



केन्द्रीय विद्यालय संगठन
Kendriya Vidyalaya Sangathan
18 संस्थानिक क्षेत्र
18 Institutional Area,
शहीद जीत सिंह मार्ग
Shaheed Jeet Singh Marg
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Website: www.kvsangathan.nic.in

File No. 11-E-3060(NIA)/1/2019-Estt-III

Date: 07.10.2019

To

The Principal
All Kendriya Vidyalayas

Most Important

Subject: **Forwarding of KVS Incentive Awards applications to Regional Offices after completing all necessary entries- regarding.**

Madam/Sir,

With regard to the subject cited above, I am directed to bring the following facts in your kind notice for necessary consideration:-

1. Every Principal or Head of RO/ ZIET is being provided with separate user ID and Password to access the online KVS Incentive Award Portal. The portal can be accessed through KVS (HQ) website www.kvsangathan.nic.in by clicking at Administration and it will open a link Incentive Award. By clicking on Incentive Award, a window will open and ask for user ID and Password.
2. There are three parts of online Incentive Award application. First Part is to be filled by the applicant and second part is to be filled by the controlling officer i.e. Principal, Deputy Commissioner, Director, ZIET etc. The controlling officer after login into the portal shall view the list of applications submitted by the employees for Incentive Award and go through the content and facts furnished by the applicant. Apart from this controlling officer is also required to fill his/ her observations in the application at specified places and submit to the Regional Office.
3. If controlling officer finds any ambiguity or factual mistakes/ exaggeration in the information/ data furnished by the employee in the award application then controlling officer should record his/her points of disagreement in the place provided for this purpose in the application.
4. The controlling officer cannot make any change in the content of application submitted by the applicant. He/she can only write his/her observations as per the official records. In no case, any application shall be withhold by the controlling officer.
5. All applications received from the Kendriya Vidyalayas/ ROs/ZIETs shall be verified by the Regional Level Committee to check the eligibility criteria of the applicant in terms of Para 6 of revised scheme of KVS Incentive Award 2019. If any applicant does not fulfill the laid down eligibility criteria then his/ her application shall be rejected by the committee after recording the proper justification of rejection. The rejected application will not be forwarded to the Regional Level Independent Jury.
6. After verification of Incentive Award applications by the Regional Level Committee, all suitable applications will be forwarded to Independent Jury. The Independent Regional Level Jury, on First day of its meeting shall assess the proposals and award marks to the applicant out of 75 on the given parameters. Thereafter, the jury will see the presentation given by the applicant and award the marks out of 25. (75+25=100)

7. The Independent Jury at Regional Level shall assess and evaluate applicants and prepare a merit list on the basis of marks scored by them. The candidates who have scored highest marks shall be forwarded to the National Level Jury as per the number of nominations fixed for the Region in each category i.e. Teaching and Non-Teaching.
8. The Regional Level Jury will take out the print of the list (generated pdf from the portal) of recommended candidates and after signing it by the Chairman and members of the Jury, a copy should be uploaded on the portal at the specified space. Independent Jury shall be provided with a confidential user ID and password to login into the KVS Incentive Award Portal.
9. Separate objective marking schemes are being provided for the evaluation of proposals submitted by teaching and non-teaching employees for the use of Independent Jury alongwith common evaluation marking sheet.
10. Time schedule fixed for each stage of the process may kindly be strictly adhered to.

This issues with the approval of the competent authority.

Yours faithfully,



Vimlesh Kumar Singh
Assistant Commissioner (Estt2/3)

Encls: **As above**

Copy to:

1. The Principals of Kendriya Vidyalaya Kathmandu/ Moscow/Tehran for information and necessary action.
2. The Deputy Commissioner/ Director, Kendriya Vidyalaya Sangathan, All Regional Offices/ ZIETs- for necessary action.
3. The Deputy Commissioner, EDP Cell, KVS(HQ)- for uploading the copy of the letter on the KVS website.



केन्द्रीय विद्यालय संगठन (मु.)

नई दिल्ली

KENDRIYA VIDYALAYA SANGATHAN (HQ)

NEW DELHI

**OBJECTIVE MARKING SCHEME FOR THE EVALUATION OF
NOMINATIONS RECEIVED FOR KVS INCENTIVE AWARDS FOR
TEACHING & NON-TEACHING EMPLOYEES ACCORDING TO THE
SET PARAMETERS FOR EVALUATION 2019**

KENDRIYA VIDYALAYA SANGATHAN (HQ), NEW DELHI

OBJECTIVE MARKING SCHEME FOR THE EVALUATION OF NOMINATIONS RECEIVED FOR KVS INCENTIVE AWARDS FOR TEACHING EMPLOYEES ACCORDING TO THE SET PARAMETERS FOR EVALUATION.

1. Column 10 (as per evaluation sheet):-

APARs of last five years i.e. 2014-2018

Total Marks:10

- (i) APAR Grading : 1 to 5.9 = 0 mark
- (ii) APAR Grading : 6 to 7.9 = 1 marks
- (iii) APAR Grading : 8 to 10 = 2 marks

2. Column 11:-

Qualitative and Quantitative Results for last 5 years

Total Marks:20

RESULTS FOR LAST FIVE YEARS – QUANTITATIVE			
A. FOR PRINCIPAL / VICE-PRINCIPAL / PGT / TGT	Marks to be allotted	Total max. marks to be awarded	
A1. Quantitative Result based on Pass Percentage.			
i. If the average result of preceding 5 years is 99% to 100%	10	10	
ii. If the average result of preceding 5 years is 97%-98%	08		
iii. If the average result of preceding 5 years is 95% to 96%	06		
iv. If the average result of preceding 5 years is 93% to 94%	04		
v. If the average result of preceding 5 years is 91% to 92%	02		
A2. Result Based on Performance Index (P.I.)			
i. PI 70 and above last five years.	10	10	
ii. PI 70 and above in four out of last five years.	08		
iii. PI 70 and above in three out of last five years.	06		
iv. PI 70 and above in two out of last five years.	04		
v. PI 70 and above in one out of last five years.	02		
B. Assessment of Miscellaneous category teachers. Evaluation on the basis of tangible learning outcome in Co-Scholastic subjects where formal examinations are not conducted and results are measured either in grades or any other form may be adjudged by the jury by using its discretion to award the marks for quantitative and qualitative outcome of class room transactions. These subjects are TGT(Art Education), Librarian, Physical Health and Education, Work Experience, Yoga and PRT(Music) etc. Measurable outcome in these subjects can be judged through participation of students in various level activities and position achieved by them in different Level competitions under the guidance of the teacher and any special teaching methodology adopted by the teacher to ensure better learning outcome.			20
C. Qualitative Result for last five years for PRTs			
i. If 80% and above students scored A+ Grade in all five years	20	20	
ii. If 80% and above students scored A+ Grade for four years	16		
iii. If 80% and above students scored A+ Grade for three years	12		
iv. If 80% and above students scored A+ Grade for two years	08		
v. If 80% and above students scored A+ Grade for one year	04		



3. Column No.12:-

Frequency of Participation in training programmes/contribution to various training/ In-service courses in the last 5 years. **Total Marks:05**

- (i) As a participant : 2 marks
- (ii) As a resource person : 3 marks
- (iii) As Associate Director : 4 marks
- (iv) As Director : 5 marks

Note:- If a person has participated in different capacities in different training programmes during last 5 years, then marks will be calculated accordingly and maximum marks that can be awarded only 5. If a person has in more than one programme in same capacity then marks for single participation only will be granted.

4. Column 13:-

Innovative Experiments/Projects taken in curricular/ co-curricular areas+ Development and use of teaching + Contribution in administrative work & Achievement in Co-curricular activities like music, arts, sports, literature, technological aids/use of computers for teaching and contribution in the field of social service like Swacchh Bharat Abhiyan and Green and Clean Vidyalaya. **Total Marks: 5+5+5=15**

(a) Award received for Innovation & Experimentation Projects taken in the curricular/co-curricular areas.

Total Marks:05

- (i) National Level : 5 marks
- (ii) Regional Level : 3 marks
- (iii) Cluster/ District Level : 2 marks
- (iv) KV Level : 1 marks

(b) Development of teaching aids and use of Information Communication Technology as a tool for learning without burden. Special teaching plan prepared for the slow learners/ Apps developed for teaching. **Total Marks:05**

- (i) Developed Teaching App or Special teaching Programme based on ICT : 5 marks
- (ii) Special teaching practices plan using technology : 3 marks
- (iii) Better use of technology in teaching : 2 marks
- (iv) ICT Based Teaching Module : 1 marks

(c) Contribution in administrative work & achievement in Co-curricular Activities like music, arts, sports, literature, Scouts and guides etc. Contribution towards community service. Contribution in Green and Clean Vidyalaya Programme and Swachh Bharat Abhiyan.

Total Marks:05

- (i) Holding charge of 3 Vidyalaya Level Committees and convener of committees on Sports, Scouts and clean and green vidyalaya programme } 5 marks
- (ii) Holding charge of 2 Vidyalaya Level Committees and convener of committees on Sports, Music/ Literature and clean and green vidyalaya programme } 4 marks
- (iii) Convener of Vidyalaya Committee on games and sports and discipline : 3 marks
- (iv) Member of Vidyalaya Library Committee/ Nature Club/Cleanliness Committee : 2 marks
- (v) Organizer of any of the Vidyalaya Level Event : 1 marks

Total maximum marks awarded can be 5 marks in each case for (a), (b) and (c) above.



5. Column No.14:-

Publication (Research papers/Articles in international/ National Journals, Books, Vidyalaya Patrika etc.) in the last 5 years- **Total Marks: 5**

- (i) Inter-National Level : 5 marks
- (ii) National Level : 4 marks
- (iii) Regional Level : 3 marks
- (iv) District Level : 2 marks
- (v) KV Level : 1 marks

NB: Maximum marks under this head shall be only 5.

6. Column No.15:-**RECOGNITION****Total:20 Marks**

AWARDS RECEIVED DURING 5 (FIVE) PRECEDING YEARS	For Self (Max. Marks- 12)	For Students [under the teacher's guidance] (Max. Marks-8)	Total Marks 12+8
(i) National level (Recognized by Govt. of India or any International NGO Awards) including Innovation & Experimentation award & ICT award by NCERT	12	@ 4 Marks for each student	
(ii) State Level (including Innovation & Experimentation award) & ICT award by KVS	10	@ 2 Marks for each student	
(iii) KVS Regional Incentive Award	8	NIL	
(iv) District Level	5	@ 1 Mark for each student	

Note: Employees applying under Physically Handicapped category will be given five (5) marks extra by the Independent Jury while calculating overall marks for preparing the Merit List.

7. Column No.16:-**Marks given by the Independent Jury****Total Marks: 25**

Every eligible employee will give 7-10 Minutes presentation before the Independent Jury at Regional as well as National Level. The Jury will award maximum 25 marks to the employee taking a holistic view with regard to the Presentation and all other evidences/material submitted by him/ her & assessing the suitability of the employees for consideration for awards.

The Independent Jury will award marks out of maximum 100 (75 + 25) as per the distribution shown above.



KENDRIYA VIDYALAYA SANGATHAN (HQ)

OBJECTIVE MARKING SCHEME FOR THE EVALUATION OF NOMINATIONS RECEIVED FOR KVS INCENTIVE AWARDS FOR NON-TEACHING EMPLOYEES ACCORDING TO THE SET PARAMETERS FOR EVALUATION.

3. Column 10 (as per evaluation sheet):-

APARs of last five years i.e. 2014-2018

Total Marks:10

- (i) APAR Grading : 1 to 5.9 = 0 mark
- (ii) APAR Grading : 6 to 7.9 = 1 marks
- (iii) APAR Grading : 8 to 10 = 2 marks

1. Column 11:-

Maintenance of office records/Use of Rule Position/Technology for quick disposal of work.

Total Marks:20

- (i) Digitisation of office records : 10 Marks
- (ii) Registration of all official communications in the office and Providing acknowledgement : 2 Marks
- (iii) Time Bound Disposal of RTI/ Court Cases/ Personal Claims of Employees. : 4Marks
- (iv) Time Bound Disposal of public grievances and maintenance of Proper record of disposal. : 4 Marks

3. Column No.12:-

Frequency of Participation in training programmes/contribution to various training/ In-service courses during the last 5 years.

Total Marks: 5

- (i) As a participant – 4 marks
- (ii) As a resource person – 5marks
- (iii) As a supporting staff – 2 marks

4. Column 13:-

Use of ICT & contribution in administrative works and other areas (However, for sub-staff, proficiency in handling computer/ fax/ photocopier/ scanner etc.)/Involvement in community service/dealing with peers.

Total Marks: 15

- (i) Involvement in the administrative supervision of vidyalaya accounts And settlement of audit objections and reply of inspection reports. : 5 Marks
- (ii) Implementation of Raj Bhasha Policy in office work + Disposal of work in Raj Bhasha. : 4 Marks
- (iii) Any computer application developed for official use : 5 Marks
- (iv) Classification and arrangement of office records : 2 Marks
- (v) Participation in Community Service, Blood Donation, Swachh Bharat Abhiyan. : 5 Marks
- (vi) Sub Staff who is able to work on MS Word, MS Excel and can Send and received e-mails/ scanning etc. : 5 Marks



5. Column No.14:-

Publication (Research papers/ Articles in international/ National Journals, Books, Vidyalaya Patrika etc.) in the last 5 years. Total Marks: 5

- (i) Inter-National Level : 5 marks
(ii) National Level : 4 marks
(iii) Regional Level : 3 marks
(iv) District Level : 2 marks
(v) KV Level : 1 marks

Note: Maximum marks under this head shall be only 5.

6. Column No.15:-

RECOGNITION

Total:20 Marks

AWARDS RECEIVED DURING 5 (FIVE) PRECEDING YEARS	MARKS
(i) National level (National Govt. of India or any International NGO Awards).	20
(ii) State Level Award given by Govt./ NGO.	10
(iii) KVS Regional Incentive Award	10
(iv) District Level Award given by Govt./ NGO	5

Note: Employees applying under Physically Handicapped category will be given five (5) marks extra by the Independent Jury while calculating overall marks for preparing the Merit List.

7. Column No.16:-

Marks given by the Independent Jury

Total Marks: 25

Every eligible employee will give 7-10 Minutes presentation before the Independent Jury at Regional as well as National Level. The Jury will award maximum 25 marks to the employee taking a holistic view with regard to the Presentation and all other evidences/material submitted by him/ her & assessing the suitability of the employees for consideration for awards.

The Independent Jury will award marks out of maximum 100 (75 + 25) as per the distribution shown above



KENDRIYA VIDYALAYA SANGATHAN (HQ), NEW DELHI

Common Evaluation Marking Sheet for Teaching and Non-Teaching employees for KVS Incentive Awards 2019

	1	Serial Number	
	2	Name of the employee	
	3	Designation/ Post Held	
	4	Name of KV/ZIET/RO where working	
	5	Name of Region	
	6	Date of Birth	
	7	Date of joining in KVS	
	8	Date from which working in the present post	
	9	Total service in KVS as on 31-03-2019	
	10	APARs of last five years (2014-2018)	Max. Marks 10
	11	Quantitative and Qualitative results for last five years/ Innovative Method adopted/ steps taken for improvement / Maintenance of records / Use of Rule Position/ IT for quick disposal of work.	Max Marks 20
	12	Frequency of participation in training programme and In- Service courses etc.	Max Marks 5
	13	Innovation and Experimentation Projects, use of ICT+contribution in administrative works and other areas (for sub-staff, proficiency in handling computer etc.)/community servie/dealing with peers. .	Max. Marks 15
	14	Publication (Research papers/Articles in International/National journals, books, Vidyalaya Patrika etc.) in the last 5 years/ Any Programme/ application.	Max. Marks 5
	15	Recognition	Max. Marks 20
	16	Marks awarded by the Independent Jury	Max. Marks 25
	17	Total Marks scored	Max. Marks 100
	18	Recommendations of the committee	

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