance with the rules laid down by the Sangathan from time to time.
- (17) To make satisfactory arrangements for supply of drinking water and other facilities for tiffin time for the pupils and to ensure that the school building and its fixtures and furniture, office equipment, laboratories, play grounds, school garden etc. are properly and carefully maintained.
- (18) To grant to his Vidyalaya local holidays, not exceeding seven in an academic year for educational and other bonafide purposes.
- (19) To supervise, guide and control the work of the teaching and non-teaching staff of the Vidyalaya.
- (20) To overall be in-charge of admissions in the Vidyalaya, preparation of school time-table, allocation of duties to teachers, provision of necessary facilities to them in the discharge of their duties and conduct of examinations and tests in accordance with the rules prescribed by the Sangathan from time to time.

- (21) To plan the year's academic work in advance in consultation with his colleagues and to hold subject committee and staff meetings at least once a month to review the work done during the month, and to assess the progress of the pupils.
- (22) To help and guide teachers and promote their professional growth by actively encouraging their participation in courses designed for in- service training.
- (23) To promote initiative of teachers for self- improvement and encourage them to undertake experiments which are educationally sound.
- (24) To encourage teachers for study of the curriculum and syllabus in use with a view to analyse the objectives of teaching of various topics and adapting instructional programmes, with due regard to inter –subject co-ordination. Such study would be particularly necessary when a new curriculum or syllabus is introduced.
- (25) To ensure that the teacher's diary is maintained in a manner that (i) it helps the teachers in his day to day work and (ii) it helps others to understand and appreciate his work.
- (26) To supervise class room teaching and secure co-operation and co-ordination amongst teachers of the same subject area as well as of other subjects.
- (27) To provide special help and guidance to teachers newly entering the profession.
- (28) To plan and prescribe a regular time – table for the scrutiny of pupils' written work and home assignments and to ensure that their assessment and correction are carried out effectively.
- (29) To make necessary arrangements for organizing special instructions for the pupils according to their need.
- (30)** To inform the teachers about the new rating schedule which may be prescribed from time to time for assessing their yearly work. To evaluate their work objectively and also to bring to the notice of the **Deputy Commissioner/** Sangathan meritorious work done or successful experiments undertaken by any teacher to improve the Vidyalaya.
- (31) To organize and co-ordinate various co-curricular activities through the House System or in any other effective way.
- (32) To periodically organize educational excursions after proper planning.
- (33) To develop and organize the library resources and reading facilities in the Vidyalaya and ensure that the pupils and teachers have access to and use books and journals of established values and worth.

- (34) To encourage the formation of parent teacher association in order to establish contacts with and secure co-operation of parents / guardians in the programmes of the Vidyalaya.
- (35) To send regularly the progress reports of the students to their parents / guardians and to show the answer books of all the examination to the parents on demand.
- (36) To promote amongst pupils physical well being, high standards of cleanliness and healthy habits, and to arrange two medical examinations of the students in an year and send medical reports to parents / guardians.
- (37) To sanction increments of all staff of the Vidyalaya excluding Vice-Principals in the approved time scale.
- (38) To sanction leave other than leave preparatory to retirement and refuse leave to teachers and non-teaching staff of the Vidyalaya in accordance with the rules laid down by the Sangathan.

**(b) Financial Powers:**

The financial powers of the Principal shall be as defined in the **Appendix – 1** of Accounts Code.

**Article 25. Vice- Principal**

The Vice- Principal shall work under the overall guidance of the Principal and will attend to whatever duties are specially assigned to him by the Principal, some of which could be as follows:

- (a) To assist the Principal in matters of academic co- ordination, preparation of school time – table, co-ordination of Subject Committee meetings, scrutiny of pupils’ written work and home assignments, co-ordination of the school examinations and timely dispatch of progress cards of students to parents, etc.
- (b) To organize various co-curricular activities of the school including games and physical education.
- (c) To develop and organize resource of the institution such as the school library, laboratories, teaching aids, etc.
- (d) To assist the Principal in the purchase of books and journals for library and suitable equipment for laboratories.
- (e) To look after the physical upkeep and cleanliness of the school and proper maintenance of property and stock. Assist the Principal in conducting physical verification of school property and device procedures for its careful and proper maintenance.

- (f) To exercise certain specific administrative powers assigned to him when the Principal is either on leave or away from the Vidyalaya on duty.

**Article 26. Officiating arrangement during the absence of the Principal**

**(a) When the vacancy is of less than two month's duration:** During the absence of the Principal from the Vidyalaya, whether on account of illness or otherwise, the Vidyalaya Management Committee may call upon the senior – most PGT or teacher of that Vidyalaya to take over charge of the duties of the Principal, provided that there is no Vice-Principal posted in that Vidyalaya. The teacher so appointed will be in charge of routine duties of the Principal in addition to his own. No charge allowance will be admissible for such officiating arrangement, but an intimation shall be sent to the Regional Office about the arrangements made by the Vidyalaya Management Committee.

**(b) When the Vacancy is of more than two months' duration:** in case of vacancies exceeding two months, the person to be appointed will hold current charge of the duties of the post of Principal. Such arrangement shall be made after prior Consultation with the Deputy Commissioner of the Region. Such of the members of staff as are appointed to hold current charge of the duties of the Principal, shall be entitled to draw a charge allowance of Rs. 300/- per month in the manner indicated below provided the officiating period is for more than two months:

- (i) A post –Graduate Teacher promoted as Vice-Principal and posted simultaneously as In charge Principal may be given the option either to draw the pay of the post of Vice – Principal or the pay and allowance of post – Graduate Teacher plus charge allowance. The option will be exercised within one moth of this appointment as In charge Principal.
- (ii) If a Vice-Principal is appointed as In charge Principal of the School in which he is already working as Vice -Principal, in the absence of Principal, he may be allowed to draw the charge allowance in addition to his pay as Vice – Principal provided the post of Vice-Principal held by him is not filled.
- (iii) Where a Vice-Principal is transferred as In charge - Principal to some other school. he would continue to draw the pay to the Vice-Principal only.
- (iv) When a Trained Graduate Teacher is posted as In charge Principal for over 2 months, he will be entitled to draw charge allowance of Rs. 200/- per month in addition to his pay as TGT.

## Article 27. Headmaster

- (1) The Headmaster will be responsible for running primary sections under the overall guidance of the Principal and perform the under mentioned duties:
- a) To function as a Supervisor of the Primary Department.
  - b) To help and guide the Primary Teachers.
  - c) To organize workshops for the Primary Teachers for curriculum and syllabi in use, with a view to analyzing the objectives of teaching of various topics and adopting the instructional programmes suitable to them.
  - d) To ensure that the teachers' diaries are maintained properly.
  - e) To ensure that lesson plans/units are prepared regularly.
- (2) In a Kendriya Vidyalaya where the post of Headmaster has been sanctioned and the same is lying vacant or the Headmaster or Headmistress has gone on leave for more than two months, the senior most primary teacher who will perform the current duties of the Headmaster will be entitled to draw a special pay of Rs.200\/- per month for that period. The officiating Headmaster will perform these functions in addition to his / her regular work.

The Supervisor will be in full charge of the Primary Department (in addition to his/her normal teaching work) and will keep the Principal informed for the day to day development and problems through various daily returns to be prescribed by the Principal.

No additional post of Primary teacher will be sanctioned on this account and the Supervisor will be expected to take classes as usual. However, where necessary, minor adjustments in the number of periods allotted to the Supervisor may be made by the Principal.

**Note:** Specific cases, where the Primary Wings are located in separate buildings away from the main school building and where it is considered essential, a TGT or PGT may be appointed as supervisor on payment of special pay by the Sangathan in consultation with the Finance Member.



## CHAPTER - IV

### VIDYALAYA MANAGEMENT COMMITTEE

**Article 28. Vidyalaya Management Committee –** The Sangathan shall constitute a Vidyalaya Management Committee (VMC) for every Vidyalaya for its general supervision and day to day management, in accordance with the rules approved and directions issued from time to time. The composition of the Vidyalaya Management Committee of Kendriya Vidyalayas situated in different types of establishments shall be as given in Article 29(infra) . Such committees shall manage the Vidyalayas with funds provided by the Sangathan and other resources within the frame work of policies laid down by the Sangathan.

**Article 29. The Composition of the Vidyalaya Management Committee (VMC) shall be as under:**

KVs in Defence sector	KVs in civil sector	KVs in Public Sector Undertakings/ Institutes of Higher Learning
<p><b>1.Chairman</b> A senior officer of the Army , Navy or Air Force in the Defence establishment concerned to be appointed by the Sangathan in consultation with the Ministry of Defence, If and where considered necessary</p>	<p>Education Secretary/Divisional Commissioner/ District Magistrate or his nominee/Vice Chancellor of a University/Director Of Public Instructions/ Eminent Educationist, as may be decided by the Sangathan according to the location of the Vidyalaya</p>	<p>Head of the Project/Institute</p>

## 2. Members

One member nominated by the Chairman, VMC out of the senior services personnel preferably not below the rank of Lt. Colonel from amongst officers of Education Corps of the three services, if posted in station.	One member nominated by the Chairman, VMC, out of the Gr.A Central Govt. employees at the station, preferably not below the rank of Under Secretary	One member nominated by the Chairman, VMC, out of the Gr.A Central Govt.employees at the station, preferably not below the rank of Under Secretary
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The remaining members of the VMC in Kendriya Vidyalayas of all the three sectors will be:

3 & 4. Two eminent Educationists

5. An eminent person of the area known for outstanding work in the field of culture

6 & 7. Two parents of the children studying in the KV to be nominated by the Chairman, VMC, on the recommendation of the Principal, one of whom should be a woman. The term of these members will be one academic year.

8. An eminent medical doctor of the area

9. A representative of SC/ST belonging to class I service, if available. If not, a member of the minority community.

10. A teacher representative

11. Principal of KV as member secretary

12. Co-opted member

13. Chairman, CGEWCC

**14. One Technical Member from construction background (at least of the rank of Executive Engineer/Garrison Engineer from CPWD/ State PWD /MES/ )  
( BOG 90<sup>th</sup> meetingdt 30-8-2011)**

Note: The teacher to be nominated would be one who has put in the longest stay in that particular Vidyalaya as on the 31<sup>st</sup>December of the preceding calendar year. It will be

by rotation for the duration of one academic year and the teacher once nominated will not be eligible for re-nomination until all the teachers in that Vidyalaya had their turn as a member of the Vidyalaya Management committee.

The first VMC for any KV shall be constituted by the KVS(HQ) Wherever the Chairman, VMC, and his nominee are nominated by virtue of their offices, change of incumbent would automatically take place with the change of the officer. Wherever there is a proposal to have a new Chairman/ his nominee from a different organization /sponsoring agency, the matter shall be decided by the Headquarters.

**In all other cases, nomination of the other members of the VMC will be done by the concerned Deputy Commissioners in conformity with the guidelines prescribed**

### **Article 30. Tenure of the Vidyalaya Management committee**

- (a) The tenure of office of the members of the Management Committee of a Vidyalaya excluding the Chairman and Member Secretary shall be three years, but they shall be eligible for re-nomination.
- (b) The members of the Management Committee will not normally continue to serve on the Committee beyond two terms of membership.
- (c) The members /office bearers of the VMC will continue beyond the term of three years till the new committee has been reconstituted.
- (d) The Commissioner may constitute an ad-hoc Vidyalaya Management Committee for a newly started school for a limited period till a regular committee has been constituted.

### **Article 31. Functions/ Powers of the Management committee**

- (1) To exercise control over expenditure in respect of the funds released by the Sangathan for the Vidyalaya, collection in respect of Vidyalaya Vikas Nidhi and other receipts in the manner laid down by the Sangathan. This shall include proper custody of funds, due control over expenditure, ensuring payments to proper persons and parties of correct amount and proper maintenance of accounts.
- (2) To prepare budget- estimates for the next financial year and sending suggestions in respect of new items of expenditure with justification therefor. This will include non – recurring items such as buildings, special repairs furniture, equipment, etc.
- (3) To exercise general supervision over the proper running and functioning of the Vidyalaya including maintenance of discipline among students as well as members of the staff, subject to procedures, rules and regulations prescribed by the Sangathan.

- (4) To make recommendations to the Sangathan about additional classes and sections, if any, to be formed in the Vidyalaya during the forthcoming academic year in order to accommodate children belonging to eligible categories.
- (5) To make suggestions to the Sangathan for any improvements in academics or other procedures relating to Vidyalaya, including amendments in the prescribed rules and regulations.
- (6) To assist the Vidyalaya in securing local assistance and co-operation for its better working and growth.
- (7) To scrutinize and approve the annual report of the Vidyalaya.
- (8) To discharge such other functions relating to the Vidyalaya as may be prescribed by the Sangathan from time to time.
- (9) To organise programmes/functions to raise cash contributions from the local community with the specific objective of collecting funds for the improvement of the Vidyalaya.

Note: Vidyalaya Management Committee shall meet whenever required by its Chairman. It should meet at least three times in a year ordinarily in the school premises. These meetings should be in the 1<sup>st</sup> week of August, 1<sup>st</sup> week of December and 1<sup>st</sup> week of February.

### **Article 32: Executive Committee of the Vidyalaya Management Committee**

Each Kendriya vidyalaya shall have an Executive Committee of the VMC comprising the following:

- a) Chairman , V M C or his nominee : Chairman
- b) One Educationist Member of VMC : Member
- c) One Parent Representative : Member  
Member of VMC
- d) One Teacher Representative : Member  
Member of VMC
- e) Principal of the Vidyalaya : Member – Secretary

The Executive Committee so constituted will be notified by the Chairman, VMC. In case, there is a vacancy in the VMC because of which a representative as above cannot be nominated, the Chairman, VMC , will notify the Executive Committee without such representative, who may be included later.

**Note:** In situations where Chairman of the VMC is otherwise busy and has nominated an Officer to function as the Chairman's nominee for the purpose of the Kendriya Vidyalaya, the Chairman's nominee shall perform all the functions on behalf of the Chairman including presiding over meetings of the Vidyalaya Management Committee and the Executive Committee in the absence of the Chairman. The only requirement will be that all decisions shall be brought to the notice of the Chairman for his approval.

### **Article 33: Proceeding of the Executive Committee**

The Executive Committee will meet as often as necessary but in any case once in three months. The decisions taken by the Executive Committee shall be recorded and communicated by the Principal of the Vidyalaya concerned. Three members would constitute a quorum for the meeting.

### **Article 34: Functions and Powers of the Executive Committee**

The Executive Committee shall have the following powers:

#### **(a) Academic and Administrative Supervision of the Vidyalaya**

The Executive committee will have powers to carry out administrative and academic supervision of the Kendriya Vidyalaya. It will also ensure follow up action on the inspections carried out by the Regional office and the Hqs. Office and initiate appropriate steps for removing the deficiencies noticed at the time of such inspections. The Executive Committee shall also have the power to associate educationists and academicians for exercising appropriate degree of administrative and academic supervision over the Kendriya Vidyalaya. Without prejudice to the generality of the aforesaid power, the powers of Executive Committees shall cover the following areas:

- (i) Analysis of strengths and weaknesses of the K.V
- (ii) Progress with regard to the annual calendar of activities of the K.V.
- (iii) Audit objections and their settlement.
- (iv) Discipline.
- (v) Analysis of results of KV including initiation of steps for their improvement
- (vi) Utilisation of funds including Vidyalaya Vikas Nidhi.
- (vii) Adherence to the instructions issued from time to time by the KVS(Hqs.) and Regional office.

#### **(b) Admissions**

All the admissions will be carried out with the approval of the Executive committee. It will be the responsibility of the Principal to ensure adherence to the admission guidelines laid down by the KVS(Hqs.). The Executive Committee will not be empowered to dilute or violate these guidelines.

The Executive Committee shall have the power to raise the sanctioned strength of a section from 40 to 45 to accommodate children of category – I, as per admission guidelines. Admissions, will however, be made strictly as per the admission guidelines.

**(c) Purchase and Procurement for KV**

All purchases / procurements of goods and services up to Rs.20,000 per month in the case of a Vidyalaya classified as up to two section Vidyalaya and up to Rs.25,000 per month in case of a Vidyalaya classified as three or more Section Vidyalaya would be made by the Principal and all purchases/ procurements of goods and services exceeding the limits of Rs. 20,000/ 25,000 , as the case may be, would be made by the Principal with the approval of the Executive Committee. This will be applicable to School Fund as well as the Vidyalaya Vikas Nidhi. However , in the matter where direction has been issued by KVS(HQ) for incurring any expenditure, without any limit, out of the School Fund or Vidyalaya Vikas Nidhi, approval of the Executive Committee would not be required and the directions would be carried out and the matter would be reported to the Executive Committee post facto.

**(d) Maintenance of the Vidyalaya Building and its campus**

The Executive Committee will ensure proper upkeep and maintenance of the Vidyalaya building and its campus. The funds provided by the Hqrs for the annual repairs and maintenance as also funds generated for this purpose at the Vidyalaya level would be utilised as per the direction of the Executive Committee.

**(e) Condemnation of stores**

The Executive Committee will have powers upto **Rs. 2 lakhs in a year** to condemn stores of all kinds in accordance with the provisions of the delegation of Financial Powers, rules and instructions issued by the KVS on the subject. However, cases involving fraud, embezzlement, misappropriation or theft will be condemned only with the approval of the commissioner.

**(f) Utilization of Funds**

The Executive Committee will monitor the annual budget estimates showing receipts and ensure proper utilization of funds on approved activities in accordance with the established procedure.

**(g) Discipline and Control**

**The Principal of the vidyalaya will be the competent disciplinary authority to institute disciplinary proceedings against an employee of the Vidyalaya as per schedule 2 of KVS (Appointment, Promotion ,seniority etc) Rule,1971. (Bog 89<sup>th</sup> meeting)**

**(h) Quarters Allotment Committee in Vidyalayas**

The Executive committee of the Vidyalaya will function as Allotment Committee in pursuance of Rule 10 (1) of the KVS (Allotment committee ) Rules, 1998.

**(i) Payment of Allowances to Members of VMC**

The official and non-official members of the Vidyalaya Management committee, whenever required to attend an official meeting convened by the Chairman, will be paid actual conveyance charges, subject to a maximum of Rs. 200/-.

The members of the Committee who are employees of the Sangathan will be paid T.A and D.A as admissible under the Sangathan s rules.

**Article 35 : Regional Advisory Committee in Kendriya Vidyalaya Sangathan.**

In order to monitor the progress of academic improvement and general functioning of the regions and their Kendriya Vidyalayas, the Board of Governors in its 49<sup>th</sup> meeting held on 23-24 April,1987 approved the constitution of the Regional advisory committee with the following objectives.

1. To review the progress of the implementation of the academic policies formulated by the KVS (HQ), at the regional level.
2. To monitor academic innovation / experiments in Kendriya Vidyalayas in the region.
3. To oversee the facilities such as library, audio-visual aids etc., in Vidyalayas of the Region.
4. To review the progress of games & sports activities in Kendriya Vidyalayas of the Region.
5. To review the progress of cultural activities in Kendriya Vidyalayas in the Region.
6. To suggest suitable locations for opening new Kendriya Vidyalayas in the region and
7. To build and project the image of Kendriya Vidyalayas in the Region.

The composition of the Regional Advisory Committee as approved by the Board is as under:-

1	Chairman	Education secretary
2	Member	A Senior representative of the Defence establishment in which Kendriya Vidyalayas are located at the Regional Headquarters.
3	Member	Chairman of the Central Govt. Employees Welfare Co-ordination Committee at the station
4	Member	A Senior Representative of the Project Kendriya Vidyalayas in the region
5&6	Member	Two eminent educationists, at least one of whom will be a lady.
7	Member	Principal of nearby renowned school.
8	Member	A representative of the CPWD/MES not below The rank of the Chief or Superintending Engineer
9	Member	An eminent doctor from a Govt. Or Public Sector Hospital.
10	Member	DM/Deputy Commissioner
11	Member	Principal of a local Kendriya Vidyalaya
12	Member-Secretary	<b>Deputy Commissioner</b>



## Chapter V

### CLASSIFICATION, RECRUITMENT, TERMS & CONDITIONS OF SERVICE

**Article 36. Classification:** The classification of posts, appointment, confirmation, promotion, seniority etc. in KVS shall be as per the KVS ( Appointment, Promotion, Seniority etc. ) Rules, 1971 which are placed at Appendix-III.

**Article 37. Procedure for Direct Recruitment**

Direct Recruitment to the posts of Principal and all teaching as well non-teaching staff for Kendriya Vidyalayas except **the posts of Sub Staff and car Driver** shall be made centrally by the Headquarters and, when necessary, on the basis of an All India advertisement and in accordance with the provisions of the Kendriya Vidyalaya Sangathan (Appointments, Promotion and Seniority etc.) Rules, 1971.

**Sub Staff** on daily wages may be engaged only for work which is of casual or seasonal or intermittent nature or for work which is not of full time nature. Such person/ persons shall be engaged through the Employment Exchange. The casual worker may be paid minimum wages notified by the State Govt. / Administration, as per the Minimum Wages Act, 1948. Such worker may be engaged for not more than 10 days in a month.

**Article 38. (i)** An exception to the recruitment procedure prescribed above can be considered only in the following cases:

- (a) Proposal for appointment of a son/ daughter or other near relative of an employee who dies in harness, leaving his family in indigent circumstances; and
  - (b) Proposal for appointment of such persons as had ceased to be in service on the ground that they failed to resume duty after the expiry of the maximum period of extra-ordinary leave admissible to them for reasons beyond their control as temporary employees.
- (ii)** Proposals for relaxation of the normal procedure of recruitment through the Employment Exchange shall be made to the Sangathan giving full justification. The Commissioner may, in deserving cases, pass orders individually, relaxing the normal procedure of recruitment through the Employment Exchange. In the case of appointment on compassionate grounds, applications shall be submitted in the prescribed form placed at Appendix-IV duly accompanied by marks sheets, pass certificates etc. and death certificate of the deceased.

### **Article 39. Special Provision for Recruitment of Female Teachers**

- (i) While making fresh appointment of women to teaching or non-teaching cadres, it shall be ensured that no maternity leave will be required by the candidate within six months of their joining service. Before actual appointment, the Vidyalaya shall ask the woman candidate to produce a medical certificate from a Government/ Municipal Hospital to this effect in case a formal medical examination will take time and the appointment can not be postponed. The Appointing Authority will be free to withdraw the offer in case leave is likely to be required by a selected candidate within six months of her joining service. However, a fresh appointment order will be issued after the fitness certificate is produced as per instruction of the Kendriya Vidyalaya Sangathan issued from time to time.
- (ii) Women employees already appointed on regular basis / on probation even though temporary, but who have not completed service for one session may be granted maternity leave, where admissible.

### **Article 40. Honorarium, conveyance charges, TA/DA etc. to the non-official Members of various committees of KVS (90<sup>th</sup> BOG dt 30-8-2011)**

#### **(a) Non-Officials**

#### **Honorarium to members of Departmental Promotion Committees for Promotion to all the posts**

##### **(1) Local Members:**

**Honorarium @ Rs. 1000/-per day when he/she actually attends the meeting at the place at which he/she has been invited by the Sangathan to be present.**

**As for conveyance hire charges, the ceiling will be Rs. 300/- per day or actual expenditure which ever is less.**

##### **(2) Outstation Members**

**Honorarium @ Rs. 1000/-per day when he/she actually attends the meeting at the place at which he/she has been invited by the Sangathan to be present.**

**TA/DA as per entitlement as admissible under rules.**

### **II. Selection Committee for Recruitment of Officers cadre, Teaching and Non- Teaching posts.**

#### **Local Members**

**Honorarium @ Rs. 1700/- per day for Chairman and Rs. 1500/- per day for Non-official member** when he/she actual attends the meeting at the place at which he/she has been invited by the Sangathan to be present. As for conveyance hire charges, the ceiling will be Rs. 300/- per day or actual expenditure which ever is less.

#### **Outstation Members**

**Honorarium @ Rs. 1700/- per day for Chairman and Rs. 1500/- per day for Non-official member** when he/she actual attends the meeting at the place at which he/she has been invited by the Sangathan to be present.

TA/DA as per entitlement as admissible under rules.

**(b) Employees of Central/State Govt. and Organisations Controlled by Government.**

They shall be paid TA and DA in accordance with the rates of Sangathan for such employees. The daily allowance will be admissible at rates and on the scale applicable to corresponding Sangathan's Officer's drawing the same scale of Pay. For the day on which they, on being requested to do so, actually attend the meeting of the Selection Committee/ Departmental promotion Committee, they shall be entitled to honorarium at the rates given above in (a) I/II as the case may be.

**(c) Officials**

Members of the selection Committees who are in Sangathan service shall be eligible to draw TA & DA as admissible under the Sangathan rules.

Note: (1) The right to TA including DA shall be forfeited or deemed to have been relinquished if the claim for it is not preferred within one year from the date on which it falls due i.e. from the date of completion of return journey.

(2) In the case of employees of Central/State Govt. and Organisations controlled/financed by Govt. who receive honorarium from the KVS, the taking of the approval of respective controlling officers and also of informing their Accounts/Audit Officers, if necessary about the amount of Honorarium so received for the purpose of calculating income-tax etc. rests with the members.

**(d) Expenditure on Refreshments/ working lunch**

The limit of expenditure for serving refreshments/working lunch to all the members of the Selection Committee/departamental promotion Committee which start in the forenoon and continue beyond lunch time including the persons put on duty in connection with Recruitment and Promotion of staff is **Rs. 200** per head per day.

**Article 41. Reservations.**

Reservation in the services of KVS shall be as under:- (BOG 88<sup>th</sup>. dt 14-5-2010)

**(1) Direct Recruitment**

S. No.	Categories	Percentage of Reservation	Remarks
1.	Scheduled Castes	15%	
2.	Scheduled Tribes.	7.5%	

3. Other Backward Classes

27%

With effect from  
8.9.1993

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In addition, there shall be horizontal reservations as under:-

S. No.	Categories	Percentage of Reservation	Remarks
1.	Ex- serviceman	10%	Group ' C' Posts only
2.	Blindness or low vision	1%	Direct recruitment to the Group A,B and C, posts
	Hearing impairment	1%	
	Locomotor disability or cerebral disability or cerebral palsy	1%	
	In the posts identified for each disability		
3.	Blindness or low vision	1%	Promotion to Group C Posts in which the element of direct recruitment, if any, does not
	Hearing		

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impairment	1%	exceed 75%
Locomotor disability or cerebral disability or cerebral palsy	1%	
In the posts identified for each disability		

### **(ii)Promotion**

The percentage of reservations in promotions for SC / ST wherever applicable shall be the same as for direct recruitment on All India bases by open competition. Reservation shall be applicable for promotion in all grades and services in which the element of direct recruitment, if any, does not exceed 75%.

#### **Article 42. Guidelines for Reservation.**

- (a) The reservation of SC/ST/OBC etc .shall be as per directions of Govt. of India, Department of personnel and training issued from time to time.
- (b) A register of roster shall be maintained by the appointing authority on the format prescribed by the Govt. of India , Deptt. of Personnel & Training
- (c) There shall be no reservation for OBCs in promotion.

#### **Article 43. Appointing, Disciplinary, Appellate & Reviewing Authorities (BOG 89<sup>th</sup> dt 3-11-2010)**

The appointing, disciplinary, appellate and reviewing authorities of various categories of employees in the Sangathan shall be as given in Schedule II of KVS (Appointment, Promotion, Seniority etc.) Rules 1971. **(Appendix III)**

#### **Article 44. Staff Strength of Vidyalayas (Teaching & Non-Teaching)**

The staff strength for each Vidyalaya shall be determined and Sanctioned by the Commissioner on the basis of workload and other requirements in accordance with the norms approved from time to time.

### **Article 45. Appointment Order**

Subject to availability of duly sanctioned posts, all appointments in the Vidyalayas shall be made by the Appointing Authority in order of merit of the panel of candidates selected by a duly constituted selection committee. (No travelling allowance or joining time shall be permissible in the case of fresh appointment. Existing teachers of Kendriya Vidyalayas holding regular appointments, shall, however, be eligible on their selection and on appointment to a higher post, to travelling allowance as on transfer. Joining time shall, however, be restricted to two days for preparation, in addition to the actual journey period involved in transit).

### **Article 46. Production of Certificates on Appointment**

The appointment will be subject to :

- (i) Declaration and production of a certificate of fitness from competent medical authority (Civil Surgeon or Medical Officer of equivalent rank).
- (ii) Submission of declaration about marriage.
- (iii) Taking of oath of allegiance/faithfulness to the Constitution of India or making solemn affirmation to that effect. Oath shall be taken before Chairman/principal at the time of joining on first appointment.

#### **(iv) Production of the following original certificates**

- (a) Character certificates from two Gazetted Officers of Central/State Govt. or stipendiary magistrate in the prescribed form in the case of candidates not already in govt. service pending receipt of satisfactory report through District
- (b) Authorities on the character and antecedents of the appointee. Degree/diploma/certificate of educational and teaching qualifications.
- (c) Certificate of age.
- (d) Discharge certificate, in the prescribed form, from previous employer, if any.

Requirement in respect of items (i) to (iv) may be waived in respect of candidates who are in the service of Govt. or autonomous bodies and have already satisfied these requirements. If any declaration given or information by the appointee is proved to be false or he is found to have willfully suppressed any material information, he will be liable to be removed from service and such other action as the Appointing Authority may deem necessary.

### **Article 47. Pay Scale**

The scales of pay, allowance and benefits in addition to pay will be determined by the Sangathan from time to time.

### **Article 48. Leave Rules**

Leave will be admissible to employees in accordance with the provisions of the Central Civil Services (Leave) Rules, 1972 as amended from time to time and as extended to Kendriya Vidyalaya Sangathan employees.

#### **Article 49. Retention of Lien**

Permanent employees of the Sangathan who are selected for appointment in Central Govt. or State Govt. institutions/Public Sector Undertakings/Autonomous Bodies/Semi-Government Organisations etc. will be permitted to retain their lien on their permanent post for a period of two years or till they are permanently absorbed in that Department/Undertaking, whichever is earlier, subject to specified conditions. However, temporary employees of the Sangathan shall be asked to resign from the Sangathan's service before they are appointed in such Departments/Undertakings, etc.

#### **Article 50. Terminal Benefits**

- (i) The employees of the Sangathan joining service on or after 1.1.1986 shall be eligible for terminal benefits of Pension-cum-General Provident Fund scheme as admissible to the Central Govt. servants.
- (ii) Employees joining service before 1.1.1986 shall be eligible for terminal benefits of Pension-cum-General Provident Fund scheme as admissible to the Central Govt. servant, except if they have opted for the CPF scheme, in which case they would be eligible for terminal benefits under the CPF scheme.
- (iii) The employees shall be covered under the K.V.S Employees Welfare Scheme having the twin benefits of an insurance cover to help their families in the event of death in service and a lump sum payment to augment their resources on retirement.
- (iv) The employees of the Sangathan, joining the services on or after 01/1/2004 shall be eligible for New Pension Scheme as applicable, to the Central Government employees.**

#### **Article 51. Age of Retirement**

Every employee of the Sangathan shall retire in the afternoon of the last day of the month in which he attains the age of sixty (60) years, except those who are born on the 1<sup>st</sup> day of the month who shall retire on the last day of the previous month. Two years extension in service shall be granted to National Awardee teacher on year to year basis subject to physical fitness and mental alertness.

#### **Article 52. Re-employment of Teachers Retiring on Superannuation**

Teachers including Principals and Vice-Principals who are retiring on superannuation on or after 30<sup>th</sup> November shall be extended the facility of re-employment till 31<sup>st</sup> March of the subsequent year so that the studies of students are not disturbed during the academic session.

This re-employment shall be regulated by the Appointing Authority subject to the following conditions

- i) No disciplinary case/vigilance case is pending against him/her and he/she is physically fit and mentally alert.
- ii) There is no teacher surplus to requirement in the Vidyalaya in the particular category/subject.

#### **Article 53. Resignation and Voluntary Retirement**

- (a) In cases where an employee tenders resignation and seeks to be relieved before the expiry of one month from the date of notice, the Appointment Authority has the discretion either to insist on full month's notice or to relieve the employee before the end of the notice period without asking for payment of salary in lieu of notice, provided that the Appointing Authority is satisfied that alternative arrangements can be made and/or Vidyalaya's work can be carried on effectively.
- (b) The employees of the Sangathan covered under the CCS (Pension) Rules, 1972, who have put in not less than 20 years of qualifying service may seek voluntary retirement by giving 3 months' notice in writing to the Appointing Authority to retire from service voluntarily as per the provisions of Rule 48-A of the CCS(Pension) Rules, 1972.

#### Article 54. Premature Retirement

Notwithstanding anything relating to normal age of superannuation from service, in order to maintain the efficiency and for strengthening the administrative machinery at all levels, the employer has the absolute powers under Fundamental Rules and CCS (Pension) Rules to retire an employee in public interest before his normal date of retirement, on attaining a specific age or on completing a specific length of service. The Govt. of India has also issued instructions for pre-mature retirement as a preventive measure to curb violation of Conduct Rules and corruption.

The instruction of the Govt. of India shall, mutatis- mutandis be applicable to the employees of the KVS and detailed procedure for reviewing the cases of KVS employees and for taking action to retire the employees prematurely wherever public interest warrants shall be as under:-

#### (a) Composition of the Review Committee and Representation Committee

Sl. No.	Category of employees	Composition of Review Committee and the Authority competent to approve retirement	Composition of Representation Committee and the Authority competent to dispose off representation
1	2	3	4



1.	<p>Additional Commissioner, Jt, Commissioner &amp; Dy Commissioner</p>	<p>i) Addl. Secretary Min of HRD &amp; Vice- Chairman, KVS.</p> <p>ii) Jt. Secretary/ Chief Welfare Officer, DOPT and Member of the BOG of KVS.</p> <p>iii) Commissioner KVS</p> <p>Final orders to be passed after Approval of the Vice – Chairman, KVS</p>	<p>i) Education Secretary.</p> <p>ii) Two members of The BOG of the Rank not less than Jt. Secretary nominated by the Chairman, KVS.</p> <p>Final orders to be passed after approval of the Chairman, KVS.</p>
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2.	<p>Assistant Commissioner/Assistant Commissioner(Admn) and other equivalent Post- of non- teaching Category .</p>	<p>i) Jt. Secretary, Min. Of HRD.</p> <p>ii) One member of the BOG of the rank not less than Jt. Secretary to be nominated by the Chairman, KVS.</p> <p>iii) Commissioner , KVS</p> <p>Final orders to be passed after approval of the Vice – Chairman, KVS.</p>	<p>i) Addl. Secretary, Min. of HRD &amp; Vice-Chairman, KVS.</p> <p>ii) One member of the BOG of the rank not less than Jt. Secretary</p> <p>Final orders to be passed after approval of the Chairman, KVS.</p>
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3.	, Administrative Officer, Finance Officer Section Officer and other equivalent posts of non-teaching category	<p>i) One member of the BOG to be nominated by the Chairman, KVS.</p> <p>ii) <b>Addl. Commissioner ( Admn.), KVS.</b></p> <p>Final orders to be passed after approval of the Commissioner, KVS.</p>	<p>i) Commissioner, KVS.</p> <p>ii) One member of the BOG to be nominated by the Chairman, KVS.</p> <p>Final orders to be passed after approval of Addl. Secretary / Vice- Chairman, KVS</p>
4.	<b>Principal</b>	<p>i) Commissioner, KVS</p> <p>ii) One member of the BOG to be nominated by the Chairman, KVS.</p> <p>iii) <b>Addl. Commissioner (Admn.), KVS &amp; Member-Secretary , BOG.</b></p> <p>Final orders to be passed after approval of the Addl. Secretary and Vice-Chairman, KVS.</p>	<p>i) Addl. Secretary, HRD and Vice- Chairman, KVS.</p> <p>ii) Commissioner, KVS.</p> <p>iii) One member of the BOG to be nominated by the Chairman, KVS.</p> <p>Final orders to be passed after approval of the Chairman, KVS.</p>

5.	Post Graduate Teacher	<p>i) Addl. Commissioner (Acad.)</p> <p>ii) Jt. Commissioner (Pers).</p> <p>iii) Dy. Commissioner to be nominated by the Commissioner, KVS.</p> <p>Final orders to be passed with Approval of the Commissioner KVS</p>	<p>i) Commissioner, KVS</p> <p>ii) One member of the BOG nominated by the Chairman, KVS.</p> <p>Final orders to be passed after approval of the Addl. Secretary and Vice- Chairman, KVS.</p>

6	<p>TGT, PRT</p> <p>Librarian and other teaching staff</p>	<p>i) Jt. Commissioner (Pers.)</p> <p>ii) Two Dy. Commissioners to be nominated by the Commissioner, KVS.</p> <p>Final orders to be passed by the Addl. Commissioner (Admn.).</p>	<p>i) Commissioner, KVS.</p> <p>ii) One member of the BOG nominated by the Chairman, KVS</p> <p>Final orders to be passed after approval of the Commissioner, KVS.</p>
7	<p>Group 'C' employees serving in KVS (HQ) and ROs</p>	<p>i) Jt Commissioner (Admn./ Pers.)</p> <p>ii) Jt. Commissioner (Fin.)</p> <p>iii) Dy. Commissioner (Admn.)</p> <p>Final orders to be passed by the Addl. Commissioner (Admn.).</p>	<p>i) Commissioner KVS.</p> <p>ii) One member of the BOG nominated by the Chairman, KVS.</p> <p>Final orders to be passed by the Commissioner, KVS.</p>

8	Group ' C ' employees serving in schools (Non-teaching staff)	<p>i) Dy. Commissioner</p> <p>ii) Asst. Commissioner</p> <p>Iii) One Principal of the neighboring region nominated by the KVS (Hqrs)</p> <p>Final orders to be passed by the Jt. Commissioner (Admn.).</p>	<p>i) Jt. Commi- ssoner ( Admn.)/ Jt. Commi- ssoner (Pers.)</p> <p>ii) One Dy. Commissioner, KVS</p> <p>Final orders to be passed by the Addl. Commissioner (Admn.)</p>
9	Sub Staff' employees serving in KVS (HQ) and ROs	<p>i) Asst. Commissioner (Admn.)Estt</p> <p>ii) Asst. Commissioner (Vig.)</p> <p>Final orders to be passed by the Dy. Commissioner (Admn.).</p>	<p>i) Jt. Commi- ssoner ( Pres.)</p> <p>ii) Jt. Commi- ssoner (Acad.)</p> <p>Final orders to be passed by the Addl. Commissioner (Admn.)</p>

10	Sub Staff employees in schools	<p>i) One Asst. Commissioner and</p> <p>ii) one Principal to be nominated by the Dy. Commissioner of the region .</p> <p>Final orders to be passed by Dy. Commissioner of the region.</p>	<p>i) Jt. Commissioner ( Pers.)</p> <p>ii) Jt. Commissioner (Acad.)</p> <p>Final orders to be passed by the Addl. Commissioner (Admn.)</p>

**b) Role of the review committee**

All cases which come under the purview of review will be referred to the Review Committee by the appropriate authority, as per the time schedule. The appropriate authority shall take further action based on the recommendations of the Review committee. As per the instructions of the DOPT referred to above, whenever it is proposed to retire a KVS employee, the appropriate authority should follow the procedure prescribed in Chapter II of Appendix 10 of CCS (Pension) Compilation.

**c) Role of the Representation Committee**

The KVS employee who has been served with a notice/order of premature retirement by the appropriate authority based on the recommendations of the Review Committee, may submit a representation within three weeks from the date of service of such notice/order addressed to the authority who served the notice/order.

On receipt of such representation, the appropriate authority should examine the same to see whether it contains any new facts or any aspect/facts not known. After such examination, the case shall be placed before the Representation Committee. The Representation Committee after considering the facts shall give its recommendations within two weeks from the date of receipt of such references, to the competent authority who made the reference.

The competent authority indicated in the Representation Committee shall pass final orders on the representation within 2 weeks from the date of receipt of the recommendations of the Representation Committee. The procedure as given in Chapter III of Appendix 10 of CCS (Pension ) Compilation shall be followed.

**(d) Nature of Authority and Statutory Rules**

(1). In accordance with the provisions of Fundamental Rule 56 (j) , the appropriate authority has the absolute right to retire , if it is necessary to do so in public interest, any government employee as follows:-

- (i) If he is in Group 'A' or 'B' service or post in a substantive quasi permanent or temporary capacity and had entered Government service before attaining the age of 35 years, after he has attained the age of 50 years.
- (ii) In any other case, after he has attained the age of 55 years provided that in the case of a Sub Staff official, such action can be taken if he entered service after 23<sup>rd</sup> July, 1966.

Thus , government servants belonging to Groups 'A' and 'B' who have entered government service after attaining the age of 35 years, and officials belonging to Group 'C' can be prematurely retired after they have attained the age of 55 years with the exception of sub staff officials, who entered service on or before 23<sup>rd</sup> July, 1966.



In addition, a government servant in Group 'C' service or post who is not governed by any pension rules, can also be retired after he has completed thirty years' service, under FR56 (j).

- (2) Provisions also exist in Rule 48 of the CCS (Pension) Rules, 1972, for the retirement of a govt. employee by giving him three months' notice, if it is necessary to do so in public interest, after he has completed 30 years of qualifying service for pension. In other words, government employee who may belong to Group 'A', 'B', 'C' can be prematurely retired, irrespective of the age at the appropriate time, after he has completed 30 years of qualifying service.

In order to ensure that the Review is undertaken regularly and in due time the Government has prescribed the following time schedule.

S. No.	Quarter in which review is to be made	Cases of employees who will be attaining the age of 50/55 years or will be completing 30 years of service or 30 years of service qualifying for pension,
1.	January to March	July to September of the same year
2.	April to June	October to December of the same year
3.	July to September	January to March of the next year
4.	October to December	April to June of the next year.
5.		

<b>Authorities/ Sections responsible for conducting Reviews/ Processing of Review Cases</b>			
S. No.	Name of Processing office	Nodal Officer In KVS HQ	Category of employees whose cases are assessed for review under FR 56 (j)
1.	Estt. I/KVS(HQ)	<b>A.C.(Estt.I)</b>	Cat. 'A' & 'B' of KVS (HQ), Regional Offices/ZIETs and Kendriya Vidyalayas. Principal Grade I & II and Vice Principal
2.	Estt. II/ KVS (HQ)	<b>DC(Admn.)</b>	PGTs, TGTs & Primary Teachers.
3.	Estt.III/ KVS (HQ)	<b>DC (Admn)</b>	Misc. categories of teacher and non-teaching staff of Vidyalaya and

			Gr'C' staff of KVS (HQ) and Regional Offices/ ZIETs.
4.	Regional Office	D.C.(RO)	Group 'C' non- teaching staff of Vidyalayas.

The orders to be passed shall be based on the Recommendations of the Review Committee.

**(e) Role of Nodal Officer**

It shall be the responsibility of the Nodal Officer indicated in column 3 above to process the cases and submit them to the Review Committee as well as to the Representation Committee as per the limit prescribed.

**(f) Maintenance of Register and Submission of Reports.**

The nodal Officers shall maintain suitable database in proper register / computer programme in respect of employees under their control, who are due to attain the age of 50-55 years, or have completed 30 years of service. They shall also obtain from the Regional offices timely information required to process the cases. The data shall be updated and it will be scrutinized every quarter by the **Additional Commissioner/ Joint Commissioner concerned.**

**(g) Formats to be Used**

The proforma which are prescribed for issuing various orders by the appropriate authority are given in the Annexure 3 of Appendix 10 of Pension Compilation. The same shall be used with appropriate modifications.

**(h) Reports / Returns to be Submitted by the Nodal Officer to Vigilance Section.**

The vigilance Section has to submit quarterly / periodical returns in respect of KVS to Central Vigilance Commission and Chief Vigilance Officer in the Ministry of H.R.D. The Nodal Officers shall forward quarterly report as per the following time schedule to **Assistant Commissioner (Vig.)**

S. No.	Quarter in which the review is to be made	Date by which the return should be submitted to Vig. Section.
1	January to March	10 <sup>th</sup> of May
2	April to June	10 <sup>th</sup> of August

Article 55. Issue of “ No Objection Certificate “ for Registration with the Employment Exchange

Such of the employees of Vidyalayas as are educationally qualified for a higher post, shall be permitted by the Appointing Authority to register with the employment exchange for higher posts on the condition that in the event of their selection for the higher post, they will have to resign their post in the Vidyalaya with proper notice and sever all connections with the Sangathan, provided that the higher posts is in an organization different form the Sangathan,

**Article 56. Promotions**

- (a) **Assessment of vacancies** – The number of regular vacancies to be filled in the year shall be estimated taking into account vacancies arising out of retirement, promotions and deputation for periods of more than a year, etc.
- (b) **Date of Eligibility** – The length of service prescribed for eligibility for promotion etc. shall be counted with reference to 1<sup>st</sup> January of the year unless prescribed otherwise in the statutory service rules.
- (c) **Method of promotion**  
The method followed for promotion shall be
- (i) Selection method
  - (ii) Non- selection method
- (i) **Selection Method**
- (a) Zone of consideration – The zone of consideration of eligible candidates with reference to the assessed vacancies, prescribed with extended zone for SCs/ STs to ensure the promotion chances against the reserved quota for them shall be as given in table below:

No. of Vacancies.	Normal Zone	Extended Zone for consideration of SC/ST
1	5	5
2	8	10
3	10	15
4	12	20
5	twice the number of vacancies +4	5 times the number of vacancies

(b) **Assessment of officers-** The assessment of each officer shall be made on a fair, just and non-discriminatory evaluation of the **APARs** for the preceding five years only in all cases. No extra weightage will be given to an officer already officiating in the higher grade.

The DPC shall make its own assessment of the officers without being merely guided by the grading, if any, recorded in the **APARs**, and take into account, in addition, award of penalty or conveying of displeasure of superior authority as reflected in the **APARs**, and remarks, if any, against the column 'integrity'. Where the remarks of the Reporting Officer have been over-ruled by the Reviewing Officer, the latter remarks will prevail, provided the over-ruling is justified with reference to the contents of the Reports. DPC will give their final grading as **Outstanding, Very Good, Good, Average and unfit**.

The DPC shall take suitable note of non-communication of any adverse remark in **APARs**. Where the time allowed for representation against an adverse remark is not over, or a decision on the representation has not been taken, the DPC may defer consideration of the case until a decision is taken.

(c) **Benchmark, Grading and Preparation of Select List**

Category of officers.	Benchmark	Grading to Be given By DPC	Preparation of Select List

- |   |           |            |  |
|---|-----------|------------|--|
| 1. Selection for all Group 'C', Group 'B' and Group 'A' Posts below the Level of <b>Rs.15600-39100</b> , Grade Pay <b>Rs 7600</b> (including Promotions from Lower Groups to Group 'A' posts/ grades/ services) | Good      | Fit/ Unfit | Those who are graded as 'Fit' shall be included in the select panel in order of their inter se seniority in the feeder grade subject to availability of vacancies. |
| 2. For all Group 'A' posts of the level of <b>Rs15600-39100/-</b> with <b>Drade pay Rs 7600 and above.</b>  | Very Good | Fit/ Unfit | - do-  |
-

When sufficient number of officers with the required Benchmark/ Grade is not available, those to the extent available will be placed on the panel. For the unfilled vacancies, fresh DPC shall be held for considering the required number of officers beyond the original zone.

Where the Benchmark is 'Good', the DPC may assess the suitability of employees in the zone of consideration up to a number which is considered sufficient against the number of vacancies and need not consider the remaining employees in the zone of consideration.

**(ii) Non – selection Method**

The principle of zone of consideration shall not be applicable. There shall be no comparative evaluation of the officer's merit. The DPC will categorise the officers 'Fit' / Not Yet Fit'. Names of officers found fit will be arranged according to their inter – se seniority in the feeder grade.

**(a) Provisions for SC/ST Officers-**

(i) **For posts / services within Group 'A' carrying ultimate salary of Rs.67000 or less :** SC/ST officers coming within the zone of consideration so as to be within the number of vacancies for which the select list is to be drawn up, will be included in the select list notwithstanding the prescription of bench – mark, provided they are not considered 'unfit'.

(ii) **For posts / services in Group 'B' within Group 'B' and from Group 'B' to the lowest rung in Group 'A' :** If adequate number of SC/ST officers are not available within the normal zone, it may be extended to five times the number of vacancies.

SC/ST officers coming within the extended zone shall also be considered against the vacancies reserved for them. Any shortfall shall be made up by selecting candidates of these communities, who are in the zone of consideration, irrespective of merit and bench-work, provided they are considered 'fit'.

(iii) **In Groups 'C' and 'D' posts/services:** Select list of SCs/ STs shall be drawn up separately in addition to the general list. Those within the normal zone of consideration shall be considered along with others and those selected will be included in the general select list, in addition to their being included in the separate lists for SCs/STs. Those in the separate lists will be adjusted separately amongst themselves and if selected, will be included in the concerned separate lists, irrespective of merit and the bench-mark determined. If SCs/STs in the general select list are lesser than the vacancies reserved for them, the difference will be made up by candidates of those communities in the separate select lists.

(b) **When DPC does not meet for a number of years due to unavoidable reasons:** The first DPC that meets shall observe the following procedure:-

(a) Determine the number of vacancies that arose in each of the previous years and in the current year separately.

(b) Consider in respect of each of the years those officers only who would have been within the zone of consideration with reference to each year starting with the earliest year onwards.

- (c) Prepare a select list by placing the select list of the earlier year above the one for the next year and so on.
- (d) While evaluating the merit of the officers, the scrutiny of the records shall be limited to the records that would have been available, had the DPC met at the appropriate time. Promotions effected on the basis of the consolidated select list will have only prospective effect, even in cases where the vacancies relate to earlier years.

**Article 57. Foreign Service Terms**

The Central Government employees or State Govt. employees, appointed on deputation on foreign service, to post in the Sangathan, will be governed by the terms and conditions of deputation as agreed to by the parent Department and Sangathan.

**Article 58. Jurisdiction**

In case of any dispute or claim arising as a result of employment under the Sangathan, the Central Administrative Tribunal alone shall have the jurisdiction.

## **CHAPTER- VI CODE OF CONDUCT**

### **Article 59. For Teachers.**

The provisions of the CCS (Conduct) Rules, 1964 shall apply mutatis mutandis to all the employees of the Kendriya Vidyalaya Sangathan. In addition to this, the following code of conduct shall also be applicable to teachers. Violation of these shall make an employee liable for action under the CCS (CCA) Rules, 1965.

1. Every teacher shall, by precept and example, instill in the minds of the pupil, entrusted to his care, love for the motherland.
2. Every teacher shall, by precept and example, inculcate in the minds of his pupils respect for law and order.
3. Every teacher shall organize and promote all school activities which foster a feeling of universal brotherhood amongst the pupils.
4. Every teacher shall, by precept and example, promote tolerance for all religions amongst his pupils.
5. No teacher shall be a member of any political party or carry on activities either openly or in camera in support of any such party. He shall also not have any association with either any political party or any organization which has been declared by the Sangathan to be carrying out its activities against the aims, objects and functions of Kendriya Vidyalayas.
6. The teacher shall always be on the alert to see that his pupils do not take active part in politics.
7. No teacher shall be a member of the State or Central Legislature. He shall resign his job before contesting for elections as a candidate.
8. Every teacher shall take a stand against unhealthy and bad customs and practices in modern society and must strive his best to instill in the minds of his pupils the principles of co- operation and social service.
9. Every teacher shall co-operate with and secure the co-operation of other persons in all activities which aim at the improvement of the moral, mental and physical well-being of pupils.
10. Every teacher shall be strictly impartial in his relations with all his pupils. He shall be sympathetic and helpful particularly to the slow learners.
11. Every teacher shall be a learner throughout his life not only to enrich his own knowledge, but also of those who are placed in his care. He shall plan out his work on approved lines and do it methodically and vigilantly, eschewing all extraneous considerations.

12. Every teacher shall regard each individual pupil as capable of unique development and of taking his due place in the society, and help him to be creative as well as co-operative.
13. Every teacher shall be temperate and sober in his habits. He shall scrupulously avoid smoking, chewing of betel leaves and such other undesirable habits in the presence of students and within the precincts of the Vidyalaya.
14. Every teacher shall have an exemplary moral character. His dealing with the members of the opposite sex in the Vidyalaya or outside, shall not be such as would cause reflection on his character or bring discredit to the Vidyalaya.
15. Every teacher shall take pride in his calling and try to promote the dignity and solidarity of his profession.
16. Every teacher shall be an advocate of freedom of thought and expression and the development of scientific temper in himself and his students.
17. No teacher shall indulge in or encourage any form of malpractice connected with examinations or other school activities.
18. Confidential matters relating to the institution and the Department shall not be divulged by any teacher.
19. No teacher shall undertake private tuition or private employment or otherwise engage himself in any business.
20. Every teacher shall be clean and trim. He shall not be casual and informal, while on duty. His dress shall be neat and dignified. He shall on no account be dressed so as to become an object of excitement or ridicule or pity at the hands of students and his colleagues.
21. Every teacher shall be punctual in attendance in respect of his class work as also for any other work connected with the duties assigned to him by the Principal. He shall realize that he is a member of the team and shall help in developing a corporate life in the school.
22. Every teacher shall abide by the rules and regulations of the Vidyalaya and show due respect to the constituted authority, diligently carrying out instructions issued to him by the superior authority.
23. Every teacher shall avoid monetary transaction with the pupils and parents and refrain from exploiting his Vidyalaya influence for personal ends. He shall generally conduct his personal matters in such a manner that he does not incur a debt beyond his means to repay.



24. No teacher shall prepare or publish any text-book or keys or assist directly or indirectly in their preparation, or use such publications without obtaining prior approval of the Sangathan.
25. No teacher shall engage himself as a selling agent or canvasser for any publishing firm/trader.
26. No teacher shall apply for an assignment or job outside the Sangathan directly. He shall invariably forward his application through proper channel.
27. No teacher shall present his grievances, if any, except through proper channel, nor will he canvass for any non-official or outside influence or support in respect of any matter pertaining to his service in the Vidyalaya.
28. Every teacher shall consider Vidyalaya property and funds as if placed in trust with him and shall exercise the same with prudence and care as he would do in respect of his own property or funds.
29. No teacher shall accept or permit any member of his family or any other person acting on his behalf to accept any gift from any pupil, parent or any person with whom he has come into contact by virtue of his position in the Vidyalaya except as provided under Rule 13 of the CCS (Conduct) Rules, 1964.
30. No teacher shall, except with the previous sanction of the Sangathan, give any talk on the radio, publish any statement or document either in his own name or anonymously, pseudonymously or in the name of any other person, which has the effect of an adverse criticism of any current or recent policy or action of the Central Government or a State Government, or which is capable of embarrassing the relations between the Central Government and a State Government or between the Central Government and the Government of any foreign state.
31. No teacher shall, except with the previous sanction of the competent authority, ask for or accept contribution or other collections in cash or in kind in pursuance of any object whatsoever.
32. It shall be the duty of every teacher:
  - (i) To respect the National Flag and the National Anthem.
  - (ii) To promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities and to renounce practices derogatory to the dignity of women.
  - (iii) To develop scientific temper, humanism and spirit of enquiry and reform.
  - (iv) To safeguard public property and to abjure violence.

(v) To strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavor and achievement.

33. If a teacher is convicted by a Court of Law or arrested, it shall be his duty to inform his immediate superior the fact of his conviction or arrest and the circumstances connected therewith as soon as it is possible for him to do so. Failure to do so, will be regarded as deliberate suppression of material information.

34. (a) Every teacher shall at all times

(i) Maintain absolute integrity.

(ii) Maintain devotion to duty.

(iii) Do nothing which is unbecoming of an employee of the Sangathan

(b) Nothing contained in part (a) of this Article shall be deemed to take away or abridge the right of a teacher:-

(i) to appear at any examination to improve his qualification;

(ii) to become or to continue to be a member of any Literary, scientific or professional organization;

(iii) to make any representation for the redressal of any bonafide grievances, subject to the condition that such representation is not made in any rude or indecorous language.

**35. Every teacher shall ensure that he/she should not use mobile phones in the class rooms in order to avoid teaching process.**

**36. It is the responsibility of the class teacher or the teachers to ensure security and safety of the children under his control and supervision in the discharge of his duties. The teachers who are to escort children to excursions, tours, Scout & Guide camp, NCC Camps, & Sports Meets, etc., shall ensure the safety and security of the children.**

**37. A teacher is described as a role model, a guru from time immemorial and he should maintain moral and ethical values and set an example to the children. He must not demonstrate unethical activities towards the children. He should keep reasonable distance from the female students and female teachers and shall not indulge in unwelcome sexually determined behaviour like (i) physical contact and advances (ii) demanding or requesting for sexual favours (iii) passing on sexually coloured remarks (iv) showing any pornography and (v) any other unwelcome physical, verbal or non verbal conduct of sexual nature.**

#### **Article 60. For Students**

a) The following acts and conduct on the part of the students will amount to misconduct:

(i) Misbehavior towards teachers or any other employee of the school.

- (ii) Intentional disturbance of classes.
  - (iii) Absence from classes without the permission of the teacher/ Vice-Principal / Principal
  - (iv) Bullying / intimidation of others.
  - (v) Eve- teasing / misbehavior towards girl- students.
  - (vi) Damaging/ disfiguring school property.
  - (vii) Propagating a strike / disruption of classes.
  - (viii) Association with banned organizations.
  - (ix) Propagating communal / caste feeling amongst the students.
  - (x) Indulging in physical violence in any manner.
  - (xi) Disobeying lawful orders of the teacher / Vice – Principal/ Principal
  - (xii) Bringing unauthorized people / articles inside the school.
  - (xiii) Theft / pilferage of school/ students' property.
  - (xiv) Any behavior unbecoming of a student.
  - (xv) Indulging in acts of moral turpitude.
- b) In above acts of misconduct, Principal shall take suitable action as per observation of the disciplinary committee depending on the gravity of the misconduct, which may include:
- (i) Oral / written warnings to the student and parents.
  - (ii) Suspension from attending classes / school for a specified period.
  - (iii) Recovery of loss to school property
  - (iv) Issue of Transfer Certificate
  - (v) Expulsion / rustication from school.

## CHAPTER VII

### MISCELLANEOUS MATTERS RELEVANT TO SERVICE IN VIDYALAYAS

#### Article 61. Service Records

- (a) **Service Book :** In respect of each individual member of staff on roll of the Vidyalaya, a Service Book in the form as applicable to Central Government servants shall be maintained to show the date of appointment, name of the post, scale of pay, date of increment, date of promotion, period of leave and nature of leave taken, leave travel concession taken, suspension, awards and nominations for Provident Fund, Family Pension and Group Insurance Scheme etc. In short, every event in the official career of the employee shall be noted therein. Maintenance of service book shall be as per instructions of the Accounts Code.
- (b) **Personal File:** For each employee of the Kendriya Vidyalaya, a Personal File shall be opened in the respective Vidyalaya soon after he/ she joins the Vidyalaya. On his/ her first appointment in the school, the particulars of the employee shall be filled in a prescribed proforma (**Appendix V**) and one copy thereof sent to the Regional Office after counter – signature of the Principal. The proforma in respect of the Principal shall be countersigned by the Chairman of the Vidyalaya before being sent to the Regional Office. The duplicate copy of the proforma shall be incorporated in the personal file of the respective employee maintained in the Vidyalaya. All the certificates including medical certificate of fitness required to be produced by the employee at the time of fresh appointment shall be kept in the personal file
- (c) **Leave Account:** leave account shall be maintained in the prescribed form and it shall be consulted, before any staff is sanctioned leave, to verify if the leave is actually admissible to him. Detailed instructions regarding maintenance of leave account as given in the Accounts Code shall be followed.

#### Article 62. Verification of Character and Antecedents

The character and antecedents of the employee of a Vidyalaya shall be got verified through the District Magistrate concerned within six months from the date of appointment of such an employee on his/her first appointment. For Principals, verification shall be done by the Sangathan's office. A copy of the Attestation Form in which the particulars are to be sent to the District authorities, in duplicate, is placed at **Appendix-VI**.

#### Article 63. Report on Probationers

As per terms and conditions of appointment, all employees will be on probation for a period of two years which may be extended to three years by the appointing authority. For this purpose, two special reports on probationers, one on completion of 11 months of service and the other on completion of 22 months of service, shall be forwarded by the Principal to the **Deputy Commissioner** who has jurisdiction over the particular Vidyalaya. Where the probationary period has been extended, a report will also be written after 33 months from the date of appointment. In the case of Principals, a probation report shall be written and submitted to the Sangathan on completion of 18 month's service and in cases where probation period is extended, another

report should be submitted after completion of 30 months' service. The specimen forms of the Reports on Probation for Principal and for staff other than Principal are placed at **Appendices VII and VIII**.

#### **Article 64. Annual Increment**

The Principal shall be the competent authority for sanctioning annual increments to the staff of the Vidyalaya and in the case of the Principal, the **Deputy Commissioner** of the Regional Office shall be the competent authority, subject to the fulfillment of other conditions. The withholding of increments is a measure of punishment and unless that punishment is inflicted through an order issued by the competent authority, the annual increments shall be released as and when these fall due. In the first bill, in which a periodical increment is drawn for an employee of the Vidyalaya, a certificate in the form as prescribed in the Accounts Code duly signed by the competent authority shall be appended.

#### **Article 65. Last Pay Certificate.**

In case of transfer of an employee from one Vidyalaya to another Vidyalaya under the orders of the Sangathan, the employee transferred shall be paid only up to the date of relief from the school and a Last Pay Certificate showing the particulars of pay drawn, date up to which the employee was paid, etc. shall be issued by the former Vidyalaya to the Principal of the Vidyalaya to which the transferee comes. Detailed instructions for preparation of the Last Pay Certificate shall be as given in the Accounts Code.

#### **Article 66. Definition of Vacation and Non- Vacation Staff**

(a) The Following staff of the Vidyalaya shall be treated as Vacation Staff:

- (i) All Categories of teachers
- (ii) Librarian

**(iii) Sub -Staff**

(b) The following staff of the Vidyalaya shall be treated as Non- Vacation Staff:

- (i) Principal
- (ii) **Section Officer / Assistant** / Upper Division Clerk / Lower Division Clerk.

(c) The post of Vice – Principal shall be treated as both vacational and non- vacational. Half the period of vacation may be treated as duty on the discretion of the Principal and **Deputy** Commissioner for which he will earn leave in accordance with the rules

#### **Article 67. Admissibility of Vacation Pay to Teachers and Other Staff Categorised as “ Vacational”**

- (1) The teachers and other staff of Vidyalaya who have been classified as vacational and who are not called for duty during the long vacation ( Summer / Winter/Monsoon ) shall be entitled to Vacation Pay only when they have actually worked for a minimum period of five months during the period of twelve months immediately before the start of vacation(Summer/Winter/Monsoon).**

**Note :** a) No leave other than maternity leave shall be taken into account for calculating the aforesaid period of five months.

b) Payment of Vacation Pay in advance to the teachers and other staff members who are otherwise entitled to the same will not be permissible.

(2) Teachers appointed on contractual basis and part- time teachers shall not be entitled to any Vacation Pay.

(3) The Commissioner shall have full powers to issue such instruction and directions as may be necessary for the implementation of the aforesaid provisions.

#### **Article 68. Payments of Allowances During Vacation**

- (i) Payment of House Rent Allowance and City Compensatory Allowance during leave or vacation shall be subject to the condition that the payee has continued to incur the expenditure for which these allowances are admissible and in the case of City Compensatory Allowance, it shall be further subject to the condition that either the payee or any member of his family continued to reside at the place of duty for which the City Compensatory Allowance is drawn.
- (ii) The allowances shall be drawn automatically and no certificate shall be required provided the vacation plus leave , if any taken, does not exceed 120 days.

**Article 69. Transport Allowance** shall be payable with reference to the pay scale of the employee and place of duty as per the classification prescribed by the Government of India. It shall not be admissible to employees during absence from duty exceeding 30 days in a calendar month due to leave/ vacation / training / tour, etc.

#### **Article 70. Leave salary of Deputationists**

The liability for leave salary of the deputationists devolves on the parent department. Whenever a deputationist applies for earned leave, the Principal or the Chairman, as the case may be, shall be competent to sanction leave up to 120 days under intimation to the parent department. For this purpose, the Vidyalaya shall maintain a leave account with reference to the extract of the leave account of the employee which may be obtained from the parent department. The Vidyalaya shall make payment of the leave salary to the official concerned. Thereafter, the Vidyalaya shall claim half- yearly reimbursement of leave salary so paid from the parent department duly supported with details of the officials on deputation, nature and period of leave sanctioned, rate of leave salary and amount of leave salary paid. The half-yearly reimbursement shall be in respect of the period from 1<sup>st</sup> April to 30<sup>th</sup> September and 1<sup>st</sup> October to 31<sup>st</sup> March. Allowance like Dearness Allowance etc. shall, however, be borne by the Vidyalaya at the appropriate rate ( Dearness Allowance per

month on the basis of rate of leave salary per month, HRA and CCA at the rates drawn prior to proceeding on leave subject to fulfillment of other conditions), as per the provisions of the Accounts Code.

## **Article 71. Transfer Policy**

### **1 BASIC PRINCIPLES**

1 All employees of the KVS are liable to be transferred and posted anywhere in India, at any time, and for any period, as requirements of public service and of the Sangathan may dictate. Transfers and postings are a right of the Sangathan which it would endeavor to exercise in the best interest of the students, with due regard to the principles of equity and transparency vis-a – vis its employees.

2 These guidelines regarding transfers are meant essentially for the internal use of the Sangathan and do not vest any employee with any right.

### **ARTICLE 71(A)**

#### **TRANSFER GUIDELINES FOR TEACHERS ( UP TO PGTS ) AND OTHERS UP TO ASSISTANT**

### **1. OBJECTIVE**

**Kendriya Vidyalaya Sangathan shall strive to maintain equitable distribution of its employees across all locations to ensure efficient functioning of the organization and optimize job satisfaction amongst employees. All employees are liable to be transferred anywhere in India at any point in time and transfer to a desired location can't be claimed as a matter of right. While effecting transfers the organizational interest shall be given uppermost consideration and that the problems and constraints of employee shall remain subservient.**

### **2. DEFINITION :**

<b>S.N</b>	<b>Terms</b>	<b>Explanations</b>
<b>1</b>	<b>Tenure</b>	<b>The term shall be applicable only in respect of hard / very hard / NER stations : 3 years for hard stations  2 years for very hard stations.  To be reckoned on 30<sup>th</sup> June of the year.</b>
<b>2</b>	<b>Hard / very hard station</b>	<b>As notified by the KVS from time to time. The existing list of places would continue to operate when these guidelines come into operation.</b>
<b>3.</b>	<b>Physically challenged employee</b>	<b>Those who are in receipt of conveyance allowance at double the rate prescribed for other employees.</b>

4	APAR	Annual performance appraisal report
5	organization	Kendriya Vidyalaya Sangathan or any office or school under its administrative control
6	Location	A Kendriya Vidyalaya or any other office or KVS located in a place
7	Station	A city / town/ metropolis as notified by the KVS with a unique three digit code. More than one Kendriya Vidyalaya / office can be located at a station.
8	MDG	Separately defined in Annexure-1
9	DFP	Incidence of death of spouse / own son/ own daughter , if occurred in the last two years as on 31 <sup>st</sup> March of the year.
10	LTR	Retirement due within next three years as on 31 <sup>st</sup> March
11	Transfer Count	Total score of points allotted to different factors relevant for a request transfer as per clause 10
12	Displacement count	Total score of points allotted to different factors that determine the displacement of an employee from a station as per clause 6

### 3. APPLICABILITY

The guidelines shall be applicable to, all categories of teachers, Librarian, HeadMaster, Assistant and all Group C employees. Transfers shall be effected in the light of provisions contained in clauses 5,6,7,8,9,10 and 11 of the guidelines, wherein criteria on the basis of assigning appropriate points to relevant factors for transfer and using the cumulative score as the basis of transfer, has been prescribed.

### 4. TYPES OF TRANSFER

Transfer may broadly be classified in two types, viz, administrative transfer, which the KVS orders suo motu in the exigencies of service and administration and in public interest, and request transfer which is effected based on the request of an employee.

### 5. ADMINISTRATIVE TRANSFER OF EMPLOYEES

Through such transfer KVS shall ordinarily:

- a) Redeploy surplus staff in excess of sanctioned strength at a location to other location against sanctioned vacancies.



b) Post employees in hard / very hard /NER stations.

c) Displacement of an employee from a location to accommodate the request of a needy employees.

**6. FACTORS, POINTS AND CALCULATION OF DISPLACEMENT COUNT OF AN EMPLOYEE FOR DISPLACEMENT TRANSFER**

Displacement count of an employee shall be computed by assigning appropriate points to such appropriate factors considered material for displacement as per the following

S.No.	Factors	Points to be allotted
1.	Stay at a station in the same post as on 31 <sup>st</sup> March (30 <sup>th</sup> June for hard / very hard / NE Station )in complete years. <u>Clarification:</u> <ul style="list-style-type: none"> <li>• Period of absence on any account shall also be counted for this purpose.</li> <li>• If an employee returns to a station X on request after being transferred from X within three years ( two years for very hard station), the stay of such an employee at X shall be no of years spent at X before being transferred plus no. of years spent after coming at X. However, if an employee returns to station after a period of three years ( two years for very hard station ) the stay shall be counted afresh</li> </ul>	+ 2 for each year
2	Annual Performance Appraisal Report Grading for the last three years	+2 for each below average
3	Employees below 40 years ( as on 31 <sup>st</sup> March of the year ) who have not completed one tenure at hard / very hard / NE stations ( During entire service on any post)	Y/N (Indicate Y for Yes and N No)
4	LTR/ DFP/MDG/Cases <u>Clarification</u> <ul style="list-style-type: none"> <li>• If an employee qualifies for more than one the points hall be limited to a maximum of -50 only.</li> </ul>	-50
5	Spouse, if a KVS employee and posted at the same station	-20
6	Physically challenged employee	-50
7	Spouse, if a Govt. Sector Employee and posted at the same station	-15
8	Woman employee who is not spouse of a KVS  / Govt Sector employee	-10

9	Members of recognized associations of KVS Staff who are also members of JCM at KVS Regional offices and / or KVS headquarters.	-15
10	A ward winning employees: National award given by the President of India KVS National Incentive award <u>Clarification</u> : if an employee has won both the awards then the maximum concession of -5 marks shall be given	-5  -2
	Displacement Count	Total score of all the points

## 7. Method for Administrative Transfer

Administrative transfer under clause 5 (a) shall be effected in the decreasing order of displacement count of employees holding a post at station to eliminate surplus staff and such staff shall be accommodated against clear vacancies. Administrative transfer under 5 (b) shall be effected in decreasing order of the displacement count of employees holding a post to fill up anticipated vacancies in hard / very hard / NER / other desired stations to a desired extent. As regards 5(c), to transfer a needy employee, as defined in clause 11(a), to a desired station(s) mentioned in his / her request application form, an employee holding the same post with the highest displacement count, subject to not being below D1 as prescribed herein below at the relevant station(s) in the order of preference indicated by the needy employee, shall be liable to be displaced in the event there is no clear vacancy at the station (s). However an employee seeking request transfer within same station can apply for KVs choice but such transfer will be considered only against vacancy and this will not affect station seniority of the employee and will be liable to be transferred / displaced in public interest. While displacing an employee in such manner an effort would be made to post such an employee to a least inconvenient location against a clear vacancy. In case of a tie in the displacement count of employees the male employee shall be displaced. In case of a tie between the employees of the same gender the employee with earlier date of joining in present station in present post shall be displaced and in case date of joining also coincides for two or more employee then the youngest employee shall be displaced.

- a) Provided, a cut off mark D1 on Displacement Count maybe prescribed on year to year basis below which an employee shall not be displaced in a particular year except under clause 5 (a).
- b) Provided, more factors can be added / deleted and points allocated for different factors can be altered on year to year basis to remediate any imbalance resulting in transfers. Charges shall be notified will in advance before inviting transfer applications.

- c) **Provided, an employee with a higher displacement count can be retained if the employee's services are absolutely crucial in the organizational interest. In such eventuality an employee with next lower displacement count shall be liable to be displaced.**
- d) **Provided, exemption can be given to an employee or group of employees from displacement for such period owing to circumstances or such other administrative exigencies justifying such exemption.**
- e) **Provided, an employee can be transferred from a location if the employee's stay has become prejudicial to the interest of the organization.**
- f) **Provided further , an employee can be transferred to a location in administrative exigencies without having any regard to the displacement count of the employee.**

**8 Employee below 40 years of age ( as on 31<sup>st</sup> March of the year ) who have not completed one tenure at hard / very hard / NE stations in continuous span in service and not presently posted to such station and have completed one year stay at present station in the present post, in their decreasing order of Displacement Count; can be posted in Hard / Very Hard / NER stations. Employees may opt for a posting at hard / very hard /NER station in regular annual request transfer in the prescribed proforma itself. KVS shall post them to such location in a transparent manner as per prescribed calendar of activities. Such transfer through on request shall be treated administrative in nature in accordance with clause 5 (b) above.**

#### **9. REQUEST TRANSFER OF EMPLOYEE**

**Request transfer shall be effected as per the prescribed calendar of activities. Transfer on request shall be effected on the basis of "Transfer Count" of an employee computed by assigning appropriate points to factors considered relevant for transfer. An employee on initial posting on recruitment is normally barred from applying for request transfer for three years in terms of the appointment order. An employee will not be eligible for request transfer twice in one academic year.**

**10: FACTORS , POINTS AND CALCULATION OF TRANSFER COUNT OF AN  
EMPLOYEE FOR REQUEST TRANSFER**

<b>S.No.</b>	<b>Factors</b>	<b>Points to be allotted</b>
<b>1</b>	<b>Active Stay at a station as on 31<sup>st</sup> March ( As on 30<sup>th</sup> June for Hard/Very Hard/NER Stations). Periods of continuous absence of 30 days or more ( 45 days or more for hard/very hard / NER stations) shall not be counted.</b>	<b>+2 for each completed year</b>
<b>2</b>	<b>Annual performance Appraisal Report Grading for the last three years. If the report for any of the last three years is not written or is unavailable no point shall be given for the relevant year (s).</b>	<b>+2 for Outstanding grading for each year</b>
<b>3</b>	<b>Award winning employees: National award given by the President of India KVS National Incentive award Clarification: if an employee has won both The awards then the maximum concession of +5 marks shall be given.</b>	<b>+5 +2</b>
<b>4</b>	<b>Spouse, if working in KVS at the requested Station or within 100 km.</b>	<b>+20</b>
<b>5</b>	<b>Spouse, if working in government sector at the requested Station or within 100 km.</b>	<b>+15</b>
<b>6</b>	<b>DFP/MDG/LTR Cases. If an employee</b>	<b>+50</b>

	<p>Qualifies for more than one ground the points shall be limited to a maximum of +50 only.</p> <p>Further, if an employee has already secured a Request transfer in previous year (s) on the Basis of these additional points the points shall not given again.</p>	
7	<p>Completion of tenure in hard/NER stations. Completion of tenure in very hard stations Points shall be given only when an employee applies for transfer just after completing the tenure at hard/very hard/NER station(s). The maximum points under the head shall remain +55/+60 only.</p>	+55 +60
8	<p>Physically challenged employee. Further, if an employee has already secure a request transfer in previous year(s) on the basis of these additional points the points shall not given again in the same post.</p>	+40
9	<p>Woman employee.</p> <p>Clarification: Women employee eligible for points under serial no. 4 &amp; 5 herein above shall not be eligible for the points.</p>	+10
	Transfer Count	Total score of all the points

## 11. METHOD FOR REQUEST TRANSFER

Request transfer for a post will be considered at a station only except for request of intra - station transfer and shall be accommodated in decreasing order of Transfer Count computed on the basis of clause 10 of competing employees. In case of a tie in the transfer count of two or more employees competing for a station the female employee shall be preferred first. In case of tie in two or more employees of the same gender an employee with an earlier date of joining in present post in present station shall be accommodated and in case, if the date of joining in present post in present station also coincides then the older employee shall be first accommodated. Transfer counts of all request transfer applications shall be displayed on KVS website and the transfer count so displayed shall remain valid till 31<sup>st</sup> of July of the relevant year and request transfer may be considered for vacancies arising due to

retirement or any other reason during the period of validity for which no fresh application shall be invited or considered. Applications shall automatically become infructuous after the expiry of 31<sup>st</sup> July.

- a) **Provided, a cut off mark C1 on transfer count may be prescribed on year to year basis in such a way that an employee whose transfer count is equal top C1 or more may be transferred in one of the desired stations(s) even by way of displacement of an employee as per clause 5( c) in the event there is no clear vacancy at the desired station(s) in order of preference. In such cases an employee having the highest displacement count subject to not being below D1 shall be liable to be displaced from within the choice station(s) in order of preference indicated by the needy employee. If no employee holding the same post and having a displacement count D1 or more is found in all the choice station(s) going in order of preference indicated by the needy employee the request of such a needy employee may not be acceded to.**
- b) **Provided, a lower cut of mark C2 on Transfer Count may be prescribed on year to year basis below which the request shall not be accommodated in a particular year. Request for transfer of an employee whose transfer count is less than C1 but greater or equal to C2 shall be considered subject to existence of a vacancy in the desired locations/ stations.**
- c) **Provided. More factors can be added/ deleted; points allocated for different factors can be altered to remediate any imbalance resulting in transfer, on year to year basis. Changes shall be notified well in advance before inviting applications.**
- d) **Provided, further, the request of an employee with a lower transfer count can be accommodated in preference to employee(s) with higher transfer count if the services of such an employee are essential for efficient functioning of the organization or in view of such other circumstances faced by the employee which justifies such out of turn consideration.**

## **12. AUTHORITIES COMPETENT TO EFFECT TRANSFER**

Article 15 (a) (3) of Education Code for Kendriya Vidyalaya empowers Commissioner, KVS to transfer, post and assign any duties to all officers and staff at the headquarters and Regional Offices as well as Vidyalayas. Therefore Commissioner shall be competent to exercise all powers under these guidelines to effect transfer and/or grant exemption under various clause and provisios; and/or do any other exercise prescribed under various clauses and provisios, Commissioner may delegate power to such authorities with such further limitations for such period as deemed appropriate in view of prevailing circumstances either by a general or specific order to such authorities. Power so delegated is liable to be withdrawn by the Commissioner whose discretion in this regard shall be final.

## **13. POWER OF RELAXATION OF GUIDELINES**

Notwithstanding anything contained in the guidelines, the Commissioner with the approval from the Chairman, KVS, shall be the sole competent authority to transfer any employee to any place in relaxation of any or all of the above provisions.

#### 14. INTERPRETATION OF GUIDELINES

Commissioner, KVS shall be the sole competent authority to interpret above provisions and pass such other order(s) as deemed appropriate and essential to facilitate the implementation of the guidelines for the purpose of effective control and administrations of the KVS as a whole.

#### 15 SAFEGUARD AGAINST EXTRANEOUS INFLUENCE

Employee shall not bring in any outside influence; if such an influence from whichever source espousing the cause of an employee is received it shall be presumed that the same has been brought in by the employee. The request of such an employee shall not be considered. Action may also be initiated against such an employee under relevant service rules.

#### ANNEXURE-1

#### Type of Disease Prescribed as Valid for Transfer on Medical Grounds. TYPE OF DISEASE

1. CANCER
2. PARALYTIC STROKE
3. RENAL FAILURE
4. CORONARY ARTERY DISEASE AS EXPLAINED BELOW
5. THALASSAEMIA
6. PARKINSONS' DISEASE
7. MOTOR-NEURON DISEASE
8. Any other disease with more than 50% mental disability duly examined by and recommended by the respective Regional Medical Board with latest records / reports (within three months)

The brief description of illness which will be considered as medical grounds for the purpose of transfer, in terms of transfer guidelines is as under. Medical terms referred herein will bear meaning as given in the Butterworth's Medical Dictionary.

##### (i) Cancer

It is the presence of uncontrolled growth and spread of malignant cells. The definition of cancer includes leukemia, lymphomas and Hodgkins' disease.

Exclusions:

**This excluded non-invasive carcinoma(s) in-Situ, localized non-invasive tumour(s) revealing early malignant changes and tumour(s) in presence of HIV infection or AIDS; any skin cancer excepting malignant melanoma(s) are also to be excluded.**

**(ii) Paralytic Stroke**

**(Cerebra-vascular accidents) Death of a portion of the brain due to vascular causes such as (s) Hemorrhage (cerebral), (b) Thrombosis (cerebral), (c) Embolism(cerebral) causing total permanent disability to two or more limbs persisting for 3 month after the illness.**

**Exclusions:**

- i) Transient/Ischamic attacks.**
- ii) Stroke –like syndrome resulting from**
  - a) Head Injury**
  - b) Intracranial space occupying lesions like abscess, traumatic hemorrhage and tumour.**
  - c) Tuberculosis meningitis, pyogenic meningitis and meningococcal meningitis.**

**(iii) Renal failure**

**It is the final renal failure stage due to chronic irreversible failure of both the kidneys. It must be well documented. The employee must produce evidence of undergoing regular hemodialysis and other relevant laboratory investigations and doctor certification.**

**(iv) Coronary artery Disease**

- 1. Cases involving surgery on the advice of a consultant cardiologist to correct narrowing or blockage of one or more coronary arteries or valve replacements/ reconstructions shall be considered MDG cases up to three years from the date of actual open heart surgery and the eligible employee shall be entitled for the points during this period.**
- 2. Cases involving non-surgical techniques e.g. Angioplasty through the arterial system. Such cases will be considered MDG Cases for a period of one year from the date of procedure and the eligible employees shall be entitled for points during this period.**

**(v) THALASSAEMIA**

**It is an inherited disorder and it is diagnosed on clinical and various laboratory parameters. Patient with Thalassemia who is anemic and is dependent upon regular blood transfusion for maintain the hemoglobin level. In addition he is on chelating agent and other supportive care.**



**Inclusions**

- i) **Thalassemia major:-History of blood transfusion / replacement at less than three months interval. It must be well supported by all medical documents. The history should include the periodicity/ duration of blood transfusion / replacement required by the patient / Chelation therapy.**

**Exclusion**

- (a) **Patient may have Thalassemia minor. His anemia may become severe because of concurrent infection or stress. Anemia may be become severe because of nutritional deficiency or other associated factor.**
- (b) **Blood transfusion is not required and these patients do not require Chelation therapy.**

**(vi) PARKINSONS' DISEASE:**

Slowly progressive degenerative disease of nervous system causing tremor, rigidity, slowness and disturbance of balance. Must be confirmed by a neurologist.

**Inclusion:**

Involuntary tremulous motion with lessened muscular power, in parts not in action and even when supported; with a propensity to bend the trunk forward and to pass from a waling to a running pace, the senses and intellects being uninjured.

**Exclusion**

- (i) **Patients who are stable with the support of medicine.**
- (ii) **Detection of Parkinsons' disease within the duration of 5 years.**

**Requirement**

Date of detection of the disease, hospitalization extent of involvement, duration of treatment along with discharge summary should be furnished. Mention should be made about the progressiveness of the disease, and summary of inception of the patient must be confirmed by Neurologist.

**(vii) MOTOR-NEURON DISEASE**

Slowly progressive degeneration of motor neuron cells of brain and spinal cord causing weakness, wasting and twitching in limbs and difficulty in speaking and swallowing. Must be confirmed by neurologist.

**Inclusions:**

Irreversible/ progressive motor neuron disease with presence of weakness wasting and fasciculation of limbs with/without brisk tendon jerks and extension painter response.

**Exclusion**

Weakness of muscle due to other causes like infections, neuropathy, traumatation, idiopathic, motor-neuron disease involving less than 02 limbs and the muscle power is more than 3 grades. Requirement: it should be duly supported by MRI, EMG and nerve conduction test.

**ARTICLE 71(B)**

**TRANSFER GUIDELINES FOR GROUP A AND GROUP B (SO AND ABOVE) EMPLOYEES**

**1. GUIDING PRINCIPLE**

The matter governing the transfer of employees holding Group A posts and certain Group B posts Viz., Section Officer, Finance Officer, Administrative officer, Vice Principal requires greater care and discretion on the part of the transferring authority as these posts are imbued with supervisory responsibility . Posts viz., Section Officer, Administrative Officer , Finance Officer, Vice Principal/Assistant Education Officer/ Principal Grade II, , Executive Engineer, Technical Officers, Principal Grade I, Assistant Commissioner ,Deputy Commissioner ,Joint Commissioner and higher posts some of which are non transferable at the moment are such posts. Kendriya Vidyalaya Sangathan while effecting transfer of employees holding such post shall strive to maintain equitable distribution of its employees across all locations to ensure efficient functioning of the organization and optimize job satisfaction amongst employees. All employees are liable to be transferred anywhere in India at any point of time and transfer to a desired location cannot be claimed as a matter of right. While effecting transfers the organizational interest shall be given uppermost consideration and that the problems and constraints of employee shall remain subservient.

**2. TENURE The normal tenure shall be as under:**

S.NO	TERMS	Explanations	
1	Tenure *	Section Officer, Administrative Officer, Finance Officer, Vice Principal, Principal, Assistant Commissioner	5 years 3 years in case of hard station/NER stations
		Deputy Commissioner	3 Years for all stations

\* However, it is categorically made clear that the tenure so provided under these Guidelines shall not be deemed to put an embargo on the administration to transfer an Employee in the exigencies of service and/ or organizational interest before the Completion of tenure.

#### 4. TYPES OF TRANSFER

Transfer may broadly be classified in two types, viz., administrative transfer, which the KVS orders suo mote in the exigencies of service and administration and in public interest, and request transfer which is effected based on the request of the employee.

#### 5. ADMINISTRATIVE TRANSFER OF EMPLOYEES

After the completion of tenure an employee shall be liable for transfer except where an employee's retention, after the completion of tenure or an employee exit before the completion of the tenure is necessary in the organizational interest. Efforts will be made to consider bulk of such transfer post-wise at an opportune time during an academic year. Transfer/ posting to a desired station shall not be claimed as a matter of right. Some crucial determinants for such transfers are as under:

- a) Inherent strength /weakness of an employee to cope with the supervisory responsibility
- b) Domain expertise of an employee
- c) Performance of an employee against tangible parameters wherever possible, for example CBSE results, APAR grading in the last three years or such other parameters as may be prescribed from time to time for different posts.
- d) Factors such as : due for retirement , medical problems faced by an employee or family members , spouse working at a station etc.,

#### 6. REQUEST TRANSFER OF EMPLOYEES

KVS may invite request transfer from such employees at an opportune time in an academic year in such from and manner as deemed appropriate from time to time and consider such requests for transfer to desired station keeping organizational interest uppermost in consideration. Some crucial determinants for effecting such transfers shall be as follows:

- a) Request of an employee factoring in such components as: due for retirement, medical problems faced by an employee or family members, spouse working at a station etc.,
- b) Suitability of an employee for the sought for station
- c) Performance of an employee against tangible parameters wherever possible for example CBSE results, APAR Grading in the last three years or such other parameters as may be prescribed from time to time for different posts.
- d) Number of years spent at a station.

#### 7. AUTHORITIES COMPETENT TO EFFECT TRANSFER

Article 15 (a) (3) of Education code for Kendriya Vidyalaya Sangathan empowers Commissioner, KVS to transfer, post and assign any duties to all officers and staff at the Headquarters and Regional Offices as well as Vidyalayas. Therefore, Commissioner shall be competent to transfer or grant exemption to an employee under these guidelines.

#### 8. POWER OF RELAXATION OF GUIDELINES

**Notwithstanding anything contained in the guidelines, the Commissioner with the approval from the Chairman, KVS, shall be sole competent authority to transfer any employee to any place in relaxation of any or all of the above provisions.**

#### **9. INTERPRETATION OF GUIDELINES**

**Commissioner, KVS shall be the sole competent authority to interpret above provisions and pass such other order(s) as deemed appropriate and essential to facilitate the implementation of the guidelines for the purpose of effective control and administration of the KVS as a whole.**

#### **10. SAFEGUARD AGAINST EXTRANEOUS INFLUENCE**

**Employees shall not bring in any outside influence; if such an influence from whichever source espousing the cause of an employee is received it shall be presumed that the same has been brought in by the employee. The request of such an employee shall not be considered. Action may also be initiated against such an employee under relevant service rules.**

#### **Article 72. Forwarding of Application for Posts Elsewhere**

The staff should be discouraged from applying to outside posts, specially during the period of their probation. After completion of probation, application may be forwarded following the procedure mentioned below:-

- (a) There should not be any objection to forward applications to Govt./SemiGovt./ Subordinate offices and Autonomous Bodies of the Government of India subject to general rules in this regard. These applications shall not be forwarded to non-Govt. bodies below:
- b) Normally applications shall be forwarded as are in response to advertisements in newspapers or to circulars from Govt. offices.
- (c) All temporary employees shall have to resign from the Sangathan, if selected for the post applied for. An undertaking to the effect that they will resign from the Sangathan in the event of their selection to the post applied for shall be taken from them at the time of forwarding their applications in the format as in **Appendix-IX**.
- (d) In the case of permanent employee, their lien shall be retained in the Sangathan for a period of 2 years. They shall either revert to the Sangathan within the period of 2 years or resign from the post in the Sangathan at the end of that period. They shall also agree to pay pension contribution for the period of their service outside the Sangathan. An undertaking to abide by these conditions shall be taken from them at the time of forwarding the applications to other office, in the format as in **Appendix-X**.
- e) The Principal of a Kendriya Vidyalaya would be competent to forward two applications of an employee per academic year except of the Vice-Principal. The Deputy Commissioner shall be competent to forward applications of employees up to Group B(including Vice Principals) of**

**Vidyalayas and Regional Office/ ZIETs for posts out side the Sangathan but not for the posts abroad (as per article 21(a) (3) (BOG 89 meeting)**

**N.B.**

- (i) All applications for posts/assignments abroad shall be in response to advertisements in newspapers or circulars from Govt. of India offices. Such applications shall be forwarded with the prior approval of the KVS(Hqrs.). In the event of time given for receipt of applications through proper channel being short, a copy of the application may be sent direct by the candidate but the original application must be sent through the Sangathan.
- (ii) The above restrictions are not applicable in cases where the teachers in question apply for commission in the Armed Forces or competitive examinations conducted by the UPSC or the State Public Service Commissions.

**Article 73. REPRESENTATION FROM STAFF OF VIDYALAYAS**

- (i) All representations from the staff (other than Principal) shall be submitted through the Principal of the Vidyalaya. The same shall be forwarded to the Sangathan with the Principal's comments. As regards the representations from Principal, it shall be routed through the **Deputy Commissioner** of the region. No action shall be taken on the advance copies of any representation received in the Sangathan directly.
- (ii) No action shall normally be taken on any anonymous and/or pseudonymous complaints in respect of the affairs of Vidyalayas.

**Article 74. APPOINTMENT OF KENDRIYA VIDYALAYA TEACHERS AS CENTRE SUPERINTENDENTS OF EXAMINATIONS CONDUCTED BY THE CENTRAL BOARD OF SECONDARY EDUCATION.**

If any member of the staff is appointed by the Central Board of Secondary Education to act as Center Superintendent at any center of the all India Secondary school or All India Senior School Certificate Examination, he shall accept this assignment only if the duty on behalf of C.B.S.E., is at the same station, and he can attend to his day to day functions in addition to his duties as Center Supdt. Similar assignments at local examination centers can also be accepted on behalf of other Govt. semi Govt. Organizations etc. In other cases, the assignment may be accepted only with the prior approval of the Commissioner. The absence on this account from the Vidyalaya of such staff, who thus accepts this assignment, will be treated as duty. The staff shall also be permitted to accept travelling allowance and honorarium which is usually paid by the central Board or the organization concerned for this purpose.

**Article 75. PERMISSION TO TEACHERS TO APPEAR AT HIGHER EXAMINATION**

There shall be no objection to any of the teachers employed in a Vidyalaya appearing at some higher examination privately, provided that such pursuit of higher studies is not prejudicial to the discharge of his duties and responsibilities in the Vidyalaya.

Such permission shall be granted in the case of teachers other than the Vice-Principal by the principal, subject to the condition that the number of teachers in a particular grade so permitted, does not at any time exceed the limit of 10% of the strength in that grade. If the Principal in any case feels that permission to more than 10% of the teachers in any grade is necessary on human or public considerations, prior approval of the **Deputy Commissioner** shall be obtained before the teachers concerned are granted permission in this regard.

In the case of Principal and Vice-Principal, such permission shall be granted by the **Additional Commissioner (Admn.)** on an application submitted through the **Deputy Commissioner** of the of the region concerned.

The permission to appear at an examination will further be subject to the condition that no preparatory leave for such examination shall be granted to the teacher concerned. He will only be allowed leave of the kind due and if no leave is due, extra-ordinary leave for the days of the examination plus the actual transit time to the place of the examination (both ways) shall be sanctioned. If any departure is needed from this rule, prior approval of the **Deputy Commissioner/ Commissioner**, as the case may be, shall be obtained.

The **Deputy Commissioner** shall be competent to grant permission to non-teaching staff of the Vidyalaya to appear in higher examinations, provided that such pursuit does not interfere with the discharge of duties in the Vidyalaya and no leave is asked for, for preparing for the examination, except for the actual days of the examination and travel. The **Deputy Commissioner** may withdraw the permission so granted so his discretion.

#### **Article 76. PROVISION OF UNIFORMS FOR SUB STAFF EMPLOYEES**

All **Sub Staff (erstwhile Group 'D' posts of Peon, Daftary, Junior Gestetner Operator, Chowkidar, Safai Karmachari, Mali etc.)** Who were being issued Uniform/liveries and were expected to wear their respective Uniform while on duty before implementation of 6<sup>th</sup> CPC and selected Group 'C' post of Staff Car Driver who were eligible for uniform and washing allowance prior to 6<sup>th</sup> CPC will continue to get **Uniform/Washing allowance**. For this purpose, the locations of Kendriya Vidyalaya have been classified into 'All Summer', 'All Winter' and 'both Summer and Winter' stations. **The sub staff** employed at 'All Summer' stations will be issued only summer uniforms, while those employed at 'All Winter' stations will get winter uniforms only. The employees working at 'both Summer and Winter stations' will be provided with both summer and Winter uniforms.

Laboratory Assistant / Attendants working in Kendriya Vidyalaya shall be supplied with apron and gloves.

#### **a) Pattern of Uniform**

The standard pattern of uniform for male employees and female **Sub Staff** prescribed by the Govt. of India shall be followed. The uniform for male employees will consist of a short buttoned up coat, a pant, a cap/turban and shoes/ chappals. Turbans shall ordinarily be issued only to Sikh employees, but the Vidyalaya Management Committees may, at their discretion, issue turbans to such non-Sikh employees as are habitually accustomed to wear

them. For **female SubStaff** , the standard pattern will consist of blue saree, blouse and chappals/ shoes. The details of uniforms are given in **Appendix XI**. The stitching of uniforms shall be arranged through co-operative agencies and other social welfare organizations etc. where available, otherwise through private tailors at competitive rates. The distribution of uniforms shall be made by the Vidyalaya direct and not through any outside agency. The expenditure on the uniforms shall be met from the head 'Contingencies' of the Vidyalayas.

#### **b) Washing allowance**

Those who are supplied with uniforms (other than Laboratory Assistant / Attendant) may be allowed washing allowance of **Rs. 75/-** per month. The aprons and gloves provided to the Laboratory Assistants / Attendants will be got washed periodically by the Vidyalayas and the washing charges debited to 'Contingencies'

#### **Article 77. CHANGE OF THE NAME OF EMPLOYEE**

- (a) A woman employee applying for change of name / surname on account of marriage would be required to furnish:
- (1) Photocopy of the husband's passport/identity card, if any, and
  - (2) An attested copy of the marriage certificate issued by the Registrar of Marriages or an affidavit from the husband and wife along with a joint photograph.
- (b) Divorcees applying for change of name or for deletion of spouse's name must furnish:
- (1) Divorce Deed duly authenticated by court or
  - (2) Deed poll / sworn affidavit ( **Appendix-XII**)
- (c) Re-married applicants, applying for change of name / spouse's name must furnish :
- (1) Divorce deed/ death certificate as the case may be in respect of the first spouse, and
  - (2) Documents as at (a) above relating to the second marriage.
- (d) In other circumstances for change of name, the applicants ( both male and female ) would be required to furnish :
- (1) Deed poll/sworn affidavit as given in **Appendix-XII**.
  - (2) Paper cutting of two leading daily newspapers ( one daily newspaper of the area of applicant's permanent and present address or nearby area);
  - (3) Court order.

#### **Article 78. LAW SUITS AGAINST THE SANGATHAN OR KENDRIYA VIDYALAYAS**

- (a) Kendriya Vidyalaya Sangathan has been brought under the jurisdiction of the Central Administrative Tribunal with effect from 1<sup>st</sup> January, 1999, vide Govt. of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training) notification No. GSR 748 LE dated 17. 12. 1998. In case where a complaint is filed with a Bench of the Central Administrative Tribunal against the Vidyalaya / Vidyalaya Management Committee / Sangathan, immediate arrangements for defence shall be made in consultation with the Central Government Standing Counsel / Advocate appointed as presenting Officer for the Tribunal. The expenditure for this purpose shall be met out of the contingent grant sanctioned to the Vidyalaya. However ,all such legal cases, with detailed background history thereof, shall be immediately reported to the Sangathan and prior concurrence of the **Deputy Commissioner** / Commissioner obtained before filing counter- affidavit in the law court ,

indicating details of the law suit , the defence proposed , the particulars of the lawyer proposed to be appointed, the amount of legal charges payable, etc.

#### **Article 79. MEDICAL FACILITIES**

- (a) All categories of staff employed in Vidyalaya on regular basis (i.e. not contractual ) shall be entitled to medical benefits on the same scale and under the same terms as is admissible to corresponding categories of Government employees, under the Central Services ( Medical Attendance ) Rules, 1994 and the Government of India orders and decisions issued there under, from time to time.
- (b) Wherever proper medical facilities are not available, **Deputy Commissioner** shall be empowered to appoint Medical Officer in respect of employees of Kendriya Vidyalayas located there. The employees of KVS headquarters, some regional offices and a few KVs, who have been brought within the purview of CGHS facility, would pay a compulsory monthly contribution as decided by the Government from time to time.
- (c) The Controlling Authority for the purpose of sanctioning claims for reimbursement of staff other than the Principal shall be the Principal of the Kendriya Vidyalaya Concerned while for Principal, it shall be the Chairman of the Vidyalaya.
- (d) A list of Authorized Medical Attendants for various categories of employees of the Vidyalaya shall be obtained from the State Medical Officer. The employees obtaining medical treatment from such Authorized Medical Attendants only will be entitled to reimbursement of expenditure incurred on their own treatment as well as treatment of their dependent members of the family.



## CHAPTER VIII

### DISCIPLINE

**Article 80. Extension of the application of Central Civil Services (Classification, Control and Appeal) Rules, 1965**

- (a) All the employees of Kendriya Vidyalayas, Regional Offices, ZIETs and the Headquarters of the Sangathan shall be subject to the disciplinary control of the Sangathan and the Central Civil Services (Classification, Control and Appeal) Rules, 1965, as amended from time to time, will apply mutatis mutandis to all members of the staff of the Sangathan except when otherwise decided. (In the above Rules, for the words "Government Servant" wherever they occur, the words "Employee of Kendriya vidyalaya/Kendriya Vidyalaya Sangathan," shall be substituted).
- (b) The posts under the Sangathan and Kendriya Vidyalayas have been classified as Group A, B, C posts in the context of Rule 6 of CCA (CCA) Rules, 1965.
- (c) The Appointing, Disciplinary, Appellate and Reviewing Authorities for various posts in the KVS(HQ) office, Regional Offices, ZIETs and Kendriya Vidyalayas shall be as specified in the KVS (Appointment, Promotion, Seniority etc.) Rules, 1971.

**Article 81(A) TERMINATION OF SERVICES IN CERTAIN CASES SPECIAL PROCEDURE**

An exception to the rules mentioned in the preceding Article shall, however, be made in the following types of cases;

- (i) In the case of an employee who is known to be of doubtful integrity or conduct, but where it is difficult to bring forth sufficient documentary or other evidence to establish the charges, and whose retention in the Vidyalaya, etc. will be prejudicial to the interests of the institution.
- (ii) In the case of an employee suspected of grave misconduct, where the initiation of regular proceedings against him in accordance with the provisions of the CCS (CCA) Rules, 1965, is likely to result in embarrassment to class of employees and/or is likely to endanger the reputation of the Institution.

In cases of the above type, the Appointing Authority may record the reasons for termination of the services of the employee in its own record and, thereafter, terminate the services of the employee under the terms of appointment without assigning any reason. Where the Appointing Authority is the Principal, action to terminate the services of an employee under the terms of appointment shall be taken only after obtaining the prior approval of the **Deputy Commissioner**

**(B) TERMINATION OF SERVICES OF AN EMPLOYEE FOUND GUILTY OF IMMORAL BEHAVIOUR TOWARDS STUDENTS**

Where the Commissioner is satisfied after such a summary inquiry as he deems proper and practicable in the circumstances of the case that any member of the Kendriya Vidyalaya is prima-facie guilty of moral turpitude involving sexual offence or exhibition of immoral sexual behaviour towards any student, he can terminate the services of that employee by giving him one month's or three month's pay and allowances accordingly as the guilty employee is temporary or permanent in the service of the Sangathan. In such cases, procedure prescribed for holding inquiry for imposing major penalty in accordance with CCS (CCA) Rules, 1965 as applicable to the employees of the Kendriya Vidyalaya Sangathan, shall be dispensed with, provided that the Commissioner is of the opinion that it is not expedient to hold regular inquiry on account of embarrassment to student or his guardians or such other practical difficulties. The Commissioner shall record in writing the reasons under which it is not reasonably practicable to hold such inquiry and he shall keep the Chairman of the Sangathan informed of the circumstances leading to such termination of services.

**Note:** Wherever and as far as possible, a summary inquiry in the complaint of immoral behaviour by a teacher towards the students of Kendriya Vidyalayas may be got investigated by the Complaints Redressal Committees constituted in the Regional offices.

**(C) Appeal:**

- (i) **Appellate Authority** – An employee of the Sangathan who has ceased to be in Kendriya Vidyalaya Sangathan services by virtue of an order passed against him under Article 81(B) of the Education code, may prefer an appeal against the aforesaid order to the Vice-Chairman, KVS.
- (ii) **Period of Limitation of Appeals**- No appeal preferred under this article shall be entertained unless it is preferred within a period of 45 days from the date on which a copy of the order appealed against is delivered to the appellant ; provided that the Appellate Authority may entertain the appeal after the expiry of the said period, if the authority is satisfied that the appellant had sufficient cause for not preferring the appeal in time.
- (iii) **Form and Contents of Appeal**- Form and contents of the appeal shall be the same as prescribed under the CCS(CCA) Rules, 1965 and applicable under this article
- (iv) **Consideration of Appeal** – In the case of an appeal under this article, the Appellate Authority shall consider whether in the light of the provisions of Article 81 (B) of the Education Code and having regard to the circumstances of the case, the order of termination is justified or not and confirm or revoke the order accordingly.

The Appellate Authority shall consider the following and pass orders confirming or setting aside the order of termination passed under Article 81 (B) :-

- (a) Whether the requirement laid down under Article 81(B) has been complied with and, if not, whether such non-compliance has resulted in the violation of the Provisions of Article 81(B) or in the failure of justice, and
- (b) Whether the order of the Commissioner is warranted by the material on the record
- (v) **Implementation of Orders in Appeal** – the Authority which made the order appealed against shall give effect to the order passed by the Appellate Authority.
- (vi) **Finality of Order Passed in Appeal**- The order of the Appellate Authority made under this Article shall be final and shall not be called into question by way of any further application / petition for revision, review, etc.

**Note :1** The above orders for appeal are effective from 1<sup>st</sup> January, 1999 and shall apply to those cases only where the order of termination was issued on or after 1.1.1999. Appeal against the termination orders issued prior to 1.1.1999 will not be entertained, being not maintainable.

- 2. If such an employee terminated from the services of the Kendriya Vidyalaya Sangathan preferring an appeal to the Vice-Chairman, Kendriya Vidyalaya Sangathan and having been re-instated in service upon consideration of the facts and circumstances of the case and has consequently been given a posting at a hard station his request for change in the place of posting in both intra and inter-station transfers may not be considered before the completion of five years' stay in the Vidyalaya

#### **(D) VOLUNTARY ABANDONMENT OF SERVICE**

- 1. If an employee has been absent/ remains absent without sanctioned leave or beyond the period of leave originally granted or subsequently extended, he shall provisionally lose his lien on his post unless:-
  - a) He returns within fifteen calendar days of the commencement of the absence or the expiry of leave originally granted or subsequently extended, as the case may be : and
  - b) Satisfies the Appointing Authority that his absence or his inability to return on the expiry of the leave, as the case may be, was for reasons beyond his control. The employee not reporting for duty within fifteen calendar days and satisfactorily explaining the reasons for such absence as aforesaid, shall be deemed to have voluntarily abandoned his service and would, thereby, provisionally lose lien on his post.
- 2. An employee, who has provisionally lost lien on his post in terms of the aforesaid provisions, shall not be entitled to the pay and allowances or any other benefit after he has provisionally lost lien on his post.

The payment of such pay and allowances will be regulated by such directions as the Appointing Authority may issue while ordering re-instatement of the employee in terms of sub-clause (6) of this Article.

3. In cases falling under sub-clause (1) of this Article, an order recording the factum of voluntary abandonment of service by the employee and provisional loss of his lien on the post, shall be made and communicated to the employee concerned at the address recorded in his service book and / or his last known address, to show cause why the provisional order above mentioned may not be confirmed ( **Appendix – XIII**)
4. The employee may make a written representation to the Appointing Authority, within ten days of the receipt of the order made under sub- clause (3).
5. The Appointing Authority may, on receipt of the representation, if any, and on perusal of materials available on record as also those submitted by the employee, grant, at his discretion, an oral hearing to the employee concerned to represent his case.
6. If the Appointing Authority is satisfied after such hearing that the employee concerned has voluntarily abandoned his service in terms of the provisions of sub- clause (1) of this Article , he shall pass an order confirming the loss of employee's lien on his post, and in that event, the employee concerned shall be deemed to have been removed from the service of the Kendriya Vidyalaya Sangathan with effect from the date of his remaining absent. In case, the Appointing Authority is satisfied that the provisions of sub- clause (1) of clause (D) of this Article are not attracted in the facts and circumstances of the case, he may order re- instatement of employee to the post last held by him, subject to such directions as he may give regarding the pay and allowances for the period of absence.
7. **Appellate Authority** – An employee aggrieved by an order passed under sub- clause (6) of this Article may prefer an appeal to the Appellate Authority as notified by the Kendriya Vidyalaya Sangathan from time to time.
8. **Period of Limitation for Appeals** – No appeal preferred under this Article shall be entertained unless it is preferred within a period of 45 days from the date on which a copy of the order appealed against is served on the appellant; provided that the Appellate Authority may entertain the appeal after the expiry of the said period, if it is satisfied that appellant was prevented by sufficient cause from not preferring the appeal in time.
9. **Form and Contents of Appeal** – Form and contents of appeal shall mutatis mutandis be the same as prescribed under the CCS ( CCA) Rules , 1965
10. **Consideration of Appeal** – The Appellate Authority shall consider:

Whether the requirements laid down under sub- clauses ( 1) , (3), (5) and (6) of this Article have been complied with and , if not, whether such non- compliance has resulted in failure of justice;

and whether the order confirming loss of the employee's lien on his post and his consequent removal from service is warranted on record;

And pass order confirming, modifying or setting aside the order passed under sub- clause ( 6) of this Article.

11. **Implementation of Order of Appeal** – The Appointing Authority shall give effect to the order passed by the Appellate Authority.
12. **Finality of the Order Passed in Appeal** – The order of the Appellate Authority made under this Article shall be final and shall not be called in question by way of any further application/ petition for revision, review, etc.
13. **Applicability of the CCS (CCA) Rules** – In matters falling under this Article and in those matters alone, the procedure prescribed for holding inquiry in accordance with the CCS ( Classification,Control & Appeal ) Rules, 1965 as applicable to the employees of the Kendriya Vidyalaya Sangathan as also other provisions of the said rules which are not consistent with the provisions of this Article shall stand dispensed with.
14. **Removal of Difficulties** – Notwithstanding anything contained in any rule or order for the time being in force in KVS, the Commissioner, KVS may, with the approval of the Vice- Chairman, KVS, issue such instructions as he may deem fit to remove difficulties in the implementation of these provisions.
15. **Power to Issue Instructions** – Without prejudice to generality of the foregoing provisions, the Commissioner, Kendriya Vidyalaya Sangathan may , with the approval of the Vice – Chairman, Kendriya Vidyalaya Sangathan , issue, from time to time ( whether by way of relaxation of the aforesaid provisions or otherwise) general or special orders as to the guidelines, principles or procedures to be followed in giving effect to the provisions of this Article.

**Note:** The following supplementary instructions have been issued for giving effect to the above provisions :-

- i) When an employee applies for a leave, on medical grounds or otherwise, the authority competent to sanction such a leave should invariably issue orders in writing when such a leave is refused or not sanctioned adducing the grounds of refusal.
- ii) Employees seeking leave on prolonged medical grounds may be referred to the Medical Board at the Regional office nearest to the residence of the employee so that they do not get any succour on plea of inability on health grounds.
- iii) The Disciplinary Authority while examining the representation on show- cause notice should preferably give a personal hearing to the employee before issue of the final order of loss of lien on the post, thereby terminating the service of that employee.

- iv) The Disciplinary Authority should ensure that the posting of a regular incumbent against a vacancy to that post which has been rendered vacant by virtue of application of provisions of the Article 81 (D), be kept pending till the disposal of appeal or 90 days after the date of termination whichever is later. This is to ensure the vacancy at the place of last posting of appellant, when the appeal has been disposed of favourably by the Appellate Authority.
- v) Consequent upon disposal of the appeal by the Appellate Authority, if the employee does not join his duties at the assigned place of posting within the stipulated date without assigning any reason thereof, the Commissioner, Kendriya Vidyalaya Sangathan may be informed immediately, who will be at liberty to prevail over the order of Appellate Authority and pass order as deemed fit.
- vi) The personal file along with service book and the case file of the appellant maintained at the Regional office may invariably be provided along with the comments on the points of appeal. The Disciplinary Authority should also specifically mention the grounds or consideration on which the leave was refused to the employee.
- vii) Before issue of the Show- Cause Notice under Article 81 (D) to an employee who is unauthorisedly absent, his / her appointment order should be checked to confirm his Appointing Authority. Accordingly, Show – Cause Notice as well as removal order should not be issued by an officer below in rank of his / her Appointment Authority.

**Article 82. SUSPENSION:**

- (1) The Appointing Authority or any authority to which it is subordinate or the Disciplinary Authority or any other authority empowered in that behalf by the Chairman of the Sangathan, by a general or special order, may place an employee under suspension in the following circumstances:-
  - (a) Where a disciplinary proceeding against him is contemplated or is pending; or
  - (b) Where, in the opinion of the aforesaid authority, the employee has engaged himself in activities prejudicial to the interest of the security of the State; or
  - (c) Where a case against him in respect of any criminal offence is under investigation, inquiry or trial.

However, where the order of suspension is made by an authority lower than the Appointing Authority, such authority shall forthwith report to the Appointing Authority the circumstances in which the order was made.

- (2) An employee shall be deemed to have been placed under suspension by an order of the Appointing Authority

- (a) With effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty- eight hours.
- (b) With effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty – eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

Explanation: The period of forty – eight hours referred to in clause (b) of this sub- rule shall be computed from the commencement of the imprisonment after the conviction and for this purpose, intermittent periods of imprisonment, if any, shall be taken into account.

- (3) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee under suspension is set aside on appeal or on review under these rules and the case is remitted for further inquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.
- (4) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee is set aside or declared or rendered void in consequence of or by a decision of a court of law and the Disciplinary Authority, on consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the employee shall be deemed to have been placed under suspension by the Appointing Authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders

**Provided that no such further inquiry shall be ordered unless it is intended to meet a situation where the court has passed an order purely on technical grounds without going into the merits of the case**

- (5) (a) An order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the authority competent to do so.
- (b) Where an employee is suspended or is deemed to have been suspended (whether in connection with any disciplinary proceeding or otherwise) and any other disciplinary proceeding is commenced against him during the continuance of that suspension, the authority competent to place him under suspension may, for reasons to be recorded by him in writing, direct that the employee shall continue to be under suspension until the termination of all or any of such proceedings.

**(c) An order of suspension made or deemed to have been made under this rule shall be reviewed by the authority which is competent to modify or revoke the suspension (before expiry of ninety days from the effective date of suspension) on the recommendation of the Review Committee constituted for this purpose and pass orders either extending or revoking suspension. Subsequent reviews shall be made before expiry of the extended period of suspension. Extension of suspension shall not be for a period exceeding one hundred and eighty days at a time**

- (6) The Competent Authority may, in the interest of the Sangathan/ Vidyalaya restrict the movement of an employee placed under suspension and prohibit him from entering any area or building of

the Vidyalaya. The suspended employee shall not leave the station without prior permission from the Competent Authority, in writing.

- (7) **An order of suspension made or deemed to have been made under sub rule (1) or (2) of this rule shall not be valid after a period of ninety days unless it is extended after review , for a further period before the expiry of ninety days ; provided that no such review of suspension shall be necessary in the case of deemed suspension under sub rule (2),if the Government servant continues to be under suspension at the time of completion of ninety days of suspension and the ninety days period in such case will count from the date the Government servant detained in custody is released from detention or the date on which the fact of his release from detention is intimated to his appointing authority ,which is later.**

### **Article 83. PENALTIES**

The Penalties to be imposed on the employees will be the same as provided in CCS (CCA) Rules – 1965.

### **Article 84.**

**The Principal of the Kendriya Vidyalayas can institute proceedings against an employee of the vidyalaya on whom he is empowered to impose penalties under rule 11 of CCS(CCA ) Rules**

### **Article 85. STANDARD FORMS**

Standard forms shall be the same as provided in CCS (CCA) Rules, 1965. The standard forms of (i) order of suspension, (ii) certificate to be furnished by the suspended employee, (iii) order for revocation of suspension order, (iv) charge sheet for major penalties, (v) order relating to appointment of inquiry Officer / Board of Inquiry, (vi) form for forwarding the inquiry report to the Charged Officer (vii) memorandum of charges for minor penalties (viii) order for taking disciplinary action in common proceedings (ix) form of the order for appointment of Presenting Officer and (x) form of the order placing an Officer under suspension when he is detained in custody are placed at **Appendices XIV to XXIII.**



## CHAPTER IX

**ANNUAL PERFORMANCE ASSESSMENT REPORTS****Article 86. GUIDELINES FOR PREPARATION AND MAINTENANCE OF ANNUAL PERFORMANCE ASSESSMENT REPORTS OF THE STAFF OF KENDRIYA VIDYALAYAS****1. IMPORTANCE**

In the interest of efficiency of the Sangathan and also of the officers/ officials, the **Annual Performance Assessment reports (APARs)** shall be written with the greatest possible care so that the work, conduct, character and capabilities of the officers/officials reported upon can be accurately judged from the recorded opinion. Officers recording remarks shall realize the importance of these entries as their own competency will be judged partly from the **Performance Assessment** remarks they record about officers/ officials working under them.

**2. Writing of Performance Assessment reports :**

The following points shall be kept in mind while writing the **Performance Assessment reports**

- i) The Reporting officer shall not be in a hurry to write the **APARs** of all the staff working under him in a single day or two. He shall, however, plan writing the reports in a phased manner and complete them within the period stipulated.
- ii) While reporting upon their subordinates in the **APARs**, the officers judging the subordinates shall do so fairly, reasonably and with care and clarity so that their verdict is legible and intelligible.
- iii) Both the Reporting and Reviewing Officers shall indicate their opinion by writing out in full the appropriate adjectives which best describe the officer/ official's qualities.
- iv) Cryptic, vague or non-committal remarks shall be avoided. The reports containing entries which may not be meaningful shall be returned to the Reporting Officer for reconsideration, amplification or explanation.
- v) There shall be no hesitation on the part of the Reporting Officer to record adverse remarks in justified cases. Such entries shall, however, be based on established facts and not on mere suspicion. Remarks like "doubtful character", "complaints received about taking illegal gratification", shall be avoided.
- vi) An entry relating to penalty awarded shall be recorded in the report about the year in which the punishment order is issued, indicating the period to which the incidents leading to the disciplinary proceedings relate.
- vii) Every warning/ reprimand / displeasure issued in writing need not automatically find a place in the **Assessment** report. Only cases in which despite such warning etc., the officer / official has not improved, appropriate mention of such warning, etc., shall be made in the **Assessment** Report.
- viii) The reporting officer shall take into consideration the self-appraisal of the work of the officer/ official reported upon while recording his views in the **Assessment** report.

- ix) The Reviewing Officer shall consider it his duty to know personally and form his own judgement of the work and conduct of the officer reported upon. He shall exercise positive and independent judgement on the remarks of the Reporting Officer under different detailed headings in the form of the report as well as general assessment. He shall express clearly his agreement or disagreement with those remarks, more particularly in regard to adverse remarks.
- x) It shall be ensured that no employee is adversely affected by prejudicial reports recorded without proper consideration. At the same time, none should be rewarded for extraneous considerations, by excessively flattering reports which are not based on facts, which may prejudice just claims of relatively deserving officers/ officials. An employee shall not, therefore, be graded outstanding unless exceptional qualities and performance have been noted about him. Grounds for giving such a grading should be clearly brought out.
- xi) The Reviewing Officer shall be free to make his remarks on points not mentioned by the Reporting Officer. Such additional remarks would be necessary where the report is too brief, vague or cryptic.

**Article 87.** The Reporting Officers and Reviewing Officers for Annual Performance Assessment Reports in respect of various categories of employees in Kendriya Vidyalayas shall be as under:-

S.No	Name of the post	Reporting Authority	Reviewing Authority
1	Commissioner	Vice- Chairman	Chairman
2	<b>Addl. Commissioner (Admn.)</b>	Commissioner	Vice-Chairman
3	<b>Addl. Commissioner (Acad.)</b>	Commissioner	Vice-Chairman
4.	<b>Jt. Commissioner (Admn./Fin./Pers./) And Superintending Engineer</b>	<b>Addl. Commissioner (Admn)</b>	Commissioner
5	<b>Jt. Commissioner (Acad./Trg.)</b>	<b>Addl. Commissioner (Acad)</b>	Commissioner
6	<b>Dy. Commissioner (Admn)</b>	<b>Addl. Commissioner (Admn.)</b>	Commissioner

7	<b>Dy. Commissioner (Acad.)</b>	<b>Addl. Commissioner (Acad.)</b>	<b>Commissioner</b>
8	<b>Dy. Commissioner ROs</b>	<b>Addl. Commissioner (Admn.)</b>	<b>Commissioner</b>
9	<b>Director In ZIET</b>	<b>Addl. Commissioner ( Acad.)</b>	<b>Commissioner</b>
10	<b>Asst. Commissioner in KVS (HQ)</b>	<b>Jt. Commissioner under whom one functions</b>	<b>Addl. Commissioner (Admn/Acad) under whom one functions</b>
11.	<b>Assistant Commissioner in ROs</b>	<b>Dy. Commissioner in RO</b>	<b>Addl. Commissioner (Acad.)</b>
12.	<b>Assistant Commissioner Admn/Finance in KVS( HQ)</b>	<b>Joint Commissioner under whom works</b>	<b>Addl. Commissioner(Admn)</b>
13.	<b>Principal/ Principal Gr.II</b>	<b>Asstt.Commissioner in RO</b>	<b>Dy. Commissioner in RO</b>
13(a)	<b>Principals posted in foreign KV's</b>	<b>Assist.Commissioner looking after the work of Foreign KV's inKVS(HQ)</b>	<b>Jt. Commissioner looking after the work of Foreign KV's</b>
14	<b>Admn. Officer in ROs</b>	<b>Dy.Commissioner in RO</b>	<b>Addl. Commissioner (Admn.)</b>
15	<b>Finance Officer in KVS (RO)</b>	<b>Dy.Commissioner in RO</b>	<b>Jt. Commissioner (Fin.)</b>

<b>16</b>	<b>Finance Officer in KVS (HQ)</b>	<b>Dy. Commissioner ( Fin.)</b>	<b>Jt. Commissioner (Fin.)</b>
<b>17</b>	<b>Other Officers &amp; Staff in ROs</b>	<b>Admn. Officer/ Finance Officer under whom one functions</b>	<b>Dy.Commissioner. in RO</b>
<b>18</b>	<b>(1) Assistant Director(OL.) (2) Asst.Education Officer</b>	<b>Jt.Commissioner concerned Dy.Commissioner(Academics )</b>	<b>Ad. Commissioner concerned Jt Commissioner(Acad)</b>
<b>19</b>	<b>Asst.Editor</b>	<b>Asst. Commissioner Looking after the work publication</b>	<b>Jt. Commisioner (Acad)</b>
<b>20</b>	<b>Section Officers in HQ</b>	<b>Branch Officer concerned</b>	<b>Jt.Commissioner concerned</b>
<b>21</b>	<b>(1) Executive Engineer (2) Technical Officer</b>	<b>Supdt.Engineer Executive Engineer</b>	<b>Addl.Commissioner(Admn) Supdt. Engineer</b>
<b>22</b>	<b>Hindi Translators</b>	<b>Assistant Director(OL)/AEO</b>	<b>Jt. Commissionre(Academics)</b>
<b>23</b>	<b>Statistical Assistant</b>	<b>Asst.Commissioner (EDP)</b>	<b>Jt.Commissioner ( Academics)</b>
<b>24</b>	<b>Other staff in the Finance, Admn.&amp; Academic wing</b>	<b>Section Officer concerned</b>	<b>Branch Officer concerned</b>

<b>25</b>	<b>Section Officer and other staff in Accounts Wing in KVS (HQ)</b>	<b>Finance Officer concerned</b>	<b>Assistant Commissioner concerned</b>
<b>26</b>	<b>Proof Reader</b>	<b>Assistant Editor</b>	<b>Assistant Commissioner Looking after the work</b>
<b>27</b>	<b>Teaching &amp; Non-Teaching staff in KVs</b>	<b>Principal</b>	<b>Assistant Commissioner concerned</b>
<b>28</b>	<b>Teaching &amp; Non-Teaching Staff posted in KVs abroad</b>	<b>Principal of the concerned KV</b>	<b>Assistant Commissioner looking after the work of Foreign KVs</b>
<b>29</b>	<b>All other staff in ZIET</b>	<b>Director ZIET</b>	<b>Jt. Commissioner (Trg/Acad.)</b>

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- Note :1) If the Reporting / Reviewing Officer is under suspension when the Annual Performance Appraisal Report has become due to be written/ reviewed, it shall be got written / reviewed by the officer concerned within two months from the date of his having been placed under suspension or within one month from the date on which the Report was due, whichever is later. An officer under suspension shall not be asked to write/ review APARs reports after the time limit specified here.
- 2) When the Reporting Officer retires or otherwise demits office to leave service , he shall be allowed to give the report on his subordinates within a month of his retirement or such demission of office. However, a Reviewing Authority shall not review the APARs after his retirement.

**Article 88. TIME SCHEDULE FOR PREPARATION /SUBMISSION/ COMPLETION OF A P A R**

<b>S.No</b>	<b>Activity</b>	<b>Date by which to be completed</b>
<b>1</b>	<b>Distribution of blank APAR forms to all concerned.  (i.e., to the officer to be reported upon where self appraisal has been given and to reporting Officers where self appraisal is not to be given.</b>	<b>31<sup>st</sup> March.  ( This may be completed a week earlier.)</b>
<b>2</b>	<b>Submission of self appraisal to reporting officer by officer to be reported upon (where applicable)</b>	<b>15<sup>th</sup> April</b>
<b>3</b>	<b>Submission of report by reporting officer to reviewing officer</b>	<b>30<sup>th</sup> June</b>
<b>4</b>	<b>Report to be completed by reviewing officer and to be sent to Administration or concerned section /cell</b>	<b>31<sup>st</sup> July</b>
<b>5</b>	<b>Disclosure to the officer reported upon</b>	<b>01<sup>st</sup> September</b>
<b>6</b>	<b>Receipt of representation ,if any, on APAR</b>	<b>15days from the date of receipt of communication</b>
<b>7</b>	<b>Forwarding of representations to the competent authority</b>	<b>21<sup>st</sup> September</b>
<b>8</b>	<b>Disposal of representation by the competent authority</b>	<b>With in one month from the date of receipt of representation</b>
<b>9</b>	<b>Communication of the decision of the competent authority on the representation by the APAR cell</b>	<b>15<sup>th</sup> November</b>
<b>10</b>	<b>End of entire APAR process ,after which the APAR will be finally taken on record</b>	<b>30<sup>th</sup> November</b>

**Article 89.** The formats of **APARs** for various categories of posts in KVS (HQ), Regional Offices and Vidyalayas are given in the **Appendices XXIV to XXIX**

**Article 90. DISCLOSURE OF APARs TO THE EMPLOYEES**

The section entrusted with the maintenance of APARs after its receipt shall disclose the same to the Officer reported upon as per the time schedule stipulated

**Article 91. REPRESENTATION AGAINST APAR REMARKS**

- i) Representation against APAR remarks shall be permitted within 15 days from the date of receipt of communication of such remarks.
- ii) Such a representation shall be sent to the authority communicating the APAR remarks, who shall forward the same to the next higher authority with his own remarks.
- iii) A representation against the APAR remarks shall be disposed of by the competent authority within the period of time limit stipulated.
- iv) Where an appeal/ representation against APAR remarks is received after the expiry of the stipulated period of one month, an explanation for delayed submission of appeal/ representation shall also be forwarded with the comments of the Reporting and Reviewing Officers to the Appellate Authority. The appellate Authority may at his discretion entertain the delayed appeal/ representation if he is satisfied with the explanation for the delay.

**Note :** The Appellate Authority shall be one stage above the Reviewing Authority and appeals for expunction of adverse remarks shall be dealt by the Appellate Authority.

## CHAPTER X

## MORNING ASSEMBLY

**Article 92.** All Kendriya Vidyalayas shall have a common prayer and a common uniform .

(A) **Morning Assembly** - The school day shall begin with the Morning Assembly. All students, teachers and the Principal shall attend the Assembly.

(i) The morning Assembly shall begin with the common prayer which shall include a Sanskrit Shloka ‘ असतो मा सदगमय, तमसो मा ज्योतिर्गमय, मृत्योर्मा अमृतं गमय’ followed by the prayer in Hindi and shall end with another shloka ‘ॐ सह नावतु सह नौ भुनक्तु , सह वीर्यं करवाव है , तेजस्विनावधीतमस्तु मा विद्विषावहै । ॐ शान्तिः ! शान्तिः ! शान्तिः !।।

(ii) The prayer shall be followed by

- (1) The students' pledge
- (2) Thought for the day
- (3) Other activities like daily/weekly news, talks by students and teachers
- (4) Quiz/moral talk
- (5) Silent prayer for two minutes
- (6) The National Anthem
- (7) The marching song on dispersal

(iii) The principal shall ensure that the Morning Assembly is managed and organized by students themselves under the overall guidance and supervision of the concerned teachers. Various Houses shall be given the responsibility of organizing the Assembly on a rotation basis. The common prayer shall be as given in **Appendix-XXX**

(iv) The students shall take the following pledge after the prayer:

“भारत हमारा देश है! हम सब भारतवासी भाई- बहन है ! हमें अपना देश प्राण से भी प्यारा है ! इसकी समृद्धि और विविध संस्कृति पर हमें गर्व है ! हम इसके सुयोग्य अधिकारी बनने का प्रयत्न सदा करते रहेंगे! हम अपने माता पिता, शिक्षकों और गुरुजनों का सदा आदर करेंगे और सबके साथ शिष्टता का व्यवहार करेंगे! हम



अपने देश और देशवासियों के प्रति वफादार रहने की प्रतिज्ञा करते हैं ! उनके कल्याण और समृद्धि में ही हमारा  
सुख निहित है !  
-जय हिन्द”

“ India is my country and all Indians are my brothers and sisters. I love my country and I am proud of its rich and varied heritage. I shall always strive to be worthy of it. I shall give respect to my parents, teachers, class-mates and elders and treat every one with courtesy. To my country and my people, I pledge my devotion. In their well- being and prosperity alone, lies my happiness.  
-Jai Hind.”

(B) **KVS Pledge**

All the staff members of the KVS(Hq.) ROs, ZIETs and Kendriya Vidyalayas, irrespective of their scale & grade shall take the Pledge on the KVS Foundation Day, 15<sup>th</sup> Dec. every year. The text of the Pledge is given in Appendix XXXVII

(C) **Common Uniform**

All students of Kendriya Vidyalayas shall have a common uniform . The pattern of the uniform for boys and girls shall be as specified in **Appendix- XXXI**.

All students shall come to school invariably in the prescribed uniform. Cases of default, if any, observed in a Vidyalaya, shall be dealt with a personal and persuasive manner. The parents, if necessary, shall be reminded of their responsibility to send their wards in proper uniform.

(D) **Common Badge**

All students shall wear a common badge either embroidered on the uniform or printed with the words written in Hindi and English

Kendriya Vidyalaya \_\_\_\_\_ ( name of station)

केंद्रीय विधालय \_\_\_\_\_ ( स्टेशन का नाम )

**Crest of the Sangathan** (Refer 94<sup>th</sup> BOG)



### Description of the logo

Elements-	Rising Sun, Books, Flying Birds
Composition-	Symmetrical, radiating, dynamic, concentric, united
Symbolism-	Sun is energy, source of life, It symbolised wisdom, clarity, discipline, authority. Books stand for literacy, education, knowledge, information, accessibility, collection, independence etc. Flying birds are suggestive of freedom, migration, imagination, space, high altitude, lightness, fluency, mastery. Colours of national flag are symbolic of unity in diversity.

हिरणमयेन पात्रेण सत्यस्यापिहितं मुखम् !  
तत त्वं पुषन्नपावृणु सत्य धर्माय दृष्टये !!

(ईशावास्योपनिषद्)

हे प्रभु! सांसारिक चमक-दमक व सांसारिक सुखद आकर्षणों से सत्य का मुख ढका हुआ है। हे प्रकाशमान सर्वपोषक! उस भौतिक आकर्षण के पर्दे को हटाओ ताकि मुझे सत्य धर्म का ज्ञान प्राप्त हो सके और मैं परम सत्य को देख सकूँ !

### (E) School Timings

**Deputy Commissioner** would decide the Vidyalaya timings for stations where there are two or more Kendriya Vidyalayas. In a station where there is only one Kendriya Vidyalaya, the Chairman of the Vidyalaya Management Committee may decide the Vidyalaya timings.

### (F) Vacation and Breaks etc.

The total number of working days, during the academic year i.e. from 1<sup>st</sup> April of the year to 31<sup>st</sup> March of the next year shall be 234 days which shall include time spent on activities such as examinations and afternoon sports and games. Vacations & Breaks would be as follows:

The Board of Governors of KVS in the 94<sup>th</sup> meeting held on 28-12-2012 has approved the re-scheduling of vacation calendar in the respect of summer stations schools. Accordingly, the vacation and Breaks will be observed by KVs during 2013-14 as under:-

**(i) Summer Station :-**

(I) Regions covered (Jammu, Chandigarh, Dehradun, Sirsa, Delhi, Agra Bhopal, Jaipur , Kolkata, Guwahati, Silchar, Tinsukia, Lucknow, Varanasi, Ranchi and Patna).

1.	Summer Vacation	15-05-2013 (Wednesday)	23-06-2013 (Sunday)	40 Days
2.	Autumn Break	11-10-2013 (Friday)	20-10-2013 (Sunday)	10 Days
3.	Winter Break	24-12-2013 (Tuesday)	12-01-2014 (Sunday)	20 Days

(II) Regions Covered (Ahmedabad, Mumbai, Bangalore , Chennai, Hyderabad, Jabalpur, Raipur , Emakulum and Bhubaneswar).

1.	Summer Vacation	15-05-2013 (Sunday)	23-06-2013 (Sunday)	50 Days
2.	Autumn Break	11-10-2013 (Friday)	20-10-2013 (Sunday)	10 Days
3.	Winter Break	22-12-2013 (Tuesday)	01-01-2014 (Wednesday)	11 Days

**(ii). Winter Station:-**

1.	Summer Vacation	17-05-2013 (Friday)	26-05-2013 (Sunday)	10 Days
2.	Autumn Break	11-10-2013 (Friday)	20-10-2013 (Sunday)	10 Days
3.	Winter Break	08-12-2013 (Sunday)	26-01-2014 (Sunday)	50 Days

**(iii). Long Winter Station:-** (KV, Leh Kargil, Nubra, (J&K) and Tawing ( Arunachal Pradesh).

1.	Winter Break	01-12-2013 (Sunday)	09-02-2014 (Sunday)	71 Days
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**(iv). A&N Island:-**

1.	Summer Vacation	11-05-2013 (Saturday)	09-07-2013 (Tuesday)	60 Days
2.	Autumn Break	11-10-2013 (Friday)	20-10-2013 (Sunday)	10 Days

**(iv). For KV Kathmandu (Nepal):-**

1.	Summer Vacation	15-05-2013 (Wednesday)	29-05-2013 (Wednesday)	15 Days
2.	Autumn Break	11-10-2013 (Friday)	20-10-2013 (Sunday)	10 Days
3.	Winter Break	08-12-2013 (Sunday)	21-01-2014 (Tuesday)	45 Days

The actual days of commencement of Vacation and Breaks for subsequent years will be communicated by KVS from time to time.

**CHAPTER XI**  
**ADMISSION GUIDELINES**

**Article 93**

**PART- A**

**GENERAL GUIDELINES**

1. In super session to all the guidelines governing admissions in Kendriya Vidyalayas that have been issued in the past, the following guidelines are issued to regulate admissions in the Kendriya Vidyalayas with effect from the academic session 2013-14. These guidelines are not applicable to KVs abroad.

2. **DEFINITIONS**

Unless the context suggests otherwise, the definition of the following terms used in these guidelines would be as below:-

- (i) CENTRAL GOVERNMENT EMPLOYEES: An employee who draws his emoluments from the consolidated fund of India.
- (ii) TRANSFERABLE: An employee who has been transferred at least once in the preceding 7 years shall be deemed to be transferable.
- (iii) TRANSFER: An employee would be treated as transferred only if he/she has been transferred by the competent authority from one place/urban agglomeration to another place/urban agglomeration which is at a distance of at least 20 kms and minimum period of stay at a place should be six months.
- (iv) AUTONOMOUS BODIES / PUBLIC SECTOR UNDERTAKINGS: Organizations which are fully financed by the government or where the government share is more than 51 per cent would be deemed to be autonomous bodies/ public sector undertakings.

### 3. PRIORITIES IN ADMISSION

The following priorities shall be followed in granting admissions:-

#### (A) KENDRIYA VIDYALAYAS UNDER CIVIL/DEFENCE SECTOR:

1. Children of transferable and non-transferable central government employees and children of ex- servicemen. This will also include children of foreign national officials, who come on deputation or transfer to India on invitation by Govt. of India.
2. Children of transferable and non-transferable employees of Autonomous Bodies/Public Sector Undertaking/Institute of Higher Learning of the Government of India.
3. Children of transferable and non-transferable State Government employees.
4. Children of transferable and non-transferable employees of Autonomous Bodies/ Public Sector Undertakings/Institute of Higher Learning of the State Governments.
5. Children from any other category including the children of foreign nationals who are located in India due to their work or for any personal reasons. **The Children of Foreign Nationals** would be considered only in case there are no Indian Nationals' waitlisted for admission.

**Note: Preference in Admission to wards will be granted based on the number of transfers of the parents in the last 7 years.**

#### (B) KENDRIYA VIDYALAYAS UNDER PUBLIC SECTOR UNDERTAKINGS/ INSTITUTES OF HIGHER LEARNING:

1.
  - a) Children and grandchildren of employees of the Public Sector Undertakings/Institutes of Higher learning which are the sponsors of the Vidyalaya.
  - b) Children of project employees & Post Graduate students who are working on long term research projects.
  - c) Children of regular Council of Wardens (COW) employees.
  - d) Children and Grand Children of retired employees to be included in category I for the purpose of admission.
2. The priorities criteria for Kendriya Vidyalayas under Civil/Defence Sectors (Para 3 (A)) will follow in the same sequence, thereafter.
3. Children of employees of Institutes of Higher learning who had to discontinue school to accompany parents going out of station on sabbatical leave/long leave, over and above the class strength.

#### 4. ELIGIBLE AGE FOR ADMISSION

A Child must be 5 years old as on 31<sup>st</sup> March in the academic year in which admission is sought for Class I.(Child born on 1<sup>st</sup> April should also be considered.)

- A. The minimum and maximum age limit for admission in Kendriya Vidyalayas in various classes is given below:

CLASS	MINIMUM AGE ON 31 <sup>ST</sup> MARCH OF THE YEAR IN WHICH ADMISSION IS SOUGHT	MAXIMUM AGE ON 31 <sup>ST</sup> MARCH OF THE YEAR IN WHICH ADMISSION IS SOUGHT
I	5 years	7 years
II	6 years	8 years
III	7 years	9 years
IV	8 years	10 years
V	9 years	11 years
VI	10 years	12 years
VII	11 years	13 years
VIII	12 years	14 years
IX	13 years	15 years
X	14 years	16 years

**NOTE:**

- a. The maximum age limit can be relaxed by two years in case of Physically challenged children by the Principal.
- B. There is no age restriction for admission to Class XI provided the student is seeking admission in the year of passing Class X examination. Similarly, there will be no upper & lower age limit for admission to class XII provided there has been no break in the continuous study of the student after passing class X/XI.

## 5. CLASS STRENGTH AND COMPETENT AUTHORITIES

Class Strength	Authority	Date (s)	Remarks
40	Principal	Up to 31 <sup>st</sup> July	Registered and eligible candidates
Up to 45	Chairman, VMC	1 <sup>st</sup> August to 30 <sup>th</sup> September	Provided such candidates are the wards of Central Govt. employees belonging to category-I, joining on transfer after the registration process is over, on first-cum-first serve basis. The children of parents belonging to Cat. I transferred during previous years will also be considered eligible for admission, if seats are available after accommodating the children of category – I parents transferred during the current academic session. The KVs established in project / institutes of higher Learning would also be covered under this provision.
Up to 45	Commissioner, KVS	Up to 30 <sup>th</sup> November	Wards of Central Govt./PSU/IHL employees joining on transfer after 30 <sup>th</sup> September subject to availability of vacancies.

### a. Schedule caste and schedule tribe category

15% seats for Scheduled Caste and 7.5% seats for Scheduled Tribes shall be reserved in all fresh admissions in all Kendriya Vidyalayas.

### b. Physically Handicaped Category

3% seats of total available seats for fresh admission will be horizontally reserved for Differently Abled-children, visually challenged, orthopedically and hearing impaired etc.

## 6. ADMISSION WITH KV TRANSFER CERTIFICATE INCLUDING LOCAL TRANSFER (TC).

- (i) Admission of children with KV TC will be automatic (over and above Class strength) if the parent has been transferred from one station to another. When the class strength reaches 55, the efforts should be initiated to open additional sections.
- (ii) Defence personnel and Para-military Forces who shift their families to a station of their choice whenever they are transferred to some non-family areas or posted in Naxal affected areas, can admit their children on KV TC in a KV located at the station where they will keep their family.
- (iii) In all other cases where transfer of the parent is not involved, the admission with KV TC would be done only with the prior approval of the Deputy Commissioner of the region concerned.

- (iv) All cases of local transfer on KV TC will be done with the approval of DC concerned on merit.
- (v) A student with KV TC may also be permitted in project KVs only up to class strength of 45 with the prior concurrence of Chairman, VMC. Beyond this no admission on KV TC would be done in project schools. However, Deputy Commissioner of the region is empowered to allow admission in the project/nearest KV in extremely deserving cases.

## 7. CHANGE OF SHIFT

Students already admitted in second shift can switch over to first shift or first shift students to second shift with the approval of Vidyalaya Management Committee (VMC) only in order of priority of service category, if the class/section class strength is less than 45. However, other genuine cases will be decided on individual merit of case to case with prior approval of Deputy Commissioner of the Region concerned with the class/section strength mentioned above i.e. 45. The VMC before granting approval must examine the merit of each case provided the enrolment in each section of the Kendriya Vidyalaya does not violate the prescribed norm of class strength as mentioned. Such cases pertaining to change of shift will not be referred to KVS (HQ) for consideration.

## 8. EQUIVALENCE OF N.I.O.S./STATE BOARDS/ICSE FOR ADMISSION IN CLASS XI IN KENDRIYA VIDYALAYAS

The students of State Boards/ICSE/NIOS where marks are awarded be considered for admission in class XI if vacancies exist. The marks awarded in various subjects are considered against the corresponding Grade awarded by CBSE.

\* Marks of different subjects are to be converted into grades as per CBSE norms as given below:

### Conversion of marks into Grades:

Marks range	Grade	Marks range	Grade



91-100	A <sub>1</sub>	51-60	C <sub>1</sub>
81-90	A <sub>2</sub>	41-50	C <sub>2</sub>
71-80	B <sub>1</sub>	33-40	D
61-70	B <sub>2</sub>	21-32	E <sub>1</sub>
		0-20	E <sub>2</sub>

#### 9. ADMISSION FOR CLASS X AND XII

Admissions to class X & XII, other than KV students, will be entertained subject to availability of vacancies. Such admissions to class X and XII will be considered by the Deputy Commissioner of the Region concerned, only if, the average strength in class X/XII is below 40. This will further be subject to the following conditions:

- I) The child has been in the same course of studies i.e. in a CBSE-affiliated school.
- ii) The child must have obtained not less than 6.5 CGPA in class IX (CGPA be calculated as per formula applied by CBSE in class X). For admission to class XII 55% marks in class XI examination is mandatory.
- iii) The child should OTHERWISE be eligible as per KVS admission guidelines.
- iv) The combinations of subjects opted by the student are available in Kendriya Vidyalayas.

#### 10. ADMISSION OF CHILDREN STUDYING ABROAD

A KV Student, who went abroad with his parents on their deputation to a foreign country, will be admitted to corresponding class on their return to India by the Principal of Kendriya Vidyalaya concerned.

11. In case any issue related to the interpretation of admission guidelines the decision of Commissioner KVS will be final.

**PART- B****SPECIAL PROVISIONS**

**The following special provisions will be operative for admission for Academic session 2013-14:**

- A.** Following categories of children would be admitted over and above the class strength except where stated otherwise in the provision itself (e.g. Item No. XVI).
- i. The children and dependent grandchildren of Hon'ble Members of Parliament.
  - ii. Children and Grandchildren (children of son or / and daughter) of serving and retired KVS employees. The Children and grand children of the serving and retired employees of KVS (Kendriya Vidyalayas, Regional Offices, ZIETs and KVS (Hqrs.)) will be considered for admission at any time of the year irrespective of the class strength/year of transfer/recruitment. However, for class IX, the child has to clear the admission test (The Officials/Officers who come on deputation to KVS their wards also should be treated at par with regular KVS employees).
  - iii. Children of Central Government employees who die in harness.
  - iv. Children of recipients of Paramveer Chakra, Mahavir Chakra, Veer Chakra, Ashok Chakra, Kirti Chakra & Shourya Chakra, Sena Medal(Army), Nav Sena Medal (Navy), Vayu Sena Medal (Air Force).
  - v. Children of recipients of President's Police medal for gallantry & Police medal for gallantry.
  - vi. Meritorious sports children who have secured I, II & III position in SGFI/CBSE/National/State level games organized by the Government.
  - vii. Recipients of Rashtrapati Puraskar in Scouts & Guides.
  - viii. Single girl children in class I and from class VI onwards subject to a maximum of two per section in class I and two per class in class VI and onwards. It includes Twin Girl children also.
  - ix. Children who are recipients of National Bravery Award, or of Balshree Award instituted by National Bal Bhawan.
  - x. Children whose parents are a teacher, and is a recipient of National Award for teachers.
  - xi. Children who have shown special talent in Fine Arts and have been recognized at the National or State level.
  - xii. 100 children of employees of the Ministry of HRD would be admitted every year on orders issued by the KVS (HQ).(up to 31<sup>st</sup> JULY)

- xiii. 60 admissions in Kendriya Vidyalayas located anywhere in India and 15 children in hostels in Kendriya Vidyalayas, of employees of the Ministry of External Affairs would be admitted each year on orders issued by KVS (HQ). These would be subject to the following conditions for the two categories:-
1. 60 admissions in Kendriya Vidyalayas located anywhere in India be utilized exclusively for children returning from abroad along with their parents after their posting. Seats under this provision remaining unutilized at the time of normal admissions will remain as such and will be utilized for children who return to India after the beginning of the academic session and up to 30th September. Children who return to India after 30th September would be considered for admission up to 30th November along with other priority category I children. No special consideration will be given to MEA staff under this priority. All these admissions will be subject to the condition that not more than 5 children would be admitted in one school in a year and that the children would be submitting a transfer certificate of a school abroad, in which they had been studying prior to seeking admission in a KV. All admissions under this provision will stop once the quota for special provisions is completed for concerned classes.
  2. 15 seats for admission in hostels in Kendriya Vidyalayas would be allotted to the children whose parents are going abroad on a posting to station, which does not have adequate educational facilities. The required information in this respect would need to be given by the Ministry of External Affairs.
- xiv. 15 children of the employees of the Research and Analysis Wing (RAW) would be admitted on orders to be issued by the KVS Hqrs. Of these, a maximum of 5 seats would be given in Delhi and the remaining would be outside Delhi.
- xv. "In case adequate number of applications for admission of eligible children are not available for provisions under (XII), (XIII), and (XIV), Kendriya Vidyalaya Sangathan may nominate additional names up to the prescribed limit to ensure full utilization of these provisions".
- xvi. 05 seats in each section of class I and 10 seats in all other classes put together will be reserved every year for the children of the sponsoring agency in all schools except those specifically notified otherwise by the Commissioner. The wards of deceased employees of Public Sector Undertakings who have died while in service may also be included under this quota. In Civil Sector schools sponsored by State Govt., the children of State Govt. employees would come under this provision. Similarly in Defence/ Project/ Institution of Higher Learning sector schools only the children belonging to employees working in these sectors would come under this provision. Admission to class I would be within the approved class strength while for other classes it would be over and above class strength.
- xvii. Chairman, Vidyalaya Management Committee can recommend maximum two admissions in the concerned Kendriya Vidyalaya under his discretionary quota. These two admissions may be recommended in one class or all classes put together except classes X & XII.
- xviii. Wherever land has been sponsored by DDA for Kendriya Vidyalayas located in Delhi, admission to children of regular DDA employees would be restricted to 5 seats per section in class I and 5 seats in

all other classes put together. Admission in class I would be within the approved strength of the section while for other classes this would be over and above the class strength.

- xix. Each Hon'ble Member of Parliament can refer six cases for admission under the scheme in an academic year but such recommendations shall be confined to children whose parents belong to his constituency either by domicile or on account of having been soon-before posted there or else on account of exigencies of service migrate to his constituency. Such recommendations would be for admissions in Kendriya Vidyalaya in the constituency of the Hon'ble MP (LOK SABHA), he/she, may recommend these admissions in the Kendriya Vidyalaya(S) located in any neighbouring contiguous constituency. For Member of the Rajya Sabha, the state from which the member has been elected would be deemed to be his constituency for this purpose. Nominated members of the Rajya Sabha and Lok Sabha can recommend 06 cases for admission in any one or more Kendriya Vidyalaya of the Country.
- a. These admissions shall be over and above the class strength.
  - b. These recommendations should be made for all classes except pre-primary, and classes X and XII.
  - c. These admissions would be made at the beginning of the academic year and no admission would be allowed after the prescribed cut off date (i.e. 31<sup>st</sup> JULY) of the year.
  - d. The recommendations to be made shall be valid only if these are made in the prescribed format provided to each Member of Parliament by KVS (HQ). Recommendations sent in any other format/manner shall not be considered.
  - e. The children recommended by Hon'ble Members of Parliament must be otherwise eligible for admission as per the extant KVS Admission Guidelines.
- xx. Each Directorate of education of Armed Forces i.e Army, Air Force and Navy can refer 2 cases in admission in an academic year. The Directorate of education of Armed Forces i.e Army, Air Force and Navy can recommend 02 names for admission of wards of Defence Personnel's who are otherwise eligible for admission, in Kendriya Vidyalayas located in Defence Sector. Other terms and conditions will be same as mentioned in (xix a to e) above.

## **B. ADMISSION OF WARDS OF ARMED FORCES**

Automatic admission of children in the Kendriya Vidyalayas on the basis of transfer certificate issued by the CBSE affiliated schools run by Armed Forces (e.g. Army, Air Force and Navy) will be entertained only if the parent has been transferred to that place or has desired to settle at the place after his retirement., provided no Armed forces run School exist in the vicinity of ten km. from the place of posting.

This provision shall be applicable to schools run by Indian Coast Guard also. This provision may also be extended to the children of government employees studying in schools run by ISRO/AEES also.

It is clarified that above provisions are only for the wards of Defence personnel viz. sons & daughters only. This will not include the grand children of Defence personnel. Provisions of KVS admission guidelines including the eligibility criteria for age and marks/Grades will be followed in letter and spirit. Also the fee including VVN is to be paid from the month of admission of the child in the Kendriya Vidyalaya regardless of the fact that the fee for succeeding months have already been paid in the school from which TC has been issued for admission to KV. TCs issued by the CBSE schools of Defence Ministry/Deptts/Authority will be endorsed by the concerned Deputy Commissioner of the region where admission is sought.

#### **C. ADMISSION OF PRE PRIMARY STUDENTS IN CLASSES I.**

The policy of **automatic admission** of pre-primary students in class I **has been withdrawn** w.e.f. session 2008-09. Now all admissions in class I shall be treated as fresh admissions and shall be dealt with as per rules in vogue.

- D.** Children who were earlier studying in Kendriya Vidyalaya but due to (a) transfer of parent or (b) relocation due to exigency caused by posting of parent to field area was compelled to study in a school other than Kendriya Vidyalaya because no KV was available at that station, if the said parent subsequently gets transferred to a place where a Kendriya Vidyalaya exists, his/her child be considered for admission, consequent upon the transfer/movement of the parent subsequently to a place where a Kendriya Vidyalaya exists, over and above the class strength. A proof to this effect has to be provided by the parent.

## PART- C

### PROCEDURE FOR ADMISSIONS

#### 1. PUBLICITY

An advertisement shall be issued by the Regional Office in the local newspapers in the 1<sup>st</sup> week of February giving the admission schedule (Annexure follows) and inviting Parents to register their wards for admission in Kendriya Vidyalayas. This advertisement should specifically indicate that admissions in Kendriya Vidyalayas are not restricted to Central Govt. employees and are open to all, only certain priorities have been laid down for different categories to regulate the admissions. The reservations for SC, ST and Physically Handicapped and under RTE Act 2009 should also be indicated.

#### 2. REGISTRATION

- (I) Registration shall not be done if there is no vacancy or likelihood of any vacancy in a particular class. In case a vacancy arises in future, registration can be made after giving wide publicity at local level and admission can be granted as per KVS Admission Guidelines.
- (II) In case the number of children seeking registration is less because of which all seats have not been filled up, the Principal shall issue a second/third advertisement in the months of May and June notifying the availability of vacancies.
- (III) Admissions are required to be made with the approval of the Executive Committee of the Vidyalaya. In case the Executive Committee does not approve the admissions up to the full sanctioned strength of the class, the Principal shall intimate this fact to the Deputy Commissioner who will grant admission to children as per the admission guidelines.
- (IV) Registration for class XI shall be taken up immediately after the declaration of results of class X and admissions up to the full strength of the class should be completed within 30 days after declaration of results by CBSE. In case there is any difficulty in admitting children up to the full strength because of the Executive Committee of the Vidyalaya not approving the same, the procedure as laid down for other classes above shall be followed and admissions up to the sanctioned strength of the class shall be made by 31st of July with the approval of the Deputy Commissioner.
- (V) Registration forms shall be made available by the Principal FREE OF COST.
- (VI) Registration forms complete in all respects and accompanied by all required documents must be submitted to the Vidyalaya office within the prescribed date.
- (VII) Attested copies of the prescribed documents would be required to be submitted along with the application form for registration.

#### 3. DOCUMENTS

- For Class I, certificate of proof of age in the form of a birth certificate issued by the authority competent to register births. This will include certificates from Notified Area Council / Municipality / Municipal Corporation extract about the date of birth from records of Village Panchayat, Military Hospital and service records of Defence personnel or Affidavit. For other classes, the date of birth recorded in the transfer certificate issued by a school recognized by the State Education Department would be accepted. The original certificate of date of birth should be returned to the parent after verification. Admissions up to class-VIII may be granted without any school transfer certificate provided the child is otherwise eligible and his birth certificate has been issued by a Govt. body or affidavit.
- For grandchildren of Hon'ble Member of Parliament and PSU employees a proof of relationship of either of the child's parents with the Hon'ble Member of Parliament or PSU employees would be needed.
- For grandchildren of KVS employee a proof of relationship would be required.
- A certificate that the child belongs to the Scheduled Caste/Scheduled Tribe/EWS/OBC(Non-Creamy Layer)/BPL/Disabled, wherever applicable, issued by the competent authority in concerned State Government/Union Government. The certificate in respect of either of the parents may be accepted initially for the purpose of admission, if this certificate is not available for the child. However, the certificate in respect of the child has to be submitted within a period of 3 month from the date of admission.
- A certificate from the civil surgeon/rehabilitation centre or any other competent authority defined by the Government of India O.M. No. 36035/5/88/Estt.(sct) dated 4.5.1999 certifying the child to be handicapped, wherever applicable. In case, where the handicap of the child can be visually seen by the Principal, the child may be accepted as handicapped even without a certificate. However, the parent may be advised to obtain the relevant certificate from the competent authority and submit the same to the school.
- A service certificate showing the number of transfers during the preceding 7 years duly signed and stamped by the head of office bearing the name, designation and other relevant particulars in block letters.
- A certificate of retirement for uniformed Defence employees.
- Proof of Residence.

**NOTE:**

- (I) Mere registration will not confer a right to admission.
- (II) Incomplete application forms shall normally be rejected. In case vacancies remain, the Principal may allow completion of the form later at his discretion.
- (III) Admission secured on the basis of any wrong certificate shall be cancelled by the Principal forthwith and no appeal against such action of the Principal shall be entertained.
- (IV) When a child is registered for admission in class I in a Kendriya Vidyalaya but, before the declaration of the selection list, his parent is transferred to another station, the child should be deemed to have been registered for admission in the Kendriya Vidyalaya at the station of posting even if the last date of registration at that place has expired. The registration form in original is transferred to the Kendriya Vidyalaya of new place of posting and a photo copy of the same be retained in the school where the child was initially registered.

**4. METHOD OF ADMISSION IN CLASS I**

Out of the available seats of fresh admission 15% will be reserved for SC and 7.5% will be reserved for ST. The short fall in the number of seats reserved for SC and ST, will be worked out after considering number of SC/ST children admitted under RTE quota.

- (1) **In first phase, 10 seats** (out of **40 seats**) in Class I per section are to be filled as per RTE Provisions (25% of seats) and these 10 seats will be filled by draw of lots from all applications of SC/ST/EWS/BPL/OBC (**Non Creamy Layer**)/Disabled taken together.
- (2) **In second phase**, remaining seats are to be filled as per existing Priority category system. The short fall in the seats reserved for SC/ST will be made good by filling of the seats as per order of Priority categories for admission.
- (3) **For example:** In a single Section School 6 seats are reserved for SC and 3 Seats for ST (15% for SC and 7.5% for ST). Assuming that, 2 SC candidates, 1 ST candidate and 1 Differently Abled candidate are admitted under RTE in the lottery system **In first phase**, then available SC seats will be considered as  $6-2 = 4$  and ST seats will be  $3-1 = 2$ . The left out registered candidates from SC and ST category will be considered as per order of Priority categories for admission. In this case the remaining 24 seats will be available for admission under order of Priority of Category.

**NOTE-1:**

- a) **In no case** these 10 seats reserved as per RTE will be de-reserved.
- b) The seats reserved for SC/ST may be interchanged, by interchanging SC seats to ST and vice-versa after 20<sup>th</sup> July.
- c) If required numbers of candidates covered under RTE do not register in 1st spell of registration then a second notification may be given in the month of April.
- d) The definition/eligibility criteria of Disadvantaged Group/Weaker Section/BPL/OBC (Non creamy layer) will be as per the notification of the concerned State Governments.
- e) Admission test will not be conducted for Class – I.

**NOTE-2:**

**A DEFINITION OF DISADVANTAGED GROUP**

1. Child belonging to disadvantaged group means a child belonging to the Scheduled Caste, Scheduled Tribe, the socially and educationally backward class or such other group having disadvantage owing to social, cultural, economic, geographical, linguistic, gender or such other factor as may be specified by the appropriate government, by notification (Section 2(d) of RTE Act).
2. Child with special needs and suffering from disability means as per disability Act or as defined by the concerned State Govt.

**B. DEFINITION OF WEAKER SECTION**

- ▶ Child belonging to weaker section means a child belonging to such a parent or guardian whose annual income is lower than the minimum limit specified by the appropriate government, by notification (Section 2(e)).
- ▶ The income limit regarding economically weaker sections will be applicable as notified by the State Govt. concerned.



### C. DEFINITION OF NEIGHBOURHOOD & PROOF OF RESIDENCE

Since Kendriya Vidyalayas are located at places with varied density of population, they have been categorised as follows for determining the limits of neighbourhood:-

- |   |  |               |
|---|--|---------------|
| 1 | Major cities and Urban area<br><br>(All District Hqrs. & Metros) | 5 kms. radius |
| 2 | Places and areas other than included in 1<br>above.              | 8 kms radius  |

**Note:** 1. Proof of residence shall have to be produced by all applicants. However admission cannot be denied due to non-submission of Proof of residence.

2. A self-declaration in writing from the parent about distance may also be accepted to this effect.

### 5. COMPOSITION OF COMMITTEE FOR DRAW OF LOTS

Every Kendriya Vidyalaya will constitute a committee for the purpose of monitoring a system of **Draw of Lots** to be held in Class I or in any other class wherever such stage is reached when all candidates of a particular category or having same number of transfers cannot be accommodated against available number of seats.

**The committee will comprise the following five (05) members:-**

1.	Principal	Convenor
2.	Teacher	Member (To be nominated by Principal)
(3 & 4)	Two parents (One lady )	Members (One parent has to be from the candidates to be admitted under section 12(1)(c) of RTE Act 2009.
5.	VMC member	Member(To be nominated by Chairman, VMC)

- An additional 6<sup>th</sup> member can be nominated by the Principal from the students of class IX to XII wherever these classes exist.
- This committee may be notified with the concurrence of Chairman, VMC, at least 5 days in advance of draw of lots and be displayed on school Notice Board.

#### 6. FEE AND OTHER CONCESSIONS :

- ▶ No fee to be charged from the children admitted under the 25% quota prescribed under RTE ACT 2009
- ▶ One set of NCERT text books for his/her class to each child will be provided by the school and other expenses on account of note books, stationary, uniform and transport will be reimbursed on production of proper bills in respect of 25% of the children admitted under the Act subject to the ceiling prescribed.
- ▶ Once the children are admitted in Class I under RTE Act, they will continue to enjoy exemptions and concessions till class VIII either in the same KV or any other K.V. moving on transfer as per RTE Act.
- ▶ Address proof of the parent should be furnished at the time of the registration.
- ▶ The employees who have the facility of fee reimbursement in their departments cannot claim RTE concessions.

#### 7. METHOD OF ADMISSION IN CLASS II TO VIII

**CLASS II TO VIII** – Like Class – I admission test shall not be conducted for admission to Class II to VIII and the admission may be granted based on Priority category system (1 to 5 or 6 as the case may be). If applications are more than the number of seats, lottery system will be followed in each category including single girl child quota (Class VIth Onwards)

#### 8. METHOD OF ADMISSION IN CLASS IX

**CLASS IX** - For admission to Class IX, an admission test shall be conducted and a merit list prepared for each category of priority separately. Admission shall be granted in order of merit going by the sequence of the Priority categories as prioritized in **GENERAL GUIDELINES PART-A Para 3**.

- (i) Admission test shall be conducted in the subjects: Hindi, English, Math, Social Science and Science
- (ii) Candidates must secure at least 33% marks in all subjects to Pass. Merit List will be prepared as per the Priority Category.

Concession up to 5 marks can be given for deficiency in language (Hindi & English).

- (iii) Students belonging to SC/ST will be eligible for admission on securing 25% in aggregate.

#### **METHOD OF ADMISSIONS IN CLASS XI**

##### **I. KV STUDENTS : Admissions in different Streams viz. Science, Commerce, Humanities of Class XI in KVs for KV students who have passed Class X will be regulated as follows:**

- a. The merit list will be drawn/prepared as per CGPA obtained by applicant in CBSE /Class X results in every School.
- b. The Seats will be allotted as per the rank in the merit list prepared as at (a) above vis-a-vis number of vacancies available in a particular stream in the Vidyalaya (Class strength 40) and as per the option of stream exercised by the student.
- c. Concessions wherever applicable shall be incorporated while preparing the Merit List.
- d. In case of two or more candidates obtaining equal CGPA, the inter-se merit of such candidates may be determined as follows:
  - (i) Candidates obtaining higher grade points in Maths will get precedence in admission.
  - (ii) If two or more candidates have got the same grade points in Maths, then the candidates securing higher grades in Maths and Science taken together will get precedence over the others.
  - (iii) In case of a tie between two or more candidates obtaining same grade points in maths and science taken together, the student older in age as per the D.O.B will be given precedence over the other.
- e. Principal may admit children to class XI only up to the permitted class strength.
- f. A student who was earlier not found eligible for admission to a particular stream may be allowed fresh admission to a particular stream in class XI in the next academic session, if he/she improves his/her performance within one year from the same.
- g. If school is not able accommodate all the students and students from neighbouring KVs which are only up to class 10<sup>th</sup>, the class strength will be increase with the approval of the DC of the concerned Region.

**Note:**

**INFORMATICS PRACTICES AS AN ELECTIVE SUBJECT IS OFFERED TO ALL STREAMS. ADMISSION TO THIS WOULD BE GRANTED AS PER THE COMBINED MERIT LIST.**

**Computer Science / Bio-Technology**, wherever available as an elective subject, is to be offered to students of Science Stream and admission would be granted as per combined merit list. Multi-media & Web-Designing Technology (wherever available) as elective subject may be offered to students of all the streams (Commerce, Humanities & Science) as per combined merit list.

**II. FRESH ADMISSIONS NON-KV STUDENTS**

a) After accommodating all the eligible students of the KV concerned and other KVs in the entitled stream, fresh admissions to non-KV students would be allowed, if vacancy exists. Fresh admission for remaining vacancies would be made in the sequence of categories of priority on the basis of following Criteria.

**i) Science Stream and Commerce Stream**

A minimum of 8.0 CGPA.

**ii) Humanities Stream**

A minimum of 6.4 CGPA.

b) Concessions wherever applicable shall be incorporated while preparing the Merit List.

**III. The following concessions will be allowed for admission for Class XI.**

**A.** The following concession will be granted to students for admission who participated in Games & Sports meet/Scouting & Guiding/NCC/Adventure activities at various levels. The certificate needed for this purpose can be of any of the preceding years.

b. S.No.	Participation at KVS Sports & Games National/ State level	'A' certificate and best NCC Cadet in Distt/State level	Rajya Puruskar award Scouting/ Guiding certificate with 07 proficiency badges.	NIL Adventure Activities for admission to Science/ Commerce Stream	0.6 Concession points in or marks CGPA /Grade
c.	Participation at KVS Regional/ District Level	'A' certificate	Tritiya Sopan certificate with 05 proficiency badges	Participation in at least one 10-days adventure activity	0.2 points in CGPA
a.	Participation at SGFI or equivalent level.	'A' certificate and participation in Republic Day/PM Rally	Rashtrapati Puraskar award certificate	NIL	0.8 points in CGPA

**Maximum concession under Sports/Games/NCC / Scout / Guide/Adventure will not exceed 0.8 points in CGPA .In case of eligibility for more than one concession under different categories as mentioned at (a) and (b) above, only one concession having maximum advantage to the candidate will be allowed (The same benefit may be extended to non-Kvs Students for fresh admission in KVs.**

- B. Students belonging to SC/ST** would be given up-gradation in CGPA by 0.4 for the purpose of admission to class XI Science/Commerce Stream/Humanities.

**ANNEXURE TO – (PART – C)**

**SCHEDULE AND PROCEDURE FOR ADMISSION**

Both these activities shall proceed together. The admission schedule for the year 2013-14 will be as under:-

CONTENTS	SCHEDULED DATES
<b>A. FIRST ROUND OF ADMISSION</b>	
Advertisement for admission by Regional offices/KV	First week of Feb. 2013 (Before 5 <sup>th</sup> Feb)
Issue of Forms & Registration for Class I and other classes(except class XI)*	08-02- 2013 onwards
Last date of Registration for class I and other classes	10-03-2013
Declaration of list & admission for class - I	18-03-2013 TO 25-03-2013
Extended date for Second Notification admission to be made under RTE Provisions	05-04-2013 ( If sufficient applications not received under RTE Provisions)
Declaration of list of class II onwards	16-04-2013
Admission class II onwards*	17-04-2013 To 24-04-2013
Registration for class XI*	Within 20 days after declaration of Board results
Display of list & Admission for class XI	Within 30 days after declaration of Board results
Last date of Admission	31-07-2013

Admission accorded by Commissioner, KVS for the wards of Central Govt./ Central PSU employees who are actually joining on transfer after 30 <sup>th</sup> September up to 30 <sup>th</sup> November subject to availability of vacancies.	Up to 30-11-2013
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B. SECOND ROUND OF ADMISSION*(IF VACANCY EXISTS)	
Notification for vacancy at Regional & KV Level for Class II onwards	25-06-2013
Registration	25-06-2013 to 30-06-2013
Display of admission list	07-07-2013
Admission	09-07-2013 to 16-07-2013

\* Subject to availability of vacancy in a particular class.

The schedule of admissions for subsequent years shall be communicated by KVS from time to time

#### Article 94. ADMISSION TO PRE- PRIMARY CLASSES

Deleted

#### Article 95. ADMISSION WITHOUT TRANSFER CERTIFICATE

Direct admission, i.e. admission without transfer certificate shall be made only up to class VIII. If a pupil, who has not previously attended any recognized school, applies for admission to any one of the classes II to VIII, his parent/guardian shall be required to give full history of his previous education and submit an affidavit to the effect that his ward has not attended any recognized school till then. He shall also be required to produce a certificate of proof of age as required for class I or affidavit. If the parent /guardian's statement under this clause is found to contain any wilful misrepresentation of date of birth or other facts regarding the pupil's educational career, the Principal shall cancel the admission and report the matter to the Regional office.

**Article .96 .** A pupil coming from a recognized school or a Kendriya Vidyalaya shall not be admitted to a class higher than the one in which he was studying, except in the case of

those who have successfully passed the annual examination of the class in which they had been studying and have been promoted to the next higher class.

**Article 97.** If on administration of a test for admission to a particular class, a pupil is found unsuitable for the class, this shall not entitle the pupil for admission to the next lower class automatically without an admission test.

**Article 98.** A pupil who fails once at the annual examination (IX to XI) may be admitted to the same class in the next session of the same or any other Kendriya Vidyalaya. A pupil who fails twice at the annual examination shall not be admitted even in special cases.

**Article 99.** A pupil who fails in the Board's final examination at the end of class X and XII shall be admitted as a regular student for one year within the permissible limit of the class and fee will be charged from him at the same rate as from a regular student of Science or Humanities or Commerce group as the case may be.

**Article 100. Equivalence of classes:**

For the purpose of deciding admission to any class of a student who joins the Kendriya Vidyalaya after completing a stage of education in any State / Union territory in India / abroad the equivalence of classes in Kendriya Vidyalayas and classes in High / Higher Secondary schools of various States should be strictly observed. The decision of CBSE would be final in this matter.

**Article 101.** The form of transfer certificate to be issued to students desirous of migration out of the Vidyalaya shall be as placed at **Appendix XXXIII**.

**Article 102.** For admission in TC cases, **where ever applicable** no affidavit need be called for verification of the genuineness of the Transfer Certificate. This may be done by sending back the third copy of the T.C. to the issuing Vidyalaya for confirmation .

**Article 103. CHANGE OF DATE OF BIRTH :**

The Principal shall ensure with particular care that the proof of date of birth of a pupil is furnished by the parent/ guardian in the form of a satisfactory evidence of the date of birth such as an extract from the birth register from Municipal Committee or Corporation / Village record etc., This shall be preserved in the Vidyalaya records. The date of birth extract of the child from the birth register shall be recorded with scrupulous accuracy on his first admission to the Vidyalaya. In the case of pupils coming on transfer from another Vidyalaya or any other recognized institution, the date shown in the transfer certificate shall be noted in the Vidyalaya records. The date of birth once recorded shall not subsequently be altered except with the special permission of the Sangathan, and shall be entered accurately in all subsequent age- entries in registers, certificates or applications for admission to public examinations. **However an Affidavit may also be accepted for Date of Birth upto classVIII**

**Article 104. RULES FOR CORRECTION OF DATE OF BIRTH:**

(1) The parent/guardian requesting for a change in the date of birth of a student shall submit an application in duplicate in the prescribed proforma given in **Appendix XXXIV**. The application shall be accompanied by the following documents:

- (i) An affidavit, declaring the correct date of birth, made before a First class Magistrates; or
- (ii) A certified extract of the Municipal Committee/Corporation/ Village Birth Register, showing the entries pertaining to the date of birth of the student ; or
- (iii) A certified extract from the service record of Defence Service personnel, showing the date of birth of all the children born to him; or
- (iv) A copy of the first admission form filled in by the parents at the time of admission to the school in respect of the student.

**Note:** The affidavit to be furnished by the parent of the child shall inter alia give the date of their marriage and the dates of the birth of all the children born to him, irrespective of whether they are dead or living.

(2) On receipt of such an application together with the above documents, the Principal shall carefully check up the particulars and put up the case to the Chairman of the Vidyalaya Management Committee. If the Chairman of the Vidyalaya Management Committee is satisfied that the request for change in the date of birth is genuine and that wrong entry in this connection was originally made due to bonafide mistake on the part of the parent /guardian, he may recommend the proposed change to the Regional Office under his own signature. On receipt of this specific recommendation, the **Deputy Commissioner** shall take a decision as to whether or not the request for a change in the date of birth is to be agreed to and accordingly , communicate the decision to the Principal of the Vidyalaya.

(3) Once the application form of the candidate for a Board examination has been forwarded to the Central Board of Secondary Education and Qualifying Certificate etc., has been issued by the Central Board, no correction in the entry with regard to the date of birth shall be made without the previous sanction of the Central Board.

(4) The Principal shall ensure with particular care that the proof of date of birth of a pupil is furnished by the parent/guardian in the form of satisfactory evidence of the date of birth such as an extract from the birth register from Municipal Committee or corporation / Village record etc., This shall be preserved in the Vidyalaya records. If , for any convincing reason to be recorded in writing, the parent/ guardian is unable to furnish documentary evidence, he shall be asked to furnish an affidavit declaring the correct date of birth of the child, stating inter-alia that the date of birth of the child as given in the affidavit now furnished shall not be changed at a subsequent date. The date of birth once recorded shall not subsequently be altered except with the



special permission of the Sangathan and shall be entered accurately in all subsequent age-entries in registers, certificates or applications for admission to public examinations.

## CHAPTER XII

## RULES OF EXAMINATION AND PROMOTION

**Article 105 .** The sangathan shall follow a system of continuous and comprehensive evaluation of a pupil's achievement as envisaged by the CBSE

**A. FOR PRIMARY CLASSES I & II :**

- (1). There is no formal examination for Classes 1 & II. The teacher will evaluate the students through continuous and comprehensive evaluation (CCE). The testing can be done simultaneously while teaching or separately. Most of the time the student will not be aware that they are being tested.
- (2) There will be minimum 8 cycles of CCE.
- (3). One cycle of CCE means that all the students of the class are tested in all the competencies.
- (4). They should obtain at least C grade. If a child gets 'D' grade in some competencies, the teacher should repeat the cycle.
- (5). It is therefore recommended that tentatively 10 cycles of CCE should be planned in advance, so as to ensure that-at least 8 cycles are completed by all the students securing at least Grade C in all the competencies by March.
- (6) The students are tested and evaluated in the following subjects ,competency wise
  - (i) English & Hindi :- Reading, Writing, Spelling, Hand Writing, Listening and Speaking
  - ( ii) Mathematics :- Forming numbers correctly, understanding of basic concepts .Ability in computation , and problem solving
  - (iii) Environmental Sciences :- Observation, Identification, Skill(DF) ,and participation in group Activity.

The evaluation is done on a five point scale as explained below

Marks Range	Grade	Grade Point
90- 100	A+ Out Standing	5
75- 89	A Excellent	4
56- 74	B Very Good	3
35- 55	C Good	2
00- 34	D Scope for improvement	1

**B. THE WEIGHTAGE OF FORMATIVE ASSESSMENT (FA) AND SUMMATIVE ASSESSMENT****(SA) SHALL BE AS FOLLOWS: (FOR CLASSES III TO X)**

TERMS	TYPE OF ASSESSMENT	PERCENTAGE WEIGHTAGE IN ACADEMIC SESSION	TERM WISE WEIGHTAGE	TOTAL	Time Duration
FIRST TERM (APRIL-SEPTEMBER)	FORMATIVE ASSESSMENT 1  (Pen Paper Test One and half Duration of 40 marks each	<b>10</b>	FORMATIVE ASSESSMENT  1+2 =20	FORMATIVE ASSESSMENT  1 +2 + 3 + 4 = 40	To be completed preferably in July for summer station and May for winter stations.
	FORMATIVE ASSESSMENT 2	<b>10</b>			Assessment based on activities performed by the students during entire term from April to September
	SUMMATIVE ASSESSMENT 1  (Pen Paper Test for III – VIII two & half hours duration of 60 Marks. IX – X, three hours duration of 90 marks.	<b>30</b>	SUMMATIVE ASSESSMENT  1 =30	SUMMATIVE ASSESSMENT  1+2 =60	To be completed in the month of September for summer station for July in winter stations.
SECOND TERM (OCTOBER- MARCH)	FORMATIVE ASSESSMENT 3  (Pen Paper Test)	<b>10</b>	FORMATIVE ASSESSMENT  3 + 4 = 20	TOTAL = 100	To be completed in the month of January for summer station and December for winter stations.
	FORMATIVE ASSESSMENT 4	<b>10</b>			Assessment based on activities performed by the students during entire terms from October to February for summer station and August to November for winter stations
	SUMMATIVE ASSESSMENT 2  (Pen Paper Test)	<b>30</b>	SUMMATIVE ASSESSMENT  2 =30		To be completed in the month of March

2. The total marks scored by the student 100 (Max) per each subject are converted to grades as explained below :-

**GRADING SYSTEM (A FIVE - POINT SCALE) For Classes III to V**

MARKS RANGE	GRADE	GRADE POINT
90 – 100	A+ OUTSTANDING	5
75-89	A EXCELLENT	4
56-74	B VERY GOOD	3
35 – 55	C GOOD	2
00-34	D SCOPE FOR IMPROVEMENT	1

**Note:** (i) Three activities i.e. Written assignments, Group Projects (based on experiment, investigative, research etc) & Presentations will be common under the scheme of FA 2 & FA 4. In addition, a teacher is free to carry out minimum one meaningful activity out of the suggested list of areas. Finally the marks secured by children out of four or more activities under FA 2 & FA 4 need to be reduced to 10 respectively.

(ii) Manual for teachers for conducting CCE published by CBSE may also be referred for further activities

3. **GRADING SCALE:**

( Assessment of Academic Performance)

The total marks scored by the student 100 (Max) per each subject are converted to grades as explained below. This will also apply to Fas and SAs ( For Classes VI to X)

GRADS	MARKS RANGE	GRADE POINT
A 1	91-100	10
A2	81-90	9
B 1	71-80	8
B2	61-70	7

C 1	51 -60	6
C2	41 -50	5
D	33-40	4
E 1	21 -32	3
E2	00-20	2

Minimum qualifying grade in all the subjects under Scholastic Domain is D.

Note: All assessment with regard to the academic status of the students shall be done in marks & the assessment will be given in grades.

### C. FOR CLASS XI

- (1). There will be 3 cycles of unit tests (each cycle consisting of all the subjects) ,each subject of 1.5 hours duration ,with max. marks 40. The Half yearly Examinations will be held ,on the lines of the CBSE Public Examination. The Session Ending Examinations will be held ,on the lines of the CBSE Public Examination. The entire Academic session is divided into 3 terms ( The 1<sup>st</sup> term from April to July, the 2<sup>nd</sup> term from August to November & the 3<sup>rd</sup> term from December to March) The schedule of Assignment and Project work term wise is as follows:

S.No	Term	Max Marks for Assignment	Max Marks for Project
1	First Term	30	30
2	Second Term	30	30
3	Third term	40	40
	Total	100	100

Time table for various Examinations is given below

	<u>Summer Stations</u>	<u>Winter Stations</u>
UT 1	July last week	July last week
UT 2	September	September
UT 3	January 3 <sup>rd</sup> week	February 3 <sup>rd</sup> week

Half Yearly	November	November
Session Ending	March 3 <sup>rd</sup> week	March 3 <sup>rd</sup> week

(2) The final assessment of the student for promotion will be based on his / her total achievement out of maximum of 100 marks in each subject as given under:

(a) Non Practical Subject:

Weight age for PROJECT WORK	5 MARKS
ASSIGNMENT	5 MARKS
UNIT TEST (5*3)	15 MARKS
HALF YEARLY EXAM	25 MARKS
SESSION ENDING EXAM	50 MARKS

(b) Practical Subject:

These have two components - Theory & Practical.

Theory includes Unit Test (40 x 3 = 120). Half Yearly Examination & Session Ending Examination (70 marks each), Practical includes Assignment (30 + 30 + 40 = 100), Project(30\_+ 30 + 40 = 100), Practical in Half Yearly Examination & Session Ending

Examination (30 marks each).

**WEIGHTAGE IN THEORY**

UNIT TEST	15
HALF YEARLY EXAM.	20
SESSION ENDING EXAM.	35
<b>TOTAL</b>	<b>70</b>

**WEIGHTAGE IN PRACTICAL**

ASSIGNMENT	5
PROJECT	5

PRACTICAL IN HALF YEARLY EXAM.	5
PRACTICAL IN SESSION ENDING EXAM.	15
<b>TOTAL</b>	<b>30</b>

**D. FOR CLASSXII**

The assignments, Project, Unit tests, Half yearly and Pre-board Examinations will be conducted like that of class XI . Progress of the student is to be assessed continuously and needed remedial action is to be taken for the improvement of the student.

**TENTATIVE SCHEDULE FOR PRE - BOARD EXAMINATION**

FIRST PRE - BOARD                      DECEMBER.

SECOND PRE-BOARD                      JANUARY

**E. Assessment of Co-Scholastic Achievements ( For classes I to X)**

- (1) Co - Scholastic achievements will be done on a 5 - point Scale for classes I to X as shown in the table below.

Grade	Grade POINT RANGE	Grade POINT
A	4.1-5.0	5
B	3.1-4.0	4
C	2.1-3.0	3
D	1.1-2.0	2
E	0-1.0	1

**(2) CO -SCHOLASTIC ACTIVITIES FOR CLASSES 1 TO V**

1. Games :-Enthusiasm , Discipline ,Team Spirit and Talent
2. Arts & Crafts:-Interest, Creativity and Skill
3. Music and Dance:- Interest, Rhythm and Melody

**(3) Personality Development For Classes 1 toV :**

Courteousness, Confidence, Care of belongings, Neatness, Regularity & punctuality, Initiative, self-control, Respect for others property, and Sharing & caring or another. This is not exhaustive may be included few more activities.

**(4) CO-SCHOLASTIC AREAS FOR CLASSES VI to X**

S. N	Area	Max. Marks	Suggested Activities
1	Life Skills (Only 03 Activities)	15	Thinking Skills : Self Awareness, Problem Solving, Decision Making, Critical & Creative Thinking  Social Skills: Interpersonal Relationships, Effective, Communication and Empathy.  Emotional Skills: Managing Emotions and Dealing with Stress.
2	Work Education (Only 01 Activity)	5	Cookery Skills, Preparation of stationery items, Tying & dyeing and screen printing, Recycling of Paper, Hand embroidery, Running a book bank, Repair & maintenance of domestic electrical gadgets, Computer operation & Maintenance, Photography etc.
3	Visual & Performing Arts (Only 01 Activity)	5	Music (Vocal, Instrumental), Dance, Drama, Drawing, Painting, Craft, Sculpture, Puppetry, Folk Art forms etc.
4	Attitudes & values (Only 04 Activities)	20	School Mates, School Programme & Environment, Value System
5	Literary Club & ICT (Only 02 Activities)	10	Literary & Creative Skills: Debate, Declamation, Creative writing, Recitation, Essay writing, Poster-making, Slogan Writing etc.  Scientific Skills : Science Club, Projects, Maths Club, Science Quiz, Science Exhibition, Olympiads etc.  Information & Technology (ICT) Power Point Presentation, Website and Cover Page Designing, Communication, Animation, Programming E-books etc.  Organizational & Leadership Skills (Clubs) : Eco Club Health & Wellness Club, Disaster Management Leadership skills club, AEP and other clubs.
6	Health & Physical Education (Only 02 Activities)	10	Sports Indigenous sports, NCC/NSS (Kho-kho etc.), Scouting and Guiding, Swimming, Gymnastics, Yoga, First Aid, Gardening/Shramdaan.
	<b>Total</b>	<b>65</b>	



**Article 106 . PROMOTION RULES****(1). FOR CLASSES I TO VIII**

As per the direction of RTE. no child will be detained till Class VIII.

**(2). FOR CLASS IX & X**

- a. Every student is required to get a qualifying grade D or above in all the subjects excluding additional subject as per scheme of study for the purpose of promotion to next class.
- b. A student getting E1 or E 2 grades in scholastic areas in one or more subjects will have to improve his / her performance to obtain qualifying Grade D in these subjects.
- c. If a student of class IX fails to obtain qualifying grade D in one or more subjects. even after adding grade points from co - scholastic areas & after availing two improvement chance, he/ she will be required to repeat the same class during next academic year.
- d. It is mandatory to appear in both Summative Assessments during the academic year,
- e. **ASSIGNING WEIGHTAGE TO CO - SCHOLASTIC AREAS FOR PROMOTION PURPOSE**

The process of calculation of overall performance of the student is based on the achievement in the Scholastic area as well as Co - Scholastic areas & Co - Scholastic activities

(i) Under Scholastic Area Grades have been upgraded to the next higher grade in one or two subjects as per the total Grade Points achieved under Co-Scholastic Areas 2(A), 2(B),2(c) & 2(D) and Co-Scholastic Activities 3(A), 3(B) as given below . Total grade points in Co-scholastic Areas and Activities are to be calculated as per Article 105.

- (ii). 53 to 65 : Grades in two subjects of Scholastic area are upgraded.
- (iii). 40 to 52 : Grade in one subject of Scholastic area are upgraded.
- (iv). 39 and below : No up-gradation of Grades in subjects of Scholastic area.
- (v). Up gradation has to be done from lower Grade to higher Grade.
- (vi). No Grade in the subjects of Scholastic area to be up graded twice.
- (vii). The upgraded scale will be shown with a star mark.

**f. IMPROVEMENT CHANCE****a) FOR CLASS IX**

After summative assessment II in class IX, a student will get only two more option for improvement within a time of three months from the time of declaration of final result to obtain a qualifying grade D. This is also applicable to those students who are not able to appear in summative assessment due to sickness.

**(b) FOR CLASS X**

After summative assessment II in class X. a student will have chance for improvement of his/her performance through subsequent five attempts.

Students have option to appear in the Board Examination /School based evaluation in SA2 only.

**(3) FOR CLASS XI**

**(a) Practical Subject:**

For promotion to class XII ,A student has to pass separately in theory & practical securing 33% in each subject in Continuous & Comprehensive Evaluation and Session Examination taken together..

**(b) Non Practical Subject:**

For promotion to class XII ,A student has to pass securing 33% in each subject in Continuous & Comprehensive Evaluation and Session Examination taken together..

**(c) Supplementary Examination for Class XI**

(i). If a student secured less than 33% in one or two subject, he / she will be eligible to take the Supplementary Examination in those subjects.

(ii). If a student fails in theory only, he / she will take Supplementary Examination in theory alone & needs to secure 33% marks to be eligible for promotion to the next class in Supplementary Examination. Similarly, if a student fails in Practical alone, he / she will take Supplementary Examination in practical alone & needs to secure 33 % to be eligible for promotion to next class in Supplementary Examination.

(d). A student who fails twice in the same class shall not continue in the school under any circumstance.

**(4) (a)** There will be no awarding of comparative position / rank in section / class based on aggregate marks in any class.

**(b)** Concession of 10 marks in all subjects put together may be given to children who have participated in KVS National Meets or SGFI Meets in the same academic session subject to maximum 04 marks may be given in a particular subject.

**(5) CONDONATION OF ATTENDANCE :**

1. A pupil may be allowed to sit in the session ending examination if he has put in a maximum of 75% of total attendance upto 31<sup>st</sup> January of the academic session including attendance put in the previous school if the student has been admitted on transfer. However shortage of attendance can be condoned on valid medical grounds or special circumstances, meriting this concession. The competent authority for this shall be as follows.

Attendance	Competent authority
Less than 75% upto 60%-----	Principal
Less than 60% upto 25%-----	Deputy Commissioner
Less than 25%-----	Commissioner

2. A prolonged absence (without application for leave) for ten consecutive working days will result in the removal of the name from the rolls.

#### (6) Examination Committee

Each Vidyalaya shall set up an Examination Committee. The Principal will be the Chairman of this Committee. It shall have at least four to five members of the staff besides the Principal serving on it. The Principal may co-opt class teachers/subject teachers, wherever necessary, at his discretion. The Examination Committee shall be an internal committee of the Vidyalaya and shall be constituted every year, so that it keeps a regular watch on the progress of the pupils. The functions of the Examination Committee will be:

1. To prepare guidelines for paper setters of test and examinations in different subject areas and to decide about the weightage to be given to different instructional objectives, types and kinds of questions to be set and marking procedure to be adopted.
2. To moderate test papers/items set by the examiners and to check sample scripts to ensure uniformity.
3. To monitor the award of grace marks.

#### (7) Re-examination and Re-evaluation

1. The Principal shall conduct no re-examination or re-evaluation of answer books.
2. In case of grave complaints of foul play, these matters will be referred to the Deputy Commissioner. In situations where the Deputy Commissioner is satisfied that the evaluation process in the session-ending examination or the mid-term examination has not been fair, he may order only scrutiny of answer books of session-ending examination in cases where the child has scored very good marks in other subjects and failed in one or two subjects. Scrutiny will cover only re-totalling and marking of un-marked answers etc.
3. The result of promotion/retention shall be declared by the Principal on 28th March or the immediate working day.
4. Provision for Children being Admitted in the Middle of the Session:  
Attendance for such children being admitted in the school shall be counted from the date of admission. The required percentage of attendance shall be calculated with reference to the date of admission and not from the beginning of the academic year.

In cases where a child has missed tests because of late admission, the proportionate weightage for tests may be arrived at on the basis of the test in which the child has appeared after his admission..... This will be applicable only to late admissions and no other case. Example: If a child is admitted after two tests are over and secures 26 marks out of 40 in the remaining test, his proportionate weightage would be  $26/2=13$  out of 20 in the final result.

5. For weightage for home assignments and projects, the child may be required to submit the same after admission and the same may be evaluated
6. Provision for Children who are Absent in Tests/Emanations  
A separated test/examination may be conducted for a child who could not appear in the regular test/examination because of medical reasons.

On no other ground shall the absence of a child in appearing for a test or examination be condoned and for such absence, the child will be awarded 'No Grade' for primary and 'ZERO' for other classes in the said examination.

In an academic year if the occasion for this re-test for a child is more than once, the matter would be reported to the Deputy Commissioner who will check the genuineness of the case. The re-test would, however, be conducted pending directions from the Deputy Commissioner, but the outcome would be withheld pending the decision of the Deputy Commissioner.

## CHAPTER - XIII

## SCHEME OF STUDIES AND SYLLABUS

**Article 107. AFFILIATION:**

All Kendriya Vidyalayas shall normally be affiliated to the CBSE for all India Secondary School ( Class X) examination and All India Senior School Certificate ( Class XII ) examination. However, in some stations, affiliation with state Board of Education shall also be allowed in class XII.

**Article 108. SCHEME OF STUDIES :**

Kendriya Vidyalayas being composite co-educational schools having classes form I to XII, the subjects taught at various levels shall be as given below:

**A. Classes I to II**

Scholastic Subjects :-  
 (1) Hindi ( 2) English  
 (3) Mathematics (4) Environmental  
 Studies

Co-Scholastic Activities:- Games, Art/Craft , Music/ Dance

**Classes III to V****B. - Scholastic Subjects:**

(1) Hindi ( 2) English  
 (3) Mathematics  
 (4) Environmental Studies

- **Co- Scholastic Activities**

Games, Art/Craft , Music/ Dance

Computer awareness programme shall be provided from Class III onwards, if facilities are available.

**C. Classes VI to VIII****Scholastic Studies**

(1) Sanskrit (2) Hindi (3) English  
(4) Mathematics (5) General

Science & Technology (6) Social Sciences

# (students can opt for any one of the following foreign languages in place of Sanskrit if he/she desires German/French/Chinese/Japanese/Spanish)

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**- Co- Scholastic Areas :-**

**(1) Work Education:-** Cookery skills, Preparation of stationery items, Tying and dyeing, Recycling of paper, Hand embroidery, Running a book bank, Electrical gadgets repair, Computer operation and maintenance, Photography etc.,

**(2) Visual and performing Arts:-** Music (vocal /instrumental), Dance, Drama, Painting, Drawing, Craft, Sculpture, Puppetry, Folk Art Forms etc.,

**Co-Scholastic Activities**

**(1) Literary and Creative Skills-** Debate, Declamation, Creative writing, Recitation, Poster Making, Slogan writing, Theatre etc.

**(2) Scientific Skills:-** Science club,

Projects, Math's club, Science quiz, Science exhibition, Olympiads etc.

**(3) ICT (Information & Communication Technology) :-**

Powerpoint presentation, Web

Design, Animation, Programming, E-books etc.

**(4) Organisational & Leadership Skills:-**

Eco-club, Health and wellness club, Heritage club, Disaster management club, Literary club, Scientific club, and other clubs etc.

**Health and Physical Education**

Sports/Indigenous sports,NCC/NSS,  
Scouting & Guiding,Swimming,Gymnastics,  
Yoga, First Aid.Gardening/Shramdan.

**D. Classes IX to X**

(1)&amp;(2) Any two languages

**Scholastic Studies**

out of Sanskrit , Hindi and English

(3) Mathematics

(4) Science and Technology

-

(5) Information Technology

(6) Social Studies

**Co Scholastic Areas :-**

Same as Class VI to VIII

**Co-Scholastic Activities :-**

Same as Class VI to VIII

**Health and Physical Education:-**

Same as Class VI to VIII

**E Classes XI and XII****I. Science Group :**

Compulsory: Core Language ( English or Hindi or Sanskrit), SUPW, General Studies.

Elective : Any four of the following : (i) Physics (ii) Chemistry (ii) Biology (iv) Mathematics (v) Information Practices (vi) Computer Science (vii) Multimedia & Web Technology (viii) Economics (iv) Language other than that offered as Compulsory Core language. (x) Biotechnology

**II. Commerce Group :**

Compulsory : Core Language ( Sanskrit or English or Hindi) SUPW , General Studies

Elective : Any four of the following:

(i)Accountancy (ii) Business Studies (iii) Economics (iv ) Mathematics (v) Geography (vi) Informatics Practices (vii) Computer Science (viii) Multimedia & Web Technology (ix) language other than that offered as compulsory core language.

**III. Humanities Group :**

Compulsory : Core Language ( Sanskrit or Hindi or English), SUPW , General Studies

Elective : Any four of the following (i)History (ii) Geography (iii) Economics (iv) Mathematics (v) Language other than that offered as compulsory core language and (vi) Multimedia & Web Technology (vii) informatics Practices.(viii) **Political Sciences (ix)Sociology and (x)Psychology.**

**Note :** Students may offer any subject as prescribed by the CBSE provided 15 or more students opt for the same. However, a student can also opt for any other subject (s) other than the above, even if the number of students is less than 15, provided he/ she makes his/ her own arrangement for study. This applies for both compulsory and elective subjects.



**Article 109. ORGANIZATION OF ACADEMIC WORK:****A. Primary Level:**

Keeping in view the spirit of the National Policy of Education, and **CCE** the following activity – based approach shall be adopted for joyful learning at the primary level:

- (i) A well thought – out action plan shall be formulated by each school before the children at the entry point are exposed to the teaching – learning process.
- (ii) A school readiness programme shall be developed and followed for children entering class I for a period of four to six weeks when no formal teaching will be undertaken. Rather, the children will be familiarized with the school atmosphere and motivated to take interest in various informal activities at the school which later lead to formal teaching – learning process.
- (iii) The school shall develop the required infrastructure to create a conducive learning environment for the child to develop in him a feeling of being ‘at home’ in school. For this, flexibility in the classroom arrangement is required.
- (iv) The children shall be divided into 5-6 groups with 5 to 8 children in each group and some space shall be left for play way activity in the class.
- (v) Over- emphasis on cramming and text- book –centred teaching followed by tests shall be avoided as this approach leaves hardly any scope for the effective development of the child.
- (vi) No text books for environmental studies for classes I and II shall be prescribed. From class III onwards, the text books published by the NCERT shall be used for Environmental Studies. The prescribed text books and work books in the subjects of Hindi, English and Mathematics shall be taught at this stage.
- (vii) Efforts shall be made to develop minimum levels of learning with requisite competencies in the children.
- (viii) Development of communication skills in addition to the cultivation of right attitudes among the children shall be aimed at.
- (ix) Activity – based teaching methods should be followed at the primary level with active involvement of children in all the activities of the classroom , leading to child-centred education.
- (x) The primary section shall be provided with a resource room and also a place for developing a garden. Adequate stock of various types of teaching- learning aids and equipment shall be made available to the primary section along with sufficient land for playground.

- (xi) No home work shall be given to students of class I and II. The students shall leave their text and note books in the school. Each student shall have a bag with his / her name stitched on it. The bags shall be kept in the class rooms either in shelves / cupboards or in the desk of the concerned student.
- (xii) Home work for other classes shall be reduced to the minimum and shall be in the form of extension to the class work and in the nature of activity, observation and collection of specimens of leaves, plants etc., drawn from the surroundings, as well as completion of small projects. Homework shall provide the children an opportunity to observe and to think so that they can nurture their talents and develop their abilities to communicate with confidence and treat these exercises as pleasurable experience of learning at their own initiative, with parental guidance reduced to the minimum.
- (xiii) Every class up to class V shall have a small class room library which will have two or three sets of text books apart from other books. These would be used in the class by those students who forget to bring their textual material or for some reason do not possess them.
- (xiv) Every child shall be exposed to creative subjects like painting, music, dance and other co-curricular activities, which would help him develop a harmonious personality. Class teachers shall interact with students and ensure that students participate in these activities. An entry shall be made in the report card regarding participation and achievements, if any

## **B. MIDDLE AND SECONDARY LEVEL**

The main objective of education at Middle and Secondary levels in Kendriya Vidyalayas shall be threefold:

- i) To strengthen the skills of communication acquired by the students earlier at the primary level.
- ii) To widen the horizons of knowledge and understanding of students in various subject areas.
- iii) To develop their powers of original thinking and reasoning as well as developing creativity in them, besides inculcation of positive values and attitudes.

To realize the aforesaid objectives, Kendriya Vidyalayas shall take the following measures:

- a) The school shall adopt innovative and inter- active methods of teaching such as demonstration, discussions, surveys and question- answer technique etc. so as to bring about the desired shift of emphasis from teaching to learning.
- b) Science teaching shall be strengthened through appropriate demonstrations and laboratory work. Laboratory experience shall be provided to the students right from class VI onwards to the extent possible. For this purpose, Junior Science Laboratories shall be provided in schools.
- c) Inductive and deductive methodologies shall be adopted for teaching of Mathematics.

- d) Environmental Education shall aim at developing environment consciousness. This could be done through planned excursions, nature walks, observation of local flora and fauna, etc.
- e) Work Education shall be organized as an essential component at all stages of education through well-structured and graded programmes. It will not be limited only to electrical gadgets and needle craft but each school should take up innovative programmes such as screen printing, graphics, mask making, plastic work, pottery, carving, sculpture etc. according to available local resources and interests of the students.
- f) Value Education programme will be an integral part of the educational programme in schools.

**Article 110. POLICY FOR PRESCRIBING TEXT BOOKS IN KENDRIYA VIDYALAYAS**

**(i) Class I to VIII**

Text books for class I to VIII published by the NCERT shall be prescribed in all Kendriya Vidyalayas.

**(ii) Class IX to XII**

- (a) Text books published by the NCERT or recommended by the CBSE shall be prescribed.
- (b) The books recommended by the CBSE as reference books shall be used.

**Article 111. MEDIUM OF INSTRUCTION:**

The medium of instruction shall be Hindi and English. Separate classes for Hindi and English medium shall be provided from class I to XII.

**Article 112. REGIONAL LANGUAGES :**

Additional arrangement for teaching of the regional language / mother tongue shall be made, provided 20 or more students are willing to opt for the same. For this, part-time contractual teacher shall be appointed after obtaining sanction of the **Dy. Commissioner** .

Teaching of these will be introduced from class VI and will continue up to class VIII and where need be in class IX and X also. The teaching will be during school hours for about two to three periods per week. The teaching of regional language / mother tongue shall be stopped at the end of February each year.

**Article 113. COURSES ON SPEAKING PROFICIENCY IN LANGUAGES****A. For primary Classes :**

Vidyalaya shall engage one teacher proficient in spoken English on contract basis on a consolidated payment **as per KVS circulars** . The teacher shall take minimum 5 periods every day and the payment shall be made from the Vidyalaya Vikas Nidhi.

**B. For other classes Deleted****Article 114. GUIDANCE AND COUNSELLING SERVICES ( amended94th BOG )****1. Guidance & Counselling Services by KVS Staff**

- (i) All students of class IX, X, XI and XII shall be covered for counselling services.
- (ii) Group guidance activities shall be carried out at least once a week. Individual counselling too may be taken up by the teachers as far as possible.
- (iii) The Principal will spare qualified teachers for 4-6 periods per week exclusively for guidance and counselling services.
- (iv) The Principal will be authorized to spend appropriate /reasonable amount out of the Vidyalaya Vikas Nidhi for purchase of stationery, payment to guest speakers to organize career corners / exhibitions as and when required.**

**2. Service from outside Agencies**

Principal may appoint professional counselors for career guidance and counselling on contract basis as per the following guidelines:

- (a) The services of such personnel may be utilized throughout the year(except vacation period) at a monthly consolidated payment of Rs.25,000 per month . The expenditure on this account shall be booked under the Vidyalaya Vikas Nidhi.**
- (b) The career guidance services may be given from class IX onwards.

## CHAPTER XIV

### ACADEMIC SUPERVISION

**Article 115. ACADEMIC SUPERVISION:** There shall be two levels of supervision:

- (i) At the level of the school ;
- (ii) At the level of the **Assistant Commissioner**

The following guidelines shall be followed:

#### **A. School level**

Supervision shall be carried out by the Principal, Vice- Principal and PGTs detailed for the purpose by the Principal in their spare Period. This shall be as under.

##### **(i) General Supervision**

The general situation in the school would be observed, recorded and corrected aiming specifically at:

- (a) State of cleanliness of the school, including toilets;
- (b) Class rooms without teachers , with reasons thereof;
- (c) Activities taking place or not taking place, when required , in the Laboratories, work experience rooms, Computer Rooms, Library, Art Room, Music Room and Games / PT grounds.

##### **(ii) Detailed Academic Supervision**

The Principal/ Vice Principal/ HM shall observe the teaching of at least one class each every day, covering all teachers and classes over a period of time, on regular basis. Apart from the qualitative aspect of teaching , adherence to the time schedule for completion of syllabus shall be observed.

##### **(iii) Maintenance of Record**

The Principal / Vice Principal/ HM shall maintain a register in the form of a daily diary , as given in **Appendix XXXV**

PGTs detailed for the purpose shall give their observation in writing to the Principal which would be noted and cross - checked by the Principal/ Vice Principal. A memorandum shall be issued by the Principal to the employee, if anything is found amiss, recording the mistake and requiring him/ her to correct himself/ herself.

#### **B. Assistant Commissioners level**

The **Deputy Commissioner** shall divide schools in region amongst the **Assistant Commissioners**, for the purpose of academic Supervision. This would include:

1. Annual Panel Inspection to be conducted once every year;
2. Visit to earmarked schools as per needs;
3. Surprise visit to each school at least once in an year.

#### **Article 116. MAINTENANCE OF RECORDS :**

A register to record observations of visits shall be maintained by the **Assistant Commissioner** concerned which shall record the adherence to the calendar of activities including progress of syllabus, holding of tests, examinations, conduct of sports day, annual day etc observations on the supervision of the Principal/ Vice Principal/ HM and action taken on the same. The case of any employee that needs to be brought to the notice of the **Deputy commissioner** for taking corrective action should be submitted on a separate note to the **Deputy Commissioner**. The suggestive tools of supervision to be used by the **Assistant Commissioners** are given in **Appendix XXXVIS**, which may be modified as per requirements. The record shall be kept in safe custody for five years and may be utilized for writing APARs and for taking disciplinary action.

The Deputy **Commissioner** shall invariably record his assessment on the observations of the **Assistant Commissioner**. The **Additional Commissioners** and the Commissioner would normally glance through these records of **Assistant Commissioners** whenever on a visit to the Regional Office.

## CHAPTER – XV

## FEES AND FUNDS ETC

**Article 117. Admission fee:**

- a) An admission fee of Rs25/- shall be charged as mentioned below: -
- (i) At the time of initial admission to a Kendriya Vidyalaya
  - (ii) At the time of admission from one Kendriya vidyalaya to another.
- b) A readmission fee of Rs.100/- shall be charged at the time of re-admission of a student whose name has been struck off the rolls on account of long absence or non-payment of fee or withdrawal of his name.

Note: 1. No admission fee shall be charged on promotion from the lower to the higher class from class I to XII in the same Kendriya Vidyalaya.

2. In the case of re-admission, the name shall be restored only after charging late fee fine both on tuition fees and Vidyalaya Vikas Nidhi plus re-admission fee.

**3. Students admitted under RTE quota /provisions/rules are exempted from payment of admission fee.**

**Article 118. TUITION FEE :**

- a) No tuition fee shall be charged from students of class I to VIII
- b) Tuition fee shall be charged in classes IX, X,XI and XII at the following monthly rates from 1<sup>st</sup> April to 31<sup>st</sup> March:

<b>Classes IX and X (Boys)</b>	<b>Rs.200/- p.m.</b>
<b>Classes XI and XII</b>	
<b>Commerce &amp;Hum(Boys)</b>	<b>Rs.300/- p.m.</b>
<b>Science(Boys)</b>	<b>Rs 400/-p.m</b>

- c) The following categories of students are exempted from payment of tuition fee at all levels:
- (i) Girl students
  - (ii) Students belonging to Scheduled Castes/Scheduled Tribes on production of a certificate from the District Magistrate
  - (iii) Children of KVS Employees
  - (iv) Children of the officers and men of the armed forces and paramilitary personnel killed or permanently disabled during the hostilities in 1962, 1965, 1971, 1999 and as well as to the children of defence personnel of

Indian Peace Keeping Force (IPKF) in Sri Lanka and personnel of armed forces killed or disabled in “ Operation Meghdoot” in Siachen area and “Operation Vijay” in Kargil shall be exempted from payment of VVN . **In addition, the concession of exemption from payment of tuition fee & VVN to the children of Armed Forces and Paramilitary forces personnel whose parents were killed /declared missing or permanently disabled during any counter insurgency operation in India or abroad has also been extended. This exemption may be granted after certification by the concerned Ministry.**

- (v) **Children of the parents ,who are living below poverty line, up to two children and having BPL card**
- (vi) **Disabled students.(Subject to the condition laid down in KVS letter No 125-19/2007-08/KVS (Budget) dt 15-10-2009.**
- (vii) **All girl students from class VI to XII who happen to be the only child of their parents (w.e.f.01-01-2006**
- (viii) **Students admitted under RTE quota/provisions/rules.**

**(d) As regards to KVs under project sector, they are authorised to implement their own differential fee structure vide KVS Letter No 6-1/91-KVS(Budget)dt 11-11-1999**

**Article 119. VIDYALAYA VIKAS NIDHI (VVN) : (94<sup>th</sup> BOG meeting)**

- a) Vidyalaya Vikas Nidhi shall be charged in each school **@Rs 500 p.m. for all classes** It shall be exclusively used for the purpose of school development including improvement of educational standards and promotion of useful co-curricular activities. This fund will consist of Contribution by all students of class I to XII from 1<sup>st</sup> April to 31<sup>st</sup> March at the rate decided from time to time.
- b) Contribution to VVN shall be compulsory for all students. However, the children of officers and men of the armed forces Killed or disabled during hostilities in 1962, 1965, 1971, 1999 and as well as to the children of defence personnel of Indian Peace Keeping Force (IPKF) in Sri Lanka and personnel of armed forces killed or disabled in “ Operation Meghdoot” in Siachen area and “Operation Vijay” in Kargil shall be exempted from payment of VVN . **In addition, the concession of exemption from payment of VVN to the children of Armed Forces and Paramilitary forces personnel whose parents were killed /declared missing or permanently disabled during any counter insurgency operation in India or abroad has also been extended. This exemption may be granted after certification by the concerned Ministry.**
- c) **Children of the parents ,who are living below poverty line, up to two children and having BPL card are exempted from payment of VVN**
- d) **Disabled students (Subject to the condition laid down in KVS letter No 125-19/2007-08/KVS (Budget) dt 15-10-2009 )are exempted from payment of VVN fee**



e) All girl students from class VI to XII who happen to be the only child of their parents(w.e.f.01-01-2006 ) are exempted from payment of VVN fee

f) As emergency Assistance to the students, exemption of VVN fee for one academic session is allowed.

g) Students admitted under RTE quota/provisions/rules are exempted from payment of VVN fee

#### **Article 120. COMPUTER FEE : (94<sup>th</sup> BOG meeting)**

A Computer Science fee of Rs.150/- per month per student shall be charged from all students who opt for Computer science/Informatics Practices as an elective subject at +2 stage and Rs.100/- per month per student from class VI onwards in all Kendriya Vidyalayas imparting computer education . If computer education is provided by the Vidyalaya in lower classes (III onwards) also, this fee @ Rs.100/- p.m. shall be chargeable. The fee so collected shall be credited into a separate head in the Vidyalaya Vikas Nidhi account and shall be strictly used for the purpose of computer education.

All girl students from classes VI to XII who happen to be the only child of their parents(wef 01-01-2006)) are exempted from the payment of Computer fee.

Students admitted under RTE quota/provisions/rules are exempted from payment of Computer fee

#### **Article 121. RE-ADMISSION FEE:**

The fee is to be paid on or before the tenth of every month, if paid in shape of cash and on 15<sup>th</sup> of the month for the KVs collecting Fee through bank. If the 10<sup>th</sup> / 15<sup>th</sup> of a month happens to be a holiday, the fee is to be collected on the next working day . Thereafter a higher contribution of Rs.5/- (Five) per day if the amount is paid by the last working day of the month. The name of a student is to be struck off the rolls if the fee is not paid till the last working day of the month. Such a student can be readmitted only on payment of a re-admission fee of Rs.100/- to gether with up-to-date dues ( including the higher contribution).

**Article 122** Tuition fee and Vidyalaya Vikas Nidhi shall be collected quarterly in advance in all Vidyalayas . If any parent expresses/faces difficulty in making payment on uarterly basis, collection in such cases may be made on monthly basis.

- (i) Fee may be paid on the usual dates during the vacation as the Vidyalaya office continues to function during that period. In cases parents are away from the station and they are not in a position to pay the fee on the usual dates during vacation or for whatever reason, the following extended dates may be adopted for collection of tuition fee and Vidyalaya Vikas Nidhi contribution without any fine ;

- a) For Vidyalayas situated in plains, :  
which observe summer vacation In May-June -----Last Day of June

- b) For Vidyalayas situated in hill stations, :  
which observe winter vacation in January-February---Last Day of Feb
- (ii) If after payment of fee for a quarter in advance, a student is issued a transfer certificate for joining another Kendriya Vidyalaya, no refund will be necessary but the transfer certificate shall indicate the period for which recoveries have been made. In the event of a student wishing to migrate to some other school, proportionate refund may be allowed.
- (iii) In the event of a student discontinuing the studies and applying for transfer certificate, dues shall be collected only up to the month of discontinuance and not up to the month in which the transfer certificate is applied for.
- (iv) For class IX to XII, the students who are required to deposit tuition fee in addition to Vidyalaya Vikas Nidhi, late fee fine/ higher contribution shall be charged separately @ Rs.5/- per day. Thus, in case both tuition fee and Vidyalaya Vikas Nidhi are deposited late, the late fee fine and higher contribution will be Rs.10/- per day.
- (v) For schools collecting fee through nationalized banks, the time schedule for collection of fee from the students shall also be up to 15<sup>th</sup> of month.

#### **Article 123 . CONCESSIONS :**

- (a) If more than one child of the same parent is studying in class IX to XII of a Kendriya Vidyalaya, the child in the higher class shall pay full tuition fee and second child only half of the tuition fee, whether the later is studying in the same or in any other Kendriya Vidyalaya.
- (b) Deserving students whose parents /guardians are not in a position to pay the prescribed tuition fee may be exempted from payment of such fee to the extent indicated below:
- (i) Full and half - fee concession may be granted at the discretion of the Principal to not more than 20% of the total number of students on roll in each of the secondary and senior secondary classes as on 31<sup>st</sup> July of the year, provided the cost of this concession does not at any time exceed 10% of full concession. For this purpose, the total number of students on roll shall be exclusive of total number of students of the exempted categories availing fee concession.
- (ii) The number of fee concessions shall not be altered during the year but any free ship or half- free ship, within the prescribed limit not granted at the beginning of the year or which has become available in the course of the year by reason of a free or half- free scholar ceasing to be a student, may be awarded to other deserving students.
- (iii) If the number of eligible students entitled to the Concessions mentioned in (i) above exceeds the number permissible with the financial limits laid down therein, the concession shall be restricted to the more deserving students on the basis of merit, such merit being determined on the basis of their relative performance at the preceding annual examination or by holding where necessary, a special examination for the purpose of determining their inter se merit.

- (iv) **One set of NCERT text books for his /her class to each child admitted under RTI quota/provisions/rules will be provided by the school at free of cost. Other expenses on account of note books, stationery ,uniform and transport will be reimbursed by the school on production of bills subject to the ceiling prescribed as given below(FNo 11011/1/2010-KVS(Hq/Acad(RTE) dt 4-3-11**
- Two sets of uniform ----- Rs 1500(per child per annum)**  
**Books and stationery -----Rs 1000(per child per annum)**  
**Transportation -----Rs 2000(per child per annum)**

**Article 124 .EDUCATIONAL CONCESSIONS TO THE CHILDREN OF OFFICERS AND MEN OF THE ARMED FORCES KILLED/DISABLED DURING HOSTILITIES.**

The following additional educational concessions shall be available to the children of officers and men of the armed forces including para-military personnel killed or permanently disabled during the Indo-China and Indo –Pak hostilities of 1962,1965,1971 and 1999 as well as to the children of defence personnel of Indian Peace Keeping Force(IPKF) in Sri Lanka and personnel of armed forces killed or disabled in “Operation Meghdoot” in Siachen area and “Operation Vijay” in Kargil. **In addition the concession of exemption from payment of tuition fee and VVN to the children of Armed Forces and Paramilitary Forces personnel whose parents were killed/declared missing or permanently disabled during any counter insurgency operation in India or abroad has also been extended. This exemption may be granted after certification by the concerned Ministry.**

- (a) Complete exemption from tuition and other fees levied by the educational institutions concerned (including charges levied for the school bus maintained by the school and actual fares paid for railway pass for students or bus fare certified by the Head of the Institution ).
- (b) Grants to meet hostel charges in full for those studying in boarding schools and colleges;
- (c) Books and stationery @ Rs.250/- per annum or amount claimed whichever is less;
- (d) School uniform : Rs.810/- for 1<sup>st</sup> year and Rs.350/- for the subsequent years or the amount claimed whichever is less;
- (e) Clothing: Rs.250/- for the 1<sup>st</sup> year and Rs.150/- for the subsequent years or the amount claimed whichever is less.

**Note :- Exemption of various types of fee mentioned above will not be allowed hence forth to the children of Government employees as they are getting reimbursement from their departments.**

## CHAPTER XVI

### HEALTH AND PHYSICAL EDUCATION

#### Article 125. KVS SPOTS CONTROL BOARD :

Games and Sports programmes of Kendriya Vidyalayas shall be co-ordinated at various levels by the Kendriya Vidyalayas' Sports Control Board. The KVS Sports Control Board Rules, 1975 are as follows :

1. **NAME : THE NAME OF THE BOARD SHALL BE “ KENDIRYA VIDYALAYAS’ SPORTS CONTROL BOARD.”**
2. **DIFINATIONS:**
  - (a) ‘ Vidyalayas’ means all Kendriya Vidyalayas under the control of the Kendriya Vidyalaya Sangathan.
  - (b) ‘Sports’ includes all recognized games, athletics and gymnastic events, both for boy and girl students.
  - (c) ‘ The Central Committee’ means the Executive Committee of the Board functioning at the Headquarters of the Sangathan. ‘ Regional Committee’ means the Executive Committee of the Board for each Region.
  - (d) Other words have the usual meaning as in the Kendriya Vidyalaya Sangathan’s Education Code.
3. **FUNCTIONS OF THE BOARD**
  - (a) To foster and promote sports among the students of Kendriya Vidyalayas.
  - (b) To organize and assist in organizing tournaments.
  - (c) To draw a calendar for the regional and annual sports events.
  - (d) To fix fees, locations , to buy stores and distribute any articles and prizes for the conduct of the Regional and Central Sports Competitions.
  - (e) To select the Kendriya Vidyalaya Sangathan teams for sports competitions organized by the outside bodies.
  - (f) To make arrangements for intensive training of regional and national teams of Kendriya Vidyalayas in sports and to incur expenditure on such training as the Board may desire.
  - (g) To receive money from Kendriya Vidyalayas and the Kendriya Vidyalaya Sangathan and donations from persons interested in the promotion of sports in Kendriya Vidyalayas.
  - (h) To do all such activities as may be conducive to the development of sports in Kendriya Vidyalayas.

- (i) To set up establishment necessary for promoting its activities.

#### 4. ORGANISATION

All function of the Board will be carried out by the Central Executive Committee at the Sangathan's Headquarters. The Central Committee will be helped in its activities by the Regional Executive Committee in every region.

#### 5. COMPOSITION OF THE CENTRAL EXECUTIVE COMMITTEE

The Central Executive Committee shall comprise:

Commissioner	: Chairman
<b>Additional Commissioner ( Academics)</b>	: Vice- Chairman
<b>Joint Commissioner ( Acad)</b>	: Member
<b>Joint Commissioner (Finance)</b>	: Treasurer
<b>All Deputy Commissioners</b>	: Members
3 Principals to be nominated by the	: Members

Commissioner by rotation every year

( One of the 3 will be a woman. No member who is a member of the Regional Executive Committee will be nominated to the Central Executive Committee)

Two Physical Education Teachers to be nominated every year	: Members
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<b>Assistant Commissioner</b>	: Member
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<b>Deputy Commissioner ( Sports)</b>	: Member – Secretary
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#### 6. THE COMPOSITION OF EACH REGIONAL EXECUTIVE COMMITTEE SHALL BE

<b>Deputy Commissioner</b>	: Chairman
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Two Principals of Kendriya Vidyalayas (one male and another female to be nominated by the <b>Deputy Commissioner</b> by Rotation every year)	: Members
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Two male and two female PETs from Kendriya Vidyalayas to be	: Members
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nominated by the **Deputy Commissioner**  
(The nominations will be for a period of two years)

**Finance Officer of the Regional Office** : **Treasurer**

**The Assistant Commissioner** at the : Member – Secretary  
Regional Headquarters or if no  
**Assistant Commissioner** is available,  
a Principal of a Kendriya Vidyalaya  
in the H.qrs station of the Regional  
Office to be nominated by the  
**Deputy Commissioner.**

## 7. FUNCTION OF THE EXECUTIVE COMMITTEE

- (a) The central Executive Committee shall be overall in charge of all activities for the promotion of sports in all Kendriya Vidyalayas. The Regional Committee shall help the Central Committee and shall be responsible for promotion of sports activities in Kendriya Vidyalayas of their respective regions

The Central Executive Committee shall meet at least once in a year. The Regional Executive Committee shall meet at least twice a year.

- (b) The quorum for a meeting of the Central or Regional Executive Committee shall be 1/3<sup>rd</sup> of the number of members on roll of the Committee.

## 8. FUNDS

The funds of the Board shall comprise:

- (a) Contributions from the Kendriya Vidyalaya' Vikas Nidhi.
- (b) Allocation by the Sangathan of funds from the grants given by the Government of India.
- (c) Donations in cash and kind given by persons interested in the promotion of sports in Kendriya Vidyalayas

### Article 126. VIKAS NIDHI CONTRIBUTION:

- (i) Each Kendriya Vidyalaya shall subscribe every year a sum equivalent to 4 % of total Vidyalaya Vikas Nidhi collection to the Regional Sports Control Board and 2 % to the Central Sports Control Board for promotion of sports activities, as per enrolment on 31<sup>st</sup> August of the year. However, the Vidyalayas at Kathmandu, Tehran and Moscow are exempted from such subscription and so also are the newly opened Vidyalayas for the first academic year.

- (ii) It shall be open for the Regional or Central Executive Committee to seek higher subscription from Vikas Nidhi for the construction of sports pavilions, stadia, gymnasia or such other facilities with prior approval of the Commissioner.

**Article 127. MASS PARTICIPATION :**

- (1) Efforts shall be made to involve the children of all age groups in as many sports activities as possible so that they are brought in to participate in the games at an age when they have not developed inhibitions and, thereafter, have a continuous opportunity to participate in all these sports / games year after year.
- (2) All children in the school shall be divided into the following seven divisions on the basis of their age:
- (i) A Division - 16 years and above
  - (ii) B Division - 14-15 years
  - (iii) C Division - 12-13 years
  - (iv) D Division - 10-11 years
  - (v) E Division - 08-09 years
  - (vi) F Division - 06-07- years
  - (vii) G Division - Children below 06 years
- (3) All games that are held House – wise shall be conducted for all divisions separately for boys and girls. The feasibility of introducing a particular game up to a certain age group may be decided by the schools themselves. In case it is found that the number of children in all Houses in each Division are not approximately equal, a fresh decision may be taken for allocating children to the Houses.
- (4) Since athletics is the mother discipline, it must be ensured that athletics meet is conducted division-wise both for girls and boys.
- (5) All schools shall organize the Sports Day in their Vidyalaya at any time in the session up to the third week of October. This Sports Day would essentially be an athletics meet in which the finals of all events of all divisions would be organized.

The sports activities shall start two days prior to the Sports Day. During these two days , various heats shall be conducted for all events for all divisions for boys and girls separately so as to bring out the finalists who would be participating in the finals on the Sports Day.

**Article 128.** Inter- school tournaments of different games and sports at the cluster level shall be organized. These tournaments need not necessarily be linked to Regional Meets or the National Meet .Clusters for this purpose may not necessarily be the clusters that have been formed for academic activities. These shall be formed with schools in close proximity only, which does not involve the movement of teams from one station to

another. Children shall come from their homes to participate in the tournaments. Arrangements for stay shall not be involved in the cluster level tournaments

The cluster level tournaments could be for any number of games / sports including athletics and may be held either separately for each discipline or by combining a few of them. These cluster level meets should also be conducted division-wise for as many divisions as is possible for boys and girls. A Running Shield may be provided for each game

#### **Article 129. PREPARATION OF TEAMS AT VIDYALAYA LEVEL FOR KVS AND OTHER TOURNAMENT**

1. The **Deputy Commissioner** shall allot 3 to 5 specific games to each school in his/her region, besides athletics which shall be promoted in all Vidyalayas. In exceptional circumstances where the Vidyalaya lack infrastructure, the number of games may be less.
2. If a Vidyalaya wishes to promote any other game in addition to those allotted by the **Deputy Commissioner**, it shall be at liberty to do so but the games allotted shall compulsorily be promoted in the respective Vidyalayas.
3. The allotment of specific games to Vidyalayas for promotion shall remain unchanged and shall not normally be changed on a year-to – year basis in order to ensure continuity. However, if there are reasons to make any changes, the Regional office shall be free to do so in rare cases.
4. The Vidyalaya shall develop the required infrastructure from within their own resources.
5. Coaching for the allotted games shall begin from the beginning of the year and shall continue throughout as long as it is advisable because of weather conditions and proximity to examinations.
6. The Vidyalayas shall engage coaches for preparing and coaching a team. The entire expenditure on hiring a coach shall be met from the Vidyalaya Vikas Nidhi with no contribution from the students. Remuneration to be paid to the coach shall be decided by the Executive Committee depending upon the availability and the calibre of the coach. This provision shall be limited only to the coach engaged for preparing a school team for participation at the Regional and National level games and shall not be confused with the provision made in **Article 132**.

#### **Article 130. EXPENDITURE :**

Expenditure on preparation of sports fields, levelling and marking and on certificates, prizes and equipment shall be met out of the Vidyalaya Vikas Nidhi. Participants shall also be provided refreshment out of the Vidyalaya Vikas Nidhi with the approval of the Executive Committee.

#### **Article 131. SPORTS SCHOLARSHIPS & AWARDS:**

- A)(1)** All individual students who break previous years' records in the KVS National meets shall be awarded cash prizes of **Rs.2,500/-, Rs.2,000/- and Rs.1,500/- per head for first three place winners, respectively. In team events, each member of the team shall be given**



**cash wards of Rs.500/-, Rs.300/- and Rs.200/- for first three place winners, respectively (JC –Acad letter 110355/2011 dt 24-7-12)**

- (2) All those students who break the previous years' SGFI Records during the KVS National meet shall be awarded a cash prize of Rs. 3000/- each.
- (3) All those students who win gold, silver and bronze medals in the SGFI meets shall be awarded cash prizes of Rs.6000/-Rs 4000 and Rs.2000/-, respectively
- (4) For team games, each member of the KVS tams which win gold, silver and bronze medals in any of the SGFI meets shall be awarded cash prize of Rs.1000/-, Rs.750/- and Rs.500/-, respectively

### **Article 132. PROMOTION OF SPORTS AND GAMES, ARTS AND CRAFTS IN KENDRIYA VIDYALAYA**

In order to improve the standard of sports, games arts and crafts, reputed sports persons, coaches, artists and craftsmen shall be engaged for starting Sports, Arts and Crafts coaching in Kendriya Vidyalayas, both during and after school hours, on contractual basis. These specialized coaches/artists / craftsmen shall be provided space in the school for giving the required coaching in the concerned discipline to the students.

**The coaches so engaged will be paid remuneration at a rate as given below. However, no subscription will be collected form the students. (90<sup>th</sup> BOG)**

**Rs 170 per period restricted to maximum 05 periods a day for Normal Stations**

**Rs 210 per period restricted to maximum 05 periods a day for Hard Stations**

**Rs 230 per period restricted to maximum 05 periods a day for Very Hard Stations**

The concerned Vidyalaya may install apparatus /equipment necessary for games/sports/crafts etc. Coaches / individuals / Pvt. Agencies will not be allowed to install/create any infrastructure at their expenses unless specifically permitted by the KVS.

### **Article 133. SCOUTS & GUIDE ACTIVITIES:**

#### **(a) Objectives**

The main objective of introducing the Scout and Guide movement in Kendriya Vidyalayas is to contribute to the promotion of physical, intellectual, social and spiritual potentialities of students and make them responsible members of the local, national and international communities. It provides ample opportunities for inculcating moral, social and democratic values and developing the spirit of co-operation by encouraging participation in various scout and guide activities.

#### **(b) Organisation**

1. Kendriya Vidyalaya Sangathan has been given the status of a State by the National Headquarters of Bharat Scouts and Guides and the Commissioner, Kendriya Vidyalaya Sangathan has been designated as the State Chief Commissioner. The other officers in the State (HQ) include State Commissioner (Scouts), State Commissioner (Guides), State Secretary, State Treasurer and

Assistant State Commissioner, etc. The Regional Officers of the KVS function as Divisional Hqrs. With **Deputy Commissioner** of the Regional as the Divisional Commissioner. Each Region shall have two District Associations each with two District Commissioners for Scout Wing and two District Commissioners for Guide Wing.

2. The basic organisation in the Scout and Guide movement is a Scout Troop for boys and Guide Company for girls. Boys and Girls who have completed the age of 6 but have not completed the age of 10 are given training as Cubs and Bulbuls. Boys and Girls, who have completed the age of 10 but have not completed the age of 18, are enrolled as Scouts and Guides. Young men and women of 18 years and above are enrolled as Rover Scouts and Ranger Guides. Separate Group leaders are appointed for the scout wing and the guide wing. Each Vidyalaya is therefore, expected to have two group leaders, one each for Scout wing and Guide wing.
3. The affairs of the groups are managed by:
  - (i) the Group Council and
  - (ii) the Group Committee

The Group Council deals with all matters of the group such as training, tests, programmes, camps and hikes etc. The Group Committee looks after the physical needs of the group and administers its funds etc.

#### (c) **REGISTRATION**

All Vidyalayas shall get Group Registration done annually with the State Association through the District Association. For the purpose of registration, the total number of students of a Kendriya Vidyalaya who have enrolled themselves in Scout wing and Guide wing shall be treated as a group. After registration, the group will be given a registration number and a charter will be issued by the State Association. The registration shall be renewed annually.

The group shall pay such registration fee as may be fixed from time to time by the State Executive Committee. While the group registration fee shall be paid from the Vidyalaya Vikas Nidhi, the individual registration fee should be payable by the students out of "Khari Kamai". The registration fee as on 31<sup>st</sup> August every year shall be sent through demand draft payable to the Treasurer, KVS State Association of Bharat Scouts and Guides. This Fee should reach the KVS State HQ by 31<sup>st</sup> October every year.

#### (d) **Scout Fund**

Apart from the registration fee and the quota money, every Kendriya Vidyalaya shall contribute a sum of Rs.3/- per student per year out of the Vidyalaya Vikas Nidhi to the Scout Fund being operated in the KVS (Hqrs.). A sum of Rs.5/- per students per year out of the VVN based on the total enrolment in the Vidyalaya shall be sent to the Regional Office for conducting Scout and Guide activities in the Regions

#### **Article 134. COMPULSORY MEDICAL CHECK UP OF STUDENTS:**

The Vidyalaya shall arrange regular medical check up of students twice a year, once in July and again in January. For this purpose, a qualified doctor shall be appointed by the Vidyalaya on payment of a fee. The

expenditure on medical check up and the follow up action thereon, shall be met out of the Vidyalaya Vikas Nidhi. The appointment of the doctors and the fee payable to them will be on the following basis:-

1. The Vidyalaya located in defence establishments may request the Station Commander ( Chairman of the Vidyalaya) to make available the services of the military doctors, if necessary on payment of a fee to be decided by the Station Commander or the competent authority.
2. In Kendriya Vidyalaya located in civilian establishments and non- regimental areas, the appointment of qualified doctors may be made with the approval of the Executive Committee. As far as possible , the recommendations of the State Medical authorities shall be obtained and the Medical Officers or honorary doctors attached to the government hospitals or dispensaries be got appointed for this purpose on payment of suitable fees.
3. The Medical Officer selected by the Vidyalaya for this purpose may appoint, at his own cost, a compounder or a nurse to assist him in the routine medical check-up of the students.
4. The fee payable to the doctor including payment of the compounder/ nurse, etc. in all cases shall not exceed the financial limit as fixed by the Sangathan per child per annum.
5. Each students of the Vidyalaya shall be checked up in the above manner twice a year and a medical card shall be got completed by the Medical Officer. The cost of printing the medical card will be met out of the Vidyalaya Vikas Nidhi.
6. The medical cards will be maintained by the class teacher concerned and on the basis of the remarks made by the Medical Officer, intimation will be sent to the parents wherever such intimation is necessary. A suitable format of the intimation may be got prepared in consultation with the Medical Officer. Parents shall be advised to take action on the medical reposts and the position shall be reviewed before the next medical examination becomes due and reminders issued wherever necessary. The expenditure involved in this connection shall also be met out of the Vidyalaya Vikas Nidhi.

## CHAPTER - XVII

### GENERAL PROVISIONS FOR SCHOOLS

#### **Article 135. FURNITURE :**

Physical comfort, economy in material and labour and durability shall be the main consideration in the design of furniture for Vidyalayas. All furniture, fixtures and equipment shall be scaled to the size of the pupils for whom they are intended. Great care and prudence shall be exercised while ordering furniture for different classes. In particular, it shall be ensured that all items of furniture, particularly desks, chairs and tables purchased by the Vidyalaya are elegant and conform to the size and height of the age group of children for whom they are intended.

1. All heads of the Vidyalayas and offices shall try out the substitute of wood/other panel products as far as possible for classroom and office furniture. For students, dual desks of steel frame with box top, seat and back, should be procured. Products which provide substitute for natural resources as well as are environment friendly and energy efficient shall be encouraged. Homogenous, compact and dense sheet material having the following specifications should be used:

“Agro-waste based medium density Fibre Board conforming to ISI 12406-1999.”

2. The number of pupils/teachers in a Vidyalaya shall be the yardstick for determining the number of pieces of articles of furniture required to furnish the Vidyalaya.
3. All purchases of equipment and furniture shall be made in accordance with the procedure for purchase of articles laid down by the Sangathan.
4. Details and scales of standard articles of furniture for Vidyalayas drawn up by the Sangathan are given in the Accounts Code.

No article outside the standard list of furniture and in excess of the quantities stated therein should be purchased out of the grants sanctioned by the Sangathan. If any article of greater utility outside the above list of furniture is proposed to be purchased, prior sanction of the Sangathan should be obtained before making a commitment.

5. It shall be ensured that only articles of good quality are purchased and that their prices are competitive and reasonable.

#### **Article 136. VIDYALAYA PATRIKA :**

- (i) Vidyalaya Patrika shall be published to encourage the art of writing amongst the students and to train the young minds to express themselves freely. The teachers may also contribute articles in the Patrika, but the articles should be thought-provoking and should deal with matters of scientific, historic, or literary interest. To encourage writing habit, the teachers shall guide the students on proper lines and give hints to them on various topics with a view to bringing out the hidden talent and creative art in them.
- (ii) The Patrika shall encourage children's participation in various co-curricular programmes. Accordingly, pictures exhibiting their activities on the play fields, or on stage or in debates etc.

shall be given a prominent place in the Patrika. Photographs of pupils winning prizes and shields in inter-district or inter- State tournaments or winning credits in all-India or international competitions shall appear in the Patrika with suitable captions so as to inspire the spirit of healthy competition amongst them.

- (iii) The Patrika should mirror the various activities of the Vidyalaya, progress made and distinctions achieved in academic, cultural and sports fields, etc.
- (a) Every Vidyalaya shall bring out the Patrika by July every year.
  - (b) No advertisement of commercial nature which is offensive to the sensibilities of the children shall be accepted by the Vidyalaya from outsiders for publishing in the Patrika.
  - (c) In order to keep the Members of the Sangathan informed about the activities and progress of the Vidyalaya, a copy of the Patrika shall invariably be forwarded to the Members of the Sangathan
  - (d) Except on special occasions, messages from dignitaries not directly connected with the school shall not be solicited as they do not in any manner enhance the value or popularity of the Patrika.

#### **Article 137. VIDYALAYA LIBRARY : (79<sup>th</sup> BOGmeeting)**

##### **Library Charter**

Every Kendriya Vidyalaya will have a library. The objectives of the library is to:

- Be the knowledge hub of the school and disseminate knowledge as widely as possible.
- Facilitate creation of new knowledge.
- Facilitate optimal use of knowledge by all staff and students.
- Ensure easy access to the facilities available to all staff and students.
- Encourage and foster reading habit among staff and students.
- Effectively participate in the teaching-learning programmes of the school.

In order to achieve these objectives the library will undertake to:-

- Serve as the center of information for the Vidyalaya and provide easy access to national and global knowledge to all staff and students.
- Offer an inviting and attractive physical space with proper seating arrangements and other amenities.
- Ensure that staff and students are treated with courtesy and offered all assistance in their pursuit of knowledge.
- Offer proactive services to all users.

- Optimize its potential to provide access to information and knowledge to all by proper display, categorization/classification of resource materials.
- Help all the users to develop the skills to make optimum use of all the facilities.
- Undertake activities to foster an interest in books and increase involvement in the library.
- Improve the collection and services on a continuing basis in consultation with users/stakeholders.
- Workout a programme in consultation with teachers for the effective use of all types of library materials.
- To work effectively and efficiently by undertaking every activity in a professional manner.

### **General guidelines for the library**

1. The library must maintain a well-rounded core collection including reference materials to satisfy the regular needs of the staff and students. The core collection would consist of several copies of textbooks, reference materials related to each subject, costly essential books which would include encyclopedias, maps, atlas, rare books on particular topics/subjects or exclusive editions of general books.
2. Besides the core collection other general(fiction and nonfiction) books for regular issue should be available in the library.
3. The core collection may be supplemented through networks, e-resources etc to provide better qualitative and quantitative services.
4. Library collections are dynamic resources and therefore, there should be constant review and renewal of material to ensure that the collections are relevant to the users/stakeholders.
5. Weeding out of books should be a regular feature and should be carried out with the approval of the competent authority, at least once in a year
6. Categorizing/classifying and indexing of books should be invariably done keeping in mind the objective of the library.
7. The library should follow open access system.

### **Size of library collection.**

1. The core collection of the library should take into account the size of the Vidyalaya and subjects offered besides covering project based activities, career guidance, counseling etc.
2. Books should be available in both English and Hindi.
3. Besides the core collection, other general books put together should be at the rate of 5 books per student subject to a minimum of 1500 books for newly opened schools. This collection should be well thought out. Low cost and age relevant editions of classics and fictions should be preferred for the general section of the school library.
4. Book purchase should be a continuous process and some percentage of the total Vidyalaya budget should be earmarked for collection development on a recurring basis. Out of this budget, 50% should compulsorily be earmarked for elementary classes (i.e. up to class VIII)
5. To encourage more teacher participation in the library, a teacher may be allowed to submit name / List of book(s) intended to be purchased(which are not available in the library) amounting to Rs.500/- to the Library Committee. After approval of the Library Committee, the teacher may be allowed to purchase the intended book(s). The cost of the book/books should be reimbursed to the teacher after the books are deposited in the library along with the bill. However, this kind of purchase would be limited to only a certain amount that would be decided by the Library Committee.
6. During annual stock taking, weeding out of collection should also be carried out.
7. For newly opened Vidyalayas a one-time budget would be provided for setting up the basic collection.
8. Besides books, libraries should subscribe to useful magazines, periodicals and journals.

**Services to be provided by the library.**

1. Issue of books for home use – Each student would be issued two books at a time for a period of one week. Staff members, including Principal, would be issued maximum five books at a time for a maximum period of one fortnight. Failure to return books on time would compulsorily lead to penalty of Re.1 per day for all (students & staff).
2. A recall system for overdue books should be introduced. This could be achieved by sending an overdue note to the concerned student through the Class Teacher. In case of staff the note can be sent through the school office.
3. Reissue of books by a user may be allowed maximum twice more after first issue.

4. Newly purchased books should not be issued to any user for at least one month but should be displayed separately as new arrivals.
5. Issue of subject reference books – Only subject reference books from reference section would be issued for home use on those days when the successive day is a holiday. The book will have to be returned on the next working day. Dictionaries, Encyclopedias etc would not be issued.
6. One set of textbooks may be issued to teachers for the subject being taught by them for the whole session.
7. In case a user loses a book he/she would have to either replace the book or deposit three times the price of the book in the library.
8. Each user would be provided with library cards for issue of books.
9. Magazines and periodicals may also be issued for a week only. However, it must be ensured that at least two previous issues are available in the library. A separate register should be maintained for this purpose.
10. Reading facilities in the Library - There should be comfortable seating arrangement with proper lighting in the library. The library would be open on all working days and the entire duration of school hours.
11. Each section will have two library periods per week. Classes VI to XII will go to the library during this period. For primary classes the teacher supervising the library period will give books from class library to the students. One teacher, who would help in maintaining discipline in the library as well as assist the librarian, will accompany the students of class VI & above to the library. However, the arrangement for library class may differ from school to school depending on the number of sections per class. In very large schools one period of class library can be introduced. Notwithstanding this the number of library periods would be two per section out of which one period will be in the library. The class library period can be utilized for other library related activity also for which the class teacher would be incharge.
12. The librarian should also identify two students in each section who would assist in library activities.
13. Librarian should facilitate in the use of the library by acting as intermediary between the users and the collection.
14. Computer and Internet access - The library should have a computer, which would be used for storing information of the collection, record of books issued, digitalized books and provide internet access.



### Organization of the Library

1. A proper system of cataloging and classification of the collection should be done to provide easy access and also to keep account of the books. Dewey Decimal Classification (DDC) system should be used for this purpose.
2. Computerization of the library should be carried out.
3. Books should be arranged in lockable shelves but open access system should be followed.
4. The library should subscribe at least 10 periodicals/journals/magazines. These should be attractively displayed on magazine racks. Newspapers should be displayed on stands. Old periodical/magazines/newspapers should be arranged date wise and preserved for at least 6 months.
5. The display boards in the library should show the jacket covers of latest books, interesting information on various topics, besides writings of students and teachers.
6. The library should also carry out a number of activities like:-
  - i. Display of latest books, magazines & periodicals.
  - ii. Book reviews
  - iii. Organization of book fairs (at school or cluster level by involving other nearby schools).
  - iv. Career guidance and counseling corner.
  - v. Themes for the week and display of related material.
  - vi. Compilation of material from newspapers/magazines etc for various topics like environment, science and technology etc.
  - vii. Organization of Book Quiz.
  - viii. Prizes to students who have borrowed the maximum number of books.
  - ix. Establishing of book clubs.
7. The library should invariably display the following information:
  - i. Total no. of books
  - ii. No. of text books
  - iii. No. of Reference books.
  - iv. No. of general( fiction and non fiction) books
  - v. Subject wise list of books

- vi. Class wise list of fiction and non-fiction available in the library.
- vii. No. of periodicals/magazines available along with their names and periodicity.

### **Management of Library**

1. The librarian will manage the library and the duties of the librarian will include all that has been stated in the previous sections.
2. There shall be a library committee, headed by the Principal and at least 03 teacher members who have a genuine love for books. The teachers should be one each from Primary, Secondary and Sr. Secondary classes. The committee would also include two students to be selected by the Principal from Classes VII to XII. The Librarian would be the Member-Secretary of the Committee. The Committee will select books for the library keeping in view the natural interests and needs of the children, their age group and intelligence. There should also be continuous renewal of books for which meetings should be held on half yearly basis. The Library Committee can invite other teachers/students to the meetings for their advice/suggestion. This committee shall meet as often as possible but at least once in a month.
3. Besides recommending books for the library the Library Committee will also recommend suitable budgetary provision for the library; develop a general programme of library service to suit the interest and requirement of different sections of users; review library rules and formulate new rules for the library; make recommendations for proper functioning of the library.
4. All teachers and students can recommend books for the library for which a suggestion box should be kept in the library. Suggestions received through this box shall be placed for consideration of Library Committee.
5. Besides books for children, the Committee will also select books for teachers on various subjects apart from Academics.
6. For Primary classes (I to V), class library will be set up. These libraries will be under the charge of class teachers. The class teacher will get books from the main library, which will be in accordance with the standard and interest of the age group of the children of the class concerned. They should be attractively displayed in lockable shelves and kept in the class. The teacher will issue books to the children during library period. After

these books have been read, another set would be issued from the main library.

7. The Primary teacher would maintain a register regarding issue of books to the students so that he/she can keep track of the books read and students are not given books they have already read.
8. The selection of books for the class libraries will also be done by a committee comprising of H.M, librarian, class teacher, two other teachers and two students who will be nominated by the Principal.
9. The class teacher will ensure that every pupil in the class maintains a notebook in which the name of the book read, its author and a brief account of the content is recorded.
10. Non-compliance of the instructions given above will be considered to be a dereliction of duty for which suitable action may be initiated against the concerned Principal/Librarian/Teacher/H.M.

#### **Monitoring and Evaluation of collection and Services.**

Statistics should be maintained on the following so that they can be used for monitoring and evaluation.

1. No. of users.
2. No and percentage of collection issued on any given day.
3. Number of books issued during a stated period.
4. Average books issued per user per unit time.
5. Number of recommendations received for purchase of books per year.
6. Class wise list of activities conducted in a year along with number of participants.
7. Number of new books added per year.
8. Number of old books weeded out.

#### **Article 138. CLASS LIBRARIES :**

Class Libraries shall be set up in all Vidyalayas for class I to V . These libraries shall be placed under the charge of class teachers. The class teachers may be issued a set of books from the library which commensurates with the standard and interest of the age group of the children of the class concerned. The number of books to be issued for each class/section shall be equal to the total number of pupils' enrolment in the class / section plus 25%. These books shall be stocked in iron/steel boxes ( sizes 2'  $\frac{1}{2}$ ' X  $\frac{1}{2}$ ' X  $\frac{1}{2}$ ' ) with wheels attached to ensure mobility and locking arrangements to ensure safety and security.

The books to be included in the class libraries shall be selected jointly by a committee comprising the librarian, the class teachers, one or two teacher interested in children's literature and two students ( to be nominated by the Principal ). The class teacher, in –charge of this library, will issue and collect books from the students during the library periods. After a few months when the books have been read by all students of the class, the teacher shall exchange the box of books with that of the other class teachers

The class teacher shall ensure that every pupil in the class maintains a note-book in which the name of the books read, its author and a brief account of the content is recorded.

The librarian shall issue books to the class teachers at the beginning of the academic session or as and when necessary after making entries in his record.

### **Article 139. STUDENT'S DIARY:**

Each Vidyalaya shall have a Student's Diary of its own. In order to ensure uniformity in physical get up ( format, size, printing etc), coverage and contents, the following shall be the specifications and contents of the diary.

#### **I. Format and Physical Get up**

- (i) Size : The size of the diary shall be 8.5" X 5.5".
- (ii) Page : The diary shall contain about 100 pages.
- (iii) Print: The size of the print shall not be very small, so that the students of even primary classes are able to read it properly.
- (iv) Binding : It shall be hard-board bound / laminated.

#### **II. Contents**

- (i) The name of the Vidyalaya shall be printed on the cover. There shall be a page which should provide for student's name, class, section, house, residential address, telephone number of the parent, if any.
- (ii) The main features of the Kendriya Vidyalaya schemes shall be incorporated in the diary.
- (iii) A little background information about the Vidyalaya may also be given indicating the year of its establishment and the facilities available in it.
- (iv) The rules of the Vidyalaya and other information as given below may be incorporated in the diary :
  - (a) Admission : Categories eligible for admission in order of priority, admission test for new entrants, etc.
  - (b) Examination and promotion
  - (c) Withdrawal

- (d) Code of conduct prescribed for pupils by the Vidyalaya.
- (e) Vidyalaya Uniform
- (f) House system
- (g) Various activities of the Vidyalaya
- (h) Physical Education
- (i) Student's Council
- (j) Fees and Funds
- (k) The courses of studies with combination and group of subjects, etc.
- (l) List of holidays and vacations.
- (m) The school prayer as well as the pledge in Hindi and English. The wordings of the National Anthem should also be given.

**III. Blank Pages** shall be provided for students to fill in the home assignments given in the school. Each page shall cover two dates.

#### **IV. Cost of Printing**

The entire expenditure on printing of the diary shall be met out of the Vidyalaya Vikas Nidhi. Every student shall be supplied one copy of the diary free of charge. The expenditure to be incurred in brining out the diary shall be decided by the Executive Committee

The number of copies to be printed shall be based on the students' strength plus a few extra. Unnecessarily large number of copies shall not be printed.

#### **Article 140. INCENTIVE AWARDS TO TEACHERS :**

KVS shall give incentive Awards to outstanding Principals and teachers of the Vidyalayas who have put in a minimum of 15 years of exemplary service in the Sangathan by selection on an all – India basis. Details of the scheme shall be as given at **Appendix XXXVIII**.

#### **Article 141. NATIONAL AWARDS TO TEACHERS :**

- (a) The scheme of National Awards for Teachers as instituted by the Ministry of Human Resource Development ( Deptt of Education), Government of India, shall be applicable to the teachers of KVs.
- (b) Sixteen Awards have been allocated to the teachers working in Kendriya Vidyalayas.
- (c) The following categories of teachers shall be eligible for awards form the Sangathan under this Scheme:-

1. Teachers teaching up to class VIII. ( This award is open to such teachers only who have put in at least 15 years of Service ). **- 6 Awards**
2. Secondary / Senior Secondary teachers. This award is open to teachers teaching secondary / senior secondary classes who have at least 15 years of teaching experience and is also open to Principal who have put in a minimum 20 years of service. **-6 Awards**
3. Special award to Secondary teachers with physical disability and teachers working with children with physical disabilities **-2 Awards**
4. Special category awards for PRT with disability. Eligibility condition are Same as 3 above. **-2 Awards**

Details of the scheme are as given in **Appendix XXXIX**.

#### **Article 142. FUNCTIONING OF HOSTELS :**

Students of Kendriya Vidyalayas whose parents / guardians are not residing in the town in which the Vidyalaya is located shall be eligible for admission to Vidyalaya Hostel in order of priorities laid down for admission to Kendriya Vidyalayas. The admission in hostel will be given to the students of class VI and above.

#### **Article 143. HOSTEL CHARGES :**

- (a) Hostel charges shall be recovered in full every quarter from each boarder. At the time of admission to the hostel, a deposit comprising one quarter's hostel charges and security deposit of Rs.1000/- shall be collected from each students in advance.
- (b) The Hostel Fund shall be administered in such a way that the running of the hostel is self – supporting on 'no profit no loss' basis over the period of an academic year. The seat rent shall be Rs.200/- per month per student.
- (c) A Mess Committee comprising student representatives and warden will be formed in the hostel to run the mess on co-operative basis. Utensils and other infrastructure shall be provided by the Sangathan but the entire expenditure in running the mess shall be shared by the students staying in the hostel

The main functions of the Mess Committee shall be as follows :-

- (i) Procurement of ration and other food items.
  - (ii) Hiring of Kitchen staff as per requirement.
  - (iii) Accounting of income / expenditure and apportioning it among the hostellers.
- (d) The hostel charges shall be paid on or before the 15<sup>th</sup> day either of every month or every quarter. If the 15<sup>th</sup> of a month happens to be a holiday, the charges may be collected on the next working day. After the 15<sup>th</sup> of a month, late fee of Rs 5/ per day shall be levied.

**Article 144. STAFF FOR HOSTEL :**

- (a) One Warden (PGT) and one Assistant Warden (TGT) selected from amongst Vidyalaya teachers for their special competence shall be provided for every hostel. The warden will be provided married residential quarters near the hostel, where such quarters have been built. The Assistant Warden will live in single accommodation, provided as part of the hostel, where such accommodation has been built. These will be rent-free. The Warden shall receive an honorarium of Rs.600/- per month subject to recovery of water and electricity charges for the accommodation provided. The Assistant Warden shall receive an honorarium of Rs.400/- per month. The Warden will be in overall control of the hostel and function as the Hostel Superintendent. He will be assisted by a Hostel Clerk in the LDC's grade , for making day to day arrangements in the hostel, including purchases and accounts. The hostel clerk shall be a regular employee of the Vidyalaya. He will be required to deposit a Security Deposit of Rs. 5000/- in cash or LIC Fidelity Bond ( premium to be borne by him).
- (b) For cleanliness, sanitation and gardening , private agencies shall be engaged on payment to be made out of the VVN.
- (c) It shall be ensured that only woman- employees are appointed/ engaged for girls; hostels.

**Article145. MEDICAL UNIT**

A medical service unit to serve the needs of both the vidyalaya and the hostel shall also be provided if there are sufficient number of boarders in the hostel. The medical unit will comprise the following

- (a) A multi-purpose room
- (b) Dispensary and dressing room
- (c) A two – bed sick room.
- (d) A nurse's quarters.

The multi – purpose room, the dispensary and the dressing room shall be attached to the Vidyalaya and the sick – room, nurse's quarters and the isolation room in the case of bigger hostels, shall be attached to the hostel.

The nurse attached to the hostel will possess the following qualifications:

- (i) Matriculation
- (ii) 'A' Grade certificate from a recognized institution
- (iii) Ability to speak Hindi fluently.

She will be appointed in the scale of **Rs.-5200-20200 + GP Rs. 2400/-** and will be treated as a regular employee of the Vidyalaya. She will be provided with fee accommodation where the nurse's quarters has been built.

**Article 146. (a) Initial Outlay for Hostels :** For procuring all non- recurring items for the hostel, including furniture and equipment for dormitory, dining hall, kitchen, sick- room and nurse's quarters, expenditure shall be met by the KVS (HQ).

(b) **Recurring Expenditure :** All recurring expenditure ( including expenditure on water, electricity, contingencies, maintenance and replacement of furniture and equipment) shall be met out of the monthly collections from each boarder and deficit, if any, shall be met out of the KVS funds.

#### **Article 147. PARENT TEACHERS ASSOCIATION :**

In order to promote understanding and co-operation between parents and teachers for the overall betterment of the students, every Kendriya Vidyalaya shall have a Parent – Teacher Association. The guidelines governing its functioning are as given below :-

1. The name of the association shall be ‘ Parent Teacher Association’ of the Kendriya Vidyalaya hereafter referred to as ‘ASSOCIATION’.
2. **AIMS & OBJECTIVES**
  - (i) To promote co-operation of parents and teachers for improving the educational facilities and programmes of the Vidyalaya in particular and education in general
  - (ii) To hold seminars, workshops , discussions, cultural activities and to arrange meetings of parents and teachers.
  - (iii) To encourage the staff and students of the Vidyalaya through incentive awards, etc.
  - (iv) To promote understanding and co-operation between members of the Vidyalaya and the community regarding school life and work and social service.
  - (v) To maintain harmonious relations between parents and teachers for betterment of the students.
3. **MEMBERSHIP**
  - a) Every parent ( parent can either be mother or father or legal guardian of the children studying in the school ) of a child studying in the Vidyalaya shall be member of the PTA.
  - b) Teacher Member : All members of the teaching staff of the school shall ipso facto be members of the Association but the membership shall lapse immediately on their ceasing to be members of the teaching staff of the school.
4. **Registers of Members etc. :** Register showing the names, addresses and brief description of the members shall be maintained in the office of the Association and a copy of the same shall be given to the Vidyalaya Management Committee for their record.
5. **AUTHORITIES OF THE ASSOCIATION**





## **7. CHARTER OF DUTIES :**

### **(a) Functions of the Executive Committee:**

- (i) The Executive Committee shall look after the affairs of the Association and manage the business of the Association.
- (ii) It may appoint a sub-committee from amongst the members of the Executive Committee or members of the Association and assign such functions to them as may be considered necessary in the best interest of the Association.
- (iii) The Executive Committee shall have full powers to make or amend rules and by-laws consistent with the constitution of the Association which will be placed before the General Body for consideration in its next meeting.

### **(b) Functions of the Office Bearers:**

- (i) **Chairman:** The chairman shall attend and preside over all meetings of the Executive Committee and the General Body, preserve due order and approve the minutes of the meeting of the Association
- (ii) **Vice – Chairman:** In the absence of the Chairman, the Executive / General body may request the Vice- Chairman to preside over the meeting and to perform the functions and duties of the Chairman.
- (iii) **Secretary.** He shall be in charge of the Association's office and shall be responsible for conducting the day – to day affairs, calling of meetings of both the Executive and the General Body, recording of proceedings and issue of minutes of meetings, maintaining of registers and records of the Association, preparing the annual reports and perform all other functions generally incidental to the office of the General Secretary.
- (iv) **Jt. Secretary .** The Jt. Secretary shall assist the Secretary in the discharge of his/ her duties and in the absence of the Secretary, the Jt. Secretary shall act for him/ her as the Secretary.

## **8. REMOVAL OF OFFICE BEARERS AND MEMBERS OF THE ASSOCIATION.**

The Executive Committee may, by giving sufficient notice and on a resolution passed by at least two- third of its members, remove, suspend or expel any member of office- bearer of the Association who in its opinion has been guilty of conduct calculated to injure or bring disrepute to the Association or who has acted contrary to these rules. This should be informed to the general body in its next meeting.

## **9. FUNDS AND FINANCE :**

The PTA shall not collect or maintain any funds.

## **10. MEETING OF THE EXECUTIVE COMMITTEE:**

- a) The Secretary shall convene all meetings of the Association in consultation with the Chairman. The Chairman, when present, shall preside at all such meetings. In the absence of the Chairman, the Vice- Chairman may act for him/her.
- b) The Executive Committee shall meet a minimum of three times a year to transact the business of the Association after giving three day's clear notice in writing to all its members, specifying the agenda to be considered at such meeting. At least 1/3 of the total strength of the Executive Committee shall be necessary to form a quorum, but no quorum shall be necessary for an adjourned meeting.
- c) On a special requisition made by any five members of the Executive Committee addressed to the Secretary, an extraordinary meeting of the Executive Committee may be convened after giving three days' notice to all members of the Executive Committee.
- d) Decisions in the Executive Committee shall be taken on the basis of simple majority and in case of a tie, the Chairman shall have a casting vote.

#### **11. ANNUAL MEETING OF THE GENERAL BODY:**

The annual meeting of the Association shall be held within six months from the close of the financial year. At least 7 days' notice for the date and place of such meeting shall be given to all members of the Association for transacting the following business:

- i) To present the Annual Report of the Association.
- ii) To transact any other business recommended by the Executive Committee

#### **12. QUORUM FOR THE GENERAL BODY MEETING:**

The quorum for the general body meetings, whether annual or extraordinary, shall be 50 parent members personally present but no quorum shall be necessary for an adjourned meeting unless it is a meeting called by the members through requisition.

#### **13. AMENDMANT OF THE CONSTITUTION :**

The constitution of the Association may be amended by the General Body if at least 2/3<sup>rd</sup> of the members present vote for amendment, on an advance notice of at least 07 days.

#### **14. INTERPRETATION OF THE CONSTITUTION , RULES & BYE-LAWS:**

KVS shall be the competent authority for interpretation/ clarification on any of the articles / rules , constitution, bye laws of the Association in the event of any dispute or any uncertainty.

## CHAPTER XVIII

## LAND AND BUILDINGS

**Article 148. LAND:**

As per the terms and conditions accepted at the time of opening of a Kendriya Vidyalaya, a suitable plot of land, free of cost, and adequate and safe temporary buildings for running of the Vidyalaya shall be provided by the sponsoring agency till Kendriya Vidyalaya Sangathan constructs its own permanent school building.

**(1) REQUIREMENT OF LAND**

For developing an ideal Kendriya Vidyalaya campus, a plot of land measuring 15 acres is generally required for the school building, residential accommodation, other infrastructures and sports facilities, etc.

**a. The demarcated land should be transferred to KVS on lease or permanent transfer prior to opening of new Kendriya Vidyalaya.**

**b. The modified requirement of land, as under was approved by the Board of Governors (BOG) KVS in its 94th meeting dated 28<sup>th</sup> December 2012**

<b>Sl. No.</b>	<b>Location</b>	<b>Requirement of land (In acres)</b>	
<b>1.</b>	<b>Metropolitan city (Like Delhi, Kolkata, Mumbai, Chennai etc.)</b>	<b>4.00</b>	
<b>2.</b>	<b>Hilly Area</b>	<b>8.00</b>	
<b>3.</b>	<b>Urban Area</b>	<b>8.00</b>	
<b>4.</b>	<b>Semi-Urban/Rural Area</b>	<b>10.00</b>	

**(2) PROCEDURE FOR TRANSFER OF LAND**

**(2.1) Sanction for transfer of land**

- (a) **In respect of Kendriya Vidyalayas located in Defence Establishments, Ministry of Defence conveys the sanction of the President of India to grant of lease on perpetuity/99 years for Defence land to KVS on payment of nominal rent of Re. 1/- per annum without any premium.**
- (b) For Kendriya Vidyalayas located in Para-military stations (CRPF, BSF, ITBP, CISF), sanction order for transfer of land shall be issued by Directorate General of the concerned force, under the Ministry of Home Affairs on 99 years' lease basis.
- (c) For Kendriya Vidyalayas located in Railway establishments, sanction order for transfer of land shall be issued by the General Manager of the concerned Railway on 99 years' lease basis.
- (d) In respect of Civil sector Kendriya Vidyalayas sponsored by the State Govt., land shall be provided either on permanent grant or on lease basis. The sanction order for transfer of land shall be issued by the Governor of the State or the authority to whom the powers have been delegated in the State Govt., generally the District Collector/ District Magistrate on behalf of the State Govt.

**2) Execution of the lease deed**

- (a) The **Addl. Commissioner (Admn.)**, shall be the competent authority to sign the lease deed on behalf of the Kendriya Vidyalaya Sangathan in view of the provisions in Memorandum of Association of Kendriya Vidyalaya Sangathan.
- (b) The lease document (in quadruplicate) prepared on the basis of the standard lease agreement duly vetted by the Regional office shall be sent to the KVS Headquarters by the **Deputy Commissioner** concerned for signature of the **Additional Commissioner (Admn.)**.
- (c) After the signature of the **Additional Commissioner (Admn.)**, the lease deed shall be got registered by the school. The copy of executed lease deed will be sent to KVS,HQ and original executed will be retained at Vidyalaya level.
- (d) **Wherever land is transferred by the State Government on permanent grant basis (transfer of title), lease deed shall not be required. BOG has further instructed that land in question shall be clearly demarcated at site and the sponsoring authority should deliver advance possession as per rule.**

**(2.2.1) Lease period**

- (i) **Sponsoring agency generally issue the sanction order for allotment of land either for 99 years lease basis/perpetuity or on permanent grant basis. However, the BOG KVS has approved the proposal for acceptance of land initially for lesser period with provision for renewal of lease period upto 99 years in respect of KVs located under civil sector sponsored by the State Govt./UT as per details given below:-**

Sl. No.	BOG Reference	Lease period	State
1	77 <sup>th</sup> meeting dt. 20.06.2007	40 years	Jammu & Kashmir
2.	79 <sup>th</sup> meeting dt. 26.06.2008	30 years	All States/UT's

- (ii) BOG KVS in its 90<sup>th</sup> meeting held on 30.08.2011 has also approved the proposal for acceptance of the land for an initial period of 30 years with provision for extension of lease period up to 90 years in respect of KVs sponsored by State Govt.

#### (2.2.2) Forest land

The Ministry of Environment and Forest (FC Division) Govt. of India vide its letter no. F 5-3/2007/FC dt. 10.01.2011 has conveyed the approval of Central Govt. for (minimum) area norm in Hilly Areas (i.e. 4 acres or 1.62 ha) for construction of schools on forest land where non-forests land is not available, with the following conditions:

- a. A certificate from the District Magistrate that non-forest land is not available for the school building/other building construction in the area.
- b. Reserve forest land with density more than 0.4 shall not be allowed.
- c. Felling more than 75 trees per hectare shall not be considered in any kind of forest.
- d. Besides Compensatory Afforestation as per the guidelines, the concerned authority should ensure plantation in vacant areas, wherever available, within the school premises.

#### (2.2.3) Selection of site

Commissioner, KVS has constituted a committee for selection of site identified by sponsoring agency comprising of the following officials:

1. DC, KVS, concerned Regional Offices.
2. Executive Engineer, CPWD/PWD/Garrison Engineer MES or the representative of KVS approved local construction agency.
3. Representative of sponsoring authority.
4. Principal of KV.

Site selection committee headed by Deputy Commissioner, KVS Regional Office concerned will submit the feasibility report about suitability of land by carrying out inspection of site with his specific comments/ recommendation for acceptance/rejection of identified land by Commissioner KVS.

**Note:** No land with HT line should be recommended for acceptance to KVS, in the light of direction issued by Hon'ble Supreme Court of India as per write petition no. WP © No. 483/2004 in respect of fire fighting measures.

#### **ARTICLE – 149 : SPACE NORMS**

- (1.) School buildings of Kendriya Vidyalayas shall be planned based on approved space norms of school buildings as given at **Appendix – XL**.
- (2.) **Architectural Planning Consideration:**  
Suggestive guidelines for Architectural planning are given in **Appendix-XL-I** with special reference to the requirements of Kendriya Vidyalaya buildings.
- (3.) **Types of School Buildings**  
School buildings shall be classified in the following categories, depending upon the enrolment of the Vidyalaya:

<b>Type</b>	<b>Class Upto</b>	<b>Sections</b>	<b>Strength</b>
A-1	Xth	Single	400
A – 1	XIIth	Single	480
A	XIIth	Two	960
B	XIIth	Three	1440
C	XIIth	Four	1920

**(4.) STAFF QUARTERS:**

Normally 11 units of staff quarters shall be constructed in Kendriya Vidyalaya having 2 sections. Additional 10 units of staff quarters shall be considered subsequently depending upon the requirement. These would be of the following types:

Type	No. of quarters	
	Phase – 1	Phase – II
I*	02	02
II	04	04
III	04	04
<b>V</b>	<b>01</b>	-
<b>Total</b>	<b>11</b>	<b>10</b>

More quarters of hostel type accommodation shall be sanctioned for construction by the Commissioner, KVS depending upon the location of the Kendriya Vidyalaya, hardships faced by teachers in terms of distance and prevailing market rent of private accommodation.

\*After privatization of Sub-Staff. The Type-1, quarters are not being constructed in New KVs.

Staff quarters shall be planned based upon the plinth area norms for residential accommodation of Govt. of India, Ministry of Urban Development/ Ministry of Defence.

**Article 150: CONSTRUCTION AGENCIES & CLASSIFICATION OF WORKS:****(1.) Governmental Agencies:**

All works of Kendriya Vidyalaya Sangathan shall ordinarily be executed by the following Government agencies as 'Deposit Works':

- a. C.P.W.D.
- b. MES
- c. State PWD
- d. Railways

MES undertakes KVS works as "Agency Services" and not as "Deposit Work".

**(2.) Other Agencies:**

The agencies of the Central/ State Govts., Nigams, Corporations and Boards may also be selected to undertake Kendriya Vidyalaya Sangathan works based on fixed time and cost concept. Each of these agencies shall enter into an agreement with the Kendriya Vidyalaya Sangathan.



**(3.) Classification of Works:**

Kendriya Vidyalaya Sangathan works are classified as follows:

- a. Major Works:** All construction works of school buildings, staff quarters, boundary walls, additional accommodation and play fields etc costing more than Rs.2.00 Lakhs.
- b. Minor Works:** All campus works of miscellaneous nature (new) costing less than Rs 2.00 Lakhs.
- c. Maintenance Works:** Maintenance shall be defined as the work undertaken in order to keep, restore or improve every facility i.e. every part of the building, its services and surroundings to an acceptable standard and to sustain the utility and value of the facility.

**Maintenance works shall be classified as follows:**

- (i) **Annual Repairs and Maintenance:** These are works of periodical nature (annual), to maintain aesthetics of the building and services as well as to preserve their life, viz white washing, colour washing/distempering, painting, cleaning of service lines, clearing of tanks (OHT, sump and septic tank), drains, removal of seasonal vegetation & wild growth in the campus, etc., minor carpentry works, patch plaster, minor masonry works. Minor plumbing and repair to electrical fitting/ fixtures. Switches socket, electrical installations.
- (ii) **Special Repairs:** Special repairs are undertaken to strengthen or replaces the existing damaged parts of the building and services which got deteriorated on ageing of the building & due to regular wear & tear by usage etc. It is necessary to prevent the structure and services from deterioration and to restore them back to their original condition to the extent possible.

**Note: Special repairs or minor works shall not be considered for sanction by KVS for KV running in the temporary building provided by sponsoring agencies, rented/hired building or school functioning under project sector or institution of higher learning.**

**Article 151: PROCEDURE & STAGES INVOLVED IN SANCTION OF SCHOOL BUILDING PROJECTS:**

**1. Govt. Construction Agencies:**

The following stages would be involved in the construction of permanent school building through government construction agencies:

- (a) . Transfer of title of land in favour of KVS either by way of execution of lease deed or sanction order for allotment of land on permanent grant basis free of cost prior to opening of Kendriya Vidyalaya.
- (b) Opening of Kendriya Vidyalaya
- (c) Formal request to the Chief Engineer/Senior Architect for preparation of the preliminary drawings.
- (d) Approval of preliminary drawings by KVS.

- (e) Submission of preliminary/approximate estimates (AEs) by the Chief Engineer/Heads of construction agency.
- (f) Issue of Administrative Approval and Expenditure Sanction (AA&ES) after scrutiny of estimate by E-in-C Branch in the case of MES and by Kendriya Vidyalaya Sangathan Work Branch in respect of other agencies. Release of first installment of funds shall also be made along with AA&ES for start of work.
- (g) Finalization of tender by the construction agency.
- (h) Start of work.
- (i) Monitoring the fund flow for the project based on monthly progress report received from the Garrison Engineer (GE)/ Executive Engineer concerned duly countersigned by Principal of KV concerned
- (j) Completion of work.
- (k) Handing/taking over of school building/staff quarters etc.
- (l) Completion report and/ final expenditure statement with No Defect Certificate duly countersigned by Principal for settlement of accounts.

(2)

**Other Agencies:**

- (a) **The construction work of new school buildings & Quarters shall be entrusted to other agencies by the committee constituted by Commissioner based on their performance & merit.**
- (b) **On receipt of plan & estimate from the concerned agency, approval of school building & staff quarter works in principle shall be issued by the Kendriya Vidyalaya Sangathan.**
- (c) 'Go ahead' approval for start of work shall be issued by the KVS Headquarters when detailed estimates, detailed architectural drawings, structural drawings, bar chart, soil investigation reports have been submitted by the construction agency.
- (d) After the start of the work, the procedure of monitoring etc. will remain the same as that of Govt. Construction Agencies.

Misc nature campus works and special repairs shall, however, be sanctioned based on the same concept as for Govt. Agencies.

**Article 152: FINANCIAL POWERS:****(1) Competent Financial Authority**

The Commissioner is the competent financial authority to accord Administrative Approval & Expenditure Sanction (AA&ES) in respect of all types of works i.e. major, minor or repairs.

In exercise of the powers conferred upon him vide Article 26(B) of the Education Code for Kendriya Vidyalayas, Commissioner, Kendriya Vidyalaya Sangathan is pleased to revise the delegation of financial powers to the various authorities of the Sangathan for construction and repair works as under:-

**(A) Release of installments of grants for construction and repair works after issue of Administrative Approval & Expenditure Sanction.**

S. No.	Name of the Officer	Existing Financial Power	Revised Financial Power
01	Superintending Engineer	Upto Rs. 2.00 Lakh	Upto Rs. 5.00 Lakh
02	Joint Commissioner (Admn)	Upto Rs. 10.00 Lakh	Upto Rs. 10.00 Lakh
03	Addl. Commissioner (Admn)	Upto Rs. 20.00 Lakh	Upto Rs. 50.00 Lakh

**(B) Sanction of funds for construction/ maintenance & Repair works.**

S. No.	Name of the Officer	Existing Financial Power	Revised Financial Power
01	Superintending Engineer	Upto Rs. 0.50 Lakh	Upto Rs. 2.00 Lakh
02	Joint Commissioner (Admn)	Upto Rs. 1.00 Lakh	Upto Rs. 3.00 Lakh
03	Addl. Commissioner (Admn)	Upto Rs. 2.00 Lakh	Upto Rs. 10.00 Lakh

**Annual Repairs & Maintenance**

Executive Committee with the approval of the Chairman, VMC shall be the competent financial authority for sanction of annual repairs and maintenance work of the Vidyalaya.

**(2) Variation/Revisions**

- (a) Variation up to 10% of the approved cost will not require fresh sanction. However, on completion of the work, final expenditure statement will be submitted giving detailed reasons for variation of cost.

- (b) Variation beyond 10% of the approved cost will require revised sanction. For this, revised estimates will have to be submitted by the construction agency for approval of the competent financial authority giving valid justifications in the form of statement of the case.

**Article 153: MAINTENANCE OF VIDYALAYA BUILDING & CAMPUS:**

**(1) Daily Upkeep**

Daily upkeep and cleanliness of spaces inside the campus & school building, proper upkeep of external services, roads, surface drains, sports facilities and improvement in the overall campus environment shall be the responsibility of the Principal of the Kendriya Vidyalaya.

**(2) Day-to-Day Repairs**

For unforeseen repairs and repairs of petty nature, day to day repairs/replacement after completion of the annual maintenance and repair programme (preventive maintenance) like replacement of taps, valves, stop cock, switches, fuses, MCBs etc., Principal shall incur the expenditure out of the VVN as and when required with the approval of VMC by following laid down norms & guidelines.

**(3) Annual Repairs and Maintenance**

**(a) School Building**

The Principal and the Executive Committee of the VMC shall be fully responsible for the annual repairs and maintenance of the school building and various campus facilities (except annual repairs of Staff Quarters) out of funds from the VVN. Annual repair & maintenance programme will be carried out under the overall supervision of the Executive Committee as per procedure & guidelines issued from time to time by Budget Section.

**(b) Staff Quarters**

Annual repairs and maintenance of staff quarters (Civil & Electrical), constructed by KVS, shall be carried out every year out of the funds allocated by the Kendriya Vidyalaya Sangathan.

**(4) Special Repairs**

Special repair of any component of the school building, staff quarters and other ancillary facilities constructed by the Kendriya Vidyalaya Sangathan shall be executed through a construction agency only. These shall be sanctioned out of funds from the Kendriya Vidyalaya Sangathan or from the VVN. Such proposals shall be considered based on the estimates, giving details of the component requiring special repair, year of construction of building/facility, planned life of the facility, reasons for

deterioration, if it is during the planned life, photographs showing the state of affairs etc. A detailed report with recommendations of the competent engineer of the construction agency shall also be obtained mentioning causes of the deterioration and recommended treatment and its probable life. All such proposal shall be forwarded by the Principal of KV concerned through RO office with the specific recommendations of **Dy. Commissioner** RO concerned.

- (5) **Repair Schedule**
- |     |                            |   |                                      |
|-----|----------------------------|---|--------------------------------------|
| (a) | Annual repairs             | - | During Summer break/Winter break     |
| (b) | Day-to-day repair          | - | As and when required during the year |
| (c) | Maintenance & Daily upkeep | - | Throughout the year                  |

#### **Article 154: MONIORING OF WORKS:**

(1) **Monitoring Committee**

A committee of the following shall be constituted at the Vidyalaya level for regular monitoring of major/minor works sanctioned by the Kendriya Vidyalaya Sangathan:-

- |     |  |   |              |
|-----|--|---|--------------|
| (a) | Chairman, VMC or his nominee   | - | Chairman     |
| (b) | Representatives of local unit of CPWD or MES or Railways or State (one each from Civil & Electrical) | - | Member       |
| (c) | Representatives from nearby Civil Engineering Department, Engineering College or Polytechnic.        | - | Member       |
| (d) | Representative of the Construction Agency.   | - | Member       |
| (e) | Teachers from the Vidyalaya (PGT(Sci.), SUPW Teacher, PET)   | - | Member       |
| (f) | Principal  | - | Member Secy. |

The meeting of the Monitoring Committee shall be convened once in a month to:-

- |     |   |
|-----|---|
| (a) | Ensure timely start of work.  |
| (b) | Inspect construction work and review progress of the work.                        |
| (c) | Review the schedule of work (BAR Chart) to ensure completion of the work in time. |

- d) Expedite handing over/taking over of completed work and rectification of defects.
- (e) Expedite settlement of accounts of completed work.

The minutes of the meetings of the Monitoring Committee shall be sent to all the members and also to the Head of the Construction Agency & RO concerned.

**(2) Handing Over/Taking Over**

The Principal of the Kendriya Vidyalaya shall take possession of the completed work from the Construction Agency by checking lists of inventory soon after rectification of defects, if any, pointed out by the Monitoring Committee during inspections.

**(3) Rectification of Defects**

After taking over the possession, defects, if any noticed during the visit of the facility, shall be brought to the notice of the construction agency for rectification well within the defects liability period. The Principal shall ensure that the defects are removed by the Construction Agency timely.

**(4) Retention Money**

(a) The Principal shall issue 'No Defect' Certificate to the construction agency i.e. MES, CPWD, Railway and State PWD on completion of the defects liability period based on which these agencies shall release security deposit/retention money to the contractor.

(b) In respect of other agencies, the retention money shall be kept by the Principal of the Vidyalaya till successful completion of the defect liability period.

**Article 155: TIME SCHEDULE:**

The following time schedule shall be followed for start/execution and finalization of accounts of all works with reference to the date of the issue of AA&ES:

**(1) Start of Work**

- (a) Major Work : Within 6-9 months time.
- (b) Minor Work : Within 3 months time.
- (c) Special Repairs : Within 3 months time or depending upon nature of special repairs.

**(2) Execution Period**

- (a) Major Work
  - (i) School Building depending upon the size and location : 18-24 months after start of work.
  - (ii) Staff quarters depending upon the number : 12-18 months after start of work.
- (b) Minor Works : 3-6 months after start of work.
- (c) Special Works : 3-6 months after start of work.
- (d) Final Expenditure statement and settlement of accounts.
  - (i) Major works : Within 6-12 month of completion
  - (ii) Minor works : Within 3 month of completion
  - (iii) Special repairs : Within 3 month of completion

**Article 156: KVS STAFF QUARTERS:**

The principal shall function as the caretaker of all the assets etc. in the possession of the Kendriya Vidyalaya Sangathan.

## CHAPTER- XIX

### SERVICE ASSOCIATIONS/JOINT CONSULTATIVE MACHINERY AND GRIEVANCE REDRESSAL

#### Article 157. SERVICE ASSOCIATIONS/JOINT CONSULTATIVE MACHINERY :

Detailed regulations governing recognition of service associations shall be as given in **Appendix XLII(A)**. To promote harmonious relations and to secure the greatest measure of cooperation between the Sangathan and its employees in matters of common concern, a scheme of Joint Consultative Machinery shall be introduced at the Headquarters and Regional levels. The essential features of the scheme for setting up such a machinery shall be as given at **Appendix XLII (B) and (C)** respectively.

#### Article 158. REDRESSAL OF GRIEVANCES :

Pursuant to the instructions issued by the Department of Administrative Reforms and Public Grievances, Government of India, Ministry of Human Resource Development and Kendriya Vidyalaya Sangathan, Grievances Cells shall be created for the redressal of public /employee grievances at the KVS, H.Qrs., and in all Regional Offices. The salient features shall be as under:-

- (1) A Central Grievance Cell shall function at the KVS.H.Qrs., with the **Joint Commissioner (Personnel/ Administration)** as the Central Grievances Officer.
- (2) Each Regional Office shall have Regional Grievance Cell and one of the **Assistant Commissioners** of the Region concerned shall function as the Regional Grievances Officer.
- (3) The main responsibility of the Grievances Officer at the KVS, H.Qrs, and the Regional Offices shall be to attend to the grievances of the employees/public received through personal representations, communications, newspapers and such other various sources. All the grievances received in the office shall be diarised meticulously and the Grievances Officer will take decisions on grievances as quickly as possible. If need be grievances shall be referred to the office/department concerned for a quick decision and redressal.
- (4) With a view to providing opportunity to the employees and the public to meet the Regional Grievances Officer on a fixed day, the **Deputy Commissioner/ Grievances Officer** shall, to the extent possible, remain at the Headquarters on Wednesdays and keep apart two to three hours during the day for meeting the employees/public for presentation of their grievances.
- (5) Some times grievances are also reported in the newspapers. Such grievances shall also be taken into account and redressed as quickly as possible. In case the matter relates to the Headquarters, the same shall be brought to the notice of the Central Grievances Officer.



- (6) A quarterly report shall be prepared to monitor the progress of disposal of public grievances. The Regional Offices will send the quarterly return in this regard by the 2<sup>nd</sup> of the month following the quarter ending in March, June, September and December, and the KVS H.Qrs. shall send the consolidated returns to the Ministry by the 6<sup>th</sup> of the month.

**Article 159. CELL FOR REDRESSAL OF GRIEVANCES OF SC/ST EMPLOYEES OF KVS :**

In order to ensure due consideration and timely redressal of the grievances of the employees of KVS belonging to SC/ST categories and to comply with the orders issued by the Govt. of India from time to time in this regard, a committee comprising the following officers shall be constituted at the KVS(HQ):

- |   |           |
|---|-----------|
| i) <b>Joint Commissioner</b> (Admn)             | :Convenor |
| ii) Section Officer dealing with grievances     | :Member   |
| iii) Official concerned dealing with grievances | :Member   |

The duties and functions of the committee shall be as under:

- 1) To consider grievances received from SC/ST employees of KVS and their quick disposal.
2. To liaise and monitor for quick disposal of all the grievances referred by SC/ST Commission / Ministry of HRD/Prime Minister' s Office.
3. To maintain liaison with the Chief Grievances Officer at KVS Hqrs. and other appropriate authorities for supply of required information, answering queries and clearing doubts,
4. To allow personal hearing to the aggrieved SC/ST employees of the Sangathan , if so requested , for quick disposal of the grievances.

**Article 160. CELL FOR REDRESSAL OF SEXUAL HARRASSMENT COMPLAINTS BY WOMAN EMPLOYEES :**

In terms of the guidelines and the norms laid down by the Hon'ble Supreme Court of India and the Government of India's decision no.25 under Rule 3-C of the Central Civil Services (Conduct) Rules, 1964 as applicable to the employees of the KVS, a Committee shall be constituted at the KVS(HQ) and one each in all Regional Offices for the redressal of complaints of the woman employees alleging sexual harassment.

The Committee shall consist of one woman officer of the Sangathan/Region, one representative of an N.G.O working in the field of women 's welfare and one more officer.

The Committee set up at the KVS(HQ) shall look into complaints received against Group A officers of the KVS(HQ), Regional Offices and Kendriya Vidyalayas and against all other B, C category employees working in the KVS Headquarters. The complaints against all other B, C, category employees will be looked into by the Committees set up in Regional Offices in respect of employees of that Regional Office and Kendriya Vidyalayas coming under its jurisdiction, **provided that there is a Complaint of sexual harassment with in the meaning rule 3 ( c) of the CCS(conduct) rule 1964, the complaint Redressal Committees established in the Kendriya Vidyalaya Sangathan (HQ) shall be deemed to be the inquiring authority appointed by the disciplinary authority in the case of Group A officer of the KVS (HQ) ,Regional Office & Kendriya Vidyalaya and against all other B,C category employees working in KVS (HQ) . Similarly the Complaint Redressal Committee for sexual harassment established in the Regional Office shall be the inquiring authority appointed by the disciplinary authority in the case of B ,C category of employees working in the Regional Office and Kendriya Vidyalayas.**



# Revision of Education Code for Kendriya Vidyalaya Sangathan Appendices

Updated upto 94<sup>th</sup> BOG meeting held on  
28-12-2012

Compiled by Shri J.S.Murthy, Education Officer (Rtd), K.V.S. Under the guidance of  
Dr. E. Prabhakar, Joint Commissioner (Pers), K.V.S.

Draft submitted on 20<sup>th</sup> March 2013

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## APPENDIX – I

## KENDRIYA VIDYALAYA SANGATHAN

(Registered as a Society, under the Societies Registration Act, XXI of 1860)

## Memorandum of Association

1. The name of the Society is “ Kendriya Vidyalaya Sangathan “ (hereinafter referred to as ‘ the Sangathan’).
2. The office of the Sangathan will be situated in Delhi or at such other place or places as the Sangathan shall determine.
3. The objects for which the Sangathan is established are :-
  - (a) **To provide, establish, endow , maintain, control and manage schools, hereinafter called ‘ the Kendriya Vidyalayas’ for the children of transferable employees of the Government of India, floating population and others including those living in remote and undeveloped locations of the country and to do all acts and things necessary for or conducive to the promotion of such schools (BOG 31<sup>st</sup> meeting).**
  - (b) To take over the assets, properties and engagements of the institutions already set up for the purpose mentioned in (a), and known as Kendriya Vidyalayas, the names, addresses and particulars whereof appear in ‘Annexure-A’ hereto;
  - (c) To establish, develop, maintain and manage hostels for the residence of the students of Kendriya Vidyalayas;
  - (d) To aid, establish and conduct other institutions as may be required for the furtherance of the Sangathan’s object in any part of India;
  - (e) To prepare, introduce, supervise and amend the curricular syllabi and other programmes regarding the education of pupils of Kendriya Vidyalayas;
  - (f) To create teaching, administrative, technical, ministerial and other posts under the Sangathan and to make appointments, promotions and transfer thereto and arrange training for them;
  - (g) To constitute boards, committees or other bodies as may be deemed fit and to prescribe their powers, functions, tenure, etc.;
  - (h) To acquire, hold and dispose of property in any manner whatsoever for the purpose of the Sangathan provided that the prior approval of the Central Government is obtained in the case of acquisition or disposal of immovable property, and to construct, improve, alter, demolish, repair and maintain any building or buildings for purposes of the Sangathan;
  - (i) To deal with any property belonging to the Sangathan in such manner as may be deemed fit for advancing any of the objects aforesaid;
  - (j) To give pension, gratuities or charitable aid to teachers staff and other employees or ex-employees of the Sangathan or to their wives, children or other dependents and to form and contribute to

provident fund and benefit funds for the benefit of any persons employed by the Sangathan, or of wives, children or other relatives or dependents of such persons;

- (k) To maintain a fund to which shall be credited;
    - (i) All moneys provided by the Central Government ;
    - (ii) All fees and other charges received by the Sangathan;
    - (iii) All moneys received by the Sangathan by way of grants; gifts; donations; benefactions; bequeaths or transfers; and
    - (iv) All moneys received by the Sangathan in any other manner or from any other source;
  - (l) To subscribe to or become a member of or to take over or to co-operate or amalgamate with any other organisation, institution or association having objects wholly or in part similar to those of the Sangathan and to aid any such existing institution in such manner as the Board of Governors may think fit;
  - (m) To fix and arrange to collect such fees and other charges as may be laid down by the Rules and Regulations under them;
  - (n) To deposit all moneys credited to the Fund in such banks or to invest in such manner as the Sangathan may, with the approval of the Central Government, decide;
  - (o) To borrow or raise moneys with or without securities or on the security of a mortgage charge, hypothecation of pledge, over all or any other immovable or movable properties belonging to the Sangathan or in any other manner whatsoever;
  - (p) To draw, make, accept, endorse or discount cheques, notes or other negotiable instruments and for this purpose to sign, execute and deliver such assurances and deeds as may be necessary for the purposes of the Sangathan;
  - (q) To do all such things as may be considered necessary, incidental or conducive to the attainment of all or any of the objects of the Sangathan;
4. The Government of India in the Ministry of Human Resource Development ( Department of Education) may from time to time, appoint one or more persons to review the work and progress of the Sangathan and to hold enquiries into the affairs thereof;
  5. The Government of India may suo motto or on the report of the review referred in the preceding paragraph issue such directions to the Sangathan as it may consider necessary for the furtherance of the objects of the Sangathan and for ensuring its proper and effective functioning and the Sangathan shall be bound to comply with such directions.
  6. The Income and Property of the Sangathan, howsoever derived, shall be applied towards the promotion of the objects thereof as set forth in the Memorandum of Association, subject to such conditions or limitations as the Government of India in the Ministry of Human Resource Development ( Department of Education) may , from time to time, impose. No part of the income and property of the Sangathan shall be paid or transferred , directly or indirectly , by way of dividends, bonus or otherwise, howsoever by way of profit, to the person who

are or at any time have been members of the Sangathan or Board of Governors or to any of them or to any persons claiming through them or any of them provided that nothing therein contained shall prevent the payment in good faith of remuneration to any members thereof or other persons in return for any services rendered to the Sangathan or of travelling allowance, halting, or other similar charges.

7. . The names and addresses and occupations of the first members of the Governing body to the Sangathan ( referred to in the Rules as Board of Governors ) to whom by the Rules of the Sangathan the management of its affairs is entrusted are as follows as required under Section 2 of Societies Registration Act XXI of 1860 (Punjab Amendment act 1957) as extended to the Union Territory of Delhi.

S. No.	Name	Designation	Address	Occupation
1.	Sh. P.N. Kirpal	Chairman	Secretary Ministry of Education	Govt. Service
2.	Sh. L.O. Joshi	Vice Chairman & Commissioner KVS	Jt. Secretary Ministry of Education	-do-
3.	Sh. Prem Narain	Financial Member	Deputy Financial Adviser to the Ministry of Education	-do-
4.	Sh. SP Srinivasan	Member	Deputy Secretary JIO, Ministry of Defence	-do-
5.	Sh. LS Chandrakant	Member	Joint Director NCERT	-do-
6.	Sh. S. Mishra	Member	Director of Public Instruction Cuttack, Orissa	-do-



7.	Sh. VV John	Member	Director of Education Rajasthan, Jaipur	-do-
8.	To be appointed	Director of organization	Director, KVS	-do-

---

We, the several persons whose names and addresses and occupations are given below, having associated ourselves for the objects mentioned in this Memorandum of Association, do hereby subscribe our names to this Memorandum of Association and set our hands here to form ourselves into a Society under Act XXI of 1860, this 15<sup>th</sup> day of December, 1965 at Delhi.

S.	Name , Address & occupation of Members	Signatures of Members	Names , address & occupat of witnesses	Signature of witnesses
1	2	3	4	5
1.	Sh. PN Kirpal Secretary Ministry of Education	Sd/-		
2.	Sh. LO Joshi Joint Secretary Ministry of Education	Sd/-		
3.	Sh. Prem Narain Deputy Financial Adviser, Ministry of Education	Sd/-		

4. Sh. SP Srinivasan Sd/-  
Deputy Secretary  
(JIO), Ministry  
of Defence
5. Sh. LS Chandrakant Sd/-  
Joint Director  
National Council  
Of Education  
Research and  
Training
6. Sh. S Mishra Sd/-  
Director of Public Instruction  
Cuttack, Orissa
- 
- 
- 

7. Sh. VV John Sd/-  
Director of  
Education  
Rajasthan, Jaipur
8. Sh. SN Dutt S Sd/-  
Under Secretary  
Central Schools  
Unit , Ministry of  
Education

9. Sh. DV Navathe Sd/-

Assistant

Educational

Advisor,

Ministry of

Education,

New Delhi

## **RULES OF THE KENDRIYA VIDYALAYA SANGATHAN**

### **Definition**

1. In these rules, unless the context otherwise requires :-
  - (i) The 'Sangathan' means the Kendriya Vidyalaya Sangathan;
  - (ii) 'Vidyalaya' means the Kendriya Vidyalayas set up or taken over to the Kendriya Vidyalaya Scheme or approved for association by the Kendriya Vidyalaya Sangathan;
  - (iii) The 'Board' means the Board of Governors constituted under Rules 19 of these Rules;
  - (iv) The 'Chairman' means the Chairman of the Sangathan or the Board as the case may be;
  - (v) The 'Commissioner' means the Commissioner for Kendriya Vidyalaya Sangathan appointed by the Government of India under Rules 11;
  - (vi) Unless where the context otherwise indicates :-
    - (a) Words importing the singular number shall include the plural number and vice versa;
    - (b) Words importing the masculine gender shall include the feminine gender;
2. The office of the Sangathan will be situated in Delhi or at such other place or places as the Sangathan shall determine.

### **MEMBERS OF THE SANGATHAN (BOG 35 meeting )**

#### **3. The Sangathan shall consist of the following members;**

**(i) Minister in the Ministry of Human Resource**

**Development (Department of Education ) incharge**

**of Kendriya Vidyalayas scheme**

**-----Chairman**

- (i) (a) **Minister of State, HRD in charge of Kendriya Vidyalaya Scheme** ----- **Joint Chairman**
- (i) (b) **Secretary ,Dept of SE&L,MHRD** -----**Deputy Chairman**
- (i) (c) **An officer of the Ministry of HRD , Dept of Education specified by the Govt of India for this purpose** ---**Vice Chairman**
- (ii) **Joint Secretary ,Dept of SE&L ,MHRD--** -----**Member**
- (iii) Financial Adviser to the Ministry of Human Resource Development, Department of Education, or his representative. ----- Financial Member
- (iv) Chief Welfare Officer, Department of Personnel.
- (v) Representative of the Ministry of Defence to be nominated by that Ministry
- (vi) Director of Education, Army Headquarters.
- (vii) Director of Education , Naval Headquarters.
- (viii) Director of Education , Air Headquarters.
- (viii) (a) Commissioner of Novodaya Vidyalaya Samiti.
- (viii) (b) A representative from amongst Central Police Organisations (CPOs) to be nominated by the Ministry of Human Resource Development
- (viii) (c) A representative from amongst Public Sector Undertakings (PSUs) to be nominated by the Ministry of Human Resource Development.
- (ix) Representative of the Ministry of Health and Family Welfare to be nominated by that Ministry.
- (x) Representative of the Ministry of Works and Housing to be nominated by that Ministry.
- (xi) Chairman, Central Board of Secondary Education.
- (xii) Director, National Council of Educational Research and Training.
- (xiii) &(xiv) Two Education Secretaries of State Governments to be nominated by the Ministry of Human Resource Development
- (xv) & (xvi) Two Directors of Public Instruction or Directors of Education of State Governments to be nominated by the Ministry of Human Resource Development, Department of Education.

- (xvii) to (xx) Four other educationists to be nominated by the Ministry of Human Resource Development out of which at least one will be from among women, one from the Scheduled Castes and one from among Scheduled Tribes.
- (xxi) to (xxiii) Three members of Parliament, two from Lok Sabha and one from Rajya Sabha to be nominated by the Ministry of Human Resource Development.
- (xxiv) Commissioner of the Sangathan.
- (xxv) **Additional Commissioner (Admn.)** and ex-officio Secretary of the Sangathan.

### **ROLL OF MEMBERS**

4. The Sangathan shall keep a roll of members giving their addresses and occupations and every member shall sign the same. If a member of the Sangathan changes his address, he shall notify his new address to the Secretary, who shall thereupon enter his new address in the roll of members. If the member fails to notify his new address, his address in the roll of members shall be deemed to be his address

### **DURATION OF MEMBERSHIP**

5. Where a person becomes a member of the Sangathan by reason of the office of appointment he holds, his membership of the Sangathan shall ipso facto terminate when he ceases to hold that office or appointment. This rule applies to all members mentioned in Rule 3 above, except those under items (xiii) to (xxiii), who shall be members of the Sangathan for a period of three years from the date of nomination by the Govt. of India in the Ministry of Human Resource Development, provided that a member may be recommended for a further period of 3 years by the Government of India in the Ministry of Human Resource Development.

### **TERMINATION AND RESIGNATION**

6. The authority which nominates or appoints a person to be a member of the Sangathan shall have the power to terminate that membership at any time and to nominate or appoint another person in his place.
7. A member of the Sangathan or the Board shall cease to be such a member if :-
- (a) he becomes of unsound mind, becomes insolvent or is convicted of a criminal offence involving moral turpitude; or
  - (b) he does not attend three consecutive meetings of the Board of Governors without obtaining leave of absence from the Chairman of the Sangathan.
8. A resignation from the membership of the Sangathan shall be tendered in writing to the Secretary and shall not take effect until it has been accepted on behalf of the Sangathan by the Chairman.

### **VACANCIES**

9. Any vacancy in the membership of the Sangathan caused by any of the reasons mentioned in Rule 6,7 and 8 above, or by the death, shall be filled up by nomination or appointment by the authorities entitled to make nomination or appointment, as the case may be.

10. The Sangathan or the Board shall function notwithstanding that any person, who is entitled to be a member by reason of his office; is not a member of the Sangathan or the Board for the time being and notwithstanding any other vacancy whether by non-appointment or otherwise, and no act or proceeding of the Sangathan or the Board shall be invalidated merely by reason of the happening of any of the above mentioned events or of any defect in the appointment or nomination of member of the Sangathan or the Board.

### **AUTHORITIES AND OFFICERS OF THE SANGATHAN (BOG 35 meeting)**

#### **10. (a) Authorities**

##### **The following shall be the authorities of the Sangathan**

- (i) The Board of Governors**
- (ii) The Chairman**
- (ii)(a) The Joint Chairman**
- (ii)(b) The Deputy Chairman**
- (iii) The Vice- Chairman**
- (iv) Such other authorities as may be constituted by the Board of Governors**

#### **(b) officers**

The officers of the Sangathan shall be the Commissioner, Additional Commissioner, Joint Commissioners, the Dy. Commissioner, and such other persons as may be designated as such by the Board. **The Additional Commissioner** in-charge of the Administration shall also be the ex-officio Secretary of the Sangathan.

11. The Commissioner of the Sangathan shall be appointed by the Government of India for such period and on such terms and conditions as the Government of India may prescribe

### **PROCEEDINGS OF THE SANGATHAN**

#### **12. Meeting of the Sangathan**

- (i)** The Annual General Meeting of the Sangathan shall be held at such time, date and place as may be determined by the Chairman to consider the Annual Report ( including Annual Accounts ) of the Sangathan.
- (ii)** The Chairman may convene a special meeting of the Sangathan whenever he thinks fit.

13. All meetings of the Sangathan shall be called by a written notice under the Signature of the Secretary or any other officer authorised by the Chairman.

14. Every notice calling a meeting of the Sangathan shall state the date, time and place at which such meeting will be held and shall, except in the case of a special meeting, be served upon every member of the Sangathan not less than twenty one clear days before the day appointed for the meeting.

- 15 (i) **In the absence of the Chairman, the Joint Chairman will chair the meeting of the Sangathan. If he is also not present, the Deputy Chairman shall be the Chairman of the meeting. If he is also not present the Vice Chairman will chair the meeting.**
- (ii) **If the chairman, Joint Chairman, Deputy Chairman and the Vice-Chairman are not present, any member of the Board of Governors appointed for this purpose by the Chairman in writing, shall be the Chairman of the Meeting.**
- (iii) If none of them is present, and if there is no authorisation by the Chairman in favour of any member of the Sangathan, as provided under (ii) above, a member chosen by the members present at the meeting shall be the Chairman of the Meeting.
16. One –third of the members of the Sangathan present in person shall form a quorum at every meeting of the Sangathan.
17. (i) All disputed questions at the meetings of the Sangathan shall be determined by vote;
- (ii) In case of any equality of votes, the Chairman shall have additional casting vote;
- (iii) Notwithstanding the above in case of disagreement between the Finance Member and the Chairman on financial matters beyond the delegated powers of the Department of Education, the matter will be referred to the Education Minister and the Finance Minister for a decision
18. The Secretary shall keep a record of the proceedings of the meetings of the Sangathan and a copy thereof shall be sent to the Government of India in the Ministry of HRD.

#### **BOARD OF GOVERNORS**

19. The following members of the Sangathan shall form the Board of Governors;

- (1) Chairman of the Sangathan- ----- Chairman**
- (1) (a) Minister of State,HRD -----Joint Chairman**
- (1) (b) Secretary ,Dept of SE&L -----Deputy Chairman**
- (1) (c) An officer of the Ministry  
of HRD Specified by the Govt of India -----Vice Chairman**
- (2) Joint Secretary, Dept of SE&L -----Member;**

- (3) Financial Adviser to the Ministry of HRD, Department of Education or his representative;
- (4) Representative of the Ministry of Defence;
- (5) Chief Welfare Officer, Department of Personnel;

- (6) Director, National Council of Educational Research and Training, or his representative;
  - (7) One Director of Public Instruction or Director of Education of State Government, nominated by the Government of India, Ministry of HRD, as member of the Sangathan;
  - (8) One Education Secretary of the State Government nominated by the Government of the India in the Ministry of HRD, as a member of the Sangathan.
  - (9) One or more members of the Sangathan who may be nominated by the Government of India in the Ministry of HRD, in Deptt. of Education for this purpose from time to time. It shall, however, be ensured that at least one member from among women, one member from scheduled Castes and one member from Scheduled Tribes be nominated from members of the Sangathan.
  - (10) One of the members of Parliament, who is a member of the Sangathan to be nominated by the Government of India, Ministry of HRD, for this purpose.
  - (11) Chairman, CBSE;
  - (12) Director of Education, Army H.Q.
  - (13) Director of Education, Naval H.Q.
  - (14) Director of Education, Air H.Q.
  - (14)(a) Commissioner , Novodaya Vidyalaya Samiti
  - (14)(b) A representative from amongst Central Police Organisations (CPOs) to be nominated by the Ministry of Human Resource Development.
  - (14)(c) A representative from amongst Public Sector Undertakings (PSUs) to be nominated by the Ministry of Human Resource Development.
  - (15) Commissioner of the Sangathan.
  - (16) **Additional Commissioner (Admn.)** and ex-officio Secretary of the Sangathan.
- 19-A Any person who ceases to be a member of the Sangathan shall ipso facto cease to be a Member of the Board.

#### **FUNCTIONS AND POWERS OF THE BOARD OF GOVERNORS.**

- 20. The Board shall generally carry out the objects of the Sangathan as set forth in the Memorandum of Association.
- 21. The Board shall have the management of all affairs and funds of the Sangathan and shall have the authority to exercise all the powers of the Sangathan.



**REGULATIONS**

22. (i) The Board of Governors shall have the powers to frame regulations, not inconsistent with these rules, for the administration and management of the affairs of the Sangathan;
- (ii) Without prejudice to the generality of the foregoing provisions, such regulations may provide for the following matters:
- (a) The preparation and sanction of budget estimates, sanctioning of expenditure, making and execution of contracts, investment of funds of the Sangathan, and sale or alterations of such investment and accounts and audit.
  - (b) Procedure for appointment of the officers and the staff of the Sangathan, the schools and other institutions managed by the Sangathan and the various programmes and services established and maintained by it;
  - (c) The terms and tenure of appointment, emoluments, allowances, rules of discipline and other conditions of service of the officers and staff of the Sangathan.
  - (d) Terms and conditions governing scholarships free ships, financial and other concessions grant-in-aid, deputation, research schemes and projects in relation to students and staff of the schools and other institutions managed by the Sangathan.
  - (e) Such other matters as may be necessary for the furtherance of the objects of the Sangathan and the proper administration of its affairs.
23. The Board of Governors may, by a resolution, appoint Advisory Board or other Committees or bodies including local Management Committee for schools with such powers as it may think fit, and also dissolve any of the Committees and Advisory Bodies set up by it.
24. It shall be the duty of the Chairman to see that all decisions taken by the Board are implemented.
- 25. The Chairman shall exercise such powers as may be delegated to him by the Sangathan or the Board, and as may be considered necessary in emergent situation where the matter can not wait till the next meeting of the Sangathan or Board, provided that the action taken in such exercise of powers shall be reported to the next meeting of the Sangathan or the Board, as the case may be (31<sup>st</sup> BOG meeting)**
26. The Chairman may, in writing, delegate such of his powers as may be necessary to the Vice-Chairman, Commissioner or to any other officer of the Sangathan.
27. (i) **The Additional Commissioner (Admn.)** of the Sangathan shall be the Secretary of the Board.

(ii) **The Additional Commissioner (Admn.)**

- (a) shall be in charge of the Registered Office of the Sangathan;
- (b) shall have general supervision of all accounts, shall pass all bills for payment, on behalf of the Sangathan, shall arrange for the keeping of up to date accounts of the Sangathan and do all other things which are necessary and incidental to the efficient conduct of the Sangathan;
- (c) shall prepare the budget for approval of the Board;
- (d) shall attend all the meetings of the Sangathan and the Board and record proceedings thereof in the Minutes Book.
- (e) Shall execute the decisions and resolutions passed by the Sangathan and the Board.
- (f) Shall execute and sign on behalf of the Sangathan or the Board all contracts, deeds and instruments except instruments relating to assurances of property unless duly empowered in this regard by a power of attorney executed by the members of the Board.

28. The Board shall provide a seal and also provide its safe custody and the seal shall never be used except by the Authority of the Board previously given and one Member of the Board shall sign every instrument on which the seal is affixed and every such instrument shall, if the Board so desires, also be signed by the **Additional Commissioner (Admn.)** or by some other person appointed therefor, by the Board.

**PROCEEDINGS OF THE BOARD OF GOVERNORS**

29. **The Board of Governors shall meet as often as may be necessary to transact its business but there shall not be a gap of more than 6 months between two meetings (31<sup>st</sup> BOG meeting)**
30. For every ordinary meeting of the Board at least ten days' notice shall be given in writing to each member.
- 30(A) (i) **In the absence of the Chairman, the Joint Chairman will chair the meeting of the Board of Governors. If he is also not present, the Deputy Chairman shall be the Chairman of the meeting. If he is also not present the Vice Chairman will chair the meeting**
- (ii) **If the chairman, Joint Chairman, Deputy Chairman and the Vice-Chairman are not present, any member of the Board of Governors appointed for this purpose by the Chairman in writing, shall be the Chairman of the Meeting.**
- (iii) **If none of them is present and if there is no authorisation by the Chairman in favour of any member of the Sangathan as provided under (ii) above, a member chosen by the members present at the meeting shall be the Chairman of the meeting. (35<sup>th</sup> BOGmeeting)**

31. **One-Third of the Board present in person shall form a quorum at every meeting of the Board (31<sup>st</sup> BOG meeting)**
32. (i) Each member of the Board including the Chairman shall have one vote.
- (ii) (a) All disputed questions at meetings of the Board shall be decided by the vote; and
- (b) In case of equality of votes, the Chairman shall have an additional casting vote
- (c) Notwithstanding this, in the case of disagreement between the Finance Member and the Chairman on financial matters, beyond the delegated powers of the Department of Education, the matter will be referred to the Education Minister and the Finance Minister for a decision.
33. Any business which it may be necessary for the Board to perform may be carried out by circulation of the draft resolution among all its members and any resolution so circulated and approved by a majority of the members by affixing their signature thereon shall be as effectual and binding as if such a resolution had been passed at a meeting of the Board provided that at least four members of the Board had recorded their views on the resolutions.
34. The Board shall keep a record of the proceedings of each meeting of the Sangathan and the Board shall send a copy thereof to the Govt. of India.

#### **FUNCTIONS AND POWERS OF THE COMMISSIONER**

35. The Commissioner shall be the Principal Executive Officer of the Sangathan and subject to any decision that may be taken by the Board, he shall be responsible for the proper administration of the affairs of the Sangathan and the properties and institutions, such as the schools, playgrounds, gymnasias, hostels, residential quarters for teachers and other employees etc., under the direction and guidance of the Chairman and the Board.
36. It shall be the duty of the Commissioner to coordinate and exercise general supervision over all educational, training, residential, administrative, financial and other activities under the Sangathan.
37. The Commissioner may, with the concurrence of the Chairman, delegate in writing any of his powers and functions to any other officer or authority appointed or established under the rules.
38. The Commissioner shall have such other powers and duties as may be assigned or delegated to him by the Board or the Chairman in accordance with the objects of the Sangathan.
39. The Commissioner shall prescribe the duties of all officers and staff of the Sangathan and shall exercise such supervision and disciplinary control as may be necessary subject to the Rules and Regulations that may be framed under these.
40. The Bankers of the Sangathan shall be the State Bank of India (including its branches). All funds received by the Sangathan and its Regional Offices shall be paid into the Sangathan account with the State Bank of India including its branches and / or a Nationalised Bank and no money shall be withdrawn from such accounts except through cheques signed by such officer or officers, as may be duly empowered in this behalf by the Commissioner.

**41 deleted (31<sup>st</sup> BOG meeting)**

42. The Board may appoint Finance Committee consisting of five members of which the Vice- Chairman, the Financial Member and the Commissioner shall be ex officio members.
43. The Finance Committee, if appointed, shall have the following duties.
- (i) To scrutinize the accounts and budget estimates of the Sangathan and to make recommendations to the Board.
  - (ii) To consider and make recommendations to the Board on proposals for new expenditure on account of major works and purposes which shall be referred to the Finance Committee for opinion before they are considered by the Board.
  - (iv) To scrutinise re-appropriation statements and audit notes and make recommendations thereon to the Board;
  - (iv) To review the finances of the Sangathan from time to time and have concurrent audit conducted whenever necessary; and
  - (v) To give advice and make recommendations to the Board on any other financial questions affecting the affairs of the Sangathan.

**43-A** There shall be Works Committee, a sub Committee of the Board of Government, with the following membership and functions:

**MEMBERSHIP**

	Vice – Chairman, KVS	Chairman
(ii)	Financial Adviser in the Ministry Of HRD, Deptt. Of Education	Member
(iii)	Commissioner , KVS	Member
(iv)	Director of Education, Army Ministry of Defence	Member
(v)	Director of Education, Air Force, Ministry of Defence	Member
(vi)	Director of Military Lands and Cantonments, Ministry of Defence	Member

(vii)	Director of Education, Navy Ministry of Defence	Member
(viii)	Superintending Engineer/SO(PLGO) E-in-C's Brach, Ministry of Works & Housing	Member
(ix)	Superintending Surveyor of Works (1), CPWD, Ministry of Works & Housing	Member
(x)	Financial Adviser Ministry of Works & Housing or his representative	Member
(xi)	<b>Joint Commissioner (Fin.).</b> KVS	Member-Secretary

## **FUNCTIONS**

- (a) To recommend from time to time, the works policy of the Sangathan
- (b) To consider and approve the annual as well as prospective works programme of the Kendriya Vidyalaya Sangathan
- (c) To prescribe norms for issue of Administrative Approval and Expenditure sanction.
- (d) To review the progress of construction works sanctioned from time to time.
- (e) To observe the accounting system so as to ensure proper and optimum utilization of resources relating to works.
- (f) To advise the Board on Policy matters relating to works programme.

## **OPERATIONAL MACHINERY :**

- (a) Expenditure on maintenance and repairs of buildings shall be according to the norms and yardsticks prescribed by CPWD and MES:
- (b) Commissioner, KVS, Shall have full powers to accord administrative approval and expenditure sanction in respect of KVS works:

Subject to the delegation of powers as above, approval/ sanction shall be issued as follows:

- (a) Administrative approval to be issued on the basis of Preliminary estimates.
- (b) Expenditure sanction to be issued on the basis of detailed estimates. The first installment of cash release can coincide with this.

All works of Kendriya Vidyalaya Sangathan shall ordinarily be executed by the following Government agencies:

- i) CPWD ii) MES iii) State PWD iv) Railways

If for any reason, a particular construction is required to be executed through any agency other than these, the proposal shall be put up to the Works Committee for prior approval.

Notes :i) Revision up to 10 % of the originally approved cost will not require fresh sanction.

- ii) Variation beyond 10% of the originally approved cost will require sanction and the revised estimates will have to be submitted.

**43- B.** There shall be an Academic Advisory Committee, a sub Committee of the Board of Governors, with the following members and functions:

#### **MEMBERSHIP**

- |  |                  |
|--|------------------|
| 1. Vice Chairman, KVS  | Chairman         |
| 2. Commissioner, KVS   | Member           |
| 3-11. To be nominated by the Chairman of the KVS from amongst the outstanding educationists. | Member           |
| 12. A representative of Ministry of Human Resource Development                               | Member           |
| 13. <b>Additional Commissioner ( Academics )</b>   | Member-Secretary |

#### **DURATION OF MEMBERSHIP**

The term of the Academic Advisory Committee shall be two years for the nominated members. The Committee shall function notwithstanding the absence of one or all the nominated members.

#### **FUNCTIONS**

- i) To advise the Sangathan about the academic and co- curricular programmes to be introduced in Kendriya Vidyalayas:
- ii) To help prepare guidelines for the implementation of these programmes.

- iii) To review periodically these programmes and suggest measures for overcoming the short falls.
- iv) To help Kendriya Vidyalayas realize, among others, the following objectives of the Sangathan.
- (a) To develop the Vidyalayas as “ Schools of Excellence “ in the context of the national goals of Education.
  - (b) To initiate and provide experimentation in education in collaboration with other experts bodies like CBSE, NCERT, etc.,
  - (c) To promote national Integration
  - (d) To review the publication programmes of the Sangathan and suggest improvements.

**43-C There shall be an Administration and Establishment Committee, a sub committee of the Board of Governors with the following members and functions (33<sup>rd</sup> BOG meeting)**

#### **Membership**

- 1. Vice Chairman, KVS -chairman**
- 2. A representative of MHRD –Member**
- 3. A representative of DOPT- Member**
- 4. Commissioner KVS- Member**
- 5. Additional Commissioner(Admn)—Member**
- 6. Joint Commissioner( Admn/ Pers)- Member Secretary**

#### **Duration of the membership**

**The term of the Committee shall be two years for the nominated members. The Commissioner KVS shall function not withstanding the absence of one or all the nominated members.**

#### **Functions**

- 1. The functions of Administrative and Establishment Committee shall be to advise the Sangathan about the policies to be introduced on administrative and establishment matters and the means to regulate and monitor those policies effectively.**
- 2. To help prepare guide lines in matters of e-governance, settlement of grievances, and monitoring of other redressal machinery.**
- 3. To bring about effective coordination among the various units of the organization at various levels .**

#### **ACCOUNTS AND AUDIT**

44. The Sangathan shall maintain proper accounts and other relevant records and prepare an annual statement of accounts including the balance sheet in such form as may be prescribed by the Government of India.
45. The accounts of the Sangathan shall be audited annually in such manner as the Government of India may direct and any expenditure incurred in connection with the audit of the accounts of the Sangathan shall be payable by the Sangathan.
46. The accounts of the Sangathan as certified by the Auditors together with the audit report thereon shall be forwarded annually to the Government of India.

### **MANAGEMENT COMMITTEES OF THE VIDYALAYAS**

47. For each Vidyalaya at the time considered appropriate by the Board, there shall be appointed a Management Committee responsible for the general supervision of the Vidyalaya within the framework of Rules and directives issued from time to time by the Board .
48. The Composition of the Management Committees of the Vidyalayas shall be prescribed by the Board may vary from Vidyalaya to Vidyalaya. Until the Board prescribes this Composition, the existing arrangement in Kendriya Vidyalaya will continue with such modification, if any, as the Board/Sangathan may direct.
49. The Management Committee shall have such functions and powers as may be assigned to it by the Board provided that the Board may add to, alter or withdraw any of the functions and powers from the Management committee.
50. The Management Committee shall meet at least three times in a year and special meetings may be called by the Chairman of that Committee.

### **ANNUAL REPORT**

51. The Sangathan shall submit annually to the Government of India in the Ministry of HRD, Department of Education, a report on its working together with the Audit Report on its accounts for the previous year (both English and Hindi versions) for laying them within 9 months of the close of the accounting year on the Table of both the Houses of Parliament.

### **ALTERATIONS**

52. Subject to the prior approval of the Government of India, the Sangathan may alter, extend or abridge any object or purpose for which it is established, by following the procedure prescribed in that behalf by the Societies Registration Act, 1960, (XXI of 1860 ).
53. The rules of the Sangathan may be altered with the consent of Government of India/ Min. of HRD at any time by a resolution passed by a majority of the members present at any meeting of the Sangathan which shall have been duly convened for the purpose.
54. If upon the dissolution of the Sangathan, there shall remain after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the



Sangathan or any of them, but any property whatsoever remaining after the satisfaction of all its debts and liabilities shall be transferred to the Government of India to be utilized for any of the purposes referred to in the objects clause of the Memorandum of Association of the Sangathan or Section of the Societies Registration act, 1860 ( XXI of 1860 )

### SUITS BY AND AGAINST THE SANGATHAN

55. For the purpose of Section 6 of the Societies Registration Act, 1860 (XXI of 1860) , the **Additional commissioner (Admn)** shall be considered the Principal Secretary of the Sangathan and the Sangathan may sue or be sued in the name of **the Additional Commissioner ( Admn)**.

### CERTIFICATION

56. We, the following members of the board of Governors, certify that the above is a correct copy of the Rules of the Sangathan.

s.no	Name	Designation	Signature
1	Sh. P.N.Kirpal	Chairman	Sd/-
2	Sh. L.O.Joshi	Vice Chairman & Commissioner for Kendriya Vidyalayas	- Sd-
3	Sh. Prem Narain	Financial Member	Sd/-

## APPENDIX III

## KENDRIYA VIDYALAYA SANGATHAN

## (APPOINTMENT , PROMOTION, SENIORITY, ETC.)

## RULES , 1971

In exercise of the powers vested in them under Rule 22 of the Rules of the Sangathan, the Board of Governors of the Sangathan hereby makes the following Rules:-

1. **Short Title, Commencement and Applicability**

(a) These rules may be called the Kendriya Vidyalaya Sangathan (Appointment, Promotion, Seniority, etc.) Rules, 1971.

(b) They shall come into force from the **1st August, 2008.**

(c) They shall apply to the posts specified in Schedule I to these rules.

2. **Definitions**

(a) "Appointment authority" in relation to any post means the authority empowered to make appointments to that post as specified in Schedule II

(b) "Appointed day" means the date on which these Rules come into force;

(c) "Authorized permanent and temporary strength" in relation to any post means the strength of permanent and temporary specified posts of that grade;

(d) "Board" means the Board of Governors of the Kendriya Vidyalaya Sangathan

(e) "Commissioner" means Commissioner of Kendriya Vidyalaya Sangathan

(f) "On probation" with relation to a person, means a person appointed to any post on probation as specified in Rule 10 of these Rules ;

(g) "Probationer" means a direct recruit appointed to any post on probation in or against a substantive vacancy;

(h) "Sangathan" means the Kendriya Vidyalaya Sangathan;

(i) "Schedule" means a Schedule to these Rules;

(j) "Select Panel" in relation to any post means a panel prepared in accordance with the procedure laid down in these Rules.

3. **Classification of Posts**

The classification of the posts shall be as specified in Schedule I to these Rules.

4. **Authorised Permanent Strength and Temporary Strength of the service**

- (1) The authorized permanent strength of the various grades of the service on the appointed day shall be as specified in Schedule I
- (2) After the appointed day, the authorized permanent and temporary strength of various grades of the service shall be such as may, from time to time, be determined by or under the authority of the Board.

Provided that the competent authority may make temporary additions to any grade of the service as found necessary in the interest of the work of the Sangathan.

#### 5. **Initial Constitution**

The permanent and temporary employees of each grade who have already been regularly appointed to the posts in the respective grades before the appointed day, or are eligible for such appointment from a date prior to the appointed day, shall be deemed to have been inducted into the respective grades of the Service at its initial constitution.

#### 6. **Recruitment**

- (1) The method of filling up of the posts in the various grades of the service, age limit and other qualifications relating there to shall be as specified in Schedule I (In case of posts not covered in Schedule I, procedure, qualifications and similar matters shall be determined by the Commissioner) Provided that the upper age limit prescribed for direct recruitment may be relaxed in the case of candidates belonging to the Scheduled Castes/ Scheduled Tribes and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government.
- (2) Appointments by direct recruitment or by promotion of departmental candidates shall be made, except when there are special reasons to be recorded in writing with the approval also of the Chairman, in the order in which the names of eligible candidates are included in the Select Panel of the appropriate grade prepared according to the procedure laid down in Rule 7.

**6(a) Seniors who have completed probation period but not the required service may also be considered for promotion when their juniors who have completed the required service are being considered**

**(b) Crucial date of eligibility : Crucial date of eligibility of candidates will be 1<sup>st</sup> January in all cases.**

**(c) Refusal of promotion**

**when a Sangathan employee does not want to accept a promotion which is offered to him, he may make a written request that he may not be promoted and the request will be considered by the Appointing authority, taking relevant aspects into consideration. If the reasons adduced for refusal of promotion are acceptable to the appointing authority, the next person in the select list may be promoted. However, since it may not be administratively possible or desirable to offer appointment to the persons who initially refused the promotion on every occasion on which a vacancy arises, during the period of validity of the panel, no fresh offer of appointment on promotion shall be made in such cases for a period of one year from the date of refusal of first promotion or till a next vacancy arises, whichever is later. On the eventual promotion to the**

higher grade, such Sangathan employee will lose seniority vis-à-vis his juniors promoted to the higher grade earlier irrespective of the fact whether the posts in question are filled by selection or other wise. The above mentioned policy will not apply where ad hoc promotion against short term vacancies are refused. In case where the reasons adduced by the officer for his refusal for promotion are not acceptable to the Appointing Authority, then he should enforce the promotion of the officer and in case the officer still refuses to be promoted, then even disciplinary action can be taken against him for refusing to obey his order.

## 7. Preparation of Select Panels

- (1) In the case of posts being filled up by direct recruitment, the appropriate selection authority shall, after test or interview or both, as the case may be, place the candidates considered suitable for appointment to the particular grade/ post in a select panel in the order of their merit.
- (2) In the case of posts being filled up by promotion, bench mark, grading and preparation of select panel will be as under

Category of Officer	Bench Mark	Grading to be given by DPC	Preparation of Select List
<b>Selection</b>			
1. For all Group "C" Group "B" and Group "A" posts equal or below the level of Grade Pay Rs 7600 (including promotion from Lower Groups to Group A posts /grades/services)	Good	Fit/unfit	Those who are graded as fit shall be included in the select panel in order of their inter –seniority in the feeder grade subject to availability of vacancies
2. For all group "A" posts of the level of Grade pay above Rs 7600	Very good	Fit/unfit	-----do-----

- (3) When sufficient number of officers with the required bench mark /Grade are not available, those to the extent available will be placed on the panel. For the unfilled vacancies, fresh DPC should be held for considering the required number of officers beyond the original zone.

Where the bench mark is "Good" the DPC may assess the suitability of employee in the zone of consideration up to a number which is considered sufficient against the number of vacancies, and need not consider the remaining employees in the zone of consideration.

- (4) Where the posts are to be filled up partly by direct recruitment and partly by promotion, the select panel will be prepared as follows :

The appropriate selecting authority will prepare two separate select panels for the two categories in accordance with the procedure laid down above. The required panel will

then be drawn up by combining these two separate panels according to the quota of posts reserved for each category. That is to say, the names of **promotees will appear first, followed by the direct recruitees in proportion to the respective quota reserved for them..**

- (5) A reserve panel both for direct recruits and promotees to the extent of 50% of the main panel shall also be prepared while preparing the panels of these selections, so as to cover the contingency of drop outs or refusals during the validity of the panel.

#### **8. Removal of Names from the Select Panel**

- (1) Subject to the exceptions made under sub-rule (3), an employee included in the select panel for a post shall continue to be included in the select panel during the life of the panel as indicated in sub-rule (2) below:
- (2) The life of a panel shall be normally one year, but it may be extended in exceptional cases by the competent authority by another year after which the panel will cease to be operative. Any employee included in the select Panel for any post, who cannot be appointed to that post or who is reverted there from for want of vacancies and is not re-appointed to that post, will on the expiry of the life of the panel, cease to be in the select panel.
- (3) The names of persons of the following categories shall be removed from the select panel:
- (i) Persons substantively appointed to the post concerned
  - (ii) Persons transferred to another post or service;
  - (iii) Persons who die or retire from service or whose services are otherwise terminated;
  - (iv) Persons officiating in the respective posts who are reverted there from under the CCS(CCA) Rules, or on grounds of unfitness to continue in that post.

#### **9. Engaging Teachers on Contractual Basis:-**

Teachers on contract would be engaged on part time basis. Engagement of contractual teachers would be governed in the following manner. Teachers engaged on contractual basis, would have no claim or right to appointment on a regular basis nor will they be part of the cadre of teachers of Kendriya Vidyalayas.

**(1) Deleted**

**(2) Part-time Contractual teachers:-**

Notwithstanding anything contained in Rule 6 & 7, in case there are vacancies including short term absence of Post Graduate Teachers, Trained Graduate Teachers and Primary Teachers in a school or there is a requirement of Post Graduate Teachers for teaching elective subjects at + 2 stage which are not a part of the laid down common

combination of subjects, the Principal of the school shall follow the required procedure and engage such teachers on part-time contractual basis on the following conditions:-

- (i) Such teachers would not be engaged for more than five periods a day;
- (ii) Such teachers should possess the required educational qualifications prescribed for direct recruits to the post. For PGTs being engaged for new elective subjects at +2 level, the educational qualifications would be as prescribed by the CBSE;
- (iii) The minimum and maximum age limit for such teachers would be 18 years and 65 years, respectively;
- (iv) Such teachers would be entitled for payment on per period basis as may be laid down;
- (v) **Deleted**

## 10. Probation

- (1) Every direct recruit shall initially be appointed on probation. The period of probation shall be two years from the date of appointment, which may be extended by **another one years by the competent authority for reasons to be recorded in writing.**

**(2) Deleted**

## 11. Confirmation of Probationers

When an employee appointed to a post on probation has completed his/her probation to the satisfaction of the appointing authority, he/she shall be eligible for substantive appointment or continuance therein, as the case may be, and such substantive appointment shall be made in the order of seniority as indicated in the relevant select panel.

## 12. Discharge or Reversion of Probationers

- (1) An employee appointed as a direct recruit to any post in the Kendriya Vidyalaya Sangathan, specified in the Schedule, who has no lien on any post under the Central Government or any State Government or the Kendriya Vidyalaya Sangathan shall, while on probation, be liable to be discharged from the post at any time with one month's notice or pay in lieu thereof, if
  - (i) On the basis of his/her performance or conduct during the probation, he/she is considered unfit for further retention in the post concerned; or
  - (ii) On the basis of any information relating to his / her nationality, age, health or antecedents, the appointing authority is satisfied that he/she is ineligible or otherwise unfit for being an employee of the Kendriya Vidyalaya Sangathan.

- (2). A direct recruit who holds a lien on a post under the Central Government or any State Government or in the KVS may, while on probation, be reverted to such post at any time in any of the circumstances specified in sub-rule (1)
- (3) Deleted
- (4) Deleted

### 13. Seniority

- (1) Inter-se seniority of employees selected for appointment to a post and placed in a particular panel shall be determined by the order of merit in which their names appear in that panel and not by the respective dates of their assumption of charge of their duties i.e. dates of appointment to the post.
- (2) Where recruitment is made partly by direct recruitment and partly by promotion, the inter-se seniority of employees selected against the direct recruitment quota vis-à-vis those promoted against the promotion quota shall be determined in the manner prescribed as under

**The relative seniority of direct recruits and of promotees shall be determined according to the rotation of vacancies between direct recruits and promotees which shall be based on the quota of vacancies reserved for direct recruitment and promotion respectively in the recruitment rules.**

**If adequate number of direct recruits do not become available in any particular year, rotation of quotas for the purpose of determining seniority would take place only to the extent of the available direct recruits and the promotees.**

**In other words, to the extent direct recruits are not available, the promotees will be bunched together at the bottom of the seniority list below the last position up to which it is possible to determine seniority, on the basis of rotation of quotas with reference to the actual number of direct recruits who become available. The unfilled direct recruitment quota vacancies would, however, be carried forward and added to the corresponding direct recruitment vacancies of the next year (and to subsequent years where necessary) for taking action for direct recruitment for the total number according to the usual practice. There after in that year, while seniority will be determined between direct recruits and promotees as determined according to the quota for that year, the additional direct recruits selected against the carried forward vacancies of the previous year would be placed en block below the last promotee (or direct recruit as the case may be), in the seniority list based on the rotation of vacancies for that year. The same principle holds good for determining seniority in the event of carry forward, if any, of direct recruitment or promotion quota vacancies (as the case may be) in the subsequent year.**

**Illustration- Where the Recruitment Rules provide 50% of the vacancies of a grade to be filled by promotion, and the remaining 50% by direct recruitment, and assuming there are 10 vacancies in the grade arising in each of the year 1986 and 1987 and that two vacancies intended for direct recruitment remain unfilled during 1986 and they could be filled during 1987, the seniority position of the promotees and direct recruits of these two years will be as under.**

1986	1987
1. P1	9 P1
2. D1	10 D1
3. P2	11 P2
4. D2	12 D2
5. P3	13 P3
6. D3	14 D3
7. P4	15 P4
8. P5	16 D4
	17 P5
	18 D5
	19 D6
	20 D7

- (3) Employees selected by the Appointment Committees or other selecting authority and placed in a particular panel shall be en-block senior to employees selected later and placed in a subsequent panel, irrespective of the dates on which they join duties.
- (4) The relative seniority of employees appointed to any post before the appointed day shall be regulated by their relative seniority as determined before that date either in the manner indicated in sub-rule (1) and (2) or in another manner. Provided that, if the seniority of any such employee had not been specifically determined before that day, it shall be determined by the Sangathan, if necessary, in consultation with the Board/committee.
- (5) All employees appointed to a post on regular basis before the appointed day shall be senior to the employees appointed to that post after the appointed day.
- (6). Any matter relating to seniority not specified in these Rules shall be determined in accordance with the Rules prescribed by Government of India from time to time in regard to seniority.

#### **14. Absorption of staff of the schools Taken Over to be Run as Kendriya Vidyalayas**

Notwithstanding anything contained in these Rules, such employees of schools taken over by the Sangathan to be run as Kendriya Vidyalayas, as are considered suitable for appointment in Kendriya Vidyalayas, will be appointed to such grades as may be determined for them after proper screening, from the date to be specified by the competent authority and shall be placed below the names of those already appointed substantively before that date in their respective grades.

#### **15. Residuary Matters**

In regard to matters not specified / referred to in these Rules, the employees in the posts specified in the Schedule shall be governed by the regulations and orders applicable to the employees of the Sangathan in general.



**16. Removal of Difficulty**

If any difficulty arises in the implementation or operation of any of the provisions of these Rules, the Commissioner may, from time to time, issue with the approval of the Chairman, Kendriya Vidyalaya Sangathan, such general or special directions (not inconsistent with the provisions of these Rules), which appear to be necessary for the purpose of removing such difficulty.

**Appendix-III-Schedule-I (Revised)****Recruitment Rules for the post of Post Graduate Teacher**

<b>Details</b>	<b>Recruitment Rules</b>
Name of post	Post Graduate Teacher
No. of posts	8073 as on 01-01-2012
Classification	Group 'B'
Scale of pay	Rs. 9300-34800 with Grade Pay of Rs. 4800/- (Entry Scale)  Rs.15600-39100 with Grade Pay of Rs.5400/- (Senior Scale)  Rs.15600-39100 with Grade Pay of Rs.6600/- (Selection Scale)
Whether selection post or non-selection post	Selection
Age limit for direct recruits	40 years. No age bar in the case of employees of the Kendriya Vidyalaya Sangathan. Age relaxation for SC/ST and other categories as applicable under the Govt. of India rules would be applicable.
Educational & other qualifications required for direct recruits	Essential  1. Two years' Integrated  Post Graduate M.Sc Course of Regional College of Education of NCERT in the concerned subject;  Or

	<p>Master Degree from a recognized University with atleast 50% marks in aggregate in the following subjects:</p> <p>a) PGT (English)- English</p> <p>b)PGT (Hindi) – Hindi or Sanskrit with Hindi as one of the subjects at Graduate level.</p> <p>c) PGT (Maths) Mathematics/ Applied Mathematics</p> <p>d) PGT (Physics)–Physics / Electronics/Applied Physics/ Nuclear Physics.</p> <p>e) PGT (Chemistry) Chemistry/ Bio. Chem.</p> <p>f)PGT (Biology) - Botany/ Zoology/ Life Sciences/Bio Sciences/ Genetics/ Micro Biology/Bio Technology/ Molecular Bio/Plant Physiology provided they have studied Botany and Zoology at Graduation level.</p> <p>g) PGT (History) – History</p> <p>h) PGT Geography-Geography</p> <p>i) PGT (Commerce) – Master’s Degree in Commerce. However, holder of Degrees of M.Com in Applied/Business Economics shall not be eligible.</p> <p>j)PGT (Economics) – Economics/ Applied Economics/ Business Economics.</p> <p>2. B.Ed. or equivalent degree from recognized university</p> <p>3. Proficiency in teaching in Hindi and English media.</p> <p><b><u>Desirable :</u></b></p> <p>Knowledge of computer applications.</p>
Whether age and educational qualifications prescribed for direct recruits will apply in the case of	Age – No Educational Qualifications –Yes, However, the

promotees	condition of having 50% marks and above in the subject concerned in M.A/M.Sc shall not apply in case of teachers who have rendered at least 05 years of service in KVS as TGT.														
Period of probation, if any.	02 years														
Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods	100 % direct recruitment for those subjects which do not have feeder cadre and 50% by Direct Recruitment that includes campus selection from Central Universities located in NE Region and remaining 50% promotion through limited departmental examination.														
In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made.	<p>By Promotion through Limited Departmental Examination: from amongst eligible TGTs having three years' regular service as TGT in KVS with Master's Degree in that subject/combination of subjects.</p> <table border="1" data-bbox="570 999 1252 1793"> <thead> <tr> <th data-bbox="570 999 907 1062">Feeder post</th> <th data-bbox="907 999 1252 1062">Promotional post</th> </tr> </thead> <tbody> <tr> <td data-bbox="570 1062 907 1234">TGT (Sanskrit) who has post graduation in that subject</td> <td data-bbox="907 1062 1252 1234">PGT (Hindi) (Provided the candidate has Post graduation in Hindi)</td> </tr> <tr> <td data-bbox="570 1234 907 1297">TGT (Hindi)</td> <td data-bbox="907 1234 1252 1297">PGT (Hindi)</td> </tr> <tr> <td data-bbox="570 1297 907 1360">TGT (English)</td> <td data-bbox="907 1297 1252 1360">PGT (English)</td> </tr> <tr> <td data-bbox="570 1360 907 1465">TGT (Maths)</td> <td data-bbox="907 1360 1252 1465">PGT (Math/Phy./Chem.)</td> </tr> <tr> <td data-bbox="570 1465 907 1570">TGT (Science)</td> <td data-bbox="907 1465 1252 1570">PGT (Biology/Chemistry)</td> </tr> <tr> <td data-bbox="570 1570 907 1793">TGT (S.St.)</td> <td data-bbox="907 1570 1252 1793">PGT (History/Geography/Economics/ Pol. Sc./Sociology)</td> </tr> </tbody> </table> <p data-bbox="570 1843 1252 1875">In case vacancies are not available in a particular</p>	Feeder post	Promotional post	TGT (Sanskrit) who has post graduation in that subject	PGT (Hindi) (Provided the candidate has Post graduation in Hindi)	TGT (Hindi)	PGT (Hindi)	TGT (English)	PGT (English)	TGT (Maths)	PGT (Math/Phy./Chem.)	TGT (Science)	PGT (Biology/Chemistry)	TGT (S.St.)	PGT (History/Geography/Economics/ Pol. Sc./Sociology)
Feeder post	Promotional post														
TGT (Sanskrit) who has post graduation in that subject	PGT (Hindi) (Provided the candidate has Post graduation in Hindi)														
TGT (Hindi)	PGT (Hindi)														
TGT (English)	PGT (English)														
TGT (Maths)	PGT (Math/Phy./Chem.)														
TGT (Science)	PGT (Biology/Chemistry)														
TGT (S.St.)	PGT (History/Geography/Economics/ Pol. Sc./Sociology)														

	<p>subject cadre at the PGT level for which a senior TGT is eligible, a TGT – who may be junior in the same feeder cadre may be promoted without promotion of the senior if vacancies are available in a different subject cadre at the PGT level if the junior is eligible for it.</p> <p>By Limited Departmental Examination to TGTs of KVS possessing essential qualification prescribed at Sl. No. 7 &amp; 11 and minimum regular service of 03 years as TGT.</p>
. If a DPC exists what is the composition	N.A.

**Schedule-I****Recruitment Rules for the post of Post Graduate Teacher (Computer Science)**

<b>Sl. No</b>	<b>Details</b>	<b>Recruitment Rules</b>
1.	Name of post	Post Graduate Teacher (Computer Science)
2.	No. of posts	930 as on 01-01-2012
3.	Classification	Group 'B'
4.	Scale of pay	Rs. 9300-34800 with Grade Pay of Rs. 4800/- (Entry Scale)  Rs.15600-39100 with Grade Pay of Rs.5400/- (Senior Scale)  Rs.15600-39100 with Grade Pay of Rs.6600/- (Selection Scale)
5.	Whether selection post or non-selection post	N. A.
6.	Age limit for direct recruits	40 years. No age bar in the case of employees of the Kendriya Vidyalaya Sangathan. Age relaxation for SC, ST and other categories as applicable under the Govt. of India rules would be applicable.
7.	Educational & other qualifications required for direct recruits	Essential :  At-least 50 % marks in aggregate in any of the following;  1. B.E or B. Tech. (Computer Science/IT) from a recognized University or equivalent Degree or Diploma from an institution/ university recognized by the Govt. of India.  <b>OR</b>

		<p>B.E or B. Tech. (any stream) and Post Graduate Diploma in Computers from recognized University.</p> <p style="text-align: center;"><b>OR</b></p> <p>M.Sc (Computer Science)/ MCA or Equivalent from a recognized University.</p> <p style="text-align: center;"><b>OR</b></p> <p>B.Sc (Computer Science) / BCA or Equivalent and Post Graduate degree in subject from a recognized University.</p> <p style="text-align: center;"><b>OR</b></p> <p>Post Graduate Diploma in Computer and Post Graduate degree in any subject from recognized University.</p> <p style="text-align: center;"><b>OR</b></p> <p>'B' Level from DOEACC and Post Graduate degree in any subject.</p> <p style="text-align: center;"><b>OR</b></p> <p>'C' Level from 'DOEACC' Ministry of Information and Communication Technology and Graduation.</p> <p>2. Proficiency in teaching in Hindi and English.</p> <p><b>Note: For subsequent promotion the incumbent will have to acquire B.Ed. or equivalent degree</b></p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	N.A
9.	Period of probation, if any.	Two years

10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods	100% direct recruitment.
11.	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made.	N.A
12.	If a DPC exists what is the composition	N.A



**Recruitment Rules for the post of Post Graduate Teacher (Bio-Technology)**

<b>Sl. No</b>	<b>Details</b>	<b>Recruitment Rules</b>
1.	Name of post	Post Graduate Teacher (Bio-Technology)
2.	No. of posts	32 as on 01-01-2012) which is subject to variation depending on workload.
3.	Classification	Group 'B'
4.	Scale of pay	PB-2: 9300-34800  Grade Pay : 4600 (Entry Scale)  Grade Pay : 4800 (Senior Scale)  Grade Pay : 5400  (Selection Scale)
5.	Whether selection post or non-selection post	N.A.
6.	Age limit for direct recruits	40 years. No age bar in the case of employees of the Kendriya Vidyalaya Sangathan. Age relaxation for SC/ST and other categories as applicable under the Govt. of India rules would be applicable.
7.	Educational & other qualifications required for direct recruits	Essential :  At-least 50% marks in aggregate in any of the following;  Master Degree in Bio Technology/Genetics/Micro Biology/Life Science/Bio Science/Bio Chemistry.  2. Proficiency in teaching in Hindi and English  <b>Note: For subsequent promotion the incumbent will have to acquire B.Ed. or equivalent degree.</b>

8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	N.A
9.	Period of probation, if any.	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods	100% direct recruitment
11	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer to be made.	N.A.
12	If a DPC exists, what is the composition	N.A.

**Recruitment Rules for the post of Trained Graduate Teacher**

<b>Sl. No</b>	<b>Details</b>	<b>Recruitment Rules</b>
1.	Name of post	Trained Graduate Teacher
2.	No. of posts	11640 (as on 01-01-2012) which is subject to variation depending on workload.
3.	Classification	Group 'B'
4.	Scale of pay	Rs. 9300-34800 with Grade Pay of Rs. 4600/- (Entry Scale) Rs.9300-34800 with Grade Pay of Rs. 4800 - (Senior Scale) Rs.9300-34800 with Grade Pay of Rs.5400/- (Selection Scale)
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	35 years. No age bar in the case of employees of the Kendriya Vidyalaya Sangathan. Age relaxation for SC/ST and other categories as applicable under the Govt. of India rules would be applicable.
7.	Educational & other qualifications required for direct recruits	Essential 1) Four years' Integrated degree course of Regional College of Education of NCERT in the concerned subject with at least 50% marks in aggregate ;  OR  Bachelor's Degree with at least 50% marks in the concerned subjects/ combination of subjects and in aggregate. The electives subjects and Languages in the combination of subjects as under : a) For TGT ('Sanskrit): Sanskrit as a subject in all the three years.

		<p>b) For TGT (Hindi): Hindi as a subject in all the three years.</p> <p>c) For TGT (English) : English as a subject in all the three years.</p> <p>d) For TGT (S.St) Any two of the following: History, Geography, Economics and Pol. Science of which one must be either History or Geography.</p> <p>e) For TGT (Maths) - Bachelor Degree in Maths with any two of the following subjects: Physics, Chemistry, Electronics, Computer Science, Statistics.</p> <p>f) For TGT (Science)- Botany, Zoology and Chemistry.</p> <p>2) Pass in the Central Teacher Eligibility Test (CTET), conducted by CBSE in accordance with the Guidelines framed by the NCTE for the purpose.</p> <p>3) Proficiency in teaching Hindi and English medium(for <b>Desirable :</b></p> <p>Knowledge of Computer Applications.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees/  Deptt. Examinee	<p>Age- No</p> <p>Educational Qualifications -</p> <p>Yes, However, the condition of having 50% marks and above in Graduation or equivalent shall not apply in case of teachers who have rendered at least 05 years of service in KVS as PRT.</p>
9.	Period of probation, if any.	Two years

10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods	50% by Direct Recruitment that includes campus selection from RIEs and remaining 50% promotion through limited departmental examination.
11.	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made.	50% By Promotion through Limited Dept. Exam: From amongst eligible PRTs having 05 years of regular service with Bachelor's Degree in that subject/combination of subjects as prescribed for direct recruits,  <b>BY Departmental Examination) Open to PRTs with atleast 05 years regular service in KVS.</b>
12.	If a DPC exists what is the composition	N.A.

**Recruitment Rules for the post of Head Master**

<b>Sl. No</b>	<b>Details</b>	<b>Recruitment Rules</b>
1.	Name of post	Head Master
2.	No. of posts	665 as on 01-01-2012 which is subject to variation depending on workload.
3.	Classification	Group 'B'
4.	Scale of pay	PB-2: 9300-34800 Grade Pay : 4600 (Entry Scale) Grade Pay : 4800 (Senior Scale) Grade Pay : 5400 (Selection Scale)
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	N.A
7.	Educational & other qualifications required for direct recruits	N.A.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	N.A
9.	Period of probation, if any.	N.A
10.	Method of recruitment	50% by promotion.

	whether by direct recruitment or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods	50% by limited departmental examination followed by interview.
11.	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made.	<p><b>By Promotion:</b></p> <p>From amongst Primary Teachers serving in the Kendriya Vidyalayas who have rendered at least five years' regular service as such.</p> <p>By Limited Deptt. Exam: Open to Primary Teachers of KVS who have rendered at least five years of regular service in KVS.</p>
12.	If a DPC exists what is the composition	<p>JC (Admn.)/ Chairman</p> <p>JC(Pers.)</p> <p>D.C. (Admn) Member</p> <p>Sr. Principal/ Member</p> <p>Asstt. Commissioner</p> <p>-</p>

**Recruitment Rules for the post of Primary Teacher**

<b>Sl. No</b>	<b>Details</b>	<b>Recruitment Rules</b>
1.	Name of post	Primary Teacher
2.	No. of posts	13920 as on 01-01-2012 which is subject to variation depending on workload.
3.	Classification	Group 'B'
4.	Scale of pay	PB-2: 9300-34800 Grade Pay : 4200 (Entry Scale) Grade Pay : 4600 (Senior Scale) Grade Pay : 4800 (Selection Scale)
5.	Whether selection post or non-selection post	N.A.
6.	Age limit for direct recruits	30 years. No age bar in the case of employees of the Kendriya Vidyalaya Sangathan. Age relaxation for SC/ST and other categories as applicable under the Govt. of India rules would be applicable.
7.	Educational & other qualifications required for direct recruits	<p><b>Essential</b></p> <p>a) Senior Secondary School Certificate with 50% marks or Intermediate with 50% marks or its equivalent</p> <p>b) Pass in the Central Teacher Eligibility Test (CTET) conducted by the CBSE in accordance with the Guidelines framed by the NCTE for the purpose.</p> <p>c) Competence to teach through Hindi &amp; English media.</p> <p><b>Desirable:</b></p> <p>Knowledge of Computer Applications.</p>
8.	Whether age and educational	N.A



	qualifications prescribed for direct recruits will apply in the case of promotees	
9.	Period of probation, if any.	Two Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods	100% by direct recruitment including campus interview from RIEs.
11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/ deputation/transfer is to be made.	N.A
12.	If a DPC exists what is the composition	N.A

**Recruitment Rules for the post of Primary Teacher (Music )**

<b>Sl. No</b>	<b>Details</b>	<b>Recruitment Rules</b>
1.	Name of post	PRT (Music)
2.	No. of posts	1127 as on 01-01-2012 which is subject to variation depending on workload.
3.	Classification	Group 'B'
4.	Scale of pay	PB-2: 9300-34800 Grade Pay : 4200 (Entry Scale) Grade Pay : 4600 (Senior Scale) Grade Pay : 4800 (Selection Scale)
5.	Whether selection post or non-selection post	N.A.
6.	Age limit for direct recruits	30 years. No age bar in the case of employees of the Kendriya Vidyalaya Sangathan. Age relaxation for SC/ST and other categories as applicable under the Govt. of India rules would be applicable.
7.	Educational & other qualifications required for direct recruits	<b>Essential</b> 1) Senior Secondary School Certificate with 50% marks or Intermediate with 50% marks or its equivalent and Bachelor Degree in Music or equivalent from a recognized University.  2. Competence to teach through English/Hindi media.

		<b>Desirable :</b> Knowledge of computer application
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	N.A
9.	Period of probation, if any.	Two Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods	100% by direct recruitment.
11.	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made.	N.A
12.	If a DPC exists  what is the composition	N.A

**Recruitment Rules for the post of Trained Graduate Teacher(P&HE)**

<b>Sl. No</b>	<b>Details</b>	<b>Recruitment Rules</b>
1.	Name of post	TGT (P&HE)
2.	No. of posts	1024 as on 01-01-2012 which is subject to variation depending on workload.
3.	Classification	Group 'B'
4.	Scale of pay	PB-2: 9300-34800 Grade Pay : 4600 (Entry Scale) Grade Pay : 4800 (Senior Scale) Grade Pay : 5400 (Selection Scale)
5.	Whether selection post or non-selection post	N.A.
6.	Age limit for direct recruits	35 years. No age bar in the case of employees of the Kendriya Vidyalaya Sangathan. Age relaxation for SC/ST and other categories as applicable under the Govt. of India rules would be applicable.
7.	Educational & other qualifications required for direct recruits	Bachelors Degree in Physical Education or equivalent
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	N.A

9.	Period of probation, if any.	Two Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods	100% by direct recruitment.
11.	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made.	N.A
12.	If a DPC exists what is the composition	N.A

**Recruitment Rules for the post of Librarian**

<b>Sl. No</b>	<b>Details</b>	<b>Recruitment Rules</b>
1.	Name of post	Librarian
2.	No. of posts	1106 as on 01-01-2012 which is subject to variation depending on workload.
3.	Classification	Group 'B'
4.	Scale of pay	PB-2: 9300-34800 Grade Pay : 4600 (Entry Scale) Grade Pay : 4800 (Senior Scale) Grade Pay : 5400 (Selection Scale)
5.	Whether selection post or non-selection post	N.A.
6.	Age limit for direct recruits	35 years. No age bar in the case of employees of the Kendriya Vidyalaya Sangathan. Age relaxation for SC, ST and other categories as applicable under the Govt. of India rules would be applicable.
7.	Educational & other qualifications required for direct recruits	Essential i) Bachelors Degree in Library Science OR Graduate with one year Diploma in Library Science from a recognized Institution. ii) Working knowledge of Hindi & English. Desirable –

		Knowledge of Computer Applications.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	N.A
9.	Period of probation, if any.	Two Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods	100% by direct recruitment.
11.	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made.	N.A
12.	If a DPC exists what is the composition	N.A

**Recruitment Rules for the post of Trained Graduate Teacher (Art Education)**

<b>Sl. No</b>	<b>Details</b>	<b>Recruitment Rules</b>
1.	Name of post	TGT (AE)
2.	No. of posts	1004 as on 01-01-2012 which is subject to variation depending on workload.
3.	Classification	Group 'B'
4.	Scale of pay	PB-2: 9300-34800 Grade Pay : 4600 (Entry Scale) Grade Pay : 4800 (Senior Scale) Grade Pay : 5400 (Selection Scale)
5.	Whether selection post or non-selection post	N.A.
6.	Age limit for direct recruits	35 years. No age bar in the case of employees of the Kendriya Vidyalaya Sangathan. Age relaxation for SC, ST and other categories as applicable under the Govt. of India rules would be applicable.
7.	Educational & other qualifications required for direct recruits	1. Five Years' recognized Diploma in drawing and Painting/Sculpture/Graphic Art.  OR Equivalent recognized Degree  2. Working knowledge of Hindi & English



		Desirable:  Working knowledge of Computer Application
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	N.A
9.	Period of probation, if any.	Two Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods	100% by direct recruitment.
11.	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made.	N.A
12.	If a DPC exists what is the composition	N.A

**Recruitment Rules for the post of Trained Graduate Teacher(WE)**

<b>Sl. No</b>	<b>Details</b>	<b>Recruitment Rules</b>
1.	Name of post	TGT (Work Experience)
2.	No. of posts	1019 as on 01-01-2012 which is subject to variation depending on workload.
3.	Classification	Group 'B'
4.	Scale of pay	PB-2: 9300-34800 Grade Pay : 4600 (Entry Scale) Grade Pay : 4800 (Senior Scale) Grade Pay : 5400 (Selection Scale)
5.	Whether selection post or non-selection post	N.A.
6.	Age limit for direct recruits	35 years. No age bar in the case of employees of the Kendriya Vidyalaya Sangathan. Age relaxation for SC, ST and other categories as applicable under the Govt. of India rules would be applicable.
7.	Educational & other qualifications required for direct recruits	1.Electrical Gadgets and Electronics:  (i) Three years Diploma after Higher Secondary in Electrical. Electronics Engineering from an institution recognized by State Govt./Govt. of India (The minimum qualification for admission to the Diploma Course should be at least Higher Secondary). OR  Degree in Electrical or Electronics Engineering from a recognized University.  OR  Graduate in Electrical or Electronics

		<p>Engineering from a recognized University.</p> <p>i) Working knowledge of Hindi and English.</p> <p><b>Desirable :</b></p> <p>(i) One year practical experience in a recognized workshop institution/factory.</p> <p>(ii) Knowledge of Computer Applications.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	N.A
9.	Period of probation, if any.	Two Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods	100% by direct recruitment.
11.	In case of recruitment by promotion/ by deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made.	N.A
12.	If a DPC exists  what is the composition	N.A

**APPENDIX – IV(Amended)****PART-A****APPLICATION FOR APPOINTMENT ON COMPASSIONATE  
GROUNDS**

1. (a) Name of the Sangathan employee  
(Deceased / retired on medical Grounds). .....
- (b) Designation of the Sangathan Employee .....
- (c) Whether it is Sub staff or not? .....
- (d) Date of birth of the Sangathan Employee .....
- (e) Date of death/ retirement on medical grounds .....
- (f) Total length of service rendered .....
- (g) Whether permanent or temporary? .....
- (h) Whether belonging to SC/ST/OBC ? .....
2. (a) Name of the candidate for appointment .....
- (b) His / Her relationship with the Sangathan employee .....
- (c) Date of birth .....
- (d) Educational qualifications. ....
- (e) Whether any other dependent family Member  
has been appointed on Compassionate grounds ? .....
3. Particulars of total assets left including Amount of :-
  - (a) Family Pension (Basic excluding DA & Allowances): Rs. \_\_\_\_\_
  - (b) Terminal Benefits:-
    - (i) DCRG : Rs. \_\_\_\_\_
    - (ii) GPF: Rs. \_\_\_\_\_
    - (iii) CGE, GIS & Life Insurance Policies (including Postal Life Insurance): Rs \_\_\_\_\_

(iv) Leave encashment :Rs. \_\_\_\_\_

(v) Pension Commutation: Rs. \_\_\_\_\_

**Total: (i) to (v) : Rs.** \_\_\_\_\_

(c) Monthly income of earning members and income from Property: Rs. \_\_\_\_\_

(d) Value of Moveable/Immovable Property: Rs. \_\_\_\_\_

(e) Any other Assets: \_\_\_\_\_

(f) No. of dependents/ **Unmarried daughters:** \_\_\_\_\_

(g) No. of **Minor Children:** \_\_\_\_\_

3-A As per the letter No. 37-36/2004-SPB-1/C dated 20.01.2010 of Govt. of India, Ministry of Communication & IT, Department of Posts, SPB-1/C, Section, Dak Bhawan, Parliament Street, New Delhi -11001, the **Merit Points** of the assets left by the Sangathan employee as mentioned at Sl.No. 3 above may also be given.

**In addition to the above, cases where the wife of the deceased official has applied for compassionate appointment for herself, she shall get 15 additional points as grace points. This will be in line with the general principle that the widow needs to be given preference for compassionate appointment.**

4. Brief particulars of liabilities, if any

5. Particulars of all dependent family members of the Sangathan deceased employee (if some are employed, their income and whether they are living together or separately):-

S. No.	Name(s)	Relation with the Sangathan employee	Age	Whether married or Un-married	Address	Employed or Not (If employed, particulars of employment and emoluments)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.						
2.						
3.						
4.						
5.						

**DECLARATION / UNDERTAKING**

1. I hereby declare that the facts given by me above are, to the best of my knowledge, correct. If any of the facts here in mentioned are found to be incorrect or false at a future date, my services may be terminated.
2. I hereby also declare that I shall maintain properly the other family members who were dependent on the Sangathan employee mentioned against I(a) of Part- A of this form and in case it is proved at any time that the said family members are being neglected or not being properly maintained by me, my appointment may be terminated.

Date

Signature of the candidate

Name : \_\_\_\_\_

Address : \_\_\_\_\_

I have verified that the facts mentioned above by the candidate are correct.

Date:

Signature of the Principal/Head of Office

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Seal: \_\_\_\_\_

**Part- B**

(To be filled in by the Office in which employment is proposed)

1. (a) Name of the candidate for appointment .....
- (b) His/Her relationship with the Sangathan Employee .....
- (c) Age ( date of birth) , educational qualifications and experience , if any. ....
- (d) Post for which employment is proposed and whether it is group C .....
- (e) Whether there is vacancy in that post within the ceiling of 5% prescribed under the scheme of compassionate appointment? .....
- (f) Whether the post to be filled is included in the teaching or non- teaching cadre .....
- (g) Whether the relevant Recruitment Rules provide for direct recruitment ? .....

- (h) Whether the candidate fulfills the requirements of the Recruitment Rules for the post ? .....  
.....
- (i) Apart from waiver of Employment exchange/Staff Selection Commission procedure, what other relaxations are to be given. ....  
.....
- 2. Whether the facts mentioned in Part – A have been verified by the office and if so, indicate the records ? .....  
.....
- 3. If the Sangathan employee died/retired on medical grounds more than 5 years back, why the case was not sponsored earlier ? .....  
.....
- 4. Personal recommendation of the concerned Head of the Regional/Headquarters Office ( With his signature and office stamp/seal). ....  
.....

Signature and Office Stamp/ Seal of the Deputy Commissioner

## APPENDIX – V

## PERSONAL DATA SHEET

1. Name Sh.Smt/Km
2. Father' s Name
3. Date of Birth
4. Present Post
5. Date of Appointment
6. Marital Status : Married/ Single
7. Teaching Subject(s)
8. Permanent Address
9. Home Town
10. State Whether S.C/ S.T/OBC/Ex-serviceman/Physically  
Handicapped
11. Stations of choice for posting ( Max. 3 Stations )
12. Scale of Pay
13. If spouse employed , indicate the post held by her/him  
Name of spouse 's Employer (with full particulars)
14. **EDUCATIONAL QUALIFICATIONS :-**

Examination	Board/University	year	% of Marks	Grade	Subjects
-------------	------------------	------	------------	-------	----------



---

**15. PAST EMPLOYMENT RECORD ( Prior to joining KVS )**


---

Previous Employer	Position held	From	To	Remarks
-------------------	---------------	------	----	---------

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**16. PROMOTION / TRANSFER RECORD ( for present and previous post (s) held under K.V.S)**


---

From	To	Kendriya vidyalaya	post held	Remarks
------	----	--------------------	-----------	---------

---

**17. DETAILS OF DEPENDENT CHILDREN & STAGE OF EDUCATION**
**18. TRAINING COURSES ATTENDED**


---

Name of course	Place	From	To
----------------	-------	------	----

---

Verified from service record

Certified to be correct

Signature of Principal(with date)

Signature of Teacher (With date )

**19. SPECIAL REMARKS:**

## APPENDIX – VI

## ATTESTATION FORM

1. Name in full ( in Capitals ) with aliases, if any. SURNAME                      NAME

(Please indicate if you have added or dropped at any stage any part of your name or surname)

2. Present address in full(i.e)  
Village / Thana and District  
or House Number , Lane/  
Street/ Road and Town).
3. (a) Home address in full(i.e)  
Village / Thana and District  
or House Number , Lane/  
Street/ Road and Town) .
- (b) If originally a resident of  
Pakistan, the address in  
that country and the date  
of migration to Indian Union.
4. Particulars of places(with periods  
of residence where  
you have resided for more than  
one year at a time during  
the preceding five years.

From

To

Residential address in full  
(i.e) Village / Thana and District  
or House Number , Lane/  
Street/ Road and Town)

5. Father's name in full with aliases, if any
  - a) Present postal address  
( if dead, give last address)
  - b) Permanent home address
  - c) Profession
  - d) If in service, give designation  
and official address
6. Nationality
  - a) Father
  - b) Mother
  - c) Husband/Wife
  - d) Candidate
  - e) Place of birth of husband/wife
7.
  - a) Exact date of birth
  - b) Present Age
  - c) Age at Matriculation
8.
  - a) Place of birth, District and  
state in which situated
  - b) District and State to which  
you belong
9.
  - a) Your religion
  - b) Are you a member of Scheduled Caste/  
Scheduled Tribe ? "Yes" or "No" and if  
the answer is "yes" , state the name thereof.

10. Educational qualification showing places of education with years in schools and college since 15 th year of age.

Name of school/College With full address	Date of Entering	Date of Leaving	Examination Passed
---	---------------------	--------------------	-----------------------

11. If you have at any time been employed, give details

Designation of Post held and Description of work	Period From to	Full address of the Office, Firm of Institution	Full reasons for leaving the previous service
--	-------------------	--	--

12. Have you ever been prosecuted, kept under detention, or bound down/fined, convicted by a court of law for any offence ?

Is any case pending against you in any court of law at the time of filling up this attestation form ?

If the answer is "Yes", full particulars of the case, detention, fine, conviction, sentence etc., should be given

13. Name of two responsible persons of your locality or two references to whom you are known.

1.....  
.....  
2.....  
.....

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government.

Signature of candidate.....

Date.....

Place.....

**IDENTITY CERTIFICATE**

Certificate to be signed by any one of the following:

- i) Gazetted officers of Central or State Government
- ii) Members of Parliament or State Legislature
- iii) Non-gazette Sub-Divisional Magistrate / Officers
- iv) Tehsildars or Naib/ Dy. Tehsildars authorized to exercise magisterial powers

Certified that I have known Shri/Smt/Kumari.....son/daughter of Shri..... for the last..... years..... months and that to the best of my knowledge and belief the particulars furnished by him/her are correct.

Place.....

Signature.....

Date.....

Designation or Status and address.....  
.....

**APPENDIX-VII**  
**CONFIDENTIALREPORT ON PROBATIONER**  
**(Principal only)**

Note : Two reports are to be forwarded by the **Deputy Commissioner** concerned : first on the completion of **11 months** of service after the date of appointment and the second report, on the completion of **22 months** of service after the date of appointment.

1. Name of the appointee
2. Designation of the post to which appointed
3. Date of appointment
4. a) Reference number and date of the letter of appointment to the post by the Kendriya vidyalaya Sangathan
5. Period of probation
6. Date on which period of probation expires
7. a) **Assistant Commissioner's** report on the work and conduct of the appointee during the period of probation and subsequently
  - b) Have any defects been noticed ?  
If so, what are those defects ?
  - c) Were those brought to the notice of the appointee, either verbally or in writing, with a view to give him an opportunity to remedy those defects and show necessary improvement ?

- d) What are the results of such verbal or written communications ?
8. Does the Assistant Commissioner recommend:-
- a) that the appointee should be deemed to have completed his period of probation satisfactorily ?
  - b) that his probation should be extended and , if so, for what period?
  - c) that his defects are such that extension of probation would not lead to any improvement in his work/conduct and that, therefore, his services should be terminated ?
9. If the Assistant Commissioner recommendation is in favour of either 8(b) or 8( c) above, an attested copy of the letter of appointment issued to the appointee should be attached to this Report , to enable the Kendriya Vidyalaya Sangathan to consider what action should be taken keeping in mind the terms and conditions of the appointment. (Please state herein whether the copy is attached herewith.)

Signature of **Deputy Commissioner**

Dated.....



**Appendix-VIII****CONFIDENTIAL REPORT ON PROBATIONER  
(Teaching Staff)**

Note : Two reports are to be forwarded by the Principal concerned to the concerned **Deputy Commissioner** : first , on the completion of **11 months** of service after the date of appointment and the second report, on the completion of **22 months** of service after the date of appointment.

- 1 Name of the appointee
- 2 Designation of the post to which appointed
- 3 Date of appointment
- 4 Reference number and date of the letter of appointment to the post by the Kendriya vidyalaya Sangathan
- 5 Period of probation
- 6 Date on which period of probation expires
- 7
  - a) Principal ' s report on the work and conduct of the appointee during the period of probation and subsequently
  - b) Have any defects been noticed ?  
If so, what are those defects ?
  - c) Were those brought to the notice of the appointee, either verbally or in writing, with a view to give him an opportunity to remedy those defects and show necessary improvement ?

d) What are the results of such verbal or written communications ?

8 Does the Principal recommend:-

a) that the appointee should be deemed to have completed his period of probation satisfactorily ?

b) that his probation should be extended and , if so, for what period?

c) that his defects are such that extension of probation would not lead to any improvement in his work/conduct and that , therefore, his services should be terminated ?

9 If the Principal ' s recommendation is in favour of either 8(b) or 8( c) above, an attested copy of the letter of appointment issue to the appointee should be attached to this Report , to enable the Kendriya Vidyalaya Sangathan to consider what action should be taken keeping in mind the terms and conditions of the appointment. (Please state herein whether the copy is attached herewith.)

Signature of Principal

**Deputy Commissioner' s** remarks and recommendation

Signature of **Deputy Commissioner**

Dated.....

Appendix - IX

**UNDERTAKING**

**( By Temporary Staff )**

I, Shri/Smt/Kum.....

hereby give an undertaking to the Sangathan to resign my present post of ..... in this Organisation in the event of my selection for the post of ..... in the office of ..... before joining the new post.

Signature.....

Designation.....

Date:.....

Place:.....

Appendix - X

**UNDERTAKING**

**( By Permanent Staff )**

I, Shri/Smt/Kum..... hereby give an undertaking to the Sangathan that in the event of my selection for the post of .....in the office of ..... I shall either revert to the Sangathan within the period of 2 years from the date of joining that post or resign my post in the Sangathan at the end of that period. I also agree to pay leave salary and pension contribution at the prescribed rate for the period of my service outside the Sangathan.

I further agree that in the event of non-compliance of these conditions, my lien on my post in the Sangathan shall automatically stand terminated.

Date:.....

Signature:.....

Place:.....

Designation:.....

Appendix – XII

**SPECIMEN OF AFFIDAVIT FOR CHANGE IN NAME / DEED  
POLL/SWORN AFFIDAVIT**

**(Non-judicial Stamp Paper)**

By this deed I, undersigned .....( New Name) formerly called .....(old name ), doing ..... (give profession or avocation ) and resident of .....(address) solemnly declare:-

1. That for and on behalf of myself and my wife and children and remitter issue wholly renounce /relinquish and abandon the use of my former name / surname of .....and in place thereof I do hereby assume from this date the name / surname of..... and so that I and my wife and children remitter issue may hereafter be called, known and distinguished not by my former name/ surname, but assumed name / surname of .....
2. That for the purpose of evidencing such my determination, declare that I shall at all times hereafter in all records, deeds and writings and in all proceedings, dealings and transactions, private as well as public and upon all occasions whatsoever, use and sign the name of.....as my name/surname in place of and in substitution of my former name /surname.
3. That , I expressly authorize and request all persons in general, relatives and friends in particular at all times hereafter to designate and address me, my wife, my children, remitter issue by such assumed name/surname of ..... accordingly.
4. In witness whereof I have hereunto subscribed my former and adopted name/surname of ..... and .....and affixed my signature and seal, if any, this .....day of .....

Signed sealed and delivered by the above named

Former name .....

Date:

In the presence of

Name : .....

Name:.....

Address:.....

Address:.....

(This deed poll / affidavit may be signed and attested in the presence of a Magistrate or Consular Officer in an Indian Mission abroad)

**Note :** In case of change of name, applicant should insert advertisements in two reputed newspapers ( one local news paper of the area in which he / she is residing and second in news paper of the area of permanent address) and submit original newspapers at the time of applying for passport in his/her new name.

**Appendix – XIII**

KV/KVS Office & Address

F.No

Date:-

**Subject : Format of show - cause notice under Article 81(d)(3)**

Shri/Smt/Km..... is hereby informed that he/she has remained absent for a period of fifteen days or more from..... to..... without sanctioned leave or beyond the period of leave originally granted or subsequently extended.

Shri/Smt/Km.....has neither reported for duty within the aforesaid period of 15 calendar days nor satisfactorily explained the reasons for his/her absence in terms of sub clause (1) of Clause (d) of Article 81 of the Education Code, he/she is deemed to have voluntarily abandoned his/her service and thereby provisionally lost lien on his/her post.

As required under sub-clause (3) of Clause (d) of Article 81, this order is hereby made recording the factum of voluntary abandonment of service by Shri/Smt/km.....and provisional loss of his/her lien on (post) and the same is hereby communicated to him/her accordingly.

As further required under Sub- clause (3) of Clause (d) of Article 81, Shri/Sm/Km..... is hereby given the opportunity to show cause as to why the aforesaid order of provisional loss of lien should not be confirmed.

Shri/Smt/Km..... may make written representation to the ( Appointing Authority' s name and designation ) within 10 days of the receipt of this order failing which an order shall be passed confirming the loss of lien on the post held by him/her and, in that case, he/she shall be deemed to have been removed from the service of the Kendriya Vidyalaya Sangathan as per the provision of Article 81 (d).

(Signature)

(Name and Designation of the Appointing Authority)

To  
Shri/Smt/Km.....  
.....  
.....

Copy for information to:  
(Head of office/Controlling Officer

## APPENDIX – XIV

## STANDARD FORM OF ORDER OF SUSPENSION

(Rule 10(1) CCS (CCA) Rules, 1965)

(Place of issue.....date.....)

ORDER

1. Whereas a Disciplinary Proceeding against Shri/ Smt / km. ....  
( name and designation of the employee) is contemplated/pending.

OR

2. Where a case against Shri / Smt/ Km..... (name and designation of the employee) in respect of criminal offence is under investigation/inquiry/trial. Now, therefore, the undersigned (the Appointing Authority or any authority to which it is subordinate or any other authority empowered by the Sangathan in that behalf), in exercise of the powers conferred by sub-rule (1) of rule 10 of the Central Civil Services ( Classification, Control and Appeal) Rule, 1965, as extended to Kendriya Vidyalayas hereby place the said Shri/Smt/Km..... un suspension with immediate effect.

It is further ordered that during the period that this order shall remain in force, the Headquarters of Sri/Smt/km.....(name and designation of employee) shall be..... (name of the place) and the said Shri/Smt/km..... shall not leave the Headquarters without obtaining the previous permission of the undersigned.

Signature

(Name and designation of the Suspending Authority)

1. Copy to Shri/Smt/km..... ( Name and designation of the suspended officer). Orders regarding subsistence allowance admissible to him / her during the period of his / her suspension will issue separately.
2. Copy to Shri/Smt/km.....(Name and designation of the Appointing Authority) for information.
3. Copy to Shri/Smt/km.....(Name and designation of the lending authority) for information.
4. The circumstances in which the order of suspension was made are as follows:

(Here give details of the case and reasons for suspension)

**Note :** Endorsements 2 to 4 should NOT be inserted in the copy of the order of suspension sent to the officer to be suspended.



APPENDIX – XV

STANDARD FORM OF CERTIFICATE TO BE FURNISHED BY  
THE SUSPENDED OFFICIAL UNDER F.R. 53(2)

I ,.....(Name of employee) having been placed  
under suspension by order No.....dated.....  
while holding the post of ..... do hereby certify that I have  
not been employed in any business, profession or vocation for profit/  
remuneration /salary.

Signature

Name of the employee

Address

## APPENDIX – XVI

STANDARD FORM OF ORDER FOR REVOCATION OF  
SUSPENSION ORDER

(Rule 10 (5) (c ) CCS (CCA) Rules, 1965)

KV/KVS Office &amp; Address

F.No

Date:-

ORDER

Whereas an order placing Shri/ Smt/Km..... (Name and designation of the employee) under suspension made/ was deemed to have been made by .....on.....

Now , therefore , the Sangathan/ the undersigned ( the authority which made or is deemed to have made the order of suspension or any authority to which that authority is subordinate) in exercise of the powers conferred by clause ( c) of sub-rule 5 of rule 10 of the Central Civil Services (Classification, Control and Appeal) Rule, 1965, hereby revokes the said order of suspension with immediate effect.

(Signature)  
(Name and designation of the authority making this order)

1. Copy to Shri/Smt/km.....(Name and designation of the suspended officer).
2. Copy to Shri/Smt/km.....(Name and designation of the Appointing Authority ) for information.
3. Copy to Shri/Smt/km.....(Name and designation of the lending authority).
4. Copy to Shri/Smt/km.....(Name and designation of the authority making the order of suspension).

5. The reasons for revoking the order of suspension are as follows:

(Here give in brief the reasons).

NOTE:

1. Endorsement as in para 2 should be made where the order of revocation of suspension is made by an authority lower than the Appointing Authority.
2. Endorsement as in para 3 should be made where the order of suspension has been made against a "Borrowed Officer".
3. Endorsement as in para 4 should be made where the order of revocation of suspension is made by an authority other than the authority which made or is deemed to have made the order of suspension.
4. Para 5 should be inserted only if an endorsement as in para 2, 3 or 4 is made.
5. Endorsements 2 to 5 should not be inserted in the copy sent to the suspended officer.

## **STANDARD FORM FOR REVOCATION OF SUSPENSION OF THOSE**

### **EMPLOYEES WHO ARE TO BE SUSPENDED /DISCIPLINARY**

#### **PROCEEDINGS CONTINUED**

#### **Kendriya Vidya laya Sangathan**

F-----

Dated-----

#### **Order**

Whereas an order placing Shri/smt----- (designation and place of working )-----  
-----under suspension was made on----- (date)

Now therefore ,the undersigned being the Competent Authority in exercise of the powers conferred by Clause (c) of sub-rule(5) of Rule 10 of the CCS(CCA) Rules,1965 ,hereby revokes the suspension order dated -----with immediate effect without prejudice to take action under CCS (CCA) Rules or without prejudice to on going disciplinary proceedings against him. On revocation of his /her suspension -----is posted at -----

NAME & DESIGNATION OF THE

DISCIPLINARY AUTHORITY/APPOINTING AUTHORITY Copy to :

1. ----- (Name & address of suspended employee) .He is directed to report for duty at -----immediately.
2. The **Deputy Commissioner**/Principal, KVS/KV-----
3. Name & address of the concerned Officer of KVS

**APPENDIX- XVII****STANDARD FORM OF CHARGE – SHEET FOR MAJOR PENALTIES****(Rule 14 of CCS[CCA] Rules, 1965)**

KV/KVS Office &amp; Address.....

File No.

Date:.....

MEMORANDUM

1. The undersigned proposes to hold an inquiry against Shri/Smt/ Km..... under Rule-14 of Central Civil Services (Classification, Control and Appeal) Rules 1965 as extended to Kendriya Vidyalayas. The substance of the imputations of misconduct or misbehavior in respect of which the inquiry is proposed to be held is set out in the enclosed statement of articles of charge (ANNEXURE-I). A statement of the imputations of misconduct or misbehavior in support of each article of charge is enclosed (ANNEXURE-II). A list of documents by which, and a list of witnesses by whom, the articles of charge are proposed to be sustained are also enclosed (ANNEXURE-III and ANNEXURE-IV).
2. Shri/Smt/ Km..... is directed to submit within 10 days of the receipt of this Memorandum a written statement of his Defence and also to state whether he desires to be heard in person.
3. He is informed that an inquiry will be held only in respect of those articles of charge as are not admitted. He, should therefore, specifically admit or deny each article of charge.
4. Shri/Smt/ Km..... is further informed that if he does not submit his written statement of Defence on or before the date specified in Para-2 above, or does not appear in person before the Inquiry Authority or otherwise fails or refuses to comply with the provisions of Rule-14 of CCS[CCA] Rules, 1965 or the orders /directions issued in pursuance of the said rule, the Inquiry Authority may hold the inquiry against him ex-parte.
5. Attention of Shri/Smt/ Km..... is invited to Rule 20 of the Central Civil Services (Conduct) Rules, 1964 as prescribed in Article 59(27) of the Education Code for Kendriya Vidyalayas as under which no Government Servant shall bring or attempt to bring any political or outside influence to bear upon any superior authority to further his interest in respect of matters pertaining to his service under the Sangathan. If any representation is received on his behalf from another person in respect of any matter dealt with in these proceedings, it will be presumed that Shri/Smt/ Km..... is aware of such a

representation and that it has been made at his instance and action will be taken against him for violation of Rule-20 of CCS (Conduct) Rules, 1964.

6 The receipt of the Memorandum may be acknowledged.

Signature  
(Name and Designation of Competent Authority)

To

Shri/Smt/ Km.....  
.....  
.....

**ANNEXURE I TO APPENDIX - XVII**

Statement of articles of charge framed against Shri/Smt/ Km.....  
.....(Name and designation of the employee)

**Article-I**

That the said Shri/Smt/ Km..... while functioning as  
.....during the period

**Article-II**

That during the aforesaid period and while functioning in the aforesaid office, the said  
Shri/Smt/Km.....

**Article-III**

That during the aforesaid period and while functioning in the aforesaid office, the said  
Shri/Smt/Km.....

**ANNEXURE II TO APPENDIX XVII**

Statement of imputation of misconduct or misbehavior in support of the articles of charge framed against Shri/Smt/ Km.....  
(Name and designation of the employee)

**Article-I**

**Article-II**

**Article-III**

**ANNEXURE III TO APPENDIX XVII**

List of documents by which the articles of charge framed against Shri/Smt/ Km.....  
.....(Name and designation of the employee) are proposed to be sustained.

**ANNEXURE IV TO APPENDIX XVII**

List of witnesses by whom the articles of charge framed against Shri/Smt/ Km.....  
.....(Name and designation of the employee) are proposed to be sustained.

Appendix –XVIII

**STANDARD FORM OF THE ORDER RELATING TO THE APPOINTMENT OF INQUIRY OFFICER /  
BOARD OF INQUIRY**

[Rule 14(2) of CCS [CCA] Rules, 1965]

KV/KVS Office & Address

F.No

Dete:-

**ORDER**

WHEREAS an inquiry under Rule 14 of the Central Civil Services(Classification, Control and Appeal ) Rules, 1965 ,as extended to Kendriya Vidyalayas, is being held against -----  
----- (Name and designation of the employee)

And whereas the undersigned, considers that a Board of inquiry /inquiry Officer should be appointed to inquire into the charges framed against Shri-----

Now therefore ,the undersigned ,in exercise of the powers conferred by sub –rule(2) of the said rule, hereby appoints

A Board of inquiry consisting of :

(Here enter names and designations of Members of the Board of Inquiry)

- 1)
- 2)
- 3)

OR

Shri----- (Name and designation of the inquiry Officer ) is hereby appointed as Inquiry Officer to inquire into the charges framed against the said Shri-----

Signature

Name and designation of Competent Authority

STANDARD FORM FOR CHANGE OF INQUIRY OFFICER  
Kendriya Vidyalaya Sangathan

F No-----

Dated-----

ORDER

Where as an inquiry under rule 14 of the CCS(CCA) Rules,1965 is being held against -----  
------(Name & Designation of the Charged Officer ) vide memorandum  
dated-----

Whereas Sh/Smt ------(Name & Designation ) was appointed as  
Inquiry Officer to inquire into the charges against------(Name and  
Designation of the Charged Officer), vide order of even No dated-----

And whereas it is necessary to appoint another Inquiry Officer to inquire into the charges  
against ------(Name & Designation of the Charged Officer ) due to -----  
--(reasons for change of I.O)

Now ,therefore, the undersigned in exercise of powers conferred by sub-rule(2)read with sub  
-rule22 of Rule 14of the CCS(CCA) Rule,1965,hereby appoint Sh/ Smt-----  
(Name, Designation& place of posting of new IO) to inquire into the charges against the said-  
------(Name and Designation of the Charged Officer)

Name & designation of the Disciplinary  
authority/Appointing Authority

Copy to:-

1. Shri/Smt------( Name, Designation of New IO)
2. Shri/Smt------( Name, Designation of previousIO) with direction  
to hand over the relevant documents to the new IO
3. Shri/Smt------( Name, Designation of the Charged Officer)
4. Concerned Officers etc
5. Shri/Smt------( Name, Designation of PO)



**Appendix –XIX**  
**STANDARD FORM FOR FORWARDING THE INQUIRY**  
**REPORT TO THE CHARGED OFFICER**

[Rule 15(4) of CCS [CCA] Rules, 1965]  
KV/KVS Office &Address

F.No

Date:

**MEMORANDUM**

WHEREAS, Disciplinary Proceedings against Shri..... ( name and designation ) was initiated under Rule -14- of Central Civil Services [ Classification, Control and Appeal ] Rules, 1965 as extended to the employees of the KVS vide Memorandum dated .....

WHEREAS Shri.....(name and designation) was appointed as Inquiry Officer to enquire into the charges framed against the said Shri.....(name and designation) Who submitted the Inquiry Report to the undersigned on .....

AND WHEREAS, in accordance with the instruction contained in Rule 15 of CCS [CCA] RULES, 1965, hereby provides a copy of the Inquiry Report to the Charged Officer for making a representation thereon.

NOW THEREFORE, the said Shri..... (name and designation),is hereby directed to submit his representation on the Inquiry Report within fifteen days of the receipt of this Memorandum.

Signature

Name and designation of Competent Authority

To

Shri.....(Name and designation)

.....(Address )

**Appendix –XX**

**STANDARD FORM FOR MEMORANDUM OF CHARGES FOR MINOR PENALTIES**

[Rule 16 of CCS [CCA] Rules, 1965]

KV/KVS Office & Address

F.No.....

Date:-

**MEMORANDUM**

Shri/ Smt..... (designation), Kendriya Vidyalaya  
..... is hereby informed that it is proposed to take action against him under Rule 16 of CCS[CCA] Rules , 1965 as extended to the employees of KVS. A statement of the imputations of misconduct or misbehaviour on which action is proposed to be taken as mentioned above is enclosed at Annexure A.

Shri / Smt.....is hereby given an opportunity to make such representation as he/she may wish to make against the proposal.

If Shri/ Smt.....fails to submit his / her representation within 10 days of the receipt of this memorandum, it will be presumed that he has no representation to make and orders will be liable to be passed against Shri/ Smt.....ex-parte.

The receipt of this memorandum should be acknowledged by Shri/  
Smt.....

Signature

Name and designation of Competent Authority

To,

Shri.....

.....

.....

**APPENDIX – XXI**

**STANDARD FORM OF ORDER FOR TAKING DISCIPLINARY**

**ACTION IN COMMON PROCEEDINGS**

**(Rule 18 of CCS(CCA) Rule, 1965)**

KV/KVS Office & Address

F.No.....

Date.....

ORDER

Whereas the employees specified below are jointly concerned in a disciplinary case.

Shri/Smt/Km.....

Shri/Smt/Km.....

Shri/Smt/Km.....

Now, therefore, in exercise of the powers conferred by sub-rule (2) of rule 18 of the Central Civil Services (CCA) Rules, 1965 as extended to Kendriya vidyalayas, the undersigned hereby directs:

- (i) that disciplinary action against all the said employees shall be taken in common proceedings.
- (ii) that Shri/Smt/Km..... (Name and designation of the Authority) shall function as the Disciplinary Authority for purpose of the common proceedings and shall be competent to impose the following penalties, namely :-

(here specify the penalties)

- (iii) that the procedure prescribed in Rules 14, 15 and 16 shall be followed in the said proceedings.

Signature

Name and designation of the Competent Authority

Copy to,

Shri/Smt/Km.....( Name and designation )

Shri/Smt/Km.....( Name and designation )

Shri/Smt/Km.....( Name and designation )

## APPENDIX- XXII

STANDARD FORM OF THE ORDER RELATING TO THE  
APPOINTMENT OF PRESENTING OFFICER  
[Rule 14 (5) (c) ]

KV/KVS Office & Address

F.No

Dated:.....

ORDER

WHEREAS an inquiry under Rule-14 of the Central Civil Services ( Classification, Control, and Appeal ) Rules, 1965, is being held against Shri/Smt/Km.....(Name and designation of the charged Officer).

AND WHEREAS , the undersigned considers that a Presenting Officer should be appointed to present on behalf of the undersigned the case in support of the articles of charges.

NOW , THEREFORE, the undersigned , in exercise of the powers Conferred by Sub-rule (5) (c) of Rule – 14 of the CCS[CCA] Rules 1965 hereby appoints Shri/Smt/Km..... ( Name and designation of Presenting Officer) as the Presenting Officer.

Disciplinary Authority / Authority competent to  
authenticate order in the name of the Sangathan

Copy to:

1. The Presenting Officer
2. The charged Officer
3. The Inquiry Officer
4. Copy for information and necessary action to the C.B.I with reference to their letter No.....dated.....

Disciplinary Authority

**STANDARD FORM FOR CHANGE OF PRESENTING OFFICER**  
KV/KVS Office & Address

FNo-----

Dated-----

**ORDER**

Where as an inquiry under rule 14 of the CCS(CCA) Rules,1965 is being held against Shri/Smt/Ku----- (Name & Designation of the Charged Officer ) vide memorandum dated-----

Where as Sh/Smt/Ku ----- (Name&Designation )was appointed as Presenting Officer to present the case on behalf of the under signed vide order of even No dated-----

And whereas it is necessary to appoint another Officer as presenting Officer to present the case on behalf of the undersigned due to----- (the reasons for change of P.O.

Now ,therefore, the undersigned in exercise of powers conferred by sub-rule(5) (c) of Rule 14 of the CCS(CCA) Rule,1965,hereby appoint Sh/Smt/Ku----- (Name, Designation& place of posting of new PO) vice Sh/Smt /Ku----- (Name of previous PO)

Name & designation of the Disciplinary  
authority/Appointing Authority

Copy to:-

6. Shri/Smt/Ku----- ( Name& Designation of New PO)
7. Shri/Smt/Ku----- ( Name& Designation of previous PO) with direction to hand over the relevant documents as per Annexure III of the charge sheet to the new PO
8. Shri/Smt/Ku----- ( Name& Designation of the Charged Officer)
9. Concerned Officers etc
10. Shri/Smt/Ku----- ( Name & Designation of IO)

APPENDIX – XXIII

**ORDER PLACING AN OFFICER UNDER SUSPENSION WHEN HE IS DETAINED IN CUSTODY**

[Rule 10(2) of CCS[CCA] Rules, 1965]

K.V/ K.V.S & Address

F.No.

Date

**ORDER**

WHEREAS a case against Shri/Smt/Km..... (Name and designation of the employee ) in respect of a criminal offence is under investigation.

AND WHEREAS the said Shri/Smt/Km..... was detained in custody on..... for a period exceeding forty –eighty hours.

NOW , THEREFORE, the said Shri/Smt/Km..... is deemed to have been suspended with effect from the date of detention, i.e., the .....(date) in terms of Sub – rule (2) of Rule 10 of the Central Civil Services ( Classification, Control, and Appeal ) Rules, 1965, and shall remain under suspension until further orders.

It is further ordered that during the period that this order shall remain in force ,the Head Quarters of Shri-----shall be -----and he shall not leave the Head Quarters without obtaining the prior permission of the competent authority.

Signature.....  
Designation of the Suspending authority.....

To  
Shri/Smt/Km.....  
.....

**Copy to information to :**  
(Head of Office/Controlling Officer)

## APPENDIX-24

**Kendriya Vidyalaya Sangathan**

(Ministry of Human Resource Development)

(Deptt. Of School Education &amp; Literacy)

**New Delhi-110 602****(PROFORMA –A)****ANNUAL PERFORMANCE ASSESSMENT REPORT****( GROUP –A OFFICERS )**

(AO/EE/VP/PRINCIPAL (GR I/II)/(AC-Fin)/(AC-Admn)/AC/DC/JC/ Supdt Engineer /Addl.  
Commissioner)

Name of the Officer.....

Employee code .....

Designation.....

Office .....(KV/RO/ZIET/HQ)

Report for the year/period ending.....



Report for the year/period ending.....

## Kendriya Vidyalaya Sangathan

(Ministry of Human Resource Development)

(Deptt. Of School Education & Literacy )

New Delhi - 110 602

**Annual Performance Assessment Report of Group A Officers (AO/EE/VP/PRINCIPAL(GRI/II) (/AC-Fin)/(AC-Admn)/AC/DC/JC/Addl.Commissioner) of Kendriya Vidyalaya Sangathan Headquarter / Regional Office/ ZIET /Kendriya Vidyalaya.....**

### PART -1

## PERSONAL DATA

(To be filled by the Administrative Section of the Office)

1.	Name of the Officer.....		
2	<ul style="list-style-type: none"> <li>Date of birth (DD/MM/YYYY) ...../...../..... . (in words).....</li> </ul>		
3	Employee Code.....		
4	Category ( Gen/OBC/SC/ST/PH.....		
5	Educational qualification.....		
6	Date of entry in KVS		
7	Date of continuous appointment in the present post.	Date.....	Post.....
8	Period of absence from duty on leave, training, etc. during the year		
9	Signature of the Officer being reported		
10	Signature of the Office Assistant		

Name of the Officer.....  
Report for the period ending .....

**PART-2**

**SELF ASSESSMENT**

(To be filled in by the Officer reported upon )

**(Please read carefully the instructions before filling the entries)**

1. Brief description of duties

--

2. Briefly specify targets/objectives /goals (in quantitative or other terms ) of work you set for yourself or that were set for you, eight to ten items of work ;in the order of priority and your achievement against each target (including board class and home examination results if applicable)

Targets/Objectives/Goals	Achievements

**Name of the Officer.....**

**Report for the period ending .....**

3. (A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

- (B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

4. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e 31<sup>st</sup> January of the year following the calendar year. If not, the date of filing the return should be given.

Place -----Date.....

Name and Signature of the officer reported upon

Name of the Officer.....  
Report for the period ending.....

### PART -3

**Numerical grading is to be awarded for each of the attributes by the reporting authority which should be on a scale of 1-10 (Grade 1-2 and 9-10 are expected to be rare occurrences and hence need to be justified in the pen picture) (Grade 1 is the lowest and Grade 10 is the highest)**

**(A) ASSESSMENT OF WORK OUTPUT (weightage to this section will be 40%)**

Sl No	Attributes	Assessing Reporting Authority	Initial of Reporting Authority	Reviewing Authority (Refer Para 2 of Part-5)	Initial of Reviewing Authority
1	2	3	4	5	6
i)	Accomplishment of planned work/ work allotted				
ii)	Quality of work output				
iii)	Analytical ability				
iv)	Accomplishment of exceptional work/unforeseen task performed				
	Overall average Grading on 'Work Output' (i+ii+iii+iv/4)				
	<b>40% weightage of overall average grading</b>				

Name of the Officer.....

Report for the period ending .....

**(B) ASSESSMENT OF PERSONAL ATTRIBUTES (weightage to this section will be 30%)**

S.N.	Attributes	Grades by Reporting authority	Initial of Reporting Authority	Grades by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6
i)	Attitude to work				
ii)	Sense of responsibility				
iii)	Maintenance of discipline				
iv)	Communication skills				
v)	Leadership qualities				
vi)	Capacity to work in a team with team spirit				
vii)	Capacity to adhere to time schedule				
viii)	Inter personal relations				
ix)	Managerial skills of the officer.				
	Overall Average Grading on ' Personal Attributes' (i+ii+iii+iv+v+vi+vii+viii+ix/9)				
	<b>30% weight age of overall average grading</b>				

Name of the Officer.....  
Report for the period ending .....

**(C) Assessment of functional competency (weightage to this section will be 30%)**

S.N.	Attributes	Grade by Reporting authority	Initial of Reporting Authority	Grade by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6
i)	Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly.				
ii)	Strategic planning ability				
iii)	Decision making ability				
iv)	Coordination ability				
v)	Ability to motivate and develop work culture among subordinates				
vi)	Initiative				
	Overall Average Grading on ' Functional attributes(i+ii+iii+iv+v +vi/6)				
	<b>30% weight age of overall average grading</b>				

Name of the Officer.....  
Report for the period ending .....

**PART – 4**

**GENERAL REMARKS OF THE REPORTING OFFICER**

1. Relations with the public (wherever applicable) (please comment on the officer’s accessibility to the public and responsiveness to their needs)

2. **Training**

(Please give recommendations for training with a view to improving the effectiveness and capabilities of officer)

3. **State of Health**

4. **Integrity**

(Please comment on the integrity of the officer)

5. Do you agree with the exceptional good work done by the officer as indicated at item 3 (B) in part 2. If yes please grade him/her appropriately with maximum one mark as (D).....

**Name of the Officer.....**  
**Report for the period ending .....**

6. Pen Picture by Reporting Officer (in about in 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

7. Overall numerical grading on the basis of weightage given in Part -3(A+B+C)+ D of Part 4 of the report

Signature of the Reporting Officer

Name in Block letters.....

Designation.....

During the period of Report.....

Place.....

Date.....



Name of the Officer.....

Report for the period ending .....

**Part -5**

**1. REMARKS OF THE REVIEWING OFFICER**

Length of service under the Reviewing Officer

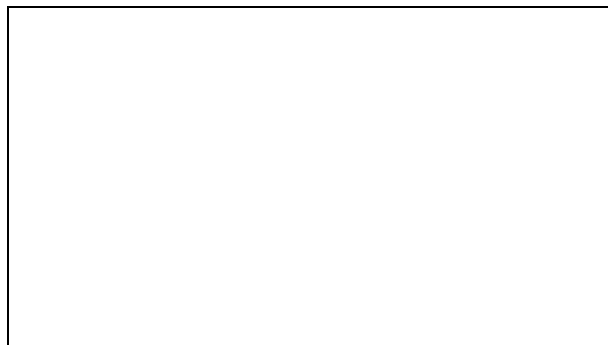
2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 and Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon ? (Ref: Part 4 item 5, if yes please grade him/her with maximum one mark as (D)).

(In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries).

3. In case of disagreement, **including pen picture** please specify the reasons. Is there anything you wish to modify or add?

**Name of the Officer.....**  
**Report for the period ending .....**

- 4. Do you agree with the grade given by reporting officer in "D" of Part 4, and indicate appropriately with maximum one mark as "D" .....
- 5. Overall numerical grading on the basis of weightage given in Part3 (A+B+C)+Part 5 (D) of the Report.



Signature of the Reviewing Officer

Name in Block letters.....

Designation.....

During the period of Report.....

Place.....

Date.....

APPENDIX-25

**Kendriya Vidyalaya Sangathan**

(Ministry of Human Resource Development)

(Deptt. Of School Education & Literacy)

**New Delhi-110 602**



**(PROFORMA –B)**

**ANNUAL PERFORMANCE ASSESSMENT REPORT**

**( GROUP –B OFFICERS )**

**Name of the Officer.....**

**Employee code .....**

**Designation.....**

**Office .....(KV/RO/ZIET/HQ)**

**Report for the year/period ending.....**

Report for the year/period ending.....

**Kendriya Vidyalaya Sangathan**

(Ministry of Human Resource Development)

(Deptt. Of School Education &amp; Literacy )

New Delhi - 110 602

**Annual Performance Assessment Report of Group B officers of Kendriya Vidyalaya Sangathan**  
**Headquarter / Regional Office/ ZIET /Kendriya**  
**Vidyalaya.....**

PART -1**PERSONAL DATA**

(To be filled by the Administrative Section of the Office)

1.	Name of the Officer.....		
2	<ul style="list-style-type: none"> <li>Date of birth (DD/MM/YYYY) ...../...../..... . (in words).....</li> </ul>		
3	Employee Code.....		
4	Category ( Gen/OBC/SC/ST/PH.....		
5	Educational qualification.....		
6	Date of entry in KVS		
7	Date of continuous appointment in the present post.	Date.....	Post.....
8	Period of absence from duty on leave, training, etc. during the year		
9	Signature of the Officer being reported		
10	Signature of the Office Assistant		

**Name of the Officer.....**  
**Report for the period ending .....**

**PART-2**

**SELF ASSESSMENT**

(To be filled in by the Officer reported upon )

**(Please read carefully the instructions before filling the entries)**

1. Brief description of duties

--

2. Briefly specify targets/objectives /goals (in quantitative or other terms ) of work you set for yourself or that were set for you, eight to ten items of work ;in the order of priority and your achievement against each target.

Targets/Objectives/Goals	Achievements

**Name of the Officer.....**

**Report for the period ending .....**

3. (A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

- (B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

- 4 Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e 31<sup>st</sup> January of the year following the calendar year. If not, the date of filing the return should be given.

Place -----

Date.....

Name and Signature of the officer reported upon

Name of the Officer.....

Report for the period ending.....

**PART -3**

**Numerical grading is to be awarded for each of the attributes by the reporting authority which should be on a scale of 1-10 (Grade 1-2 and 9-10 are expected to be rare occurrences and hence need to be justified in the pen picture) (Grade 1 is the lowest and Grade 10 is the highest)**

**(A)ASSESSMENT OF WORK OUTPUT (weightage to this section will be 40%)**

S.No.	Attributes	Assessing Reporting authority	Initial of Reporting Authority	Reviewing Authority (Refer Para 2 of Part-5)	Initial of Reviewing Authority
1	2	3	4	5	6
i)	Accomplishment of planned work/ work allotted				
ii)	Quality of work output				
iii)	Analytical ability				
iv)	Accomplishment of exceptional work/unforeseen task performed				
	Overall average Grading on 'Work Output' (i+ii+iii+iv/4)				
	<b>40% weightage of overall average grading</b>				

Name of the Officer.....

Report for the period ending .....

**(B)ASSESSMENT OF PERSONAL ATTRIBUTES (weightage to this section will be 30%)**

S.N.	Attributes	Grades by Reporting authority	Initial of Reporting Authority	Grades by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6
i)	Attitude to work				
ii)	Sense of responsibility				
iii)	Maintenance of discipline				
iv)	Communication skills				
v)	Leadership qualities				
vi)	Capacity to work in a team with team spirit				
vii)	Capacity to adhere to time schedule				
viii)	Inter personal relations				
ix)	Managerial skills of the officer.				
	Overall Average Grading on ' Personal Attributes' (i+ii+iii+iv+v+vi+vii+viii+ ix/9)				
	<b>30% weight age of overall average grading</b>				



Name of the Officer.....  
 Report for the period ending .....

**(C) Assessment of functional competency (weightage to this section will be 30%)**

S.N.	Attributes	Grade by Reporting authority	Initial of Reporting Authority	Grade by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6
i)	Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly.				
ii)	Strategic planning ability				
iii)	Decision making ability				
iv)	Coordination ability				
v)	Ability to motivate and develop work culture among subordinates				
vi)	Initiative				
	Overall Average Grading on 'Functional attributes(i+ii+iii+iv+v+vi/6)				

Name of the Officer.....

Report for the period ending .....

**PART – 4**

**GENERAL REMARKS OF THE REPORTING OFFICER**

- 1. Relations with the public (wherever applicable) (please comment on the officer’s accessibility to the public and responsiveness to their needs)

- 2. Training

(Please give recommendations for training with a view to improving the effectiveness and capabilities of officer)

- 3. State of Health

- 4. Integrity

(Please comment on the integrity of the officer)

- 5. Do you agree with the exceptional good work done by the officer as indicated at item 3 (B) in part 2. If yes please grade him/her appropriately with maximum one mark as (D).....

**Name of the Officer.....**

**Report for the period ending .....**

6. Pen Picture by Reporting Officer (in about in 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

7. Overall numerical grading on the basis of weightage given in Part -3(A+B+C)+ (D))of part 4 of the Report.

Signature of the Reporting Officer

Name in Block letters.....

Designation.....

During the period of Report.....

Place.....

Date.....

Name of the Officer.....

Report for the period ending .....

**Part -5**

**1. REMARKS OF THE REVIEWING OFFICER**

Length of service under the Reviewing Officer

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 and Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon ? (Ref: Part 4 item 5, if yes please grade him/her with maximum one mark as (D)).

(In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries).

3. In case of disagreement, **including pen picture** please specify the reasons. Is there anything you wish to modify or add?

Name of the Officer.....

Report for the period ending .....

- 4. Do you agree with the grade given by reporting officer in "D" of part 4 and indicate appropriately with maximum 1 mark as "D" .....
  
- 5. Overall numerical grading on the basis of weightage given in Part3(A+B+C)+Part 5 (D) of the Report.



Signature of the Reviewing Officer

Name in Block letters.....

Designation.....

During the period of Report.....

Place.....

Date.....

**APPENDIX-26**

**Kendriya Vidyalaya Sangathan**

(Ministry of Human Resource Development)

(Deptt. Of School Education & Literacy)

**New Delhi-110 602**



**(PROFORMA –C)**

**ANNUAL PERFORMANCE ASSESSMENT REPORT**

**( GROUP –C OFFICERS )**

**( NON –TEACHING)**

**Name of the Officer.....**

**Employee code .....**

**Designation.....**

**Office .....(KV/RO/ZIET/HQ)**

**Report for the year/period ending.....**

Report for the year/period ending.....

## Kendriya Vidyalaya Sangathan

(Ministry of Human Resource Development)

(Deptt. Of School Education & Literacy )

New Delhi - 110 602

**Annual Performance Assessment Report of Group C Non-teaching Officers of Kendriya Vidyalaya Sangathan Headquarter / Regional Office/ ZIET /Kendriya Vidyalaya**  
.....

### PART -1

### PERSONAL DATA

(To be filled by the Administrative Section of the Office)

1.	Name of the Officer.....		
2	<ul style="list-style-type: none"> <li>Date of birth (DD/MM/YYYY) ...../...../..... . (in words).....</li> </ul>		
3	Employee Code.....		
4	Category ( Gen/OBC/SC/ST/PH.....		
5	Educational qualification.....		
6	Date of entry in KVS		
7	Date of continuous appointment in the present post.	Date.....	Post.....
8	Period of absence from duty on leave, training, etc. during the year		
9	Signature of the Officer being reported		
10	Signature of the Office Assistant		

Name of the Officer.....

Report for the period ending .....

**PART-2**

**SELF ASSESSMENT**

(To be filled in by the Officer reported upon )

**(Please read carefully the instructions before filling the entries)**

1. Brief description of duties

--

2. Briefly specify targets/objectives /goals (in quantitative or other terms ) of work you set for yourself or that were set for you, eight to ten items of work ;in the order of priority and your achievement against each target.

Targets/Objectives/Goals	Achievements



Name of the Officer.....

Report for the period ending .....

3. (A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

- (B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

Please state whether the annual return on immovable property for the preceding calendar year was filled with in the prescribed date i.e.31<sup>st</sup>. January of the year following the calendar year. If not the date of filling the return should be given.

Place -----

Date.....

Name and Signature of the officer reported upon

Name of the Officer.....  
Report for the period ending.....

### PART -3

**Numerical grading is to be awarded for each of the attributes by the reporting authority which should be on a scale of 1-10 (Grade 1-2 and 9-10 are expected to be rare occurrences and hence need to be justified in the pen picture) (Grade 1 is the lowest and Grade 10 is the highest)**

**(A)ASSESSMENT OF WORK OUTPUT (weightage to this section will be 40%)**

S.No.	Attributes	Assessing Reporting authority	Initial of Reporting Authority	Reviewing Authority (Refer Para 2 of Part-5)	Initial of Reviewing Authority
1	2	3	4	5	6
i)	Accomplishment of planned work/ work allotted				
ii)	Quality of work output				
iii)	Analytical ability				
iv)	Accomplishment of using electronics devices viz. Fax, Photocopiers/Computer etc.				
	Overall average Grading on 'Work Output' (i+ii+iii+iv/4)				
	<b>40% weightage of overall average grading</b>				

Name of the Officer.....

Report for the period ending .....

**(B)ASSESSMENT OF PERSONAL ATTRIBUTES (weightage to this section will be 30%)**

S.N.	Attributes	Grades by Reporting authority	Initial of Reporting Authority	Grades by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6
i)	Attitude to work				
ii)	Sense of responsibility				
iii)	Maintenance of discipline				
iv)	Communication skills				
v)	Capacity to work in a team with team spirit				
vi)	Capacity to adhere to time schedule and speed of disposal				
vii)	Inter personal relations				
viii)	Work management skills				
	Overall Average Grading on ' Personal Attributes' (i+ii+iii+iv+v+vi+vii+viii/8)				
	<b>30% weight age of overall average grading</b>				

Name of the Officer.....

Report for the period ending .....

**(C) Assessment of functional competency (weightage to this section will be 30%)**

S.N.	Attributes	Graded by Reporting authority	Initial of Reporting Authority	Grade by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6
i)	Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly.				
ii)	Work planning ability				
iii)	Quality of drafting and noting				
iv)	Coordination ability				
v)	Initiative				
vi)	Others functional components like knowledge of computers etc/Ability to motivate other staff				
	Overall Average Grading on ' Functional attributes (i+ii+iii+iv+v+vi/6)				
	<b>30% weight age of overall average grading</b>				

Name of the Officer.....

Report for the period ending .....

**PART – 4**

**GENERAL REMARKS OF THE REPORTING OFFICER**

- 1. Relations with the public (wherever applicable) (please comment on the officer’s accessibility to the public and responsiveness to their needs)

- 2. **Training**

(Please give recommendations for training with a view to improving the effectiveness and capabilities of officer)

- 3. State of Health

- 4. Integrity

(Please comment on the integrity of the officer)

- 5. Do you agree with the exceptional good work done by the officer as indicated at item 3 (B) in part 2. If yes please grade him/her appropriately with maximum one mark as (D).....

**Name of the Officer.....**  
**Report for the period ending .....**

6. Pen Picture by Reporting Officer (in about in 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

7. Overall numerical grading on the basis of weightage given in Part -3(A+B+C)+ (D))of part 4 of the Report.

Signature of the Reporting Officer

Name in Block letters.....

Designation.....

During the period of Report.....

Place.....

Date.....

Name of the Officer.....  
Report for the period ending .....

**Part -5**

**1. REMARKS OF THE REVIEWING OFFICER**

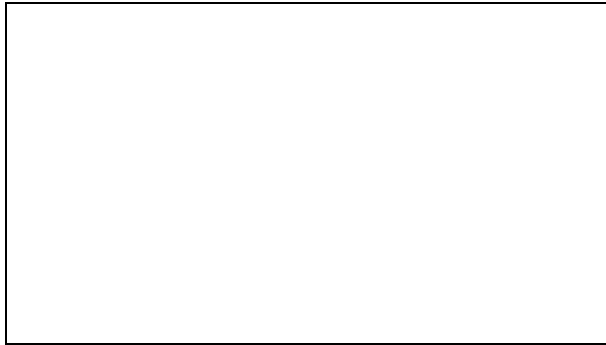
Length of service under the Reviewing Officer

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 and Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon ? (Ref: Part 4 item 5, if yes please grade him/her with maximum one mark as (D). (In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries).

3. In case of disagreement ,including pen picture please specify the reasons. Is there anything you wish to modify or add?

**Name of the Officer.....**  
**Report for the period ending .....**

- 4. Do you agree with the grade given by reporting officer in "D" of part 4 and indicate appropriately with maximum one mark as "D" .....
- 5. Overall numerical grading on the basis of weightage given in Part3(A+B+C)+Part 5 (D) of the Report.



Signature of the Reviewing Officer

Name in Block letters.....

Designation.....

During the period of Report.....

Place.....

Date.....



**Appendix-27**

**Kendriya Vidyalaya Sangathan**

(Ministry of Human Resource Development)

(Deptt. Of School Education & Literacy)

**New Delhi-110 602**



**( PROFORMA –D )**

**ANNUAL PERFORMANCE ASSESSMENT REPORT**

**TEACHING STAFF**

**Name of the Officer.....**

**Employee code .....**

**Designation.....**

**Office .....(KV/ZIET)**

**Report for the year/period ending.....**

Report for the year/period ending.....

## Kendriya Vidyalaya Sangathan

(Ministry of Human Resource Development)

(Deptt. Of School Education & Literacy )

New Delhi - 110 602

**Annual Performance Assessment Report of Teaching Staff of Kendriya Vidyalaya Sangathan  
ZIET/Kendriya Vidyalaya.....**

### PART -1

### PERSONAL DATA

(To be filled by the Administrative Section of the Office)

1.	Name of the Officer.....		
2	<ul style="list-style-type: none"> <li>Date of birth (DD/MM/YYYY) ...../...../..... . (in words).....</li> </ul>		
3	Employee Code.....		
4	Category ( Gen/OBC/SC/ST/PH.....		
5	Educational qualification.....		
6	Date of entry in KVS		
7	Date of continuous appointment in the present post.	Date.....	Post.....
8	Period of absence from duty on leave, training, etc. during the year		
9	Signature of the Officer being reported		
10	Signature of the Office Assistant		

**Name of the Officer.....**  
**Report for the period ending .....**

**PART-2**

**SELF ASSESSMENT**

(To be filled in by the Officer reported upon )

**(Please read carefully the instructions before filling the entries)**

1. Brief description of duties

2. Briefly specify targets/objectives /goals (in quantitative or other terms ) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target. (example Annual action plan for your Division/Section/KV. Please note that your achievement against expectations will be vital parameter for appraisal. You are therefore, advised to respond, in unambiguous terms on the following,

- (i) Targets committed by you at the commencement of the session vis-a-vis job description and expectations.

**And**

Targets achieved at the year end

- (ii) The efforts made by you during the year in comparison to the efforts planned and milestones achieved.

Name of the Officer.....  
Report for the period ending .....

Areas for self- appraisal	Target/Objectives/Goals for the current session	Achievements for the current session
<b>Planning (Annual &amp; Lesson):</b>  1) Frequency & Quality 2) Syllabus completion		
<b>(Teaching-Learning Process (TLP):</b> <b>Sincerity in adhering to the planning, effectiveness, Remedial measures, use of ICT etc :-)</b>  1) At School Based Examination 2) At Board Examination (Pass % & P1) 3) At any other forum		
<b>Students' performance:</b>  <b>Achievements of students at Formative &amp; Summative Assessment</b>		
<b>Assessment: Conduct of Formative &amp; Summative Assessment, Question Paper, Frequency &amp; Quality of evaluation, analysis of pupil's performance, diagnosis and remediation etc.</b>		
<b>Reporting To Students, Parents, Subject Committee and Principal etc: Frequency, Quality and impact</b>		
<b>Organization of KV/Cluster/Regional/KVS Level activities including Club Activities. Role, Contribution and special achievement, if any</b>		
<b>Intra &amp; Inter House Activities: Role &amp; Contribution &amp; special achievement, if any</b>		
<b>Committees: Role &amp;</b>		

<b>Contribution &amp; Special achievement, if any.</b>		
<b>Any other area of Contribution</b>		

**Name of the Officer.....**

**Report for the period ending .....**

3. (A) Please state briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

- (B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

- 4 Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e 31<sup>st</sup> January of the year following the calendar year. If not, the date of filing the return should be given.

Place -----

Date.....

Name and Signature of the officer reported upon

Name of the Officer.....  
Report for the period ending.....

### PART -3

**Numerical grading is to be awarded for each of the attributes by the reporting authority which should be on a scale of 1-10 (Grade 1-2 and 9-10 are expected to be rare occurrences and hence need to be justified in the pen picture) (Grade 1 is the lowest and Grade 10 is the highest)**

**(A)ASSESSMENT OF WORK OUTPUT (weight age to this section will be 40%)**

S.No.	Attributes	Assessing Reporting authority	Initial of Reporting Authority	Reviewing Authority (Refer Para 2 of Part-5)	Initial of Reviewing Authority
1	2	3	4	5	6
i)	Accomplishment of planned work/ work allotted as per subject allotted				
ii)	Quality of work output				
iii)	Analytical ability				
iv)	Accomplishment of exceptional work/unforeseen task performed				
	Overall average Grading on 'Work Output' (i+ii+iii+iv/4)				
	<b>40% weightage of overall average grading</b>				

Name of the Officer.....  
Report for the period ending .....

**(B)ASSESSMENT OF PERSONAL ATTRIBUTES (weightage to this section will be 30%)**

S.N.	Attributes	Grades by Reporting authority	Initial of Reporting Authority	Grades by Reviewing Authority	Initial of Reviewing Authority
1	2	3	4	5	6
i)	Attitude to work				
ii)	Sense of responsibility				
iii)	Maintenance of discipline				
iv)	Communication skills				
v)	Leadership qualities				
vi)	Capacity to work in a team with team spirit				
vii)	Capacity to adhere to time schedule				
viii)	Inter personal relations				
ix)	Managerial skills of the officer.				
	Overall Average Grading on ' Personal Attributes' (i+ii+iii+iv+v+vi+vii+viii+ix /9)				
	<b>30% weight age of overall average grading</b>				



Name of the Officer.....  
Report for the period ending .....

**(C) Assessment of functional competency (weightage to this section will be 30%)**

S.N.	Attributes	Graded by Reporting authority	Initial of Reporting Authority	Grade by Reviewing Authority (if doesn't agree with col.3)	Initial of Reviewing Authority
1	2	3	4	5	6
i)	Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly.				
ii)	Strategic planning ability				
iii)	Decision making ability				
iv	Coordination ability				
v)	Ability to motivate and develop work culture among subordinates				
vi)	Initiative				
	Overall Average rading on ' Functional attributes(i+ii+iii+iv+v +vi/6)				
	<b>30% weight age of overall average grading</b>				

Name of the Officer.....  
Report for the period ending .....

**PART – 4**

**GENERAL REMARKS OF THE REPORTING OFFICER**

1. Relations with the public (wherever applicable) (please comment on the officer’s accessibility to the public and responsiveness to their needs)

2. Training (Please give recommendations for training with a view to improving the effectiveness and capabilities of officer)

3. State of Health

4. Integrity (Please comment on the integrity of the officer)

5. Do you agree with the exceptional good work done by the officer as indicated at item 3 (B) in part 2. If yes please grade him/her appropriately with maximum one mark as (D).....

**Name of the Officer.....**  
**Report for the period ending .....**

- 6. Pen Picture by Reporting Officer (in about in 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

- 7. Overall numerical grading on the basis of weightage given in Part -3(A+B+C)+ (D)) of part 4 of the Report.

Signature of the Reporting Officer

Name in Block letters.....

Designation.....

During the period of Report.....

Place.....

Date.....

**Part -5**

**1. REMARKS OF THE REVIEWING OFFICER**

Length of service under the Reviewing Officer

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 and Part-4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon ? (Ref: Part 4 item 5, if yes please grade him/her with maximum one mark as (D). (In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries).

3. In case of disagreement, **including pen picture** please specify the reasons. Is there anything you wish to modify or add?

**Name of the Officer.....**  
**Report for the period ending .....**

- 4. Do you agree with the grade given by reporting officer in "D" of part 4 and indicate appropriately with maximum 1 mark as "D" .....
- 5. Overall numerical grading on the basis of weightage given in Part3(A+B+C)+Part 5 (D) of the Report.

Signature of the Reviewing Officer

Name in Block letters.....

Designation.....

During the period of Report.....

Place.....

Date.....

## Appendix-29

### KENDRIYA VIDYALAYA SANGATHAN

#### MEMORANDUM OF UNDERSTANDING

The Memorandum of Understanding (MOU for short) made this the \_\_\_\_\_ (day & month) of \_\_\_\_\_ (year) between Kendriya Vidyalaya Sangathan (hereinafter referred to as the Sangathan) of the one part and \_\_\_\_\_ (hereinafter referred to as the \_\_\_\_\_) of the other part, whereby it is agreed as follows:-

1. That in consideration of the resolution dated \_\_\_\_\_ passed by the (Party of the other part i.e.) \_\_\_\_\_ that the Sangathan may open and manage a K.V at \_\_\_\_\_ and in consideration of the terms of said resolution, the Sangathan is prepared to open and manage a K.V at \_\_\_\_\_
2. That the (Party of the other part i.e.) \_\_\_\_\_ shall bear all costs of opening and running the KV at \_\_\_\_\_ (The concerned Ministry, through its Secretary shall also convey their concurrence to the Memorandum of Understanding through a Separate letter).
3. That the (Party of the other part i.e.) \_\_\_\_\_ shall provide suitable temporary accommodation to start the Vidyalaya if permanent building is not available and shall provide adequate land as per requirement of the Sangathan and shall construct the building upon the said land (more fully described in the schedule attached hereto) for opening of the K.V. by the Sangathan.
4. That the Sangathan shall provide teaching and non-teaching staff after the K.V. is opened at \_\_\_\_\_
5. That it is the bounden duty of the (other part i.e.) \_\_\_\_\_ to provide the entire infrastructure necessary to start functioning the K.V at \_\_\_\_\_ such as furniture, building, fixtures etc. .

6. That for running of K.V. \_\_\_\_\_, the \_\_\_\_\_ agrees to bear all recurring expenditure such as pay & allowances of the staff engaged/employed in the KV and contingency expenditure besides the overhead charges, development charges, the non-recurring expenditure pertaining to various heads of account including furniture, laboratory equipments, games and sports, library, audio-visual aids etc. The administrative overhead charges from the sponsoring project authorities will be charged @ 15% of the actual expenditure of the Project Vidyalaya. The party of the other part will deposit the amount required for six months by the Vidyalaya in Escrow Account as a security. Further, the annual requirement of the Vidyalaya will be deposited in the Bank Account of the Vidyalaya in two advance installments in the month of April and October. In case of failure to deposit the money, in advance, in the Vidyalaya's Account, the Sangathan will operate the Escrow Account for transfer of funds. In case the project authorities fail to remit the funds and there is a delay in disbursement of salary to the staff of the KV , the project authorities shall be liable for payment of penal interest @ 2% per month.
7. That the Sangathan shall admit the children of the employees of the party of the other part according to the priority prescribed under the admission guidelines of the Sangathan as amended from time to time and that the decision of the Sangathan regarding the implementation of the provision of the Admission guidelines shall be final and binding between the parties. It is further provided that should there be any vacancy existing after admitting the wards of project employees, such vacancies will be filled up according to the priority of Sangathan's norms.
8. That the pattern of teaching syllabi for studies of children in the KV at \_\_\_\_\_ shall be decided by the Sangathan.
9. That the services of teaching and non-teaching staff of the K.V \_\_\_\_\_ shall be regulated in accordance with the rules of the Sangathan as framed/adopted or amended from time to time with the approval of the Competent Authority of Sangathan.
10. That it is the bounden duty of the party of other part to provide 100% residential accommodation to the staff of the Sangathan on payment of licence fee charges for water and electricity at the same

rates as applicable in the case of the employees of the party of the other part, Viz \_\_\_\_\_ and the expenses incurred for providing such accommodation and maintenance thereof shall be borne by the party of the other part.

11. That the Sangathan shall constitute the Vidyalaya Management Committee as per the provisions of Education Code for Kendriya Vidyalayas.
12. That in case, the party of the other part fails to comply with all or any of the commitments given hereinabove, the Sangathan is free to take such decision as may suit its convenience and such decision shall be final, binding upon the party of the other part. However, it is provided that KV \_\_\_\_\_ shall not be allowed to be closed for the breach committed by the party of the other part and in case such a situation arises, it shall be the duty on the part of the other part to pay damages and keep the Sangathan indemnified.
13. It is further provided that should there be any difference of opinion arising out of the implementation of the present MOU, the decision of the Commissioner, KVS shall be final.
14. It is also provided that in case of any dispute arising out of this MOU, the same shall be referred to sole arbitrator for his/her decision as per the law in force and the appointment of the sole arbitrator shall be carried out by the Commissioner, KVS whose decision in this regard will be final and binding between the parties.
15. This MOU will be in force for a period 10 years from the date of execution and will be renewed subject to satisfactory fulfillment of terms and conditions of the MOU.

(Kendriya Vidyalaya Sangathan)

\_\_\_\_\_

(Party of the one part)

(Party of the other part)

Witnesses:

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_



## Appendix XXX

## विद्यालय प्रार्थना

ओ३म असतो मा सदगमय ।

तमसो मा ज्योतिर्गमय ।

मृत्योर्माऽमृतं गमय ।

दया कर दान विद्या का हमें परमात्मा देना,

दया करना हमारी आत्मा में शुद्धता देना ।

हमारे ध्यान में आओ प्रभु आँखों में बस जाओ,

अंधेरे दिल में आकर के परम ज्योति जगा देना ।

बहा दो ज्ञान की गंगा दिलों में प्रेम का सागर,

हमें आपस में मिलजुल कर प्रभु ! रहना सिखा देना ।

हमारा धर्म हो सेवा हमारा कर्म हो सेवा,

सदा ईमान हो सेवा व सेवक जन बना देना ।

वतन के वास्ते जीना वतन के वास्ते मरना,

वतन पर जां फ़िदा करना प्रभु ! हमको सिखा देना ।

ओ३म सहनाववतु । सह नौ भुनक्तु । सहवीर्य करवावहै ।

तेजस्विनावधीतमस्तु । मा विद्विषावहै ।

ओ३म शान्तिः शान्तिः शान्तिः ।

## APPENDIX XXXI ( AMENDED)

**NEW PATTERN OF UNIFORM FOR KENDRIYA VIDYALAYAS(94<sup>th</sup> BOG)**

All Kendriya Vidyalayas shall have a common uniform. The following patterns of uniforms are prescribed.

Classes	Junior Boys ( Summer)	Junior Boys ( Winter )	Classes	Junior Girls ( Summer )	Junior Girls ( Winter )
I-V	<p><b>SHIRT</b> :Blue , Grey White and Red checkered* Mandarin collar.Collar facing and Half sleeve edges in red and Red Placket</p> <p><b>SHORTS</b>:Plain grey Front with a patch and side hip pocket incorporated together Back with two velv pockets</p>	<p><b>SHIRT( Woollen)</b>Blue , Grey, White and Red checkered* Mandarin collar.collar facing and Half sleeve edges in red with Red Placket</p> <p><b>TROUSERS: ( woollen)</b>Plain grey Front with a patch and side hip pocket incorporated together Back with two velv pockets</p> <p><b>JACKET Grey</b> Hooded full / half sleeved OR <b>Grey V- Neck</b> Sweater with red stripe in the neck, sleeve and waist</p>	I-II	<p><b>TUNIC</b> :Blue, Grey, White and Red checkered* Princess Peter pan collar Contrasting collar and half sleeve edging.</p>	<p><b>TUNIC</b>:Blue, Grey, White and Red checkered* Princess Peter pan collar Contrasting collar and full sleeve edging.</p> <p><b>SHIRT</b>:Blue, Grey, White and Red checkered* Mandarin collar Leggings grey.</p> <p><b><u>SWEATERS</u></b> <b>Grey</b> Full sleeved /half sleeved with red stripes on the neck,sleeve and waist</p>

					<p><b><u>STOCKINGS</u></b> Grey stockings</p>
--	--	--	--	--	---

VI-XII	<p><b><u>SENIOR BOYS (SECONDARY)</u></b>  <b><u>SHIRT</u></b> :Blue , Grey White and Red checkered* placket shirt collar</p> <p><b><u>TROUSERS</u></b> : Plain grey pleats in front Normal side pockets in front two welt pockets at the back</p>	<p><b><u>SENIOR BOYS (SECONDARY)</u></b>  <b><u>SHIRT</u></b> :( Woollen) Blue , Grey, White and Red checkered* Normal shirt collar <b><u>TROUSERS:</u></b> <b><u>( woollen)</u></b> Plain grey Pleats in front Normal side pockets in front Two welt pockets at the back  <b><u>JACKET</u></b> <b>Grey</b>Hooded full / half sleeved or <b>Grey</b> V- Neck Sweater with red stripe In the neck and sleeve and waist</p>	III-VIII	<p><b><u>SENIOR GIRLS (MIDDLE AND SECONDARY)</u></b>  <b><u>SHIRT</u></b> : Blue, Grey, White and Red checkered* normal shirt collar Contrasting collar stand over placket and Half sleeve edges.</p> <p><b><u>SKIRT:</u></b> Plain grey broad box pleated at front and back divided red stripe at the hem</p>	<p><b><u>SENIOR GIRLS (MIDDLE AND SECONDARY)</u></b>  <b><u>SHIRT</u></b> : Blue, Grey, White and Red checkered* normal shirt collar contrasting collar stand over placket and sleeve edges  <b><u>SKIRT:</u></b>Plain Grey ( Grey) leggings  <b><u>JACKETS</u></b> <b>Grey</b>Hooded full / half sleeved OR  <b><u>CARDIGAN</u></b><b>Grey</b>full sleeved/ half sleeved with red stripes on the neck and sleeve</p>
			IX-XII	<p><b><u>SENIOR GIRLS KURTI</u></b> : Blue, Grey, White and Red checkered* Mandarin collar with front opening above the waist sleeve edges and collar in red side slits with Waist Coat  <b><u>BOTTOM WEAR:</u></b> Trousers plain grey Strait cut</p>	<p><b><u>SENIOR GIRLS KURTI (Woollen)</u></b> Blue, Grey, White and Red checkered *Mandarin collar with front opening above the waist Full sleeve</p>

					<p>edges and collar in red side slits with Waist coat</p> <p><b><u>BOTTOM WEAR:</u></b> Trousers plain grey Strait cut</p> <p><b><u>JACKETS</u></b> <b>Grey</b> Hooded. Full /half sleeved OR</p> <p><b><u>CARDIGAN</u></b> <b>Grey</b> full sleeved/half sleeved with red stripes on the neck and sleeve.</p>
--	--	--	--	--	--

ALL CLASSE FOR PHE	House wise T Shirts with white collars with the collars options of blue, green, red and sun yellow and Navy blue Track pants with white lining for both boys and girls
SHOES	Common shoes for all days for both boys and Girls. No canvas shoes. <b>Navy blue</b> socks with red lining for <b>summer</b> . <b>Grey</b> socks with red lining for <b>winter</b>
BELT	Blue and grey knitted fabric belt with KVS monogram on the buckle.
HEAD GEAR FOR THE SIKH BOYS	Trouser matching Turban with red colour fifty.
SCARF FOR	Grey colour scarf matching with the bottom wear with red hem on the corners.

MUSLIM GIRLS	
HAIR ACCESS ORIES FOR GIRLS	Red ribbon or hair bands can be used if required.

## APPENDIX-XXXII

**पूर्व- प्राथमिक विभाग****हिन्दी प्रार्थना**

हे भगवान दो वरदान

पढ़ना सीखें लिखना सीखें

सबसे हिलमिल रहना सीखें

यह वरदान दो भगवान

हे भगवान दो वरदान

सच बोलें हम निडर बनें हम

सदा बड़ों का मान करें हम

यह वरदान दो भगवान ॥

## स्थानांतरण प्रमाण पत्र - TRANSFER CERTIFICATE

केन्द्रीय विद्यालय Kendriya Vidyalaya.....

प्रवेश क्रमांक/Admission No.....पुस्तक नं./ Book No.....संख्या/No.....

1. विद्यार्थी का नाम / Name of the Pupil.....

2. माता का नाम/ Mother's name .....

3. राष्ट्रियता/Nationality.....

4. पिता का नाम/Father's Name .....

5. राष्ट्रियता/Nationality.....

6. क्या अनुसूचित जाति/जनजाति या पिछड़ा वर्ग से संबन्धित हैं?  
Whether the pupil belongs to SC/ST/OBC Category?.....7 प्रवेश- पुस्तिका के अनुसार जन्म तिथि /Date of birth according to the Admn. Reg.  
(अंकों में /in figures) (शब्दों में/इन words).....

8. प्रस्थवित विषय/ Subject offered .....

/केन्द्रीय विद्यालय में पहले प्रवेश की तिथि 9date of first admission in K.V. ....

10(i) पदोन्नति की पिछली कक्षा /(शब्दों में)class last promoted (in words).....

) ii) वर्तमान कक्षा जिसमें पढ़ रहा है /Present class in which studying.....

क्या विद्यार्थी उसी कक्षा में एक अथवा दो बार अनुत्तीर्ण रहा 11?

Whether the student was detained to the same class (once or twice) ?.....

क्या अगली कक्षा में पदोन्नति का अधिकारी है 12?

Whether qualified for promotion to the next higher class ?.....

13 क्या विद्यार्थी ने विद्यालय की सभी देय राशि का भुगतान कर दिया है ?

Whether the pupil has paid all dues to the Vidyalaya?.....

14 क्या विद्यार्थी को कोई शुल्क रियायत प्रदान की गयी थी, हाँ, यदि उसकी प्रकृति ?  
Whether the pupil was in receipt of any fee concession, if so, the nature of such  
concession ? .....

15 विद्यालय से विद्यार्थी के नाम काटे जाने की तिथि ।

Date on which pupil's name was struck off the rolls of the Vidyalaya.....

16 प्रमाण पत्र जारी करने की तिथि/ Date of issue of certificate.....

17 विद्यालय छोड़ने का कारण /Reason for leaving the Vidyalaya.....

/ अंतिम तिथि तक उपस्थितियों की कुल संख्या 18No. of attendance up to date.....

19 विद्यार्थी की विद्यालय दिवसों की कुल उपस्थितियाँ

No. of school days the pupil attended.....

20 सामान्य आचरण /General conduct.....

/ कोई अन्य टिप्पणी 21Any other remarks.....

तैयारकर्ता / प्रतिहस्ताक्षरित / जांचकर्ता /Countersigned/ प्राचार्य /

Prepared by Checked by अध्यक्ष वि /स.प्र.Chairman, VMC Principal

हस्ताक्षर /Signature .....

नाम /Name .....

पद /Designation /मोहर Seal मोहर /Seal

- विशेष यदि यह स्थानांतरण प्रमाण पत्र इंचार्ज द्वारा हस्ताक्षरित हो तो अध्यक्ष विद्यालय प्रबंध :  
समिति द्वारा उसे प्रतिहस्ताक्षरित अवश्य कराए अन्यथा यह प्रमाण पत्र वैध मान्य नहीं होगा ।/
- If this T.C. is issued by the officiating /Incharge Principal, it should be invariably counter

**Appendix –XXXIV**

**PROFORMA OF APPLICATION FOR CHANGE OF DATE OF BIRTH**

(To be filled in by parent / guardian)

1. Name of the student
2. Name and address of the parent/  
guardian
3. Class in which the student is  
studying
4. Date of birth as entered in the  
school register
5. Date of Admission
6. Proposed date of Birth
7. Reason for requesting the  
proposed change
8. Whether the following documents  
are attached ( say “ Yes” or  
“No”)

**Documents enclosed**

- (1) Affidavit sworn before a First Class Magistrate
- (2) Extracts from the birth – register.

Date

Signature of Parent / Guardian  
(Name in Block letters)  
Address:



( To be filled in by the Principal )

Date .....

1. Certified that the statements at Sl. Nos. 1 to 5 are correct / not correct , the reasons for the proposed change are convincing / not convincing, and that the documents mentioned at Sl. No. 8 appear to be all right.
2. Any other special point which the Principal likes to mention.

**PRINCIPAL**

( To be filled in by the Chairman )

No.	Date
-----	------

The proposed change in the date of birth

(\_\_\_\_\_)

Date of birth to be given is recommended / not recommended,

**CHAIRMAN**

( To be filled in by the Kendriya Vidyalaya Sangathan )

No.	Date
-----	------

1. The proposed change in the date of birth (Date of birth to be given ..... ) is agreed to.
2. The proposed change in the date of birth (Date of birth to be given ..... ) is not agreed to due to the following reason (s)

**Deputy Commissioner**

**KENDRIYA VIDYALAYA SANGATHAN**

To

The Principal,  
Kendriya Vidyalaya  
\_\_\_\_\_

**Appendix –XXXV(Amended)**  
**KENDRIYA VIDYALAYA SANGATHAN**

**Class-room Supervision tool**

1. Name and Designation of the teacher .....
2. Class/Section.....
3. Students Strength:- On roll ..... Present .....Absent.....
4. Subject .....Topic .....
- Subtopic..... Competency.....
5. The duration of observation of the Class by the supervisor:  
Time ...../Period .....
6. Introduction to the Lesson/Topic:  
.....  
.....
7. Observations on the lesson plan: (i) Frequency/quality of implementation in the class room  
.....  
.....
- (ii) Whether the teacher has accommodated slow/bright learners in his/her planning  
.....
8. Observations on:
  - (i) Interaction between the teacher and the student.  
.....
  - (ii) Application of TLM and use of audio visual aids including ICT.  
.....
  - (iii) Involvement of the Students  
.....
  - (iv) Frequency and quality of class work/project work given.

.....

(v) Frequency of correction and quality

.....

9. Findings on the competence of the children on a random sample basis (eg. by means of a written test/question answer/answers written by the students on the black board/verification of homework record with actual question answer sessions/formative assessment record with some sample checking etc.)

.....

.....

10. Communication Skills of the teacher in English and Hindi.

.....

11. Observations on maintenance of notebooks and CCE Records:

.....

.....

.....

12. Observations on the innovations planned/experiments undertaken by the teacher and its implementation in the class room teaching.

.....

.....

.....

13. Areas which require improvement in the teacher.

(i) .....

(ii) .....

(iii) .....

(iv) .....

14. Any other specific observation on the class room teaching:

.....

.....

15. Suggestions for the teacher:

.....  
.....

16. Overall grading of the teacher.....(Outstanding/ Very Good/Good/Average/ Below Average)

**Note:-** If the teacher has been graded average/below average, the supervisor must give a brief note highlighting the areas of concern and remedial measures to be taken by the Principal)

**Date:**.....

**Signature of the Inspecting Authority**

**(Name and Designation)**

**Signature of the Principal with date**

**Signature of the Teacher with date**

**Brief Supervision Report    APPENDIX - XXX VI(Amended )**  
**Panel/Surprise/DCs Inspections**

Name of the KV \_\_\_\_\_ Address of the KV \_\_\_\_\_

E-mail ID and Website \_\_\_\_\_

Name of the Principal \_\_\_\_\_

Date of Inspection \_\_\_\_\_ Date of previous inspection \_\_\_\_\_

Names of the Inspecting Officers \_\_\_\_\_

Sl. No.	*Aspects to be assessed	Value Point (Out of 5) on every sub point	Rating - OS/VG/Good/Average/Below Average with justification
1	<b>Plan, Action and Supervision</b>		
2	<b>Infrastructure</b>		
3	<b>Academic Support</b>		
4	<b>Curricular Transaction</b>		
5	<b>Students Competence</b>		

6	<b>CMP</b>		
7	<b>ICT</b>		
8	<b>Evaluation &amp; Academic Achievement</b>		
9	<b>CCA and Co-scholastic Activities</b>		
10	<b>Administration &amp; Human Relations</b>		
11	<b>Finance</b>		
12	<b>Achievement</b>		

**\* BEFORE AWARDING VALUE POINTS TO THE TWELVE ASPECTS TO BE ASSESSED AS MENTIONED ABOVE, PLEASE REFER TO THE SUB POINTS TO BE EXAMINED AS GIVEN IN THE ANNEXURE-1**

(a) Total Value Point(Out of 60):- \_\_\_\_\_ percentage  
Total Value Point of previous Inspection \_\_\_\_\_ Variation(+/-)

(b) Overall Grade

(c) Overall Assessment

**Note:- (i) Value Points:-** Above 85% Outstanding; 65-84% Very Good; 64-50% Good; 45-49% Average, 44% Below Average

**(ii) Sub points-**05-Outstanding, 04- Very Good, 03- Good, 02- Average, 01- Below Average

**Follow up of Previous Inspection Report: Date of previous Inspection-**

**(Panel/Surprise)**

Main Suggestion/Action points	ATR by the Principal	DC's/AC's Remarks

<p><b>1. <u>Strength of the Vidyalayas</u></b></p> <p>(i)</p> <p>(ii)</p> <p>(iii)</p> <hr style="border: 0.5px solid black; margin-top: 10px;"/> <p><b>2. <u>Areas of Concern</u></b></p> <p>(i)</p> <p>(ii)</p> <p>(iii)</p> <hr style="border: 0.5px solid black; margin-top: 10px;"/>
---

**Action Points for follow up:-**

**(A) Vidyalaya Level**

---

(1)

---

(2)

---

(3)

---

(4)

**(B) Regional Office Level**

---

(1)

---

(2)

---

(3)

---

(4)

**(C) KVS HQ Level**

---

(1)

---

(2)

---

(3)

---

(4)



The Deputy Commissioner will apprise the KVS(HQ) separately drawing the attention of the Officer concerned in the light of (C) above.

Signature of AC/DC

Counter Signature of DC

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## ANNEXURE-1

Sl. No.	*Aspects to be assessed
1	<b>Plan, Action and Supervision</b>
	a) Action Taken with reference to the Previous Inspections
	b) Vidyalaya Plan-Status & Implementation
	c) Health Checkup
	d) Guidance & Counseling
2	<b>Infrastructure</b>
	a) Building-Civil & Electrical Maintenance and fire safety
	b) Water Supply & Sanitation
	c) Games & Sports facilities
	d) General Ambience
3	<b>Academic Support</b>
	a) Term-wise Plan in the light of CCE
	b) Subject Committees, Staff Meetings & Teacher Development
	c) Teacher Development
	d) Utilization of resources-Labs, Teaching Aids, experimentation and innovative practices
4	<b>Curricular Transaction</b>
	a) Preparation (Teacher's Diary, TLM, etc.)
	b) Classroom Teaching-Achievement of Learning outcomes
	c) Children's Engagement and Involvement in the learning process
	d) Follow up (CW, HW, Correction, Remediation etc.)
5	<b>Students Competence</b>
	a) Language Proficiency (speaking & listening)
	b) Language Proficiency ( Writing & reading)
	c) Mastery of concepts learnt
	d) Numerical ability
	e) Co-Scholastic Activity

6	<b>CMP</b>
	a) Resource room and its Utilization
	b) Availability and Utilization of TLM
	c) Class Library, Newsletter, Observance of Special Days, Exhibition of Students' Work
	d) Film Shows, Community Lunch, Sports Activities, Excursion etc.
7	<b>ICT</b>
	a) Computer labs-(Ratio, Maintenance etc based on functional computers)
	b) Connectivity (Broad band) & KV website
	c) Digital Content & e-classrooms
	d) Utilization of Digital Resources computers, Interactive Board, Visualizer etc.
8	<b>Evaluation &amp; Academic Achievement</b>
	a) Quality of Question Papers/Test Items Variety-(Sample checking)
	b) Performance in Board Examinations-Quality & Quantity
	c) CCE- Awareness, Implementations & Record Maintenance
	d) Performance in Home Examinations- Quality & Quantity
9	<b>CCA and Co-scholastic Activities</b>
	a) Calendar-Adequacy, Adherence & Quality
	b) Participation & Achievements outside school
	c) Games & Sports- Participation and Achievements
	d) Scouts & Guides, NCC, Adventure & Club Activities – Status & Achievements
10	<b>Administration &amp; Human Relations</b>
	a) Record maintenance-Students, Staff & KVS related
	b) Rajbhasha-Implementation, Meetings & Records
	c) Accessibility & Approachability of Principal & Staff
	d) Responsiveness of the KV in general ( including RTI)
11	<b>Finance</b>
	a) Maintenance of accounts & auditable records as laid down in Appendix II & III of Accounts Code
	b) Audit Report of AG & Internal Audit-settlement of Para's
	c) Procurement of goods & Engagement of Services
	d) Judicious utilization of VVN funds
12	<b>Achievement</b>
	a) Student's Achievement
	b) Teacher's Achievement
	c) School Achievement
	d) Discipline among Students & Staff
e) Reputation of the KV in the community	

## APPENDIX –XXXVII

**THE PLEDGE**

We, the members of Kendriya Vidyalaya Sangathan, solemnly pledge to work selflessly toward making India a strong and prosperous Nation. We shall discharge our duties conscientiously to take our country to greater heights of sparkling achievements. We pledge to inculcate patriotism as well as cultural and ethical values among our countrymen through our services and actions. On KVS foundation day, today we commit ourselves with dedication and devotion towards the betterment and development of our country and countrymen.

**संकल्प**

हम केन्द्रीय विद्यालय संगठन के सदस्य, भारत को एक सुदृढ़ और समृद्ध राष्ट्र बनाने हेतु निःस्वार्थ भाव से कार्य करने की शपथ लेते हैं। देश को उन्नति के चरम शिखर पर प्रतिष्ठित करने के लिए हम सत्यनिष्ठा से अपने कर्तव्यों का पालन करेंगे। अपने कार्यों एवं सेवाभाव द्वारा देशवासियों के हृदय में देश भक्ति तथा सांस्कृतिक एवं नैतिक मूल्यों के प्रति श्रद्धा भाव उत्पन्न करने की शपथ लेते हैं। आज केन्द्रीय विद्यालय संगठन के स्थापना दिवस पर हम देश और देशवासियों के विकास और उत्थान हेतु सम्पूर्ण निष्ठा एवं समर्पण भाव से कार्य करने का दृढ़ संकल्प करते हैं।

## Appendix-XXX VIII

## KVS NATIONAL INCENTIVE AWARDS TO TEACHING AND NON TEACHING STAFF

The system of Incentive Awards was instituted by KVS to honour and recognise the meritorious services of its Teaching and Non Teaching Staff working in KVS(HQ) /Regional Offices /Kendriya Vidyalayas /ZIETsin appreciation of their dedicated and sincere services rendered in the field of education. The number of Teaching and Non Teaching Staff that can be recommended by each region /ZIET is given below.

**I TEACHING STAFF**

Category	Description	No. of Awards	Maximum Number that can be recommended by each Region / ZIETs
1.	Principal	4	2
2.	Vice Principal	1	1
3.	Headmistress/ Headmaster	2	2
4.	Post Graduate Teachers	15	5
5.	Trained Graduate Teachers	17	6
6.	Primary Teachers	19	8
7.	Misc. Category- Drg.Tr./ Music / WET /PET/ Yoga / Libr.	07	6
	Total	65	

**II NON TEACHING STAFF**

Category	Description	No. of Awards	Maximum Number that can be recommended by each Region / ZIETs
1.	Group ' A ' Officers	1	1
2.	Group ' B ' Officers	2	1
3.	Group ' C ' Officers	4	2
4.	Group ' D ' Officers (Multi – tasking staff ( Sub- Staff )	3	2
	Total	10	

**III** In addition one name in each category of teaching and non teaching belonging physically Handicapped quota (i.e. those who have been appointed under PH category are in receipt of double transport allowance) may be recommended. The no. of award under the Special Category (PH) approved by BOG in its 31<sup>st</sup> meeting of BOG held on 11.01.2012 are as under :-

Category	Description	No. of Awards	Maximum Number that can be recommended by each Region / ZIETs
1.	Special Category – {PH} – Secondary/ sr. Secondary teachers/ Principals / VPs/ and Misc Category Teachers	2	1
2.	Special Category – [PH] PRTs including PRT Music and HM	2	1
3.	Special Category- [PH] = Non- teaching Staff	1	1
	Total	5	

The Director of ZIETs and the Chairman VMC of KVs located at Moscow , Kathmandu and Tehran may recommend Maximum one case from each category of the Award and forward the same directly to KVS (HQ).

#### **IV PROCEDURE FOR SELECTION OF TEACHING STAFF :-**

The Teacher recommended for the Award should have put in not less than 15 years of service in KVS as on 31-12-2011 for the Award for 2012(similarly for the subsequent years) out of which the applicant should have worked regularly for a minimum period of 05 preceding years in the category under which applying for the award. Principals with 20 years of service in KVS and Vice- Principals with 15 years of service in KVS and who have worked for a minimum period of two years in the cadre can be considered for the eligibility of the Award.

All eligible Principals / Vice- Principals / Teachers can apply for this award and prescribed forms should be sent to all the Vidyalayas for submission by interested eligible Principals / Vice- Principals / Teachers. The contents of this circular should also be uploaded on Regional Office website. The Procedure for identification and selection of staff teaching category should be in the following manner.

The Proforma of application ( Annexure I, II & III) should be given to all the eligible interested Principals / Vice- Principals / Teachers. The Proforma shall also contain one blank page to record whatever achievements he/ she would like to present for the purpose of consideration. Concerning the correctness of the entries made by the teachers, the Principal concerned must certify the entries at Col. No. 32. Regarding Principals, the Deputy Commissioner concerned shall certify the correctness of whatever has been stated by the applicant in the Proforma by verifying the supporting documents.

The recommendation of the Chairman VMC must invariably be obtained on the application before it is submitted for the consideration of the Cluster Selection Committee. All the Applications received by the Principal of the Vidyalaya concerned should reach the cluster incharge Principal before the date prescribed by the KVS. for screening and selection by the Cluster Selection Committee.

### **SELECTION AT THE CLUSTER LEVEL**

The cluster Selection Committee shall select the names from each category of the Award but not more than the allotted quota mentioned in Para-I of this document for submission to the KVS Regional Office concerned. The recommendation of the Cluster Selection Committee shall be accompanied with the following documents:-

- a) Minutes of the meeting of the Cluster Selection Committee.
- b) A copy of the Proforma along with 2 passport size latest photographs of the applicant. The photographs should be duly attested on the backside.
- c) A detailed analysis of results quantitative and qualitative- Since the quality aspects of the Internal/ External Examination results are also to be considered, a detailed analysis of the results Class- wise / Subject- wise showing the number and of students passing and getting 80% and above **must be** enclosed.
- d) Photocopies of the complete ACRs / APAR of five previous years wherever applicable. The Committee for selection of teachers at the cluster level shall consist of the following.
  1. Assistant Commissioner / Reputed Senior Principal from the :Chairman  
Cluster concerned.
  2. One Principal / Teacher of the region who is a National :Member  
or Incentive Awardee.
  3. An Educationist : Member

The Selection for Principal and Vice- Principal will be done directly at the Regional Level by the Regional Selection Committee by inviting atleast 02 applications of Vice- Principals and 04 applications of Principals and their applications should reach the Deputy Commissioner of the Region concerned directly and not through cluster incharge as in the case of teachers.

The service record and antecedents of the applicant should be carefully verified before sending the recommendation. A certificate to this effect ( Annexure- II) duly completed must be signed by the authority concerned.

The recommended application(s) complete in all respects from the Cluster In-Charge must reach the Deputy Commissioner of the Region concerned latest by the date prescribed by the KVS. Applications sent directly by Principals/ Vice-Principals/ Teachers and those not recommended by the Chairman, VMC will not be entertained by the Regional Office. The antecedents of the Principals / Teachers should be properly verified before forwarding their Applications for the Incentive Award.

**SELECTION AT THE REGIONAL LEVEL:-**

The applications received in respect of teacher(s) from each Cluster will be further screened at the Regional Level by the Regional Selection Committee.

The Regional Selection Committee shall consist of the following:-

- |  |                    |
|--|--------------------|
| 1. Deputy Commissioner   | : Chairman         |
| 2. One Principal of a KV of the Regional who is a National or of Incentive Awardee | : Member           |
| 3. An Educationist who is a Member of the Regional Advisory Committee              | : Member           |
| 4. An Assistant Commissioner   | : Member Secretary |

The Regional Selection Committee shall select the names from each category of the Award but not more than the allotted quota mentioned in Para-I of this document for submission to the KVS (HQ) for final selection. The recommendation of the Regional Selection Committee shall be accompanied by the following documents:-

1. Minutes of the meeting of the Selection Committee.
2. A copy of the Proforma along with 2 passport size latest photographs of the applicant. The photographs should be attested on the backside. The name of Teacher/ Principal must be written legibly on the back of the photograph.
3. A detailed analysis of results quantitative and qualitative- Since the quality aspects of the Internal/ External Examination results are also to be considered, a detailed analysis of the results are also to be considered. Detailed analysis of the results Class- wise/ subject wise showing the number and % of students passing and getting 80% and above **must be** enclosed.
4. Photocopies of the complete ACRs/ APAR of five previous years.
5. The service record and antecedents of the applicants should be carefully verified before sending the recommendation. A Certificate to this effect ( **Annexure –II**) duly completed must be signed by the Authority concerned.
6. All the information be provided in hard copy and in excel sheet through email in the given format ( [kvs.jcadmn@gmail.com](mailto:kvs.jcadmn@gmail.com) ).

**V PROCEDURE FOR SELECTION OF NON TEACHING STAF:-**

The officers/ officials recommended for the award should have put in not less than 15 years of service in KVS as on 31-12-2011 for the award of 2012(similarly for the subsequent years) out of which the applicant should have worked regularly for a minimum period of 03 years in the present cadre in case of Group A and B officers and 05 years in case of C officials in the preceding years of the award in the category under which applying for the award.

The main considerations that should guide the selection of officers/ officials are :-

- i) His / her reputation in the Officer / Vidyalaya.
- ii) His / her efficiency in disposing of official matters/ academic matters and desire for its improvement.
- iii) His / her genuine interest and innovative practices in the respective filed.
- iv) His / her involvement in the social life of the community wherever applicable.
- v) His / her service record ( the officer / Official should not have been penalized under the CCS (CCA) Rules, 1965 including letter of displeasure in the preceding three years of the award.
- vi) Whether the target fixed for the officer / official has been met in the preceding three years of the award.

An initial identification would be done for the officers / officials who cloud apply for these awards and relevant forms would be given to the said officer/ officials for necessary action. No documents would be required to be attached with the form. The procedure for identification and selection should be in the following manner:-

The Screening cum Selection Committee at Regional office shall consist of the following:-

1. Deputy Commissioner / Officiating DC : Chairman
2. An Assistant Commissioner : Member
3. AO/FO/SO of the Region : Member Secretary

1. The Regional Screening cum Selection Committee shall select names from each category as per allotted quota for submission to the KVS, Hqrs. Office for final selection. The forwarding / recommendation in respect of ZIET Gwalior / Mumbai / Mysore / Bhubaneswar and Chandigarh Staff will be done by the Director ZIET concerned. **Newly opened ROs will recommend the name of officer / official with due consultation with Deputy Commissioners of previous Regional offices.**

1st Level Screening of proposals for staff working at KVS (HQ) and KVs abroad will be done by a committee constituting of the following officers at KVS (HQ).

1. Dy. Commissioner (Acad)
2. Assistant Commissioner (Estt.)
3. Assistant Commissioner (Admn.)
4. Assistant Commissioner (Acad.)

2. Modalities for recommending names for KVS incentive Awards for Non Teaching Staff will be as given below
  - I) His/ Her Reputation in the Office/ Vidyalaya.
  - II) His/ Her efficiency in disposing of official matters /academic matters and desire for its improvement.
  - III) His/ Her genuine interest and innovative practices in the respective fields.
  - IV) His/ Her involvement in the social life of the community where ever applicable.



- V) His/Her service record (the officer /official should not have been penalised under the CCs(CCA) Rules, 1965 including letter of displeasure in the preceding three years of the award.
- VI) Whether the target fixed for the officer/official has been met in the preceding three years of the award.

Note:- The screening committee constituted for recommending the names for the award should ensure that above guide lines are strictly followed at the time of selection.

The service records and antecedents of the applicant should be carefully verified before sending the recommendation. A certificate to this effect duly completed must be signed by the concerned authority.

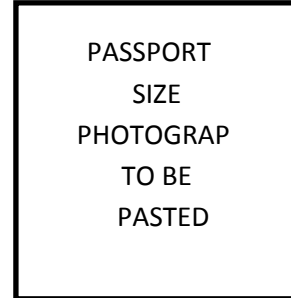
The details of Guidelines for recommending the names for KVS Incentive Award is enclosed (Annexure- IV ). The consolidated information of Teachers/Principals may also be submitted in the prescribed proforma(Annexure V).

The recommended applications completed in all respects along with the minutes of the selection committee must reach the KVS (HQ) by the stipulated date .Applications sent directly by Teachers/Principals and those not recommended by the Chairman VMC will not be entertained. The antecedents of the teaching and non teaching staff should be properly verified before forwarding their applications for the Incentive Awards.

Applications received after the stipulated date will not be entertained. Forwarding nil report or inadequate number of recommendations from a region may be avoided.

(PLEASE SUBMIT TWO EXTRA PASSPORT SIZE PHOTOGRAPUS IN SEPARATE ENVELOPE AFFIXING YOUR NAME AT THE BACK AND ATTESTED BY THE PRINCIPAL

**ANNEXURE - I**



**PRFORMA FOR RECOMMENDING A TEACHER/ VICE PRINCIPAL/ PRINCIPAL FOR KVS NATIONAL INCENTIVE AWARD / REGIONAL INCENTIVE AWRD**

PARTS A, B TO BE FILLED IN BY THE INDIVIDUAL AND PART C IS TO BE FILLED IN BY THE PRINCIPAL (IN CASE OF TEACHERS & VICE PRINCIPAL ) AND BY THE CHAIRMAN VMC/ DEPUTY COMMISSIONER (IN CASE OF PRINCIPALS )

PART – A

PARTICULARS OF THE TEACHER / PRINCIPAL

- 1. Name ( in block letters ) .....
- 2. Designation & School Address with PIN Code .....
- 3. Region .....
- 4. Date of Birth .....
- Age ( as on 31..3.of the concerned year) .....
- 5. Sex & Category (Gen/SC/ST/PH) .....
- 6. Whether belongs to special Category i.e. PH .....





## PART – B

10. What has been the teacher's result for the past 5 Years in the highest class taught by the teacher at the Vidyalaya level (in case of PRTs & TGTs) and Board level examination ( in case of PGTs, Vice Principals & Principals ):-

## A For Principal / Vice Principal

Year	Class	Number of Students appeared	% of 8.0 & above CGPA Performance Index of the Vidyalaya	Remarks
	X			
	XII			

## B For PRTs / TGTs/ PGTs

Year	Class & SUBJECT TAUGHT	Number of Students appeared	Performance index of the highest class taught	For PRT- (% age of A grades ). For TGTs / PGTs effecting X- ( %age of 8.0 & above CGPA For PGTs – PI of highest class taught

11. Any innovative Practice / experimentation undertaken for greater impact of : ( attach proof )
- Teaching – Learning Process with special emphasis on Value based education.
  - Computer Aided Teaching
  - Self- prepared models / teaching aids
  - Improving the reading habits of Students
  - Administrative Work ( for Principal)
  - Any other work



14. Mention your specific contribution in at least three activities supported by documents Verified by Principal / Deputy Commissioner towards:-
- CCA
  - Discipline
  - Games & Sports / Adventure Activities
  - Club Activities / Exhibitions
  - Guidance Counselling
  - Scout & Guide
  - NCC/ NSS/ Life- Skills
  - Social Service / Community Service.
  - Any Other
15. Has any article related to the field of education been written and published in any newspaper/ magazine / journal or has any text- book been written and published? If yes, give details:-

Sl.No.	Name of the Article / Textbook	Name of the Newspaper/ Magazine / Journal / Publisher	Year of Publication	Remarks

16. Recognition / Award / Prize received at the National / State / Regional / District level by the teacher :
- for self
  - for the students under the guidance of the teacher

Name of the Award	The Institution which Awarded	Year of Award	Field of Recognition	Award Received by Self / Student

17. Any other significant achievement / contribution not mentioned above

Signature of the Applicant

**INFORMATION TO BE GIVEN IN CASE OF PRINCIPAL BY THE CHAIRMAN VMC / DEPUTY  
COMMISSIONER OF THE REGION**

**( POINTS 18 TO 25 ) PLEASE GIVE ONLY BRIEF ACCOUNT**

18	Has the Principal introduced any innovative ideas for raising the Quality of education in the school?	
19	Does the Principal invite the Parents to Contribute in Academics/ Sports / Cultural fields etc.	
20	Does the Principal take interest in maintenance of the infrastructure , beautification of the campus and cleanliness, if so, give details.	
21	Are the activities like Annual day, Sports day, Celebration of important days, Clubs ( nature, science m reader ) , value based education etc. being organised? If so, give details.	
22	Is guidance provided to the teachers in professional development and whether he/she encourages the teachers as well as students for experiments / innovations?	
23	What goals / targets are set in academic / sports and games / other activities and what are the achievements?	
24	Has any project been undertaken during the last three years at School Level? If yes, give details.	
25	Have any concrete steps been taken to implement CMP and CCE? If yes , give details	



**PART – C****Remarks about the teacher / Principal based on the Assessment by her / his superiors on three point scale viz. outstanding / Very Good / Good.**

26. Does the Teacher / Principal command respect among the students?
27. Does the Teacher/Principal maintain cordial relations with his follow – teachers and others Stake holders?
28. the following information may specifically be given:-
- The Role of Teacher / Principal in maintaining discipline.
  - Punctuality in duty and Assignments.
  - Efforts for inculcation Moral Values, National Integration and respect for Cultural Heritage.
29. Is She / he held in high esteem by the community, particularly the parents?
30. What is the extent of participation of the Teacher / Principal in enhancing the image of the Vidyalaya in the Community?
31. Comment:-
- Does she / he indulge in tuitions ?
  - Is she / he in the habit of submitting complaints and indulging in litigation?
32. **IT IS CERTIFIED THAT ALL THE INFORMATION PROVIDED FROM SL. NO 01 TO 31 HAS BEEN CHECKED AND FOUND CORRECT.**

**SIGNATURE OF THE PRINCIPAL  
(IN CASE OF A TEACHER )**

**&**

**SIGNATURE OF THE CHAIRMAN, VMC  
(IN CASE OF PRINCIPALS )**

**COUNTER SIGNATURE  
RECOMMENDATION OF  
THE CHAIRMAN, VMC**

**COUNTER SIGNATURE OF  
DEPUTY COMMISSIONER OF THE REGION  
(WITH SEAL)**

**PART – D**

**REMARKS / RECOMMENDATIONS OF  
THE KVS REGIONAL COMMITTEE**

**SIGNATURE  
CHAIRMAN, KVS REGIONAL COMMITTEE**



**PART – E**

**REMARKS / RECOMMENDATIONS OF  
THE KVS REGIONAL COMMITTEE**

**SIGNATURE  
CHAIRMAN, KVS REGIONAL COMMITTEE**



(b) Experience as Resource Person in In- service Courses ( No. of Times )

(c) Use of teaching aid / computer for teaching (used / not used)

(d)Whether undertaken innovative Practices / Project / Experimentation

(e)Publication and involvement in the community

(f)Community Service

(g)Contribution in co- curricular activities

(Scout &

Guide, NCC, Sports & Games etc.)

**RECOGNITION:-**

1. Award / Certificate

Attached / Not Attached

2. Any other Award ( National/ State/ Regional/District / International Level) with details

Prepared by \_\_\_\_\_(Signature )

Checked by \_\_\_\_\_(Signature )

**CERTIFICATE TO BE FURNISHED BY THE PRINCIPAL IN CASE OF  
TEACHERS / VICE PRINCIPALS BY THE CHAIRMAN VMC OR DEPUTY  
COMMISSIONER IN CASE OF PRINCIPAL.**

It is certified that Ms./Mr./Mrs.....(Name of the teacher/Vice  
Principal / Principal with Designation)..... of Kendriya Vidyalaya  
..... has an absolutely clean record of service and  
faultless antecedents and that no vigilance / disciplinary enquiries are pending/ contemplated against her  
/ him.

**SIGNATURE OF PRINCIPAL / CHAIRMAN  
VMC/DY. COMMISSIONER WITH SEAL**

I have checked all the details and will be personally responsible for any misrepresentation of facts.

**COUNTER SIGNATURE OF  
DEPUTY COMMISSIONER OF THE REGION  
(WITH SEAL)**

**GUIDELINES FOR RECOMMENDING NAME FOR KVS NATIONAL INCENTIVE  
AWARD / REGIONAL INCENTIVE AWARD**

1. **The main considerations for selection of the Teachers / Principals are** (i) His/  
Her reputation in the Vidyalaya and local community.
  - (ii) His/ Her academic efficiency and desire for its improvement.
  - (iii) His/ Her genuine interest in holistic development of Children.
  - (iv) His/ Her involvement and contribution in the social life of the community.
  
2. **This is analysed with the help of the following parameters**
  - a. ACR/APAR of five years 25 Marks

- b. Contribution 35 Marks
- c. Recognition 20 Marks - this includes
- i National Level 20 Marks  
(National Govt. of India or international NGO Awards)
- ii. State Level 15 Marks
- iii. Regional Incentive Award 15 Marks
- iv. District Level 05 Marks ( on the basis of Citation)
- d. Committee 20 Marks

**A. RESULTS FOR LAST FIVE YEARS – QUANTITATIVE**

FOR PRINCIPAL/ VICE- PRINCIPAL / PGT/ TGT	Marks to be allotted	Total maximum marks to be awarded
i If 95% - 100% result of Vidyalaya/subject concerned in all five years	05	05
ii if 95% - 100% result of Vidyalaya/ Subject for 04 years and above 90% in one year	04	
iii if 95% - 100% result of Vidyalaya/ Subject for 03 years and above 90% in two year	03	
iv if 95% - 100% result of Vidyalaya/ Subject for 02 years and above 90% in three year	02	
v if 95% - 100% result of Vidyalaya/ Subject for 01 years and above 90% in four year	01	
vi if result of Vidyalaya / Subject below 90% in all years	00	
<b>B. RESULTS FOR LAST FIVE YEARS – QUANTITATIVE</b>		
<b>FOR PGTS / VP/ Principal</b>		
i. PI 60 and above last five years	05	05
ii.PI 60 and above in four out of last five years	04	
iii.PI 60 and above in three out of last five years	03	
iv.PI 60 and above in two out of last five years	02	
v.PI 60 and above in one out of last five years	01	
vi. PI less than 60 all five years	00	
<b>TGTs</b>		
i. 25% students getting 90% & above / A1 in three of five years.	05	05
ii. 20% students getting 90% & above / A1 in three of five years.	04	
iii. 15% students getting 90% & above / A1 in three of five years.	03	
iv. 10% students getting 90% & above / A1 in three of five years.	02	
v. 05% students getting 90% & above / A1 in three of five years.	01	
<b>C. Frequency of Participation in Training programmes / Contribution to various training / in- service courses as a resource person</b>	05	05
<b>D. Innovative experiments / Projects taken in the curricular / co-curricular areas</b>	05	05

<b>E. Development and use of teaching and technology aids / use of computer for teaching / Special attention to gifted / weak/ children with special needs</b>	05	05
<b>F. Contribution in administrative work &amp; achievement in Co-curricular Activities like music, arts , sports , literature , Scouts and guides etc. Contribution towards community in form of various social service activities.</b>	05	05
<b>G. Publication ( Research papers / Articles in international / national journals , books , Vidyalaya Patrika etc.) in the last 05 years</b>		05
i) National Level	05	
ii) State Level	03	
iii) Vidyalaya level	02	
<b>H. RECOGNITION</b>		
(i) National level ( National Govt. of India or any International NGO Awards ) including Innovations & Experimentation award & ICT award by NCERT	20	20
(ii) State Level (including innovation & Experimentation award & ICT award by KVS)	15	
(iii) Regional Incentive Award	15	
(iv) District Level	05	
<b>I. Committee : The committee constituted for recommending names for award will allot marks on the basis of overall performance and reputation of teacher considering four parameters mentioned at Para- I</b>	20	20
<b>J. ACRs/ APAR of last five years</b>	25	25
<b>TOTAL ( A TO J)</b>		<b>100</b>

<b>FOR PRIMARY TEACHERS :-</b>	Marks to be allotted	Total maximum marks to be awarded
a. Concrete steps taken to improve the quality of teaching of primary level	05	05
b. Results for last five years		
i. if 70% and above students get A grade in all five years	05	05
ii. if 70% and above students get A grade for four years	04	
iii. if 70% and above students get A grade for three years	03	
iv if 70% and above students get A grade for two years	02	
v. if 70% and above students get A grade for one years	01	
vi. if students getting A grade is less than 70%	00	
c. Frequency of Participation in training programmes / contribution to various training / in-service courses as a resource person	05	05

d. Innovative experiments / projects taken in the Curricular / Co-curricular areas	05	05
e. Development and use of teaching and technology aids / use of computers for teaching	05	05
f. Contribution in administrative work & achievement in co-curricular Activities like music, Arts, sports, literature, Scouts and guides etc. Contribution towards community in form of various social service activities.	05	05
g. Publication ( Research papers / Articles in international / national journals, Books, Vidyalaya Patrika etc.) in the last 5 years		05
i) National Level	05	
ii) State Level	03	
iii) Vidyalaya level	02	
<b>h. RECOGNITION</b>		20
(i) National level ( National Govt. of India or any International NGO Awards ) including Innovations & Experimentation award & ICT award by NCERT	20	
(ii) State Level (including innovation & Experimentation award & ICT award by KVS)	15	
(iii) Regional Incentive Award	15	
(iv) District Level	05	
<b>l. Committee : The committee constituted for recommending names for award will allot marks on the basis of overall performance and reputation of teacher considering four parameters mentioned at Para- I</b>	20	20
<b>j. ACRs/ APAR of last five years</b>	25	25
<b>TOTAL ( A TO J)</b>		<b>100</b>

<b>FOR MISCELLANEOUS CATEGORY TEACHERS</b>	<b>Marks to be allotted</b>	<b>Total maximum marks to be awarded</b>
<b>a. Frequency of Participation in Training programmes / Contribution to various training / in- service courses as a resource person</b>	05	05
<b>b. Innovative experiments / Projects taken in the curricular / co-curricular areas</b>	05	05
<b>c. Development and use of teaching and technology aids / use of computer for teaching / Special attention to gifted / weak/ children with special needs</b>	05	05
<b>d. Contribution and achievement in Co-curricular Activities like music, arts, sports, literature, Scouts and guides etc. Contribution towards community in form of various social service activities.</b>	05	05
<b>e. Publication ( Research papers / Articles in international / national journals, books, Vidyalaya Patrika etc.) in the last 05 years</b>		05
iv) National Level	05	
v) State Level	03	
vi) Vidyalaya level	02	



<b>f. RECOGNITION</b>		
(i) National level ( National Govt. of India or any International NGO Awards )	20	20
(ii) State Level	15	
(iii) Regional Incentive Award	05	
(iv) District Level	05	
<b>g. Committee : The committee constituted for recommending names for award will allot marks on the basis of overall performance and reputation of teacher considering four parameters mentioned at Para- I</b>	20	20
<b>h. ACRs/ APAR of last five years</b>	25	25
<b>TOTAL ( A TO J)</b>		<b>100</b>

Note :- The screening committee constituted at cluster / regional level for recommending the names of Principal/ Vice – Principal / Teachers for the award should ensure that above guidelines are strictly followed while selection.

**Parameters for recommending names for KVS Incentive Awards for Non-Teaching Staff**

Sl. No.	Field/Activities	MARKS ALLOCATED	
		GROUP 'A' & 'B' OFFICERS	GROUP 'C' (INCLUDING SUB-STAFF)
1.	ACR for five years (OS = 05, VG=04, Good=03, Avg.=01 & Below Average= -05)	25	25
2.	(a) Innovative method adopted/concrete steps taken for improving the work system	10	10
3.	(b) Leadership quality ( for Group A/B officers. Maintenance of records ( for Group C employees	10	10
4.	Conduction/participation by the officer/official in the In-service course/Training	05	05
5.	Use of rule position/computers for disposal of work	10	10
6.	Involvement in other activities, community service/dealing with peers.	05	05
7.	Publication (Articles in journals, Books etc.) and involvement in the organizational matters	05	05
8.	<b>Recognition :</b>	15	15
	(i) National Level (National Govt. of India or any International NGO Awards: <b>15 marks.</b>		
	(ii) State Level (including KVS Regional Incentive Awards) – <b>10 marks</b>		
	(iii) District level – <b>5 marks</b>		
9.	Committee: The committee constituted for recommending names for	15	15

	award will allot marks on the basis of overall performance and reputation of officer/official considering all the parameters mentioned above.		
	<b>TOTAL</b>	<b>100</b>	<b>100</b>

वर्ष 2012 के लिए प्रोत्साहन पुरस्कार हेतु समूह 'क' और 'ख' अधिकारियों (गैर शिक्षक) की संस्तुति के लिए प्रपत्र

**PROFORMA FOR RECOMMENDING GROUP 'A' & 'B' OFFICERS (NON-TEACHING STAFF) FOR INCENTIVE AWARD-2012**

¼Hkkx \*d\* vkosnd }kjk Hkjk tk, vkSj Hkkx \*£\* fo|ky; ds dfeZ;ksa ds ckjs esa izkpk;Z }kjk] {ks=h; dk;kZy; ds vf/kdkfj;ksa ds ckjs esa mik;qDr }kjk] ftV deZpkjh&oxZ ds ckjs esa funs'kd] ftV] dsfola-¼eq-½ ds lewg [k vf/kdkfj;ksa ds ekeys esa lacaf/kr `kk[kk@izHkkxh; vf/kdkjh rFkk {ks=h; dk;kZy; ds mik;qDrksa ,oa dsfola-¼eq-½ ds lewg d vf/kdkfj;ksa ds ekeys esa vij vk;qDr ¼iz'kk-½@vij vk;qDr ¼'kSf{kd½ }kjk Hkjk tk,½

**(Part A to be filled by the applicant & Part B to be filled in by the Principal in case of Vidyalaya Staff, by the Deputy Commissioner, RO concerned in case of Officers of Regional Offices, ZIET staff by the Director, ZIET, Branch Officer/Divisional Head of concerned Branch/Division in KVS HQ in case of Group B Officers of Hqrs. and by Addl. Commissioner (Admn.)/ Addl. Commissioner (Acad.) in case of Deputy Commissioner of Regional Offices and Group-'A' Officers of KVS Hqrs.)**

## भाग 'क' /PART -A

### Particulars of the Officer/Official

(Two recent Colour Photograph)ONE RECENT COLOUR PHOTOGRAPH TO BE PASTED & ONE TO BE ATTACHED WITH FORM

- 1 नाम (श्री/श्रीमती/कु.)  
Name (English): (Shri/Smt./Km.)  
(In Capital letters)
- 2 पदनाम और वर्तमानकेवी/ {ks=h; कार्यालय@f t V का नाम और पता  
Designation & Name & Address of present KV/RO/ZIET
- 3 संभाग@f t V का नाम (अगर विद्यालय / क्षेत्रीय कार्यालय@f t V में तैनात हों).  
Name of Region/ZIET (In case of being posted in Vidyalaya/RO/ZIET).
- 4 जन्म तिथि, 0a (31/03/2012 को वर्तमान आयु)  
Date of Birth & present Age as on 31.3.2012
- 5 (क) लिंग: पुरुष/स्त्री (D;k `kkjh fjd foDykax gSa% gkWa@ugha  
(a) Sex: Male/Female (b) Whether PH: Yes/No
- 6 शैक्षणिक / व्यावसायिक योग्यता  
Academic / Professional Qualifications

क्रम सं.	परीक्षा	विश्वविद्यालय/बोर्ड / विभाग.	उत्तीर्ण करने का वर्ष	विषय
S. No.	Examination	University/ Board/ Deptt.	Year of passing	Subject



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8 कामको जल्दी और तेजी से  $f u i V k u s$  के

लिए किए गए उपाय/ठोस कदम

Any concrete steps/innovative measures taken for quick and speedy disposal of the work:

9 क्या अधिकारी ने कोई भी लेख ]  $i k B ;$

$i q L r d b R ; k f n$  लिखा या

छपवाया है? यदि हां, तो जानकारी दें:

Has the officer written or published any article, text-book etc.? If so, give details:

- 10 क्या .अधिकारी ने कोई प्रशिक्षण/कार्यशाला कार्यक्रम में भाग लिया. यदि हां, तो पिछले पांच वर्षों का विवरण दे: .

Has the officer participated in any training programme/workshop. If so, give details of last five years:

क्रम सं S.No.	वर्ष Year	प्रशिक्षण/कार्यशाला का नाम Name of course	अवधि Duration	टिप्पणी Remarks

- 11 क्या अधिकारी ने पिछले 10

वर्षों के दौरान किसी भी स्कूल/समुदाय या सरकार से सम्मान, या पुरस्कार प्राप्त किया है? यदि हां, तो विवरण दें:

Has the officer received any recognition, award or prize from school/community or Government during the last 10 years? If so, give particulars:

पुरस्कार का नाम Name of the	संस्था जिसने सम्मानित किया	वर्ष, जिसमें पुरस्कार प्राप्त	क्षेत्र /Field of recognition

award	The institution which awarded	किया Year of award	

यदि आवश्यक हो, तो एक अलग पत्रसंलग्न किया जासकताहै,).

**A separate sheet may be attached if required).**

Signature of the applicant

Hkkx \*£\*@PART-B

- 12 संबंधित अधिकारी रिकार्ड के रखरखाव के संबंध में लेखा-परीक्षा निरीक्षण टीम के टिप्पणी पर क्या किया गया है.

**What has been the observation of the Audit/ Inspection team in respect of maintenance of record for the concerned Officer.**

- 13 vkoafVr dk;Z {ks= esa leL;k lek/kku vkSj leqfpr fu.kZ; yus esa usr`Ro lacaf/k xq.kksa dk vf/kdkjh }kjk izn'kZuA

How far has the officer shown leadership qualities in terms of appropriate decision making and problem solving on his/her own in matters within his/her allotted areas?

- 14 क्या अधिकारी ने कोई भी mYys [kuh;@iz'kfLr dke fd;k gS?fooj.k nsa

Has the officer done any outstanding or notable work meriting commendation? Give details

- 15 निम्नलिखित जानकारी विशेष रूप से दी जाए

(क) ईमानदारी/वफादारी

(ख) उपस्थिति में समय की पाबंदी:

(ग) अनुशासन:

(घ) नियम के अनुप्रयोग:



(ड) अन्य लोगों के साथसंबंध:

(च) कामकीगुणवत्ता:

(छ) कंप्यूटरकाउपयोग करना :

(ज) स्वास्थ्यकी वोलफ़क:

The following information specifically be given:

(a) Integrity :

(b) Punctuality in attendance :

(c) Discipline :

(d) Application of rule position :

(e) Relation with others :

(f) Quality of work :

(g) Use of Computer :

(h) State of health :

16	<p>क्या अधिकारी द्वारा सरकारी काम के निपटान में मुस्तैदी के लिए अपने सहयोगियों को किसी भी विशेष ध्यान और मार्गदर्शन दिया है?</p> <p>Does the officer give any special attention and guidance to his/her colleagues for promptness in disposal of work?</p>	
17	<p>किसी भी अन्य महत्वपूर्ण उपलब्धि या योगदान, जिसका अधिकारी ने ऊपर उल्लेख नहीं किया है:</p> <p>Any other significant achievement/contribution of the officer not mentioned above:</p>	
18	<p>क्या अधिकारी के खिलाफ कोई भी सतर्कता/अनुशासनिक मामला लंबित या विचाराधीन है?</p> <p>Whether any Vigilance/disciplinary case is pending or contemplated against the officer.</p>	

CERTIFICATE/iz ek .k&i =

(क) अधिकारी के सेवा रिकॉर्ड और पूर्ववृत्त सत्यापित किए गए और रिकॉर्ड साफ और पूर्ववृत्त निर्दोष मिला.

The service records and antecedents of the Officer have been verified and found clean record and faultless antecedents.

([k] प्रमाणित किया जाता है कि क्रम सं. 01 से 18 तक उपलब्ध कारवाइ गई सभी जानकारी की जाँच की गई है और सही पाया गया।

It is certified that all the information provided from Sl. No.01 to 18 have been have been checked and found correct.

-----  
(प्राचार्य/शाखा अधिकारी/funs'kd ftv@उपायुक्त/संयुक्त आयुक्त/अपर आयुक्त केहस्ताक्षर)

**(Signature with seal of the Principal/ Branch Officer /  
Director, ZIET/Deputy Commissioner/JC/Addl Comm)**

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विद्यालय स्टाफके मामलेमेंसंभाग केउपायुक्तकेप्रतिहस्ताक्षर.

**Counter Signature with seal of Deputy Commissioner of the  
Region in case of Vidyalaya Staff.**

वर्ष 2012 के लिए प्रोत्साहन पुरस्कार हेतु समूह 'ख' अधिकारियों (गैर शिक्षक) की संस्तुति के लिए प्रपत्र

**PROFORMA FOR RECOMMENDING GROUP 'C' NON-TEACHING STAFF FOR INCENTIVE AWARD-2012**

Hkkx 'd'vkosnd ds }kjk Hkjk tk,xk rFkk ikVZ '[k' fo|ky; LVkQ ds ekeys esa iz/kkukpk;Z] laHkkx ds deZpkfj;ksa ds ekeys esa lacaf/kr mik;qDr] ftV deZpkjh&oxZ ds ckjs esa funs'kd] ftV] dsUnzh; fo|ky; laxBu eq[;ky; ds deZpkfj;ksa ds ekeys esa 'kk[kk vf/kdkjh@izHkkxh; vf/kdkjh ls Hkjk tk,xk

(Part A to be filled by the applicant & Part B to be filled in by the Principal in case of Vidyalaya Staff, by the Deputy Commissioner, RO concerned in case of staff of Regional Offices, ZIET staff by the Director, ZIET, Branch Officer/Divisional Head of concerned Branch/Division in KVS HQ in case of Official of Hqrs.)

**भाग 'क' /PART -A**

**Particulars of the Official**

(Two recent Colors Photograph)

ONE RECENT COLOUR PHOTOGRAPH TO BE PASTED & ONE TO BE ATTACHED WITH FORM

1 नाम (श्री/श्रीमती/कु.)

Name (English): (Shri/Smt./Km.)

(In Capital letters)

2 पदनाम औरवर्तमानकेवी/{ks=h; कार्यालय@ftVका

नामऔरपता

Designation & Name & Address of present KV/RO/ZIET

- 3 संभाग@f tVका नाम(अगर विद्यालय /क्षेत्रीय कार्यालय@f tV में तैनात हों).  
Name of Region/ZIET (In case of being posted in Vidyalaya/RO/ZIET).
- 4 जन्म तिथि , 0a(31/03/2012को वर्तमान आयु)  
Date of Birth & present Age as on 31.3.2012
- 5 (क)लिंग: पुरुष/स्त्री(£)D;k `kkjh fjd foDykax gSa%  
gkWa@ugha  
(a) Sex : Male/Female (b) Whether PH: Yes/No
- 6 शैक्षणिक /व्यावसायिक योग्यता  
Academic /Professional Qualifications

क्रम सं	परीक्षा	विश्वविद्यालय/बोर्ड / विभाग.	उत्तीर्ण करने का वर्ष	विषय
S. No.	Examination	University/ Board/Deptt.	Year of passing	Subject




8 कामको जल्दीऔर तेजी सेfuiVkus के लिएकिए गए उपाय/ठोस कदम

Any concrete steps/innovative measures taken for quick and speedy disposal of the work:

9 क्या अधिकारी ने कोई भी लेख] vkfn लिखा या छपवायाहै?यदि हां, तोजानकारी दें:

Has the official written or publishedany articles etc.? If so, give details: (Not applicable for Multitasking/ Sub Staff)

- 10 क्या .अधिकारी ने कोई प्रशिक्षण/कार्यशाला कार्यक्रम में भाग लिया. यदि हां, तो पिछले पांच वर्षों का विवरण दे: .

Has the official participated in any training programme/workshop. If so, give details of last five years:

क्रम सं S.No.	वर्ष Year	प्रशिक्षण/कार्यशाला का नाम Name of course	अवधि Duration	टिप्पणी Remarks

- 11 क्या अधिकारी ने पिछले 10 वर्षों के दौरान किसी भी स्कूल/समुदाय या सरकार से सम्मान, या पुरस्कार प्राप्त किया है? यदि हां, तो विवरण दें:

Has the official received any recognition, award or prize from school/community or Government during the last 10 years? If so, give particulars:

पुरस्कार का नाम Name of the	संस्था जिसने सम्मानित किया	वर्ष, जिसमें पुरस्कार प्राप्त	क्षेत्र/Field of recognition



award	The institution which awarded	किया Year of award	

यदि आवश्यक हो, तो एक अलग पत्रसंलग्न किया जासकताहै,).

**A separate sheet may be attached if required).**

Hkkx \*£\*@PART-B

- 12 संबंधित अधिकारी /आधिकारिक रिकार्ड के रखरखाव के संबंध में लेखा-परीक्षा निरीक्षण टीम के टिप्पणी पर क्या किया गया है। ¼lc LVkQ ds fy, ykxw ugha gS½

What has been the observation of the Audit/ Inspection team in respect of maintenance of record for the concerned Official. (Not applicable for Sub-Staff.)

- 13 fdrus gn rd vf/kdkjh mfpr fu.kZ; ysus vkSj mldh@mlds {ks=ksa ds Hkhrj lkSais ekeyksa esa mldh@viuh leL;k dks gy djus ds lanHkZ esa usr`Ro ds xq.kksa ls irk pyk gS ¼lc LVkQ ds fy, ykxw ugha gS½

How far has the official shown leadership qualities in terms of appropriate decision making and problem solving on his/her own in matters within his/her allotted areas?

- 14 क्या अधिकारी ने कोई भी iz'kfLr ;ksX; mYys[kuh; dke fd;k gS?fooj.k nsa

Has the official done any outstanding or notable work meriting commendation? Give details

15 निम्नलिखित जानकारी विशेष रूप से दी जाए

(क) ईमानदारी/वफ़ादारी

(ख) उपस्थिति में समय की पाबंदी:

(ग) अनुशासन:

(घ) नियमके अनुप्रयोग:

(ङ) अन्य लोगों के साथ संबंध:

(च) कामकी गुणवत्ता:

(छ) कंप्यूटरका उपयोग करना :

(ज) स्वास्थ्यकी वोलफ़क:

The following information specifically be given:

(a) Integrity :

(b) Punctuality in attendance :

(c) Discipline :

(d) Application of rule position :

(e) Relation with others :

(f) Quality of work :

(g) Use of Computer :

(h) State of health :

16	<p>क्या अधिकारी द्वारा सरकारी काम के निपटान में मुस्तैदी के लिए अपने सहयोगियों को किसी भी विशेष ध्यान और मार्गदर्शन दिया है? (Not applicable for Sub-Staff)</p> <p>Does the official give any special attention and guidance to their colleagues for promptness in disposal of work? (Not applicable for Sub-Staff)</p>	
17	<p>किसी भी अन्य महत्वपूर्ण उपलब्धि या योगदान, जिसका अधिकारी ने ऊपर उल्लेख नहीं किया है:</p> <p>Any other significant achievement/contribution of the official not mentioned above:</p>	
18	<p>क्या अधिकारी के खिलाफ कोई भी सतर्कता/अनुशासनिक मामला लंबित या विचाराधीन है?</p> <p>Whether any Vigilance/disciplinary case are pending or contemplated against the official</p>	

CERTIFICATE/iz ek . k - i =

(क) अधिकारी के सेवा रिकॉर्ड और पूर्ववृत्त सत्यापित किए गए और रिकॉर्ड साफ और पूर्ववृत्त निर्दोष मिला.

The service records and antecedents of the Official have been verified and found clean record and faultless antecedents.

([ k) प्रमाणित किया जाता है कि क्रम सं. 01 से 18 तक उपलब्ध कारवाई गई सभी जानकारी की जाँच की गई है और सही पाया गया।

It is certified that all the information provided from Sl. No.01 to 18 have been have been checked and found correct.

-----  
(प्राचार्य/शाखा अधिकारी/funs ' kd ftV@उपायुक्त/संयुक्त आयुक्त केहस्ताक्षर)

**(Signature of the Principal/ Branch Officer/Director, ZIET/**

**Deputy Commissioner/Joint Commissioner)**

-----  
विद्यालय स्टाफके मामलेमेंसंभाग केउपायुक्तकेप्रतिहस्ताक्षर.

**Counter Signature of Deputy Commissioner of the**

**Region in case of Vidyalaya Staff.**

## Appendix XXXVIII (A)

**KVS REGIONAL INCENTIVE AWARDS**

KVS has initiated the Regional Incentive Awards from 2010 to honour its Principals Teaching and Non Teaching Staff for their dedicated and committed contribution in the field of education at regional level. The number of Awards of Regional level will be as follows.

S.No	Category	No. of Awards
1	Principal	1
2	Vice-Principal	1
3	H M	1
4	PGT	2
5	TGT	3
6	PRT	4
7	Misc. Category Teachers	3
8	Group "B" & "C" category of Non Teaching -Staff	2
	<b>Total</b>	<b>17</b>

In addition one name in each category of teaching and non teaching belonging Physically Handicapped quota (i.e. those who have been appointed under PH category are in receipt of double transport allowance may be recommended. The no. of awards under the special category (PH) approved by BOG in its 91 meeting of BOG held on 11-01-2012 are as under.

Category	Description	No of Awards	Maximum Number that can be recommended by each Region/ZIET
1	Special Category (PH) Secondary/Sr Secondary teachers /Principals/VPs/and Misc . Category Teachers	1	1
2	Special Category (PH) –PRTs including PRT (Music) and HM	1	1
3	Special Category (PH)-Non Teaching Staff	1	1
	<b>Total</b>	<b>3</b>	

The Chairman VMC of KVs located at Moscow, Katmandu and Tehran may recommend maximum one case from each category of the Award and forward the same directly to the DC, Regional Office, Delhi and the Directors of ZIETs may forward the recommended one name from each category to the corresponding ROs.

1. The procedure will be initiated by the Vidyalaya Principals recommending the names of eligible candidates in each cadre to the Cluster In-charge. Each Cluster In-charge will forward 15 names (excluding Principal & Vice Principal) in total as per procedure given below
2. The Cluster In-charge will finalize the 15 names as per details given above from S.No 3 to 8 by following the laid procedure :-

**The procedure for selection of KVS Regional Incentive Award will be the same as that for KVS National Incentive Award.**

3. In case of Principal & Vice Principal, the Deputy Commissioner of the Region may invite minimum 03 applications in each cadre and final selection will be done through Regional Selection Committee.
4. For Teaching and Non Teaching employees recommended for the Regional Incentive Award should have put in not less than 10 years of service in KVS as on 31<sup>st</sup> December of the preceding year out of which the applicant should have worked regularly for a minimum period of 05 years in the category under which applying for the award. The Principals with 05 years of service in the cadre are eligible for being recommended for the Regional Incentive Award, while Vice Principal & HM with minimum of two years experience in the cadre can be considered for the eligibility of the Award.
5. The Screening cum Selection Committee for the Regional Incentive Award shall consist the following.
  1. Deputy Commissioner/Officiating DC :Chairman
  2. An Assistant Commissioner :Member
  3. AO/FO/SO of the Region :Member Secretary

For Regional Incentive Award ,each Awardee may be given a cash amount of Rs 5000/- a shawl and a citation .

At Regional Level the total expenditure will be as under.

1	A cash prize of Rs 5000/x20(in the form of cheque/DD	Rs 1,00,000
2	A shawl, the max cost of which should not exceed Rs 1000/ x 20	Rs 20,000
3	Miscellaneous expenditure (Banner, PA system, Transport, Refreshment, Laminated certificate	Rs 60,000
	<b>Total</b>	<b>Rs 1,80,000</b>

The expenditure will be debited to the Head (Academic Activities –Non Plan KVS in the Budget grant of KVS.

6. The recommended applications complete in all respects from the Vidyalayas must reach the Cluster in- charge by the date stipulated by the KVS
7. The recommended applications complete in all respects from the cluster in - charge must reach the Deputy Commissioner of the Region concerned by the date stipulated by the KVS
8. The Regional Incentive Awards shall be distributed at a function to be organized on the KVS Foundation Day i.e. 15<sup>th</sup> December in each region.
9. The regional Incentive Awardee will be given weightage of 15 points for KVS Incentive Award/National Award.



**APPENDIX –XXXIX**  
**NATIONAL AWARDS TO TEACHERS**

The Government of India, Ministry of Human Resource Development ( Department of Education ) introduced the scheme of National Awards to teachers in 1958-59, for raising their prestige and giving public recognition to their meritorious services in Primary. Middle and Higher Secondary Schools. Kendriya Vidyalaya Sangathan is to nominate and recommend names of 16 (sixteen ) teachers to the Government of India by 30<sup>th</sup> September. The awards will be presented by His Excellency the President of India on the next Teachers' Day.

Under this scheme , the following categories of teachers of KVS are eligible for the National Awards:

- |   |           |
|---|-----------|
| 1. Primary Teachers who have put in at least 15 years of service as teacher and Head Master/Head Mistress with 20 years of service  | 06 Awards |
| 2. Secondary / Senior Secondary Teachers teaching Secondary / Senior Secondary classes if they have at least 15 years of teaching experience to their credit. This award is also open to such Principals who have put in 20 years of service.   | 06 Awards |
| 3. Special category awards for Physically Handicapped Secondary Teachers (including Principals)   | 02 Awards |
| 4. Special category awards for Physically Handicapped Primary Teachers. For Sl .No.3&4eligibility of class room teaching experience is 10 years and for Principals 15 years of service. Other eligibility conditions and the selection procedure will be the same as for categories at S.No.1&2 | 02 Awards |

**Total**

**16 Awards**

The teachers recommended for consideration for the awards must fulfil the conditions of eligibility as contained in Annexure-I

While making recommendations, a suitable representation to women teachers may be given. Main considerations that should guide the selection of teachers at Regional level are:-

1. Teachers' reputation in the Vidyalaya and local community.
2. Teachers' academic efficiency and desire for its improvement.
3. Teachers' genuine interest in and love for children, and
4. Teachers' involvement in the social life of the community.

Teachers/ Principals whose names were recommended earlier but not conferred with National Award may be considered again, if they are still otherwise found eligible and are duly recommended by the Regional Committee, by inviting fresh applications from them.

Normally, retired teachers are not eligible for the award but those teachers who have served up to 30<sup>th</sup> April in the year to which National Award relates may be considered if they fulfil all other conditions. The service rendered on re-employment after attaining the age of superannuation will not count as eligible service.

## **PROCEDURE FOR SELECTION**

An initial identification would be done for the teachers who are eligible for these awards and only after this identification, the necessary forms would be given to the said teachers for filling up and final submission. **No documents would be required to be attached with the form by the teachers and in no case the said form shall be thicker than the number of pages printed therein.** The procedure for identification and selection should be in the following manner:

### **A) Identification at the Vidyalaya Level**

A Committee consisting of one **Assistant Commissioner** of the Regional Office and one Principal from a cluster of Kendriya Vidyalayas shall be formed for each cluster. This

Committee shall identify the teachers from the schools falling in that cluster who could apply for these awards.

For Principals, a Committee at the Regional level consisting of the **Deputy Commissioner** and two **Assistant Commissioners** would be formed. This Committee will identify the Principals who may apply for the award.

Once the identification of teachers and Principals has been done the proforma of application shall be given only to such identified teachers and Principals. The proforma shall contain one blank page also to record whatever achievements he/ she would like to present for the purpose of consideration. Beyond this, no document or photocopy shall be attached with the proforma. Concerning Principal, the **Deputy Commissioner** shall certify the correctness of whatever has been stated by the applicant in the proforma by verification of supporting documents, in case it is felt necessary.

The recommendations of the Chairman, VMC, must invariably be obtained on these applications before they are submitted for consideration by the Regional Selection Committee.

## **B) Selection at the Regional Level**

Regional Selection Committee shall be formed consisting of the Following:-

- |    |  |                   |
|----|--|-------------------|
| 1) | <b>Deputy Commissioner</b>   | Chairman          |
| 2) | One Principal of a KV of the Regional who is a National or Incentive Awardee | Member            |
| 3) | An Educationist who is a member of the Regional Advisory Committee           | Member            |
| 4) | An <b>Assistant Commissioner</b>   | Member –Secretary |

The Regional Selection Committee shall select two names from each category of the award for submission to the KVS Headquarters for the final selection. The recommendations of the Regional Selection Committee shall be accompanied with the following documents:-

- a) Minutes of the meeting wherein selection was made.

- b) Two copies of the proforma along with 2 passport size photographs of the applicant.
- c) Photocopies of the complete **APARs** of the five previous years.
- d) Citation from Principal / Chairman , VMC / **Deputy** Commissioner whichever is applicable.

The service records and antecedents of the teachers recommended must be carefully verified. A certificate to this effect ( Annexure – II) duly completed must be signed by the concerned authority.

The recommendations from the region must reach the KVS (HQ) by the stipulated date in a sealed cover with inscription “ **RECOMMENDATIONS FOR NATIONAL AWARDS** ” By **Registered / Speed Post and also through email([kvs.jcadmn@gmail.com](mailto:kvs.jcadmn@gmail.com))**.

Applications sent directly by the teachers/ Principals and not recommended by the Chairman of VMC will not be entertained.

The format of the proforma of applications is at **Annexure-III**.

**Annexure-1****CONDITIONS OF ELIGIBILITY OF TEACHERS FOR CONSIDERATION FOR NATIONAL AWARD**

1. Classroom teachers with at least 15 years regular teaching experience and Headmasters / Principals with 20 years of regular teaching experience and who are actually working as teachers/ Principals / headmasters in recognized primary/ middle / high/ higher secondary, etc. schools only shall be considered. Teachers who are teaching up to Class VIII should be considered in the category of Primary School teachers and those teaching Classes IX – XII in the category of Secondary School teachers.
2. Normally retired teachers are not eligible for this award but those teachers who served a part of the calendar year ( at least for four months i.e. up to 30<sup>th</sup> April in the year to which National Award relates ) may be considered if they fulfil all other conditions. The service rendered on re-employment after attaining the age of superannuation will not count as eligible service.
3. Teachers whose names were recommended last year or before can be considered again if they are still otherwise eligible and are recommended by the Regional Selection Committees.
4. **Assistant Commissioners Deputy Commissioners** etc. are not eligible for these awards.
5. Only those teachers having requisite years of teaching experience , as mentioned at SL.No. 1 above, on 31<sup>st</sup> December of the preceding year of the Award will be eligible to be considered for the award.

**Certificate to be furnished by the Principal in case of teachers and by the Chairman VMC/  
Deputy. Commissioner in case of the Principal**

It is certified that Dr./Smt./ Shri .....  
( Name of the teacher / Principal with designation )

Of Kendriya Vidyalaya .....has an absolutely clear  
record of service and faultless antecedents and that no Vigilance/ Disciplinary enquiries are  
pending / contemplated against her/ him.

Signature with seal i) Principal of the school  
In case of teacher

ii) Chairman, VMC in  
case of Principal

Counter signature of Deputy Commissioner  
of the Region ( with seal)

**Annexure –III**

Please note : one passport size photograph duly attested on back side by a Gazetted Officer should be attached in a separate envelope. The photograph should not be defaced in anyway.



**PROFORMA FOR RECOMMENDING A TEACHER FOR  
NATIONAL AWARD**

Parts A, B and C are to be filled in by the Vidyalaya from sources such as teacher's diary, records of Inspection, records kept by the Principal, examination results of the school, confidential reports (APARs) and Service Book, etc. of the teachers. Part D and E are to be filled in respectively by the Chairman of the Regional Selection Committee appointed for the purpose.

**PART – A**

**Particulars of the Teacher / Principal**

1. Name ( in block letters ) (Hindi) : \_\_\_\_\_  
(English) : \_\_\_\_\_
2. Sex with marital status : \_\_\_\_\_

3. Designation and complete school address with pin code number : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
4. Complete residential address with pin code number : \_\_\_\_\_  
 \_\_\_\_\_
5. Complete permanent address with pin code number : \_\_\_\_\_
6. Whether the school is Primary/ Secondary / Hr. Secondary : \_\_\_\_\_  
 : \_\_\_\_\_
- 7 District & State : \_\_\_\_\_
8. Whether belongs to Special Category i.e.P.H. : \_\_\_\_\_
9. Date of Birth : \_\_\_\_\_
10. Age as on 31-3- of the present year : \_\_\_\_\_
11. Date of Superannuation : \_\_\_\_\_
12. If superannuated, please clarify \_ whether extension has been given by the State Authorities with supporting documents : \_\_\_\_\_
- 13.Total service with date of joining as teacher

Total Service \_\_\_\_\_years \_\_\_\_\_ months.

Date of joining as teacher \_\_\_\_\_



**14 SERVICE RECORD**

Name of the institution(s)	Level: Primary/ Secondary etc.	Management Govt. aided or unaided	Total enrolment	Duration of service with Date, month and year
(1)	(2)	(3)	(4)	(5)
Subject (s) taught	Classes taught	(i) %of A Grades(For PRTs) (ii) % of 8.0&above CGPA(For TGTs) (iii) PI (in case of PGTs) (iv) % of 8.0 and above CGPA/PI of Vidyalaya(For Pr &VP)		Any other responsibility discharged
(6)	(7)	(8)		(9)

Total Experience	From	To
Teaching		
Administrative		
Other		
Total		

**PART – B**

15.

<p>In the case of Primary School teachers, what concrete steps has the teacher taken to increase enrolment in the school and to avoid dropouts ? Give enrolment / retention percentage figures for the last three years of school and the Region to show the progress made in achieving universalization of elementary education.</p>	
---	--

16.

<p>In the case of Secondary School teacher, what has been the dropout rate in the school at secondary level in the last five years? What steps has the teacher taken to avoid dropouts?</p>	
---	--

17.

<p>What has been the teacher's class results in Board examinations? Give the percentage of pass and first divisioners in the class / subject of the teacher for the last five years.</p>	
--	--

18

<p>Has the teacher mobilized quantifiable community resources for the physical development of the School? If so, give details.</p>	
--	--

19.

In the case of teacher/ Principal, indicate the number of cases of indiscipline, if any, in the class/ school during the last five years.	
---	--

20.

Has the teacher undertaken any specific activities for promoting National integration? Give details.	
--	--

21.

The following information may specifically be given:	
- does he/ she indulge in tuitions?	
- does he/ she indulge in political / trade union activities?	
- is he/she in the habit of submitting complaints and indulging in litigation?	-
-is he/she punctual ?	

NB. 75% weightage may be given to the above information while finalizing recommendations.

22.

Has the teacher undertaken any innovative experiments for greater impact of his/ her teaching on the students? Give a brief note.	

23.

What are the types of teaching aids, including mass media, used by the teacher to make classroom instruction more interesting?	
--	--

24.

Does the teacher give any special attention and assistance to the gifted and weaker students? If so, give details.	
--	--

25.

Has the teacher participated in any in-service training programmes, workshops, etc.? if so, give details of the last five years.	
--	--

26.

Does the teacher take active interest in organizing co-curricular or extra-curricular activities in the school? Give details.	
---	--

27.

Has the teacher written any articles, text-books etc.? If so, give details.	
---	--

28.

Has the teacher received any recognition, award or prize from the school, community or Government during the last 10 years? If so, give particulars.	
--	--

29.

Any other significant achievement not mentioned above.	
--	--

**PART-C****Remarks about the teacher based on the assessment of his/ her superiors:**

30

Does the teacher command respect among the students?	
--	--

31

Is he/she able to maintain discipline among the students?	
---	--

32

Does the teacher maintain cordial relations with his fellow-teacher and other stake holders?	
--	--

33

Is he/she held in high esteem by the community, particularly the parents?	
---	--

34

What is the extent of participation of the teacher in activities of Parent-teacher Association, etc., if any?	
---	--

35.

General assessment by the Head of the Institution.	
--	--

36.

General assessment by the Deputy Commissioner .	
--	--

**Deputy Commissioner with seal**

**PART-D**

REMARKS / RECOMMENDATIONS OF THE DISTRICT COMMITTEE

**Chairman of the Regional Committee**

**PART-E**

RECOMMENDATION BY THE STATE COMMITTEE

**Chairman of the State Committee**

## Annexure-D

**Kendriya Vidyalaya Sangathan**  
**National Award**

CHECK LIST-----

Category-----

ACR/APAR points for last five years


Name of the Teacher:

Post Held:

Date of Birth:

Name of KV:

Total service in KVS:

1. Result of last five years:

Year	Classes taught	Pass %	(i) % of 8.0 & above CGPA (for TGTs) (ii) PI (in case of PGTs) (iii) % of 8.0 and above CGPA/PI of Vidyalaya (for Pr&VP)

**For Primary Classes**

<b>Year</b>	<b>Classes taught</b>	<b>No. of Students with 'A' Grade</b>	<b>% of students getting 'A' Grade</b>

**2. Innovation / Projects / Experimentation****3. Awards/Merit Certificates, if any ,received in the field****4. Publication, if any (Books ,articles with name of magazine etc)****5. Participation in other co-curricular activities , Scout ,  
NSS, Sports& games**



## **6. Analysis-quality parameters-checklist for National Awards to Teachers/Principals**

**1. Name:**

**2. Designation & Subject:**

**3. Name of working KV:**

**4. Name of Region:**

**5. Date of Birth:**

**6. Date of joining in KVS:**

**7. Total service in KVS as on 31-12-:**

**8. Date from which working in the present post.**

**9. ACR/APAR of last five years (Max marks 25)**

**10. Quantitative results for the last five years (Max marks 5)**

**11. Qualitative results for the last five years (Max marks 5)**

**12. Frequency of participation in training programme/  
contribution to various training/in-service courses  
as resource person: (Max marks 5)**

**13. Innovative Experiments/Projects taken in curricular/  
Co-curricular areas (Max marks 5):**

**14. Development and use of Teaching and technological aids/**

**use of computers for teaching/special attention to gifted/  
weak children with special needs(max marks 5):**

**15. Contribution in administrative work &achievement in Co-  
curricular activities like music,arts,sports,literature,  
scouts and guides etc. Contribution to community in  
form of in form of various social service (Max marks 5):**

**16. Publication (Research papers/Articles in International,  
National journals ,books, Vidyalaya patrica etc.) in the last 5years (Max marks 5):**

**17. Recognition( Max marks 20) :**

**18. Total marks(col 1 to 17) Max marks 80:**

**19. Committee (Max marks 20) :**

**20 Total (col 18 to 19) : Max marks 100:**

**21. Recommendation of Committee :**

**22. Remarks:**

**ANNEXURE - IV****GUIDELINES FOR RECOMMENDING NAMES FOR NATIONAL AWARDS****1. The main considerations for selection of the Teachers/Principals are**

- (i) His /Her reputation in the Vidyalaya and local community.
- (ii) His/ Her academic efficiency and desire for its improvement.
- (iii) His/ Her genuine interest in holistic development of children.
- (iv) His/ Her involvement and contribution In the social life of the community.

**2. This is analysed with the help of the following parametrs.**

- |  |  |
|--|--|
| A. ACR /APAR of five years                             | 25 Marks                               |
| B. Contribution  | 35 Marks                               |
| C. Recognition   | 20 Marks –This includes                |
| i. National Level                                      | 20 Marks                               |
| (National Govt . of India or International NGO awards) |  |
| ii. State Level  | 15 Marks                               |
| iii. Regional Incentive Award                          | 15 Marks                               |
| iv. District Level                                     | 05 Marks (on the basis<br>of citation) |
| D. Committee   | 20 marks                               |

**A. RESULTS FOR LAST FIVE YEARS-QUANTITATIVE**

<b>For Principal/Vice Principal/PGT/TGT</b>	<b>Marks to be allotted</b>	<b>Total maximum marks to be awarded</b>
I. If 95%-100% result of Vidyalaya/Subject concerned in all five years	05	05
II. If 95%-100% result of Vidyalaya /subject for 04 years and above 90% result in one year	04	
III. If 95%-100% result of Vidyalaya /subject for 03 years and above 90% result in two years	03	
IV. If 95%-100% result of Vidyalaya /subject for 02 years and above 90% result in three year	02	

V. If 95%-100% result of Vidyalaya /subject for 01 years and above 90% result in four years	01	
VI. If result of Vidyalaya /subject below 90% in all years	00	

## B. RESULTS FOR LAST FIVE YEARS – QUALITATIVE

<b>For Principal/Vice Principal/PGTs</b>		
i. PI 60 and above last five years	05	05
ii. PI 60 and above in four out of last five years	04	
iii. PI 60 and above in three out of last five years	03	
iv. PI 60 and above in two out of last five years	02	
v. PI 60 and above in one out of last five years	01	
vi. If PI less than 60 all five years	00	
<b>For TGT</b>		
i. 25% students getting 90% & above /A1 in three of five years	05	05
ii. 20% students getting 90% & above /A1 in three of five years	04	
iii. 15% students getting 90% & above /A1 in three of five years	03	
iv. 10% students getting 90% & above /A1 in three of five years	02	
v. 05% students getting 90% & above /A1 in three of five years	01	

<b>C. Frequency of participation in training programmes/contribution to various training /in service courses as a resource person</b>	<b>05</b>	<b>05</b>
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<b>D. Innovative experiments /projects taken in the curricular co-curricular areas</b>	<b>05</b>	<b>05</b>
<b>E. Development and use of teaching and technology aids/use of computers for teaching/special attention to gifted /weak/children with special needs</b>	<b>05</b>	<b>05</b>
<b>F. Contribution to administrative work&amp; achievement in co-curricular activities like music ,arts,sports,literature,Scouts&amp; guides etc. Contribution towards community in form of various social service activities</b>	<b>05</b>	<b>05</b>

<b>G. Publication (Research papers/Articles in International/National journals, Books, Vidyalaya patrika etc.) in the last 5 years</b> i) National level ii) State level iii) Vidya level	<b>05</b> <b>03</b> <b>02</b>	<b>05</b>
<b>H. Recognition</b> (i) National level(National Govt.of India or any International NGO Awards)including innovation &Experimentation award &ICT award by NCERT (ii) State level (including innovative &experimentation award &ICT award by KVS (iii) Regional Incentive Award (iv) District Level	<b>20</b> <b>15</b> <b>15</b> <b>05</b>	<b>20</b>
<b>I. Committee: The committee constituted for recommending names for award will allot marks on the basis of overall performance and reputation of teacher</b>		

considering four parameters mentioned in para-1	20	20
J. ACRs/APARs of last five years	25	25
<b>TOTAL ( A TO J)</b>		<b>100</b>

<b>FOR PRIMARY TACHERS</b>	<b>Marks to be allotted</b>	<b>Total maximum marks to be awarded</b>
<b>A. Concrete steps taken to improve the quality of teaching at Primary level</b>	05	05
<b>B. Results for last five years</b> (1) If 70% and above students get A grade in all five years (2) If 70% and above students get A grade for four years (3) If 70% and above students get A grade for three years (4) If 70% and above students get A grade for two years (5) If 70% and above students get A grade one one years (6) If students getting A grade is less than 70%	05 04 03 02 01 00	05
<b>C. Frequency of participation in training programmes/contribution to various training /in service courses as a resource person</b>	05	05
<b>D. Innovative experiments /projects taken in the curricular/ co-curricular areas</b>	05	05
<b>E. Development and use of teaching and technology aids/use of computers for teaching/special attention to gifted /weak/children with special needs</b>	05	05
<b>F. Contribution to administrative work&amp; achievement in co-curricular activities like</b>	05	05

music ,arts, sports, literature, Scouts& guides etc. Contribution towards community in forms of various social service activities		
<b>G. Publication (Research papers/Articles in International/National journals, Books, Vidyalaya patrika etc.) in the last 5 years</b> i) National level ii) State level iii) Vidyalaya level	<b>05</b> <b>03</b> <b>02</b>	<b>05</b>
<b>H. Recognition</b> i) National level(National Govt.of India or any International NGO Awards)including innovation &Experimentation award &ICT award by NCERT ii) State level (including innovative &experimentation award &ICT award by KVS iii) Regional Incentive Award iv) District Level	<b>20</b>   <b>15</b> <b>15</b> <b>05</b>	<b>20</b>
<b>I. Committee: The committee constituted for recommending names for award will allot marks on the basis of overall performance and reputation of teacher considering four parameters mentioned in para-1</b>	<b>20</b>	<b>20</b>
<b>J. ACRs/APARs of last five years</b>	<b>25</b>	<b>25</b>
<b>TOTAL ( A TO J)</b>		<b>100</b>

<b>FOR MISCILLANEOUS CATEGORY TEACHERS</b>	<b>Marks to be allotted</b>	<b>Total maximum marks to be</b>
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		awarded
<b>A. Frequency of participation in training programmes/contribution to various training /in service courses as a resource person</b>	<b>05</b>	<b>05</b>
<b>B. Innovative experiments /projects taken in the curricular/ co-curricular areas</b>	<b>05</b>	<b>05</b>
<b>C. Development and use of teaching and technology aids/use of computers for teaching.</b>	<b>05</b>	<b>05</b>
<b>D. Contribution and achievement in co-curricular activities like music ,arts, sports, literature, Scouts&amp; guides etc. Contribution towards community in forms of various social service activities</b>	<b>15</b>	<b>15</b>
<b>E. Publication (Research papers/Articles in International/National journals, Books,etc. /Editor of Vidyalaya patrika .)</b> I) National level ii) State level iii) Vidyalaya level	<b>05</b> <b>03</b> <b>02</b>	<b>05</b>
<b>F. Recognition</b>  i) National level(National Govt.of India or any International NGO Awards)  ii) State level iii) Regional Incentive Award iv) Vidyalaya Level	<b>20</b>  <b>15</b> <b>15</b> <b>05</b>	<b>20</b>
<b>G. Committee: The committee constituted for recommending names for award will allot marks on the basis of overall</b>		



<b>performance and reputation of teacher considering four parameters mentioned in para-1</b>	<b>20</b>	<b>20</b>
<b>H. ACRs/APARs of last five years</b>	<b>25</b>	<b>25</b>
<b>TOTAL ( A TO H)</b>		<b>100</b>

**Note:- The screening committee constituted at Cluster/Regional level for recommending the names of Principals/Vice Principals/Teachers for the award should ensure that above guide lines are strictly followed while selection.**

### **NORMS FOR ARCHITECTURAL PLANNING**

School buildings should be planned by following the standard Engineering practices with due consideration to the following aspects:

- (a) In planning of school buildings, simultaneous consideration of the environment, size and layout, structural system, orientation, circulation, climate and the inter-relationship of different spaces are important.
- (b) While preparing layout plans, buildings should have long facades oriented approximately north-south, light source should preferably face north orientation and the shorter facades should face west orientation. Adequate care should be taken for proper ventilation, especially in warm and humid regions.
- (c) Building should be planned preferably with "H", "F", "L", "U", "T" or "I" shape configuration and with single loaded corridor to reduce level of noise.
- (d) Building should not be planned based on the concept of central courtyard system. In case central courtyard system is to be adopted, corridors should be planned on the opposite side of the courtyard.
- (e) Provision for making an open air assembly area or for adding an assembly hall at a later stage may also be kept in view in the layout plan or in the arrangement of blocks.
- (f) Adequate toilet facilities are to be provided separately for boys and girls and for male and female staff members and these may be spread out. These toilets may also be provided with permanent ventilation and with exhaust fans where necessary.
- (g) The clear height of the class-rooms may be kept not less than 3 meters, subject to such variations as may be prescribed by the Municipal and other local authorities.

- (h) Details of windows may be such that size of the glass may not be more than 0.1 sq.m in area , in order to minimise maintenance cost. For the reasons of security, grills may be provided in all windows.
- (i) A light plug shall be provided at the back of the class rooms for projection facilities. Necessary provision for power plugs may also be made in the laboratories, Principal's room, staff room , etc.,
- (j) Arrangements for water supply and electricity may be made considering the overall requirements, including those for future expansion.
- (k) It is desirable to make first a master plan of the entire area showing the detailed layout of the school along with provisions for future expansion, if any. Areas shall be earmarked for staff quarters, hostels, play- grounds, approach roads and internal connecting roads, green areas , location of septic tank, OHT/Sump, sub- station etc. Construction then could be taken up in a phased manner depending on priorities.
- (l) Landscaping of open areas especially in consideration to buildings planned is desirable as it helps in increasing comfort conditions in the building and also in the surrounding environment . Trees should shade west elevation. Rows of trees or shrubs should be at right angle of the source of light to the building in order to avoid glare in the room.
- (m) Proper surface and rain water drainage should also be planned so that there is no stagnation of water during monsoon.

## CLIMATE AND DESIGN CRITERIA FOR COMFORT :

India is a big country with varying climatic conditions. Vidyalayas are located in different climatic zones, requiring different comfort conditions. Each comfort condition has its own architectural demands.

In the warmest and most humid areas, solar protection and Ventilation are essential for comfort. Comfort in these zones is mainly achieved by choosing sites which are exposed to breeze and which have sufficient vegetation to absorb solar radiation; orientating the main facades of the buildings approximately north-south (with Corrections to increase ventilation); planning single banked buildings with openings of a size and position to achieve required ventilation and shading all openings from sun radiation.

### FUNCTIONAL REQUIREMENTS OF SCHOOL BUILDINGS

- (a) When two rooms are facing each other, doors should not be kept facing each other but should be kept on alternate corners of each room so that they are farthest from each other.
- (b) Chemistry lab. should be planned on ground floor.
- (c) Necessary built-in – facilities like teachers' cup-boards, bulletin boards, and display boards in class – rooms, corridors, cabinets for each teacher in the staff common room, built-in almirahs in laboratories, under work benches, store, PET room may also be provided.
- (d) Sprouts(pernala) is to be provided in place of rain water pipe.

## APPENDIX- XLII(A)

## KVS (RECOGNITION OF ASOCIATION ) REGULATIONS 1995

**1. Short Title and commencement**

These regulations may be called the Kendriya Vidyalaya Sangathan (Recognition of Service Associations) Regulations, 1995. These shall come into force with immediate effect.

**2. Definition**

In these regulations , unless the context other wise requires:-

- a) "Sangathan " means the Kendriya Vidyalaya Sangathan
- b) "Employee " means an employee of the Sangathan and to whom the Central Civil Services ( Conduct ) Rules, 1964, apply mutatis mutandis.

**3. Application**

These regulations shall apply to Service Associations of all employees of the Sangathan.

**4. Service Associations already recognized**

A service Association which has been recognized by the Sangathan before the commencement of these regulations and in respect of which the recognition is subsisting at such commencement , shall continue to be so recognized for a period of one year from such commencement or till the date on which the recognition is withdrawn, which ever is earlier.

**5. Conditions for Recognition of Service Associations.**

A Service Association may be recognized by the Sangathan on the following conditions , namely:-

- a) An application for recognition of Service Association has been made to the Sangathan containing Memorandum of Association, Constitution, Bye- Laws of the Association,

names of office bearers, total membership and any other information as may be required by the Sangathan;

- b) The Service Association has been formed primarily with the object of promoting the common service interest of its members;
- c) Membership of the Service Association has been restricted to a distinct category of employees having common interest, all such employees being eligible for membership of the Service Association .
- d)
  - i) The Association represents minimum 35 percent of total number of a category of employees provided that where there is only one association which commands more than 35 percent membership , another Association with econd highest membership, although less than 35 percent , may be recognized if it commands at least 15 percent membership;
  - ii) The membership of the employee shall be automatically discontinued on his ceasing to belong to such category;
- e) Employees who are in service shall be members or office bearers of the Service Association ;
- f) The Service Association shall not be formed to represent the interests or on the basis of any caste, tribe or religious denomination or of any group within a section of such caste, tribe or religious denomination;
- g) The Executive of the Service Association has been appointed from amongst the members only; and
- h) The funds of the Service Association consist exclusively of subscriptions from members and grants, if any made by the Sangathan, and are applied only for the furtherance of the objects of the Service Association .

**6. Conditions subject to which Recognition is continued:**

Every Service Association recognised under these regulations shall comply with the following conditions, namely;

- a) the Service Association shall not send any representation or deputation except in connection with a matter which is of common interest to members of the Service Association
- b) the Service Association shall not espouse or support the cause of individual employees relating to service matters;
- c) the Service Association shall not maintain any political fund or lend itself to the propagation of the views of any political party or a member of such party;
- d) all representations by the Service Association shall be submitted through proper channel and shall be addressed to the Commissioner, Kendriya Vidyalaya Sangathan.
- e) a list of members and office bearers, up-to-date copy of the rules and an audited statement of accounts of the Service Association shall be furnished to the Sangathan annually through proper channel after the annual general meeting so as to reach the Sangathan before 1st day of July each year;
- f) the Service Association shall abide by and comply with all the provisions of its constitution/bye-laws;
- g) any amendment in the constitution / bye-laws of the Service Association , after its recognition under these Regulations, shall be made only with the prior approval of the Sangathan;
- h) the Service Association shall not start or publish any periodical magazine or bulletin without the previous approval of the Sangathan;
- i) the Service Association shall cease to publish any periodical magazine or bulletin if directed by the Sangathan to do so, on the ground that the publication thereof is prejudicial to the interests of the Sangathan, Central

Government, the Government of any State or any Government authority or to good relations between employees and the Sangathan authorities, or to good relations between the Government of India and the Government of foreign State;

- j) the Service Association shall not address any communication to or enter into correspondence with a foreign authority except through the Sangathan which shall have right to withhold it;
- k) the Service Association shall not do any act or assist in the doing of any act which, if done by an employee, would contravene any of the provisions of the Central Civil Services ( Conduct) Rules 1964; and
- l) communications addressed by the Service Association or by any office-bearer on its behalf to the Sangathan or a Sangathan authority shall not contain any disrespectful or improper language.

## **7. Verification**

- (1) The verification of membership for the purpose of recognition of a Service Association shall be done by the Check-off-system in pay-rolls at such intervals and in such manner as prescribed in Annexure – A.
- (2) The Sangathan may, at any time, order a special verification of membership if it is of the opinion, after an enquiry, that the Service Association does not have the membership required under sub-clause (i) of clause (d) of Regulation 5.

## **8. Withdrawal of Recognition**

If, in the opinion of the Sangathan, a Service Association, recognized under these regulations, has failed to comply with any of the conditions set out in regulations 5 or 6 or 7, the Sangathan may, after giving an opportunity to the Service Association to present its case, withdraw the recognition accorded to such Association.

## **9. Relaxation**

The Chairman, Kendriya Vidyalaya Sangathan, may dispense with or relax the requirements of any of these regulations to such extent and subject to such conditions as he may deem fit in regard to any Service Association.



**10. Interpretation**

If any question arises as to the interpretation of any of the provisions of these Regulations or if there is any dispute relating to fulfillment of conditions for recognition, it shall be referred to the Chairman, Kendriya Vidyalaya Sangathan, whose decision thereon shall be final.

**11. Extension and Application of Department of Personnel and Training Instructions**

The Instructions issued by the government of India in the Department of Personnel and Training regarding the Recognition of Service Associations and other related matters are applicable mutasis- mutandis in implementation of these regulations.

**12. Repeal**

The Kendriya Vidyalaya Sangathan ( Recognition of Associations) Rules, 1985, are repealed with immediate effect.

**ANNEXURE – A**

Procedure for verification of Membership of Associations for the purpose of recognition under the Kendriya Vidyalaya Sangathan (Recognition of Service Associations), Regulations, 1995.

1. In terms of Regulation 7 of the above mentioned Regulations, the verification of membership for the purpose of recognition of a Service Association shall be done by Check-off-system in pay-rolls.
2. Check-off system is a means to verify the membership of an Association on the basis of deduction of subscription from the pay-rolls . Under the system, each employee, who is a member of an Association , is required to apply, in writing, to the DDO or any other designated authority, his consent for the deduction of annual subscription for the financial year from the pay-roll in favour of a particular Association. A specimen of the application is enclosed in Annexure-B. On receipt of the application , the Association is required to confirm the membership and thereafter pass on the application to the DDO for effective recoveries.
3. Consent for deduction of annual subscription shall remain valid till altered or withdrawn. The revised option for deduction, if any , can be exercised only in the month of April each year to be effective from July of that year.
4. Under check-off system, an employee may subscribe to only ONE Association. For the purpose of fulfillment of the requirement of minimum membership under Regulation 5(d) (i) of the KVS(RSA) Regulations, 1995, only such of the members who have paid the subscription through the check-off system shall be taken into account.
5. Recoveries of annual subscription from pay roll in favour of a particular Association shall be made by the DDO once a year in the month of July.

6. Broad guidelines for the conduct of the verification of Membership is enclosed as Annexure-C. This procedure is to be adopted for recognition of Associations at the initial stage. The guidelines are by no means exhaustive and KVS(Hqrs) can issue instructions modifying or supplementing these guidelines provided the changes do not infringe any of the provisions of KVS(RSA) Regulations, 1995.
7. Detailed procedure regulating recovery of subscription from the pay-rolls, accounting and the consolidation of accounts, is given in Annexure- D.
8. The Procedure for crediting the subscription deducted by the DDO to the Association's account may be finalized by Commissioner, Kendriya Vidyalaya Sangathan, in consultation with the concerned Association.

**LETTER OF AUTHORISATION**

I .....( name and designation) being a member of .....Association hereby authorise the deduction of sum of Rs.....being subscription for..... year,from my salary and authorize its payment to.....Association.

Signature:  
Name  
Designation  
Vidyalaya/ Office

**TO BE FILLED IN BY THE ASSOCIATION**

It is certified that Sh./Smt..... of .....Vidyalaya/Office is a member of .....Association.

Signature of authorized  
Office Bearer  
Date:

### ANNEXURE-C

#### BROAD GUIDELINES AND SCHEDULE FOR THE CONDUCT OF VERIFICATION OF MEMBERSHIP OF ASSOCIATION

The verification of membership of an Association would broadly involve the following steps:

- i) The circular shall be issued by Kendriya Vidyalaya Sangathan (Hqrs) calling for applications from the associations who wish to be recognized including existing recognized Associations who are in any case to seek fresh recognition. The applications in the prescribed proforma should be accompanied by the following documents:
  - (a) Memorandum of Association
  - (b) Constitution/Bye-laws of the Association
  - (c) Names of the Office Bearers of the association
  - (d) Estimated membership of the Association.

All applications should reach the authorized officer within one month from the date of issue of the circular.

ii) The applications should be scrutinized in the first instance by Kendriya Vidyalaya Sangathan (Hqrs) to ensure that they conform to the provisions of the KVS(RSA) Regulations, 1995. It may, however, be kept in mind that the associations are formed with the object of promoting the common service interest of a distinct category of Kendriya Vidyalaya Sangathan employees so that the commonality of interest can be secured to the maximum extent and each Association functions as a homogenous group. The scrutiny should be completed within one month as per Instructions issued by the Department of Personnel and Training.

iii) Simultaneously, the work of ascertaining the choice of the staff and obtaining their consent for deduction of subscription from the pay-roll in proforma at Annexure-B should begin. Commissioner, Kendriya Vidyalaya Sangathan, will prescribe the time limit and the detailed procedure to be followed by Principals of Vidyalayas and Deputy Commissioners of Regional Offices and Kendriya Vidyalaya Sangathan (Hqrs) for

completion of the work related to the verification, compilation and remitting of information to nodal point at Kendriya Vidyalaya Sangathan (Hqrs). The concerned officer at Kendriya Vidyalaya Sangathan (Hqrs) after compilation of information should put up the proposal for obtaining the approval of the Chairman, Kendriya Vidyalaya Sangathan, to accord the formal recognition to such of the associations who fulfill all the requirements of the KVS(RSA) Regulations, 1995, and instructions issued by the Department of Personnel and Training on the subject.

- iv) The Drawing and Disbursing officers should complete the work related to the verification and its compilation and remit the information to the nodal authority at the Kendriya Vidyalaya Sangathan (Hqrs) with in time limit to be prescribed for the purpose.

**ANNEXURE –D**

**SUBJECT :** Procedure for deduction towards membership subscriptions to Service Associations of Kendriya Vidyalaya Sangathan employees from salary bills- regarding

The following procedure regarding recovery of subscription for the Association from the pay-rolls may be followed by all Vidyalayas, Regional Offices and Kendriya Vidyalaya Sangathan (Hqrs):

1. Every employee wanting to be a member of a Service Association would have to give in writing to the DDO in the proforma as prescribed, his consent for deduction of subscription from his pay bill. The consent is to be sent through the authorised regional representative of the concerned Service Association, to which the membership is sought,
2. The consent letters given by the employees, will be grouped category wise and filed securely in guard files. The details of the consent will be noted in a register by the DDO, the format of which is indicated in Annexure –E.
3. The recovery shall be made at such intervals as prescribed by the Kendriya Vidyalaya Sangathan (Hqrs).
4. An extract from this register, in duplicate, will be given to the cashier for making necessary entries in the acquittance roll of the month concerned. A suitable column in the acquittance roll may be opened in the relevant month to record the deductions separately. The deductions made by the cashier through acquittance roll will be outside the cash transactions of the Government / Kendriya Vidyalaya Sangathan account.
5. The DDO, after making the deductions, will remit the amount to the concerned Associations/ Regional Office / KVS (HQ) as per instructions of Kendriya Vidyalaya Sangathan(HQ), indicating the total deductions and the total number of persons covered by the amount remitted. The amount may be remitted to the functionaries as may be authorised by the Association to receive the subscription.

6. The DDO shall also reconcile the total deductions with the details of membership of different Associations as per his records. Suitable endorsement in the register mentioned in para 2 above shall also be made by the DDO.
7. The DDO shall report to such authority in Regional Office/Kendriya Vidyalaya Sangathan (Hqrs) and at such intervals as may be prescribed by the Kendriya Vidyalaya Sangathan (Hqrs) the details with regard to the total number of persons belonging to each of the Service Associations. The proforma in which the statement is to be sent is enclosed as Annexure – E.



**REGISTER TO BE MAINTAINED BY THE DDO  
FOR CATEGORIES OF EMPLOYEES**

s. no	Name	Year 95-96 Name of the Association of which a member	Bill	Year 96-97 Name of the Association of which a member	Bill	Year 97-98 Name of the Association of which a member	Bill
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

**ANNEXURE- F****PROFORMA OF STATEMENT TO BE SENT BY  
THE DDO TO THE NODAL OFFICER**

S.no	Category	Total No.of employees in that Category	Name of the Association	Membership as per check of system	remarks
(1)	(2)	(3)	(4)	(5)	(6)

## Appendix XLII(B)

**SCHEME OF JOINT CONSULTATIVE MACHINERY FOR  
KENDRIYA VIDYALAYA SANGATHAN**

With the object of promoting harmonious relations and of securing the greatest measures of co-operation between the Sangathan in its capacity as employer and the general body of its employees in matters of common concern, and with the object further, of increasing the efficiency of services combined with these employees, the Kendriya Vidyalaya Sangathan has decided to establish a machinery for joint consultation and arbitration of unresolved differences. The essential features of the scheme for setting up such a machinery are described below:

**CONSTITUTION AND PROCEDURE**

- 1) The Scheme will cover all regular employees of the Sangathan except GROUP-‘A’ Officers.
- 2) The Machinery will supplement, and not replace, the facilities provided to employees to make individual representations, or to Associations of employees to make representations on matters concerning their respective constituent service grades etc.
- 3) There will be a Council, called the Joint Consultative Machinery (JCM) of Kendriya Vidyalaya Sangathan which will deal with matters relating to conditions of service and work, welfare, and improvement of efficiency and standards of work of all regular employees of the Kendriya Vidyalaya Sangathan.
- 4) The Council will consist of an official side and a staff side. The official side will be decided by the Chairman of the JCM of the Kendriya Vidyalaya Sangathan and may consist of seven members who will include the Vice-Chairman, Kendriya Vidyalaya Sangathan, Finance Member of Kendriya Vidyalaya Sangathan, two members of the Board of Governors, Commissioner, **Additonal** Commissioner (Admn.) and **Joint** Commissioner (Admn.) of the Sangathan. The staff side may consist of seven members to be nominated by the Associations, in the manner prescribed in the Constitution. The Vice – Chairman,

Kendriya Vidyalaya Sangathan, will be the Chairman of the Council. The staff side will elect its own leader. Each side will appoint its own Secretary / Secretaries.

- 5) No person who is not an employee of the Sangathan shall be a member of the staff side of the Council.
- 6) The Associations will nominate their representatives for a period of three years; but there will be no bar on re-nomination. Vacancies caused by death, retirement, transfer etc., will be filled for the unexpired term.

**NOTE :** An Association may replace on the Council such of its representatives as have ceased to be its office bearers at annual elections or by exigencies such as a vote of no-confidence

#### **SCOPE AND FUNCTIONS**

- 7) The scope of the Council will include all matters relating to the of service and work, welfare of the employees, an improvement of efficiency and standard of work provided however, that (i) in regard to recruitment, promotion and discipline, consultation will be limited to matters of general principles and (ii) individual cases will not be considered.
- 8) The official side will conclude matters at the meeting of the Council and will not reserve them for later decisions by the Kendriya Vidyalaya Sangathan.
- 9) The Council may appoint Committee(s) to study and report on any matters falling within its scope.
- 10) Subject to the final authority of the Board of Governors of Kendriya of Vidyalaya Sangathan, agreements reached between the two sides of Council will become operative.
- 11) If there is no agreement between the two sides, the matter may be transmitted to a Committee of the Council for further examination and report. But, if a final disagreement is recorded in the Council (after the disagreement in the Committee having been ratified in the Council) and the matter is one for which compulsory arbitration is provided, it shall be referred to arbitration, if either side so desires. In other cases, the Board of Governors will take action according to its own judgement.

- 12) A matter disposed of by the Council in any manner will not be placed on the agenda during the following 12 months, unless, for any special reason, the Chairman of the Council directs otherwise.
- 13) The Council will frame rules for the conduct of its business.

### **ARBITRATION**

- 14) Compulsory arbitration shall be limited to :-
  - i) Pay and Allowances;
  - ii) Weekly hours of work, and
  - iii) Leave of a class or grade of employees.
- 15) As to the question whether or not a particular issue falls within the scope of any of the above arbitrable items, the decision of the Ministry of HRD in the matter will be final.
- 16) Cases of individuals shall not be subject to arbitration.
- 17) A dispute shall not be referred to arbitration unless it has been considered by the Council and final disagreement between the two sides has been recorded.
- 18) On a final disagreement being recorded as mentioned in clause 11 and 17, the Ministry of HRD shall appoint a Board of Arbitration as soon as possible. The Board will consist of three members- one drawn from a panel of three names submitted by the official side of the Council, one from a similar panel submitted by the staff side and a Chairman, who will be an independent person.
- 19)(i) In determining a dispute, the Board of Arbitration shall examine the merits of the case presented by both the official and staff sides and take into account all other relevant factors
  - (ii) matters determined by the Government in accordance with the recommendations of a Commission, in case made application to the Sangathan, will not be subject to arbitration for a period of five years on the date of the recommendations after which they will become arbitrable with reference, as far as possible, to the factors referred to in (i) above

- 20) Subject to the over-riding authority of the Ministry of HRD, recommendations of the Board of Arbitration will be binding on both sides.
- 21) Orders made by the Sangathan in pursuance of the recommendations of the Board of Arbitration shall, unless otherwise specified in those recommendations or modified by mutual agreement, remain in operation for a period of three years.

#### **AMENDMENT**

- 22) Any amendment or alteration in the Scheme or in the constitution/ rules made there-under shall be made by the Council

#### **INTERPRETATION OF RULES**

- 23) If any question arises as to the interpretation of any of the clauses of the Scheme or the constitution / rules made there- under, it will be decided by the Chairman of the Council.

## KENDRIYA VIDYALAYA SANGATHAN

### CONSTITUTION OF THE COUNCIL UNDER THE SCHEME OF JOINT CONSULTATIVE MACHINERY OF THE KENDRIYA VIDYALAYA SANGATHAN

#### 1) SHORT TITLE

The Constitution may be called the Constitution of the Council under the scheme of the Joint Consultative Machinery of the Kendriya Vidyalaya Sangathan

#### 2) APPLICATION

The constitution shall cover all the regular employees of the Sangathan for whom the scheme is applicable

#### 3) HEADQUARTERS

The office of the Council will be situated at Delhi and or at such other places as the Kendriya Vidyalaya Sangathan shall determine.

#### 4) OBJECTS

The objects of the Council are to promote harmonious relations and to secure the greatest measure of co-operation between the Sangathan in its capacity as an employer, and the general body of its employees in matters of common concern and further to increase the efficiency of services combined with the welfare of these employees. It shall also suggest ways and means to raise the academic standard in Vidyalaya

#### 5) SCOPE AND FUNCTIONS

The scope of the Council will include all matters relating to conditions of service and work, welfare and improvement of efficiency and standards of work of all regular employees of the Kendriya Vidyalaya Sangathan. Provided , however, that:

- i) in regard to recruitment, promotion and discipline, consultation will be limited to matters of general principles.
- ii) Individual cases will not be considered

## 6) MEMBERS OF THE COUNCIL

The Council shall consist of :-

**A) Vice- Chairman,** - Chairman of  
Kendriya Vidyalaya Sangathan the Council

### **B) Representatives on the Official Side**

- |  |                        |
|--|------------------------|
| 1) Finance Member,<br>Kendriya Vidyalaya Sangathan   | - Member               |
| 2) Two Members of the Board of<br>Governors , Kendriya Vidyalaya<br>Sangathan ( to be nominated<br>by the Chairman, KVS) | - Member(s)            |
| 3) Commissioner,<br>Kendriya Vidyalaya Sangathan   | - Member               |
| 4) <b>Additional</b> Commissioner ( Admn.)<br>Kendriya Vidyalaya Sangathan   | - Member               |
| 5) <b>Joint</b> Commissioner ( dealing with JCM matters )<br>Kendriya Vidyalaya Sangathan                                | ----- Member Secretary |

### **C) Representative on the Staff Side**

The shall not be more than 7 members on the staff side to be nominated by the Associations recognized for the purpose of representation on the Staff Council. The 7 seats may be distributed according to the numerical strength of members represented by these Associations in the following manner:-

- |                                     |                           |
|-------------------------------------|---------------------------|
| i) Teachers' Association            | - 04                      |
| ii) Non- Teaching Staff Association | - 02                      |
| iii) Hqrs. Staff Association        | - 01 ( when<br>existence) |
| total                               | - 07                      |

Note : Distribution of seats may be done by the Chairman in consultation with the Association / Unions in any other manner acceptable to Association / Unions

**D)** The staff side and official side may appoint its Secretary / Secretaries from amongst its representatives.

**E) Leaders**

The staff side shall elect by simple majority one of its members as its leader, who shall hold that office for a period of one year but shall be eligible for re-election; a vacancy caused by death, retirement, resignation , transfer, etc., will be filled for the unexpired term.

**F) Permanent Secretariat**

There shall be a Permanent Secretariat of the Council under the control of the Chairman.

**7) NOMINATION OF REPRESENTATIVES ON THE STAFF SIDE BY RECOGNISED EMPLOYEES' ASSOCIATIONS**

1. At the commencement of the Constitution and thereafter when occasions arise, each recognized employees' Association shall be intimated in form 'A' the number of members it may nominate on the Council.
2. On receipt of intimation as in Clause (1), a recognized employees' Association may intimate in form ' B' the names of its representatives nominated by its Executive Committee.
3. In the event of retirement, resignation, death etc., of a representative of an employees' Association, such Association may nominate or, in the case of retirement, re- nominate its representatives in form 'C'.
4. on receipt of intimation under clause (2) or (3) above, as the case may be, the Chairman of the Council shall consider whether the nomination is in



accordance with the provisions of the scheme and inform the employees' Association concerned.

#### **8) TERM OF MEMBERSHIP**

1. The employees' Association will nominate their representatives on the staff side for a term of three years; but there will be no bar to re nomination.
2. Vacancies caused by death, retirement, resignation, transfer etc. will be filled for the unexpired term.

**NOTE :** Where a person becomes a member of the Council by reason of the office or appointment he holds, his membership of the Council shall ipso facto terminate when he ceases to hold that office or appointment

#### **9) APPOINTMENT OF COMMITTEES**

The council may appoint Committee from amongst its members to study and report on any matter falling within its scope.

**Appendix XLII ( B)****KENDRIYA VIDYALAYA SANGATHAN****RULES FOR THE CONDUCT OF BUSINESS FOR  
THE COUNCIL UNDER JCM FOR  
KENDRIYA VIDYALAYA SANGATHAN**

The following rules shall govern the conduct of business of the Council under the Scheme of Joint Consultative Machinery for Kendriya Vidyalaya Sangathan.

**1. SHORT TITLE**

These rules may be called the rules for the conduct of business of the Council. .

**2. MEETINGS**

2.1) The ordinary meetings of the Council shall be held not less than once in four months viz. in February, June and October. Notice for a meeting shall be sent by the Member Secretary of the Council to all members not less than 15 days before the date of meeting. If the Chairman is not present at the meeting of the Council, any member of the Council appointed for the purpose by the Chairman in writing shall be the Chairman of the meeting.

2.2) A special meeting may be called by the Chairman at any time. A notice of such a meeting shall be sent to all members not less than 10 days before the date of the meeting.

2.3) For attending the meeting, the members will be entitled to TA/DA , as per instructions issued by the Government of India from time to time. Their absence from duty attending such meetings will also be treated likewise.

### 3. **VENUE**

The venue of the meetings of the council shall be New Delhi

### 4. **QUORUM**

The quorum shall be one third of the strength of the official side and also one third of the strength of the staff side. Even after the completion of quorum from the staff side, no matter relating to teaching or non-teaching staff will be discussed in the Council unless a representative of the respective side is present.

### 5 **AGENDA**

- i) A member desiring inclusion of a subject in the agenda of a meeting will communicate the subject together with the explanatory memorandum, where necessary, to the Secretary of the Official or Staff Side, as the case may be at least 8 weeks in advance of the meeting. The Secretary concerned shall make sure that the subject suggested falls within purview of the Council and thereafter place the draft agenda before the Chairman not less than seven weeks before the due date of the meeting, for his approval to its inclusion in the agenda. If any item suggested by a member is not included in the agenda, the member concerned shall be informed of the fact and the reasons there for.
- ii) The agenda for an ordinary meeting shall be circulated to all members not less than thirty days before the meeting.
- iii) The agenda for a special meeting shall be circulated simultaneously with the notice of the meeting.
- iv) Business not on the agenda may only be taken up with the permission of the Chairman.
- v) A matter disposed of by the council in any manner will not be placed on the agenda during the following 12 months, unless for any special reason, the Chairman of the Council directs otherwise

## 6) **MINUTES**

The minutes of the meeting will be drafted under the directions of the Chairman at the meeting and approved by the Council. These will, thereafter, be circulated to the members of the Council.

## (7) **DECISIONS**

- 7.1) The Official side will conclude matters at the meeting of the Council. Subject to the final authority of the Board of Governors of Kendriya Vidyalaya Sangathan, agreement reached between the two sides of the Council will become operative.
- 7.2) If for any reason it is not possible to reach an agreement, the matter will be referred to a committee which will be appointed by the Council and shall comprise members from both sides. The committee shall submit its report to the Council. But if a final disagreement is recorded in the Council and the matter is one for which compulsory arbitration is provided, it shall be referred to the Ministry of Human Resource Development who will appoint a Board of Arbitration as soon as possible. In other cases, the Board Of Governors will take action according to its own Judgment.

## 8) **PUBLICATION OF STATEMENT**

Only statement issued under the authority of the Council shall be published and circulated to all Kendriya Vidyalayas so that the employees of the Sangathan are aware of the developments from time to time. Such statements shall be as full and informative as possible.

## 9) **COMMITTEES**

The committees, appointed by the Council, shall frame their own rules of procedure subject to the approval of the Council. The committees shall not, however, take final decisions on any subjects that come before them and shall transmit their conclusions to the Council for decision except where powers have been specifically delegated to them by the Council under the Constitution of the Council.

## Appendix XLII ( C)

**CONSTITUTION OF THE REGIONAL COUNCILS UNDER THE SCHEME OF JOINT CONSULTATIVE MACHINERY OF KENDRIYA VIDYALAYA SANGATHAN****5. Short Title**

This Constitution may be called the Constitution of the Regional Councils of the Kendriya Vidyalaya Sangathan under the Scheme of Joint Consultative Machinery of the Kendriya Vidyalaya Sangathan .

**6. Application**

This Constitution shall cover all the regular employees of the Regional Office concerned and kendriya Vidyalayas under its jurisdiction except Group- A Officers.

**7. Objects**

The object of the Council is to promote harmonious relations and to secure the greatest measure of co-operation between the Sangathan in its capacity as employer and to the general body of its employees in matters of common concern and with the object of increasing the efficiency of public services combined with the academic standards in Vidyalayas .

**8. Scope and functions**

- i) The scope of the Regional Council will include all local matters relating to conditions of work, welfare of employees, improvement of efficiency and standards of work with particular reference to local conditions.
- ii) The subjects to be discussed by the Council should normally be limited to matters within the competence of the Deputy Commissioner.
- iii) Matters which are within the competence of the Kendriya Vidyalaya Sangathan ( Hqrs) should not be discussed at the meeting of the

Regional Council. Matters relating to individuals should also not be discussed.

## 5 (a) **Composition**

The Regional Council shall consist of :-

### (A) Official side

- 1) **Deputy** Commissioner of the Region - Chairman of the  
Regional Council
- 2) One Member from the Regional Advisory Committee—Member
- 3) **Assistant Commissioner** who is -Member  
**Grievance Officer of the Region**
- 4) Senior-most Principal of the -Member  
Kendriya Vidyalaya at the station of the Regional Hqrs
- 5) Administrative Officer  
of the Region -Member – Secretary

### B) **Representatives on the Staff side**

There shall not be more than 7 members on the staff side to be nominated by the regional units of the associations recognized for the purpose of representation on the staff council . The 7 seats may be distributed according to the numerical strength of members represented by these associations in the following manner:-

- |                                   |            |
|-----------------------------------|------------|
| 1) Teachers' association          | -03        |
| 2) Non-Teaching Staff association | -02        |
| <b>Total</b>                      | <b>-05</b> |

Note: Distribution of seats may be done by the Chairman in consultation with the Associations/Unions in any other manner acceptable to Associations/Unions.

**(b) Secretary**

The Staff Side may appoint its Secretary from its members

**(c) Leader**

The Staff Side shall elect by simple majority, one of its members as its Leader, who shall hold that office for a period of one year, but shall be eligible for re-election. A vacancy caused by death, retirement, resignation, transfer etc., will be filled for the un-expired term.

**6) Nomination of Representatives on the Staff side by Recognized Employees Associations**

- i) At the commencement of the Constitution and thereafter when occasions arise, each recognized employees Association shall be intimated in form "A" the number of members it may nominate on the Regional Council.
- ii) On receipt of the intimation as in Clause (i), a recognized employees Association may intimate in form "B" the names of its representatives nominated by its executive committee.
- iii) In the event of retirement, resignation, death etc., of a representative of an employees' Association, such Association may nominate or, in the case of retirement, re-nominate its representative in form "C"
- iv) On receipt of the intimation under Clause (ii) or (iii) above, as the case may be, the Chairman of the Council shall consider whether the nomination is in accordance with the provisions of the Scheme and inform the employees' Association concerned.

**7. Term of Membership**

- i) The Staff Side representatives will be nominated for a term of three years but there will be no bar to re-nomination
- ii) Vacancies caused by death, retirement, resignation, transfer etc., will be filled for the un-expired term.

**Note :** An Association may replace on the Council such of its representatives as have ceased to be its office bearers at annual elections or by exigencies such as a vote of no confidence.

### **8) Appointment of Committees**

The Regional Council may appoint committees from amongst its members to study and report on any matters falling within its scope

### **9) Periodicity**

The meetings of the Regional Council shall be held at least once in two months at the Headquarters of the Region.

### **10) Quorum**

The quorum shall be 1/3 rd each of the strengths of the Official and staff sides.

### **11) Agenda**

- i) The agenda for a meeting shall be prepared under the orders of and approved by the Chairman in consultation with the members of the staff side.
- ii) The agenda for an ordinary meeting shall be circulated to all members not less than one week before the meeting.

### **12) Travelling Allowance**



For attending the meeting, the members will be entitled to TA/ DA as per the instructions issued by the Government of India from time to time.

**13) Minutes**

The minutes of the meeting will be finalized under the directions of the Chairman in the usual manner and copies thereof will thereafter be circulated to members of the Council .

**FORM – A**

No F.-----

**KENDRIYA VIDYALAYASANGATHAN**

**Regional Office-----**

**Dated:-----**

**To**

The Regional President/ Secretary,

(Name of the Association)

Address:.....

Sub: Nomination of representatives on the Staff Side of the Regional Council of the Kendriya Vidyalaya Sangathan, Regional Office.

Sir,

In accordance with the Scheme of Joint Consultative Machinery and Compulsory Arbitration for the Kendriya Vidyalaya Sangathan, I am to say that your Association is required to nominate.....member(s) on the Staff Side of the Regional Council of the Kendriya Vidyalaya Sangathan, Regional Office.

2. I am to request you kindly to intimate to me within 15 days of the date of issue of this letter, the names of the nominees of your Association as in “**Form - B**” enclosed in duplicate.

Yours faithfully,

**Encl:-----**

**Deputy Commissioner**

**FORM – B**

**From:-**

The Regional President/ Secretary,  
 (Name of the Association)  
 Address:.....

Dated:.....

To  
 The Chairman,  
 The Regional Council of the  
 Kendriya Vidyalaya Sangathan  
 Regional Office,  
 \_\_\_\_\_

Sub: Nomination of members on the Staff side of the Regional  
 Council of the Kendriya Vidyalaya Sangathan.

Sir,

With reference to your letter no F-----  
 on the above mentioned subject, I am directed to say that the Executive  
 Committee of ( Name and Association ) has nominated the following person(s) to  
 represent it on the Staff side of the Regional Council.

Name	Office and Appointment held	Address
------	--------------------------------	---------

An authenticated copy of the resolution of the Executive Committee is enclosed.

2. Please acknowledge this communication.

Yours faithfully,

**Regional president/ Secretary**

Encl:.....

**FORM – C**

**From:-**

The Regional President/ Secretary,  
(Name of the Association)  
Address:.....

Dated:.....

To  
The Chairman,  
The Regional Council of the  
Kendriya Vidyalaya Sangathan  
Regional Office,

---

Sub: Nomination of members on the Staff side of the Regional Council.

Sir,

Consequent upon the retirement / resignation/ transfer/death etc. Of Sh.....on (date)..... who was a representative of my Association on the Staff side of the Regional Council of the Kendriya Vidyalaya Sangathan, I am directed to say that the Executive Committee of ..... Association have nominated / re-nominated Sh..... (appointment held .....of..... (office).....( address) .....against the seat(s)..... for Staff to be represented as its representative on the Staff side. An authenticated copy of the resolution of the Executive Committee is enclosed.

2. Please acknowledge this communication.

Yours faithfully,

Encl:-----

**Regional president/ Secretary**

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<b>Appendix</b>	<b>Title</b>	<b>Pages</b>
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<b>III</b>	<b>ANNEXURE III (Schedule - II) (Amended) Schedule showing the Appointing/ Disciplinary,Appellate and Revisioning/Reviewing Authority for various posts in the KendriyaVidyalayaSangathan under the CCS(CCA) Rules 1965</b>	<b>32 to 34</b>
<b>XI</b>	<b>Pattern of uniform for employees</b>	<b>35 to 42</b>
<b>XL</b>	<b>Space norms of School Buildings</b>	<b>43 to 44</b>

**APPENDIX –II (Amended)**

**STATEMENT SHOWING THE POWERS DELEGATED TO VARIOUS OFFICERS OF THE  
KENDRIYA VIDYALAYA SANGATHAN**

S.NO	Nature of items	Powers Delegated			
		Commissioner	<b>Additional Commissioner</b>	<b>Joint Commissioner</b>	Head of Office
1.	2.	3.	4.	5.	6.

**1. FINANCIAL POWERS**

Contingent Expenditure

1. Items not specified below:

i)	Recurring	Full Powers	-	<b>JC</b> (Admn.) Rs.5000/- per month in each case	Rs.2000/- Per month In each case
ii)	Non- recurring	Full Powers	-	Rs.20,000/- per month in each case	Rs.5000/- in each case

2. Items specified below:

i)	Motor Vehicle				
a)	Purchase	Full powers Subject to	-	-	-

		Instructions & Guidelines issued by Govt. of India from time to time –	-	-	-
b)	Replacement	-do-	-	-	-
c)	Maintenance Upkeep and repairs	Full Powers	-	JC (Admn.) Rs.20,000/- in each case	DC (RO) Rs. 10,000/- in each case
ii)	Bicycle		-	-	-
	a) Purchase	Full Powers	-	-	Full Powers
	b) Renewals	Full powers	-	-	Full powers
	c) Repairs	Full powers	-	-	Full Powers
3.	Conveyances Hire	Full powers upto Rs.300/- for an Official in any one month.	- - -	- - -	Full powers upto Rs.300/- for an official in any one month
4.	Electricity, gas and Water charges	Full powers	-	-	Full Powers
5.	Furniture and Fixtures ( Purchase and repairs	-	-	-	-

i)	For school	-	-	-	As per norms fixed no delegation necessary
ii)	For Headquarters	Full Powers	-	Upto Rs.40,000 per annum	Upto Rs.20,000 per annum
6.	Freight Charges	Full powers	-	-	Full powers
i)	other than by Air				
ii)	Demurrage / Wharfage Charges	Full powers	-	IC (Admn.) upto Rs.1000/- in each case	Upto Rs.500/- in each case
7.	Hire of office furniture, electric fans , heaters,	Full Powers	-	Full powers upto Rs.10,000/- per annum per office/School	Upto Rs.5000/- per annum
8.	Legal Charges	-	-	-	-
i)	Fee to Advocates	Full powers subject to scales etc. laid down as for Govt. Deptts.	Full powers subject to scales etc. laid down as for Govt. Deptts.	-	D.C. (RO.) full powers subject to scales etc. laid down as for Govt. Deptts



ii)	Arbitration Cases	Full Powers	Upto Rs.10,000/- in each case	-	-
9.	Municipal rates and taxes	Full Powers	-	-	Full powers
10.	Works and Repairs				
i)	Major works	Full powers	-	-	-
ii)	Minor works	Full Powers	Upto Rs.2 lakh in each case	-	Superitending Engineer upto Rs.50,000/- in each case.
iii)	Repairs	Full Powers	-do-	-	-do-
iv)	Release on major works	Full powers.	Rs. 20 lakhs	-	Rs. 2 lakhs
11. i	Postal, telegraph and telephone charges	Full Powers	-	-	Full Powers
ii)	Commission on money orders	Full Powers	-	-	Full Powers subject to Govt.

1.	2.	3.	4.	5.	6.
					instructions
iii)	Telephone installations	Full Powers in respect of schools and Headquarters	-	JC (Admn) Full powers except for residential telephones	DC (RO) Full powers except for residential telephones
12.	Printing and Binding	Full powers	-	Upto Rs.25,000/- in each case	Upto Rs.10,000/- in each case
13.	Purchase of Stationery Stores :		-	-	-
i)	Local Purchase of Stationery				
a)	For schools:	Full Powers		-	Full powers
b)	For HQ/ R.O	Full powers.	Rs. 3 lakh per annum	Rs. 1 lakh per annum	Rs. 50,000/- per annum
ii)	Local purchase of rubber stamps and office seals	Full powers.	-	-	Full powers

---

14.	Publications				
	i) Official publications	Full Powers	-	-	Full Powers
	ii) Non- official publications	Full powers	Addl Commissioner (Acad.) upto Rs 50000per annum	-	Upto Rs. 25,000/- per annum
15.	Rent				
	a) For accommodation to be used for Schools	Full powers after obtaining certificate of reasonability of rent from the PWD or other authorities concerned and to report to Finance committee.	-	-	-
	b) For Headquarters (including Regional Offices )	The matter may be considered when necessary	-	-	-

16.	Staff paid from Contingencies	Full powers	-	-	Full powers subject to the condition that the total emoluments do not exceed that admissible to a <b>Sub Staff</b> employee with reference to the minimum of the scale of pay <u>Superintending Engineer</u>
17.	Stores				
	i) For works	Full powers	-	-	Full powers in respect of repairs works sanctioned by Commissioner
	ii) Other stores	Full powers	-	<b>J C</b> (Admn.) upto Rs. 50,000/- in each case	<b>D C</b> (RO) upto Rs. 25,000/- in each case
18.	Supply of uniforms, badges and other articles of clothing etc. and washing allowance	Full powers subject to the scales and rates prescribed for the purpose	-	-	Full powers subject to the scales and rates prescribed for the purpose

1.	2.	3.	4.	5.	6.
19. a)	All office equipments including typewriters, electronic typewriters, dedicated word processors, intercom equipments, calculators , tape recorders, photocopiers ,copying machines, franking machines, filing and indexing system etc. excluding computers of all kinds.	Full powers	Recurring – upto Rs. 20,000/- per month Non- Recuring- Rs. 1 lakh in each case	-	Recurring – upto Rs. 10,000/- per month Non- Recurring - Rs. 25,000/- is each case
b)	Computers ( including personal Computers )	Full Powers Subject to guide lines issued by Govt. of India	Rs. 1,00,000/- In each case	-	<b>D C.</b> Regional office Rs. 50,000/- in each issue
20.	Miscellaneous Expenses				
i)	Entertainment on special occasions	Full powers	Rs. 10,000/- each case	<b>JC</b> (Admn.) Rs. 4000 per annum	Rs. 1000/- per annum
ii)	Foundation stone	Full powers	-	-	-

	Laying ceremonies and opening of building etc.	Subject to guidelines issued by Govt. of India	-	-	-
	iii) Visitor entertainment expenses	Full powers	Rs. 5000/- per month	Rs. 5000/- per month	Rs. 3000/- per month
21.	Write off of irrecoverable losses				
	a) Losses of stores/ money ( including stamps ) not due to theft, fraud or negligence	Rs.20,000/-	-	JC ( Pers.) Rs. 10,000/-	Rs. 5000/-
	b) Losses of irrecoverable loans and advances	Rs. 10,000/-	Rs. 2500/- in each case	-	-
	c) Loss of revenue on account of irrecoverable fees, fines and other school dues .	Upto Rs. 2500/- in each case	Upto Rs. 1000/- in each case	Upto Rs. 1000/- in each case	Upto Rs. 500/- in each case
	d) Deficiencies and depreciation in the value of stores	Upto Rs. 10,000/- in each case	-	Upto Rs. 5000/- in each case	Upto Rs. 2500/- in each case

e)	Condemnation of motor vehicles and motor cycles	Rs. 2 lakh with same conditions as in DFP Rules	-	-	-
f)	Condemnation of stores/ library books/ other articles other than motor vehicles and motor cycles ( including Vidyalaya Vikas Nidhi)	Full powers	---	---	---
22. a)	Creation of permanent and temporary posts: Staff for Schools (teaching)	Full powers as per approved norms	-	-	-
b)	Creation of temporary posts- staff for headquarters office and regional offices of the Sangathan	Full powers for creation of temporary posts corresponding to Group 'B', 'C' and 'D' posts for any specified period , provided the expenditure can be met out of the provision in the budget and subject to instructions issued by the Govt. from time to time.	-	-	-

1.	2.	3.	4.	5.	6.
23. a)	Sanction of funds to schools and re-appropriation of funds	Full powers subject to budgeted limits	---	J.C. (fin.) Full power in respect of HQ and Regional Offices budget including construction work	D.C. (RO) Full powers (except in respect of construction works ) subject to prescribed norms of expenditure.
b)	Condo nation of funds utilized for a purpose other than for which funds were initially sanctioned	Full powers	---	---	---

Note : All these powers are to be exercised subject to budget ceiling and obtaining financial concurrence.



## II. SUPPLEMENTARY RULES

S.No	Supplementary Rule No	Nature of Power	Reference to F.Rs & S.R. Vol II	Power delegated to			
				Commissioner	Additional Commissioner	Joint Commissioner	Deputy Commissioner
1.	2.	3.	4.	5.	6.	7.	8.
1.	30(b)	Powers to decide the shortest of two or more routes	Appx . 1 TA rules SNo. 12	Full powers	----	----	---
2.	31	To allow mileage allowance to be calculated by a route other than the shortest or the cheapest	Sl. No. 13	Full powers provided that the selection of such route is in the interests of the Sangathan	Full powers with the proviso as in col.5	Full powers with the proviso as in col.5	Full powers ( for both schools and his headquarters) with proviso as in col.5
3.	59	To prescribe the Headquarters of employees	Sl.No. 19	Full powers	Full powers	Full powers	Full powers in respect of all staff of Kendriya Vidyalayas and his Regional office

4.	60	To define the limits of Sangathan's employees' sphere of duty	Sl.No. 20	Full powers	Full powers	Full powers	Full powers in respect of all staff of Kendriya Vidyalayas and his regional office
5.	62	To decide whether a particular absence is absence from duty	Sl. No. 21	Full powers	Full powers	Full powers	(To be exercised with due regard to the special circumstances and public purpose served )
6.	63	To restrict the frequency and duration of journeys	Sl.No. 22	Full powers	Full powers	Full powers	Full powers in ( Schools & H.Q.)
7.	73	Power to extend time limit of 6 months and one month within which the members of the family of the Sangathan employee may be treated as accompanying him in special	116(b)iii	Full powers	Full powers in respect of Group B,C employees	Full powers in respect of Group B, C employees	---

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		circumstances.					
8.	132	To permit recovery of T.A. for attending an examination other than those mentioned in S.R. 130 & 131	Appx.1 Sl. No. 45	Full powers	Full powers in respect of Group B,C employees	Full powers in respect of Group B,C employees	Full powers in respect of staff other than the Principal
9.	164	To decide the scales of T.A for journeys on a course of training	S.No. 49	Full powers subject to Govt. instructions	Full powers subject to Govt. instructions	Full powers in respect of Group B, C employees subject to Govt. instructions	Full powers in respect of staff other than the Principal subject to Govt. instructions
10.	190(a)	To grant T.A to	S.No. 52	Full powers	---	---	-

1.	2.	3.	4.	5.	6.	7.	8.
	& 190(b)	non-officials attending public duties in an honorary capacity and to declare the grade to which they belong	- ----	-	-	-	-
11.	191	To declare who shall be the Controlling Officer	Sl.No. 54	Full powers (including himself)	---	---	---
12.	195(e)	Power to make rules for the guidance of Controlling Officers	Sl.No. 55	Full powers	---	---	---
13.	(i)	Powers to sanction leave (earned leave/half-pay leave/ commuted leave/leave not due /extra –ordinary leave/ maternity leave		Leave shall be granted as per terms and conditions of CCS (Leave ) Rules 1972 and as per orders issued from time to time			

1.	2.	3.	4.	5.	6.	7.	8.
	(ii)	Special disability leave		Full powers	---	---	---
	(iii)	Study leave		As per decision of BOG in the 9 <sup>th</sup> meeting held on 23/24 April, 1987 vice-chairman is the competent Authority.	---	---	---
14.		To decide in a case of doubt whether a particular employee is serving in a vacation department i.e., whether the employee belongs to the vocational / non-vocational staff	Sl. No. 63	Full powers	---	---	---

1.	2.	3.	4.	5.	6.	7.	8.
15.		To permit calculation of joining time by a route other than the normal route	Sl.No. 68	Full powers	---	---	---
16.		To extend joining time on certain conditions within a maximum of 30 days	Sl.No. 70	Full powers	Full powers for group C staff	---	---
17.		To appoint an employee who is above 25 years of age or less than 18 years of age.	Appx.3 Section-1	As per GOI instruction from time to time	---	---	---
18.		To appoint a substitute in the place of an absentee on quarantine leave	Appx.3 Section-V (3), Note 3	Full powers	Full powers for Group C employees	---	---

### III. GENERAL FINANCIAL RULES , 2005

S. NO	Nurture of Items	Reference to F.Rs. & S.R. Vol.II	Powers delegated to			
			Commissioner	<b>Additional</b> Commissioner	<b>Joint</b> Commissioner	<b>Deputy</b> Commissioner
1.	3.	4.	5.	6.	7.	8.
1.	Powers to declare as a 'Head of Office	Appx . 14 of DFP Rules '78	Full powers	----	----	---
2.	To investigate arrear claim preferred after the expiry of 3 years, but not after the expiry of 6 years	GFR 264(3)	Full powers	Full powers	Full powers	-
3.	To fix the amount of permanent advance	GFR 291	Full powers	Full powers	Full powers upto Rs. 2500 in respect of H.Q. and each regional office	Full powers upto Rs. 2500 in r/o each school (no powers for his own office ).
4.	To vary the amount of instalments of repayment of advances in exceptional cases	GFR Part-II Rule 9	Full powers	Full powers	Full powers	Full powers
5.	Advances for the purchase of conveyances:					

	(i) Other than Cycle ( Scooter/ Motorcycle)	GFR Part-II Rule 30	Full powers	----	----	---
	(ii) Bicycle	GFR Part-II Rule 31	Full powers	Full powers	Full powers	Full powers
6.	Advance of pay and DA on transfer and advance of T.A. on tour	GFR Part-II Rule 39-40	Full powers	Full powers	Full powers	Full powers
7.	To determine the form of security bond to be executed at the time of furnishing security	GFR Part-II Rule 5	Full powers	----	----	---
8. a)	Condemnation / disposal of obsolete, surplus or unserviceable articles	----	Refer note at the end	-	-	-
	b) Condemnation of typewriters which are unserviceable	W.H.S.O.M No. S &P II- 34(9)/59 dt. 14.4.60	Full powers	Full powers Subject to general principles regarding normal life of assets prescribed by the Sangathan.	Full powers	Full powers



**NOTE**

a) The power of condemnation of stores including the IT equipments purchased out of VVN/School fund account at various level of KVS:

S.No.	Authority	Powers delegated in respect of Kendriya Vidyalayas	Powers delegated in respect of Regional Offices/ZIETs
1.	Commissioner	Full powers including cases involving fraud , embezzlement, fire, misappropriation of theft and the article whose life span has not been expired including IT equipments	Full powers including cases involving fraud , embezzlement, fire, misappropriation of theft and the article whose life span has not been expired including IT equipments
2.	Additional Commissioner (Admn)	.....	Up to 5 lakhs per annum excluding the cases involving fraud , embezzlement, fire, misappropriation of theft and the article whose life span has not been expired including IT equipments
3.	Deputy Commissioner/ Director of the region/ ZIET concerned	Full powers excluding cases involving fraud , embezzlement, fire, misappropriation of theft and the article whose life span has not been expired including IT equipments	Up to 2 Lakhs per annum but excluding the cases involving fraud , embezzlement, fire, misappropriation of theft and the article whose life span has not been expired including IT equipments
4.	Executive Committee of VMC	Up to 2 Lakhs per annum but excluding the cases involving fraud , embezzlement, fire, misappropriation of theft and the article whose life span has not been expired including IT equipments	.....

b) In the matter of IT equipments the procedure prescribed vide Circular No. F110240/(6)/2009-KVS (HQ) (Budget) dated 26.08.2009 (copy enclosed) will remain unchanged.

**IV. POWERS UNDER CENTRAL TREASURY RULES , 2005**

S. NO	Nurture of Items	Reference to Para. No	Powers delegated to			
			Commissioner	<b>Additional</b> Commissioner	<b>Joint</b> Commissioner	<b>Deputy</b> Commissioner
1.	3.	4.	5.	6.	7.	8.
1.	To direct payment of pay and allowances to the claimant, on behalf of a deceased employee without the production of the usual legal authority	----	Full powers subject to execution of the indemnity bond for double the gross amount with such sureties, as may be required	Full powers for claims up to Rs. 10,000	Full powers for claims up to Rs. 5,000	Full powers for claims up to Rs. 2500

**V. MEDICAL ATTENDANCE RULES , 1944**

S. NO	Nurture of Items	Reference to Para. No	Powers delegated to			
			Commissioner	<b>Additional</b> Commissioner	<b>Joint</b> Commissioner	<b>Deputy</b> Commissioner
1.	3.	4.	5.	6.	7.	8.
1.	To authorise refund of medical expenses in relaxation of the rules	Section 2	(A) Full powers	-	-	-
2.	To grant advance for medical attendance and treatment	Section 2	Full powers as per Govt. instructions	All staff of ROs and KVS Hqrs upto JCs	---	all staff of KV's.
3.	To grant advance of T.A. in connection with medical attendance and treatment	Rule 12 Section VI	Full powers including himself	Full powers excluding himself	Full powers in respect of H.Q. staff	Full powers in respect of school staff / H.Q. staff

**VI. KENDRIYA VIDYALAYA SANGATHAN (EMPLOYEES ) PROVIDENT FUND RULES , 1975**

S. No.	Nature of Items	Reference to Rule. No.	Powers delegated to			
			Commissioner	<b>Additional Commissioner</b>	<b>Joint Commissioner</b>	<b>Deputy Commissioner</b>
1.	2.	3.	4.	5.	6.	7.
1.	To permit re-employed pensioner to join the fund.	4 (iv)	Full powers	Full powers	Full powers	Full powers
2.	To relax the condition of payment of second advance while the first advance is outstanding.	12	Full powers	Full powers	Full powers	Full powers
3.	To order deduction from the final withdrawal of accumulations in the fund of an employee who quits service or dies while in service.	----	As per provisions of provident fund Rules applicable from time to time.			
4.	Power to interpret the rules .	24	Full powers	-	-	-

**Note :** Under the existing procedure, the Chairman of the Vidyalaya Management Committee is authorised to act as Controlling Officer in respect of the Principal.

the

**Details of Financial Powers delegated to the Deputy Commissioner in respect of Regional Office**

Nature of the item	Reference to Rules Number
1. To grant bicycle advance to his Regional Office staff.	GFR(Part –II) Rule 31
2. To grant advance for purchase of warm clothing to his Regional Office staff.	GFR(Part –II) Rule 33
3. To grant advance of pay and T.A to his Regional Office staff on transfer	GFR(Part GFR –II) Rule 39
4. To grant advance of T.A. to a retiring employee of his Regional Office proceeding to his place of permanent residence	GFR ( Part –II) Rule 41
5. To grant advance of T.A on tour to his Regional office staff.	GFR ( Part –II) Rule 48
6. To grant advance in connection with Leave Travel Concession to his Regional Office staff.	GFR( Part –II) Rule 52
7. To grant Festival Advance to his Regional Office staff	GFR ( Part –II) Rule 50
8. To grant advance to his Regional Office staff in Connection with visits of Sangathan-sponsored parties to hill stations	GFR ( Part –II) Rule 53
9. To grant advance to his Regional Office staff in connection with a law suit to which the Sangathan is a party	GFR( Part –II) Rule 55

Nature of the item	Reference to Rules Number
10. To grant advance in lieu of leave salary to his Regional Office staff	GFR(Part –II) Rule 76
11. To grant advance to his Regional Office staff to provide for Immediate financial relief to the family of a Sangathan Employee who dies while in service	GFR(Part –II) Rule 81
12. To grant advance of T.A to the family of the employee of Regional Office staff who dies while in service.	GFR(Part –II) Rule 79
13. To grant advance for medical attendance and treatment to his Vidyalaya staff	F-3 -10/2004 –KVS(Estt-II) dt.24-02-.2006
14. To grant advance of T.A for medical attendance and treatment to his Regional Office staff .	Appendix VII of CCS (HS) Rules , 1944
15 Deleted	-
16. To maintain a service book in respect of each employee of his Regional office	-
17. Verification of service books	G.F.R. Rule 257

## POWERS DELEGATED TO THE PRINCIPALS OF KENDRIYA VIDYALAYAS

The financial powers delegated to the Principals are detailed in Appendix I of the Accounts code and should be exercised subject to the following conditions:

1. Funds are available for meeting the expenditure.
2. The purchases are made strictly in conformity with the order issued by the Ministry of Finance/ Education / Kendriya Vidyalaya Sangathan.
3. The powers should not be split up so as to avoid the necessity for obtaining the sanction of the higher authority. It is also not permissible to split up an expenditure, which , on the whole requires the approval of a higher authority.
4. Expenditure should be incurred with due regard to broad and general principles of financial propriety , Viz:-
  - (a) Except in cases where otherwise permitted, the expenditure should not prima facie be more than the occasion demands. Every official of the Sangathan is expected to exercise the same vigilance in respect of the expenditure authorised / incurred by him as a person of ordinary prudence would exercise in respect of expenditure of his own money.
  - (b) No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to his own personal benefit or advantage. One's own benefit will include benefit to family members.
  - (c) The Sangathan's funds are not to be utilised for the benefit of individuals or only some of the students/ teachers except in pursuance of a recognised policy or for specifically approved purpose.
  - (d) All doubtful cases should be referred to the Sangathan for orders prior to incurring the expenditure.
  - (e) Rush of expenditure at the close of the year with a view to spend the funds should, as an absolute rule, be avoided.
  - (f) In keeping with the urgent need for economy, strict regard should be paid to avoiding any expensive item where a cheaper one would serve the same or more or less the same purpose
5. The expenditure should strictly conform to the standards, scales, limitations, etc., as laid down by the ministry of Finance /

Education / Kendriya Sangathan.

### **Other General Principles**

6. The powers are to be exercised only by the Principals and are not be delegated to anyone else. In case of long absence of the Principal on leave, etc., the powers are not to be exercised by the Principal in temporary or ad hoc charge; each such case should be referred to the Sangathan for order.
7. Powers for which annual limits are prescribed are to be exercised in relation to each financial year i.e., 1<sup>st</sup> April to 31<sup>st</sup> Marc. In order to ensure that the limits are not exceeded, progressive total of expenditure of the same nature or category should be struck on the vouchers.



**STATEMENT SHOWING DETAILS OF THE ADMINISTRATIVE POWERS DELEGATED TO THE PRINCIPALS OF KENDRIYA VIDYALAYAS UNDER VARIOUS RULES**

Sl. No	Rule No.	Name of Power	Extent of Power	Conditions / restrictions, if any imposed
(1)	(2)	(3)	(4)	(5)
<b>I UNDER FUNDAMENTAL RULES</b>				
1.	24	To sanction increments	Full powers in respect of staff under his control	
<b>II UNDER SUPPLEMENTARY</b>				
1.	62	To decide whether a particular absence is absence on duty	Full powers in respect of staff under his control. (To be exercised with due regard to the special circumstances and public purpose served and in the light of orders issued by KVS from time to time )	The power will, however, be exercised only with the approval of the Chairman, Vidyalaya Management Committee
2.	206 and 208	To grant leave other than special disability/ study leave and leave not due	Full powers for all his staff, if arrangements for posting a substitute are not involved	Officiating arrangements in leave vacancies, are to be made as per orders issued from time to time
3.	213	To accept a certificate signed by any Registered Medical Practitioner as evidence of fitness to return to duty.	Full powers for all his staff except vice Principal	
4.	267	To grant maternity leave	Full powers for all his staff	Officiating arrangements in leave

vacancies, are to be made as per orders issued from time to time

### III. UNDER GENERAL FINANCIAL RULES

1.	124	Disposal of obsolete, broken or unserviceable stores (including furniture)	Write off of the book value of per annum upto Rs. 1000/- per annum based on the report of a Condemnation Committee/ Board. (Circular No. F.16-1/96-KVS (Admn.-1) dated 17.12.1996 refers)	<p>The power is to be exercised subject to the following requirements:-</p> <p>The condemnation Board, consisting of 3 members, namely the Principal and two</p> <hr/> <p>Members of the Management Committee, nominated by the Chairman, should inspect and prepare a list of broken and unserviceable goods (including laboratory articles like test tubes, breakers , etc.).</p> <p>Damages / breakages for which teachers/ students are held responsible are to be made good by the individuals concerned. Based on the recommendations of the Condemnation Board, the Executive Committee, VMC, has full powers upto Rs. 2 lakhs- in a year to condemn stores of all kinds. However, all cases involving fraud, embezzlement, misappropriation or heft will be condemned only with the approval of the Commissioner KVS.</p>
----	-----	--	---	---

(1)	(2)	(3)	(4)	(5)
2.	222 and 231	Power to sanction advance of T.A on transfer in the interest of the Sangathan	Full powers for his staff	All such cases of grant of advances should be reported to the Sangathan by sending copies of the sanctions, along with the monthly accounts returns.
3.	191	To act as controlling officer for the purpose of T.A.	Full powers for his staff	T.A. is to be regulated as per provisions of the Supplementary Rules and orders issued by the KVS from time to time
4.	212	Grant of cycle/ fan advance	Full powers	Subject to availability of funds with the Regional Office.

#### IV. UNDER CENTRAL TREASURY RULES

1.	142	To act as Drawing and Disbursing Officer	Full powers in respect of his staff, including himself.
----	-----	--	---

**ANNEXURE III (Schedule - II) (Amended)**

**Schedule showing the Appointing/ Disciplinary,Appellate and Revisioning/Reviewing Authority for various posts in the KendriyaVidyalayaSangathan under the CCS(CCA) Rules 1965**

S.No.	Group	POST	APPOINTING AUTHORITY	DISCIPLINARY AUTHORITY	PENALTIES UNDER RULE 11 OF CCS(CCA) RULES 1965	APPELLATE AUTHORITY	REVISIONING/ REVIEWING AUTHORITY
1	A	Commissioner/ Additional Commissioner (Admn.)	Govt. of India	Govt. of India	All	President of India	President of India
2	A	Additional Commissioner (Acad)	Chairman, KVS	Chairman, KVS	All	BOG,KVS	BOG,KVS
3	A	Joint Commissioner/Supdt. Engineer	Vice-Chairman, KVS	Vice-Chairman, KVS	All	Chairman, KVS	BOG,KVS
4	A	Deputy Commissioner/Director,ZIET	Vice-Chairman, KVS	Vice-Chairman,KVS	All	Chairman, KVS	BOG,KVS
				Commissioner,KVS	(i) to (iv)	Vice- Chairman, KVS	Chairman, KVS
5	A	Assistant Commissioner / Executive Engineer	Commissioner,KVS	Commissioner,KVS	All	Vice- Chairman, KVS	Chairman, KVS
6	A	Principal	Commissioner,KVS	Commissioner,KVS	All	Vice- Chairman, KVS	Chairman, KVS
				Deputy Commissioner	(i) to (iv)	Additional Commissioner(Admn.),KVS	Commissioner, KVS
7	A	Administrative Officer	Additional Commissioner(Admn.),KVS	Additional Commissioner(Admn.),KVS	All	Commissioner, KVS	Vice- Chairman, KVS
8	A	Vice- Principal/Principal Gr.II/Asstt. Education Officer	Additional Commissioner(Admn.),KVS	Additional Commissioner(Admn.),KVS	All	Commissioner, KVS	Vice- Chairman, KVS
				Deputy Commissioner	(i) to (iv)	Additional Commissioner(Admn.),KVS	Commissioner, KVS

9	<b>B</b>	Finance Officer	Additional Commissioner(Admn.),KVS	Additional Commissioner(Admn.),KVS	All	Commissioner,KVS	Vice- Chairman, KVS
10	<b>B</b>	Technical Officer/ Statistical Officer/ Section Officer/Asstt. Director(OL)/Sr. Hindi Translator/Private Secretary/ Stenographer Gr. I	Joint Commissioner(Admn.),KVS	Joint Commissioner(Admn.),KVS	All	Additional Commissioner(Admn.),KVS	Commissioner,KVS
11	<b>B</b>	Assistant Editor	Joint Commissioner(Acad.),KVS	Joint Commissioner(Acad.)KVS	All	Additional Commissioner(Admn.),KVS	Commissioner, KVS
12	<b>B</b>	KV STAFF- Post Graduate Teachers/ Trained Graduate Teachers/ Head Master/ Primary Teachers/ Librarian/ Yoga Teacher/PRT(Music)	Deputy Commissioner	Deputy Commissioner	All	Joint Commissioner(Admn.),KVS	Additional Commissioner (Admn.),KVS
				Assistant Commissioner/ Principal	(i) to (iv)	Deputy Commissioner	Jt. Commissioner (Admn.),KVS
13	<b>B</b>	ZIET STAFF- Post Graduate Teachers/ Head Master/ Librarian/ Computer Programmer	Director, ZIET	Director, ZIET	All	Joint Commissioner(Admn.),KVS	Additional Commissioner (Admn.),KVS
14	<b>B</b>	Assistant(HQ), Stenographer Gr. II(HQ), Hindi Translator(HQ), Proof Reader	Deputy Commissioner(Admn.)	Deputy Commissioner(Admn.)	All	Joint Commissioner(Admn.),KVS	Additional Commissioner (Admn.),KVS
15	<b>B</b>	Assistant(RO/ZIET), Stenographer Gr. II(RO/ZIET), Hindi Translator(RO)	Dy. Commissioner/Director ZIET	Dy. Commissioner/Director ZIET	All	Joint Commissioner(Admn.),KVS	Additional Commissioner (Admn.),KVS
16	<b>B</b>	Assistant(KendriyaVidyalaya)	Deputy Commissioner	Deputy Commissioner	All	Joint Commissioner(Admn.),KVS	Additional Commissioner (Admn.),KVS
				Assistant Commissioner/ Principal	(i) to (iv)	Deputy Commissioner	Joint Commissioner (Admn.),KVS

17	C	UDC(HQ), LDC(HQ), Electrician, Staff Car Driver (HQ)	Deputy Commissioner(Admn.)	Deputy Commissioner(Admn.)	All	Joint Commissioner(Admn.),KV S	Additional Commissioner (Admn.),KVS
18	C	UDC(RO/ZIET), LDC(RO/ZIET), Staff Car Driver (RO), Hostel Nurse	Dy. Commissioner/ Director, ZIET	Dy. Commissioner/ Director, ZIET	All	Joint Commissioner(Admn.),KV S	Additional Commissioner (Admn.),KVS
19	C	UDC(KendriyaVidyalaya), LDC(KendriyaVidyalaya), Lab Assistant	Deputy Commissioner	Deputy Commissioner	All	Joint Commissioner(Admn.),KV S	Additional Commissioner (Admn.),KVS
				Assistant Commissioner/ Principal	(i) to (iv)	Deputy Commissioner	Joint Commissioner (Admn.),KVS
20	C	Sub- Staff(HQ)	Deputy Commissioner (Admn.)	Deputy Commissioner (Admn.)	All	Joint Commissioner(Admn.),KV S	Additional Commissioner (Admn.),KVS
21	C	Sub- Staff(RO)	Dy. Commissioner	Dy. Commissioner	All	Joint Commissioner(Admn.),KV S	Additional Commissioner (Admn.),KVS
				Administrative Officer	(i) to (iv)	Dy. Commissioner	Joint Commissioner (Admn.),KVS
22	C	Sub- Staff(ZIET)	Director, ZIET	Director, ZIET	All	Joint Commissioner(Admn.),KV S	Additional Commissioner (Admn.),KVS
23	C	Sub- Staff(At KendriyaVidyalaya)	Principal	Principal	All	Assistant Commissioner	Deputy Commissioner

1. In the absence of regular Appointing Authority/ Disciplinary Authority i.e. from Additional Commissioner (Admn.) to Principal, the Commissioner, KVS may appoint any other competent officer of Head quarters/ Regional Office/ZIET/KendriyaVidyalayas to act as adhoc Disciplinary authority in respect of various posts as mentioned above.
2. Deputy Commissioner/ Director, ZIET holding dual charge can exercise disciplinary powers as indicated in serial no. 6,8,12,13,15,16,18,19,21,22 and 23.

## APPENDIX- XI (Amended)

(a) Description, Scale and Pattern of Uniform of **Sub Staff** Employees

Description and Scale of Uniform					
Category of Employee	Article	For Both Summer & Winter stations (e.g. Delhi)	For all Winter stations (e.g. Simla)	For all Summer stations (e.g. Hyderabad)	Remarks
1.	2.	3.	4.	5.	6.
SUMMER					
<b>Sub Staff</b> employees ( Male )	1. a) Terry cot Pants b) Polyester bush shirts	} 2 in 2 years	Nil	As in col (3)	<b>Sub Staff</b> employees in Delhi may be supplied one half-sleeve bush- shirt + one full – sleeve bush shirt in place of 2 half sleeve bush shirts. In other places, <b>DC</b> of the Region will decide on the basis of representations of the employees and the climatic consideration
	2. Chappals	1 pair in 1 year	Nil	1 pair in 1 yr.	
	3. Turbans for Sikhs and habitual turban wearers	4 in 2 years	4 in 2 years	4 in 2 years	
	4. a) Kulla or	1 in 2 years	1 in 2 years	1 in 2 years	
	b) Fitty (for Sikhs only)	4 in 2 years	4 in 2 years	4 in 2 years	

1.	2.	3.	4.	5.	6.
WINTER					
	1. Woollen suit comprising buttoned up coat and pants	1 in 2 years	2 in 2 years	Nil	
	2. Shoes	1 pair in 2 years	*1 pair in 1 year	1 pair in 2 years	* In the case of “ All winter stations” shoes will be Crepe-sole shoes
	3. Woollen full- sleeved jersey	2 in 3 years	2 in 3 years	Nil	
	4. Woollen socks	2 in 3 years	2 in 3 years	Nil	**Blankets and Umbrellas are not admissible to Daftries, Record Sorters and Jr. Gestetner Operators at Simla and other “ All Winter Stations”.
	5. Umbrellas	Nil	**1 in 2 years	Nil	
	6. Blankets	Nil	**1 in 3 years	Nil	
SUMMER					
<b>SubStaff</b>	1. Saree (Terri cot)	2 in 1 year	2 in 1 year	2 in 1 year	
employees	2. Blouse	3 in 1 year	3 in 1 year	3 in 1 year	
(Female )	3. *Petticoat	3 in 1 year	3 in 1 year	3 in 1 year	*Specification is 3771
	4. Chappals (Ladies )	1 pair in 1 year	Nil	1 pair in 1 year	1966.



1.	2.	3.	4.	5.	6.
WINTER					
1. Ladies' Half – coat		1 in 3 years	1 in 3 years	Nil	
2. Wollen full-sleeved jersey		2 in 3 years	2 in 3 years	Nil	Open neck buttoned up jersy, cardigan type (in place of closed neck) in the same quality / price range if so required by an individual (O.M.No. 14/6/84/JCA dt. 20.9.84.  * Admissible only to out-door employees **Female chowkidars where employed may be given one blanket in 3 years at “ All Winter” & ‘Both Summer & Winter Stations’. *** Blankets at Winter Stations are admissible to only out-door female staff i.e. peons, sweeper
3. Woollen socks		2 pairs in 3 years	2 pairs in 1 years	Nil	
4. Shoes ( Ladies )		1 pairs in 2 years	1 pair in 1 year	1 pair in 2 years	
5. *Umbrellas		Nil	*1 in 2 years	Nil	
6. **Blankets		Nil	***1 in 3 years	Nil	

Staff Car Driver

Summer

1. (a) Terricot pants	@ 3 in 2 years				
(b) Polyvastra bush - shirt	3 in 2 years	NIL	As in Column (3)	whether	
Polyvastra bush-					Shirt should be half- sleeve or full- sleeve, please see para. 4.1 and 4.2 of the O.M
2. (a) Peak Caps or	2 in 3 years	2 in 3 years	2 in 3 years		
(b) Turbans (white)	4 in 2 years	4 in 2 years	4 in 2 years		
3. (a) Kulla or	1 in 2 years	1 in 2 years	1 in 2 years		
(b) Fifty ( for sikh employees)	4 in 2 years	4 in 2 years	4 in 2 years		
4. (a) Weltd Chappals	1 pair in 1 years	NIL	1 pair in 1 years		

**Winter**

1. Woollen suit comprising Buttoned- up coat and pants ( Blue)	1 in 2 years	2 in 2 years	NIL		
2. Weltd Shoes	1 pair in 2 years	1 pair in 1 years	1 pair in 2 years		
3. Overcoat ( Blue)	1 in 5 years	1 in 5 years	Nil		
4. Woollen socks ( Blue) year NIL	1 pair in 1 year	2			pair in 1

(b) Quality, Specification , etc. of Uniform items of **Sub Staff** Employees

Description and Scale of Uniform			
S.No.	Livery Item	Cloth required	Specification
(1)	(2)	(3)	(4)
1.	Polyester bush- shirts (in white colour)	(i) Half-sleeve 2.25 metres (70 cm Width) (ii) Full Sleeves 3.00 metres (70 cm Width)	67% Polyester + 33% Khadi Cotton } ( to be obtained from KVIC)
2.	Terricot pants ( in grey colour )	1.20 metre for each	Shade No. 11 of the NTC, T.N. & P's subsidiary price quality
3.	Navy Blue cloth for Winter uniforms	2.75 metres for buttoned- up coat and pant	Ends/ 10 cm. 252 + 2 % Packs / 10 cm. 220+2% Wt. Linear metre 376+ 5% Composition – Blend of Viscose and imported wool
4.	Pugree cloth Khadi		Bleached , usual width
5.	Mill – made mulls for tubans		Malmal cotton bleached, 81 cm width

(1)	(2)	(3)	(4)
6.	Fitty (for Sikh employees only)	1 metre x 23 cm	Coloured Khadi
7.	Overcoat Staff car Driver	2.29 metres(1.36 m width)	Thick- woollen cloth-over coating -blue
8.	Petticoat	2 metres of khadi cloth (90 cm width )	IS /3771-1966
9.	Sarees	5 metres	Memsab PC Saree 67x 33 polyster cotton ( sky blue shade ) to be procured from NTC
10.	Ladies half - coat	1.83 metres (1.36 metres width)	Navy blue as against Sl.No.3
11.	Blouse	1.36 metre (71 cm width) OR 1.115 metre (91/94 cm width)	Poplin (mill made OR Khadi ( 71 cm )
	<b>Protective clothing</b>		
12	Pyjama	2.30 metres	Dasuti Khadi
13	Short(half- pant)	1.65 metres	Dyed MK Thin
14	Shirt(full-sleeve	2.97 metres	(70/71 cm width)
15.	Goggles for Despatch riders	----	(Goggles dust) complete with cases (Specification IND/GS/6)

16.	Leather gloves for staff car Drivers / Despatch Riders	Superior quality
17.	Peak-caps for staff car drivers	Superior with white and blue covers.
18	Blankets	Ordinary (barrack Grade) Spn. No. ND/TC/1408 (G) Types A,B and C (Ordinary)
19	Water Proof Coat	Umbrellas with bamboo handles
20	Umbrella	with 8/12 new ball tipped steel ribs Ordinary (Blue / Khaki)
21	Kullas for such non Sikh employees Issued with turban	Superior quality
22	Leather Jacket for Despatch Riders	

(1)	(2)	(3)	(4)
<b>(ii) Footwear etc</b>			
1.	Gents	Chappals plain, black , full Chrome line uppers	Rs. 100/-
2.	Ladies chappals	Chappals	Rs. 93/-
3.	Gents Shoes	Shoes plain , black leather full chrome, derby pattern Complete with laces	Rs.120/-
4.	Ladies Shoes	Shoes plain, black leather full chrome , derby pattern	Rs. 91/-

Complete with laces

**(iii) Other Items**

- |    |          |  |
|----|----------|--|
| 5. | Umbrella | With bamboo handles with<br>8/12 new ball tipped steel |
|----|----------|--|
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**(c) Revised Rates of Stitching Charges**

Stitching charges as per approved rates of the Government of India as issued from time to time.

**Space norms for Kendriya Vidyalayas as on 16.05.2008 Appendix- XL(Amended)**  
Teaching,/service support/administration/classrooms for Kendriya Vidyalayas

S.No.	Description	No. of rooms and size required as per KVS space norms
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		A-I Type (single section)		A-Type (two section)		B-Type (three section)		C-Type (four section)	
		Nos.	size in mts	Nos.	size in mts	Nos.	size in mts	Nos.	size in mts
1	Computer Lab	1	7.00 x 7.00	2	7.00 x 10.60	3	7.00 x 10.60	3	7.00 x 10.60
2	Labs	3	7.00 x 8.80 7.00 x 3.60	3	7.00 x .8.80 7.00 x 3.60	3	7.00 x .8.80 7.00 x 3.60	3	7.00 x .8.80 7.00 x 3.60
3	Jr. Sci. Lab	.....	.....	.....	.....	1	7.00 x 10.60	1	7.00 x 10.60
4	Social Sci/Geo/Resource room (Primary)	1	7.00 x 3.40	1	7.00 x 3.40	1	7.00 x 3.40	1	7.00 x 3.40
5	Social Sci/Geo/Resource room (H/Secondary)	1	7.00 x 3.40	1	7.00 x 7.00	1	7.00 x 7.00	1	7.00 x 7.00
6	Activity room	1	7.00 x 10.60	1	7.00 x 10.60	1	7.00 x 10.60	1	7.00 x 10.60
7	Art room	1	7.00 x 7.00	1	7.00 x 10.60	1	7.00 x 10.60	1	7.00 x 10.60
8	SUPW/Workshop	1	7.00 x 7.00	1	7.00 x 10.60	1	7.00 x 10.60	1	7.00 x 10.60
9	Library	1	7.00 x 10.60	1	7.00 x 14.20	1	7.00 x 17.30	1	7.00 x 21.40
10	Maths Lab	1	7.00 x 7.00	1	7.00 x 7.00	1	7.00 x 7.00	1	7.00 x 7.00
11	Principal room	1	7.00 x 7.00	1	7.00 x 7.00	1	7.00 x 7.00	1	7.00 x 7.00
12	Office	1	7.00 x 7.00	1	7.00 x 7.00	1	7.00 x 7.00	1	7.00 x 7.00
13	Staff common room	1	7.00 x 7.00	1	7.00 x 7.00	1	7.00 x 8.80	1	7.00 x 10.60
14	Vice-Principal room	.....	.....	.....	.....	1	3.40 x 3.40	1	3.40 x 3.40
15	Head Master/Head Mistress room	.....	.....	1	7.00 x 3.40	1	7.00 x 3.40	1	7.00 x 3.40



16	Exam. Room	1	7.00 x 3.40	1	7.00 x 3.40	1	7.00 x 3.40	1	7.00 x 3.40
17	NCC/Scout/Guide room	1	7.00 x 3.40	1	7.00 x 7.00	1	7.00 x 7.00	1	7.00 x 7.00
18	PET room	1	7.00 x 3.40	1	7.00 x 7.00	1	7.00 x 7.00	1	7.00 x 7.00
19	Gen. store	1	7.00 x 3.40	1	7.00 x 7.00	1	7.00 x 7.00	1	7.00 x 7.00
20	Medical room	1	7.00 x 3.40	1	7.00 x 3.40	1	7.00 x 3.40	1	7.00 x 3.40
21	Class room	12	7.00 X 7.00	24	7.00 X 7.00	36	7.00 X 7.00	48	7.00 X 7.00