



केन्द्रीय विद्यालय संगठन (सु.)  
18, संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली - 110016  
**KENDRIYA VIDYALAYA SANGATHAN (HQ)**  
18, Institutional Area, S.J.S. Marg, New Delhi-110016  
दूरभाष/Tel: 011-26521898 फैक्स/Fax : 26514179  
Website: www.kvsangathan.nic.in  
E-mail: kvs.estt.1@gmail.com

F.No. 3-8/2004/KVS(E-1) / 15284-15292

Date: 23.08.2019

**MEMORANDUM**

On the recommendation of the Departmental Promotion Committee, the Competent Authority has approved promotion of **Smt. Indu Kaushik**, Assistant Commissioner, Kendriya Vidyalaya Sangathan (HQ), New Delhi to the post of **Deputy Commissioner** in Pay Matrix Level-12 (Rs. 78,800-2,09,200) in the Kendriya Vidyalaya Sangathan. Initially, she is posted to **Kendriya Vidyalaya Sangathan (HQ), New Delhi**.

2. If the offer of Promotion is acceptable to her, she may convey her acceptance within 07 days from receipt of this memorandum and join at the place of posting mentioned in Para 1 above latest by 12.09.2019.

3. Her pay in the above Pay level of Pay Matrix, as Deputy Commissioner, will be fixed as per provisions of FR 22(1)(a)(1) and as per instructions set forth in the Govt. of India, Ministry of Finance OM No.F.1/1/2008-IC dated 13.09.2008 as applicable to the employees of KVS. She will have an option to get her pay fixed from (i) the date of joining on promotion OR (ii) the date of accrual of next increment in the grade held by her. The option shall be exercised by her within one month from the date of joining on promotion and option once exercised will be final.

4. If she does not submit the acceptance by the stipulated date, it would be presumed that she has declined the offer of promotion. Refusal of promotion should entail no fresh offer of promotion being made to her for a period of ONE YEAR from the date of refusal. She, on eventual promotion to the above post, will lose seniority vis-a-vis erstwhile junior promoted to the above post earlier, irrespective of the fact whether the post in question is filled by selection or seniority. In case the reasons adduced by her for refusal are not acceptable to the Appointing Authority, the promotion may be enforced.

This issues with the approval of the Competent Authority.

  
(Varun Mitra)

Assistant Commissioner (Estt-1)

Smt. Indu Kaushik  
Assistant Commissioner  
Kendriya Vidyalaya Sangathan (HQ)  
New Delhi

**Distribution:**

1. The Additional Commissioner (Admn.)/(Acad.), Kendriya Vidyalaya Sangathan (HQ), New Delhi.
2. The Joint Commissioner (Admn.)/(Acad.)/(Pers.)/(Trg.)/(Fin.), Kendriya Vidyalaya Sangathan (HQ), New Delhi.
3. Personal File.
4. Guard file.

