



केन्द्रीय विद्यालय संगठन

केन्द्रीय विद्यालय संगठन  
Kendriya Vidyalaya Sangathan  
18 संस्थानिक क्षेत्र  
18 Institutional Area,  
शहीद जीत सिंह मार्ग  
Shaheed Jeet Singh Marg  
नई दिल्ली - 110016  
New Delhi - 110016  
Tele.: 011-26858570/26514179 (Fax)  
Website: www.kvsangathan.nic.in  
Dated : 16/05/2016

No. F.11060/04/2016-KVSHQ(Estt.III) | 650-90

The Deputy Commissioner  
Kendriya Vidyalaya Sangathan  
All Regional Offices/ZIETs and  
Principal, KV, Kathmandu/Moscow/Tehran.

**SUBJECT: KVS NATIONAL INCENTIVE AWARD TO TEACHING AND NON-TEACHING STAFF - 2016**

Madam/ Sir,

The Scheme of Incentive Award was instituted by KVS to honour and recognize the meritorious services of its Teaching and Non-Teaching Staff working in KVS(HQ)/Regional Offices/Kendriya Vidyalayas/ZIETs in 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 of cases that can be recommended by each Region
1	Principals	4	2
2	Vice-Principal	1	1
3	Headmistress/ Headmasters	2	2
4	Post Graduate Teachers	15	5
5	Trained Graduate Teachers	17	6
6	Primary Teachers	19	8
7	Misc. Category-TGT (AE, WE, P&HE, Lib. PRT (Music)	07	6
	<b>TOTAL</b>	<b>65</b>	

Contd"....2.....

**II NON TEACHING STAFF**

Category	Description	No. of Awards	Maximum Number of cases that can be recommended by each Region
1	Group 'A' Officers	1	NIL (Name of Gr. 'A' Officer for KVS National Incentive Award (Non-Teaching) for 2016 will be nominated by the final selection committee of KVS(HQ), New Delhi)
2	Group 'B' Officers	2	1
3	Group 'C' Officers	4	2
4	Group 'C' Officers (Multi-tasking staff(Sub-Staff))	3	2
	<b>TOTAL</b>	<b>10</b>	

**III** In addition one name in each category of teaching and non teaching belonging to Physically Handicapped quota (i.e. those who have been appointed under PH category and are in receipt of double transport allowance) may be recommended. The no. of award under the Special Category (PH) are as under:-

Category	Description	No. of Awards	Maximum Number of cases that can be recommended by each Region
1	Special Category-[PH]- Secondary/ Sr Secondary teachers/ Principals/ VPs/and Misc Category Teachers	2	1
2	Special Category-[PH]PRTs including PRTMusic and HM	2	1
3	Special Category-[PH]=Non-teaching staff	1	1
	<b>TOTAL</b>	<b>5</b>	

**Note-** The candidates applying for Incentive Award under PH category must enclose attested photo copy of the Medical Certificate to this effect indicating clearly percentage of disability.

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).

Contd'.....3.....

#### **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 31-03-2016 for the Award for 2016 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 02 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 wherever required as per proforma. 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 30<sup>th</sup> June, 2016 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 letter 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 application form 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.

Contd' .....4.....

The Committee for selection of teachers at the cluster level shall consist of the following:

- 1 Assistant Commissioner/ Reputed Senior Principal from the Cluster concerned. : Chairman
- 2 One Principal/ Teacher of the region who is a National or Incentive Awardee. : Member
- 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 **12<sup>th</sup> July, 2016**. Application 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 of concerned RO : Chairman
2. One Principal of a KV of the Region who is a National or 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 letter 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 application form 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.

Contd'.....5.....

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 90% and above in terms of Quantity and showing the number & %age of student passing and getting a P.I of 70 and above **must be enclosed**. Similarly for Primary Classes, the number & %age of students passing with Grade "A" **should also be enclosed**.
4. **A combined Vigilance clearance certificate of all recommended employees of the region may also be sent separately.**
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 (Annexure VIII, IX & X) through email in the given format to ( [jc.admn@kvsedu.org](mailto:jc.admn@kvsedu.org) and CC to [kvs.jcadmn@gmail.com](mailto:kvs.jcadmn@gmail.com) and [so.estt3@kvsedu.org](mailto:so.estt3@kvsedu.org) [kvs\\_e2@yahoo.co.in](mailto:kvs_e2@yahoo.co.in) ).**
7. Photocopies of the complete ACRs/APAR of five preceding years.

**V PROCEDURE FOR SELECTION OF NON TEACHING STAFF: -**

The officers/officials of Gr.B & C, should be recommended in **Annexure-XI & Annexure-XII** respectively in conformity with the set guidelines as per **Annexure -VII**. The applicant/official applying for the award should have put in not less than 15 years of service in KVS as on 31-03-2016 for the award of 2016 out of which the applicant should have worked regularly for a minimum period of 03 years in the present cadre in case of 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. **However, it has been decided that the applications of KVS (Non-teaching) Gr."A" officers may not be invited to this office.**

The main considerations that should guide the selection of officers/officials are :-

- i) His/her reputation in the Office/ Vidyalaya.
- ii) His/ her efficiency in disposing of officials matters/ academic matters and desire for its improvement.
- iii) His/her genuine interest and innovative practices in the respective field.
- 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 could apply for these awards and relevant forms would be given to the said officer/official 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 |
- Contd'.....6.....

The Regional Screening cum Selection Committee shall select names from each category except Group 'A' officers as per allotted quota for submission to the KVS, Hqrs. Office for final selection.

1<sup>st</sup> Level Screening of proposals for staff working at KVS(HQ), KVs abroad will be done as per above procedure in Para V above by a committee constituting of the following officers at KVS(HQ).

- a. Joint. Commissioner (Acad.)
- b. Assistant Commissioner (Estt.)
- c. Assistant Commissioner (Admn.)
- d. Assistant Commissioner (Acad.)
- e. Assistant Education Officer(s)

**Note:** The screening committee constituted for recommending the names for the award should ensure that above guidelines are strictly followed at the time of selection.

The service record 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 names recommended for Incentive Award by the Regional Selection Committee for onward submission to KVS (HQ), their VIGILANCE CLEARANCE CERTIFICATE must be forwarded by the concerned Deputy Commissioner of Regional Office.

**The Detail of Guidelines for recommending the names for KVS Incentive Award is enclosed (Annexure-IV to VII). Applications/proposals may be filled in/sent to this office strictly in conformity with the Guidelines only.**


The recommended applications complete in all respects alongwith the documents/performs/Annexure VIII to X duly filled in and signed with date as mentioned on page No.4 of this letter must reach the undersigned latest by **18<sup>th</sup> July, 2016.**

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 KVS Incentive Award.

Applications received after the stipulated date will not be entertained. Forwarding a NIL report or inadequate number of recommendations from a region may be avoided. Deputy Commissioners are requested to motivate their deserving staff to apply for the awards.

Yours faithfully,

Encl: As above

  
(S. VIJAYAKUMAR)  
JOINT COMMISSIONER (ADMN.)

**Distribution:**

- 1 All Divisional Heads/Branch Officers of KVS (HQ).
- 2 PS to Commissioner, KVS (HQ).
- 3 PS to Addl. Commissioner (Admn.) KVS (HQ).
4. PS to Addl. Commissioner (Acad.), KVS (HQ).
5. DC (EDP), KVS (HQ) with the request to upload the circular on KVS Website.

(Two Recent  
Colour  
Photographs)  
One May be  
pasted, and  
the other to  
be attached  
with the form

**PROFORMA FOR RECOMMENDING A TEACHER/VICE PRINCIPAL/ PRINCIPAL FOR KVS NATIONAL INCENTIVE AWARD**

**PART A and B TO BE FILLED IN BY THE INDIVIDUAL  
PART C IS TO BE FILLED IN BY THE PRINCIPAL (IN CASE OF TEACHERS & VICE PRINCIPAL)  
AND BY THE DEPUTY COMMISSIONER (IN CASE OF PRINCIPALS)**

**PART - A**

**PARTICULARS OF THE TEACHER / VICE-PRINCIPAL/PRINCIPAL**

1. Name [in block letters] \_\_\_\_\_  
(in Hindi) \_\_\_\_\_
2. Designation \_\_\_\_\_
3. Name of KV & Region \_\_\_\_\_
4. Date of Birth \_\_\_\_\_
5. Sex \_\_\_\_\_
6. (i)Category(Gen/SC/ST/OBC) \_\_\_\_\_  
(ii)Whether belongs to special  
Category (Pl. Mention specifically) \_\_\_\_\_
7. Academic Qualification: - \_\_\_\_\_
8. Date of Joining  
(i) in KVS : \_\_\_\_\_  
Date    Month    Year  
(ii) in Present Cadre: \_\_\_\_\_  
Date    Month    Year
9. Total Service in KVS  
(as on 31<sup>st</sup> March 2016)  
(Completed no. of years) \_\_\_\_\_

**(Name and Signature of Principal)**

**PART - B**

10 The teacher's result for the past 5 Years in the highest class taught 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	Number of students passed	Pass %	P.I in respect of class XII/ %age of students scoring 10 CGPA in respect of class X	Remarks
2011	X					
	XII					
2012	X					
	XII					
2013	X					
	XII					
2014	X					
	XII					
2015	X					
	XII					

B For PRTs/TGTs/PGTs

Year	Class & subject taught	Number of Students appeared	Number of students passed	Pass %	For PRT - (%age of A grades). For TGTs/PGTs teaching X - (%age of students scoring 10 CGPA For PGTs - PI of highest class taught.

**(Name and Signature of Principal)**



11. Record of In-Service training Programmes/ workshops attended as Director/ Associate Director / Resource Person. Give details of the last 10 years only.

Sl.No.	Year	Name of the Course	Duration	In the Capacity of Director/ Associate Director/ Resource Person/Participant	Remarks

(Name and Signature of Principal)

12. Specific contribution of the teacher apart from the regular teaching activities.

Name of specific activities	Contribution	Authentication by Principal
CCA		
School Management		
Innovative practices		
Club Activities/ Exhibitions		
Guidance Counselling		
Scout & Guide		
NCC / Life-Skills		
Social Service/Community Service.		
JMO/JSO/Olympiads		
Any Other		

13. 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? (during last ten years) If yes, give details: -

S.No.	Name of the Article/Textbook	Name of the Newspaper/ Magazine/ Journal/Publisher	Year of Publication	Remarks

14. Recognition/ Award/ Prize received at the National/State/ Regional/ District level by the teacher:

(a) for self

(b) 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 (with number of students)

Signature of the Applicant

(Name and Signature of Principal)

**PART - C (i)**

15. Citation by the Deputy Commissioner of the Region about contribution of Principal in introducing Innovative Ideas, involving Community, maintenance and beautification of school campus, provision of guidance to teachers, organization of school activities, maintenance of cordial relationship with stakeholders, etc. in the overall development of the school.(150-200 words)

<b><u>CITATION</u></b>	<b>PHOTOGRAPH</b>
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**Signature of Deputy Commissioner of the Region**

**PART - C (ii)**

15. Citation by the Principal about contribution of the VP/teacher in integrating use of good teaching practices, use of computer in teaching, influencing the students, helping in school management, organizing school activities, etc. (150-200 words)

<b><u>CITATION</u></b>	<b>PHOTOGRAPH</b>
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**(Name and Signature of Principal)**

**Remarks about the Teacher/Vice-Principal/ Principal based on the Assessment by her / his superiors on three point scale viz. Outstanding / Very Good/ Good.**

16. The respect commanded by the Teacher / Principal -----
17. Maintenance of cordial relations with his fellow - teachers / Stake holders -----
18. The Role of Teacher/Principal in maintaining discipline. -----
19. Punctuality in duty and Assignments. -----
20. Inculcating Moral Values, National Integration and respect for Cultural Heritage. -----
21. Role of the Teacher/Principal in enhancing the image of the Vidyalaya in the Community -----

**IT IS CERTIFIED THAT ALL THE INFORMATION PROVIDED FROM SL. NO. 01 TO 21 HAS BEEN CHECKED AND FOUND CORRECT.**

**SIGNATURE OF THE PRINCIPAL  
(IN CASE OF TEACHER/VP)**

**SIGNATURE OF THE DEPUTY COMMISSIONER OF THE REGION  
(IN CASE OF PRINCIPALS)  
(WITH SEAL)**

**PART – D**

**REMARKS / RECOMMENDATIONS OF  
THE KVS CLUSTER COMMITTEE**

**SIGNATURE  
CHAIRMAN, KVS CLUSTER COMMITTEE**

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**PART – E**

**RECOMMENDATIONS OF THE KVS  
REGIONAL COMMITTEE**

**SIGNATURE  
CHAIRMAN, KVS REGIONAL COMMITTEE**

**KENDRIYA VIDYALAYA SANGATHAN**

**KVS NATIONAL INCENTIVE AWARD**

(TO BE FILLED IN BY REGIONAL OFFICE)

**CHECK LIST**

Name of the Applicant \_\_\_\_\_

Designation: \_\_\_\_\_

Category: .....

Date of Birth: \_\_\_\_\_

Name of KV: \_\_\_\_\_

Total service in KVS: \_\_\_\_ Y \_\_\_\_ M

**ACRs/APAR Points of last five years**

Year	2011	2012	2013	2014	2015
Points					

**1. RESULT OF THE LAST 05 YEARS OF THE HIGHEST CLASS FOR SEC. & SR. SEC. CLASSES (QUANTITATIVE / QUALITATIVE )-/ RESULT OF THE LAST 5 YEARS FOR PRIMARY CLASSES(PRT) --**

**Filled /not filled**

- 2 (a) Experience as Resource Person in In- service Courses. (No. of Times)  
 (b) Use of teaching aid / computers for teaching. (used / not used).  
 (c) Whether undertaken innovative Practices / Project/ Experimentation.  
 (d) Publication and involvement in the community.  
 (e) Community Service.  
 (f) 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.  
 \_\_\_\_\_
3. Whether Citation written - \_\_\_\_\_
4. Whether form is complete and duly countersigned- \_\_\_\_\_

Prepared by (SO) \_\_\_\_\_ (Signature)

Checked by (AO/AC) \_\_\_\_\_ (Signature)

**CERTIFICATE TO BE FURNISHED BY THE PRINCIPAL IN CASE OF  
TEACHERS/VICE PRINCIPALS AND BY THE DEPUTY COMMISSIONER IN  
CASE OF PRINCIPAL.**

It is certified that Ms. / Mrs. / Mr. .... (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 /  
DY. COMMISSIONER WITH SEAL**

**COUNTER SIGNATURE OF  
DEPUTY COMMISSIONER OF THE REGION  
(WITH SEAL)**

**(If forms are incomplete and not counter signed by the DC, they are liable to  
be rejected.)**



वर्ष 2016 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-2016**

(भाग 'क' आवेदक द्वारा भरा जाए और भाग 'ख' विद्यालय के कर्मियों के बारे में प्राचार्य द्वारा, क्षेत्रीय कार्यालय के कर्मचारियों के बारे में उपायुक्त द्वारा, केविसं(मु) के अधिकारियों/ कर्मचारियों के मामले में संबन्धित शाखा/प्रभागीय अधिकारी और क्षेत्रीय कार्यालयों के सहायक आयुक्तों एवं केविसं(मु) के समूह 'क' अधिकारियों के मामले में अपर आयुक्त(प्रशा)/शै0 द्वारा भरा जाए)

(Part A to be filled by the applicant & Part B are to be filled in by the Principal in case of Vidyalaya Staff, by the Deputy Commissioner, RO concerned in case of Officer/Official of Regional Offices, Branch Officer/Divisional Head of concerned Branch/Division in KVS HQ in case of Officer/Official of Hqrs. Office and by Addl. Commissioner (Admn.)/ Addl. Commissioner (Acad.) in case of Deputy Commissioner of Regional Officers 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  
& THE OTHER  
TO BE  
ATTACHED  
WITH FORM

1. Name (English) :  
((Shri/Smt./Km. in Capital letters)
2. Designation /Name of KV :
3. Name of /Region/ZIET/KVS (HQ) :
4. Date of Birth & present Age as on 31.3.2016 :
5. Sex
6. (i) Category(Gen/SC/ST/OBC) :  
(ii)Whether belongs to special  
Category (Pl. Mention specifically) :



10. Has the officer taken part in any training programme/workshop as participant/Director/Resource Person? If so, give details of last five years:

S.No.	Year	Name of course/Workshop	Duration	In the Capacity of Director/ Associate Director/ Resource Person/Participants

11. Has the officer received any recognition, award or prize from school/community or Government during the last 10 years? If so, give particulars:

Name of the award	The institution which awarded	Year of award	Field of recognition

(A separate sheet may be attached if required).

12. Proficiency in the use of ICT in day to day work :

**Signature of the Applicant**

**PART-B**

13. (i) Comments of Controlling Officer on the maintenance of records of the applicant :
- (ii) 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. Has the officer done any outstanding or : notable work meriting commendation? Give details as recorded in the APAR.
15. 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. Does the officer/official give any special attention and guidance to their colleagues for promptness in disposal of work?	
17. Any other significant achievement/ contribution of the officer/ official not mentioned above :	
18. Whether any Vigilance/ disciplinary case are pending or contemplated against the officer.	

19. Citation by the Deputy Commissioner of the Region about contribution of Gr. A/B Officer (NTS) in introducing Innovative Ideas, involving Community, maintenance and beautification of school campus, organization of school activities, maintenance of cordial relationship with stakeholders, etc. in the overall development of the school.(150-200 words)

**CITATION**

PHOTOGRAPH

**Signature of Deputy Commissioner of the Region**

**CERTIFICATE**

- (a) The service records and antecedents of the Officer/Official have been verified and found clean record and faultless antecedents.
- (b) It is certified that all the information provided from Sl. No.01 to 19 have been checked and found correct.

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**(Signature of the Principal/ Branch Officer /Deputy Commissioner/JC/Addl Comm)**

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**Counter Signature of Deputy Commissioner of the Region in case of Vidyalaya Staff.**

**वर्ष 2016 के लिए प्रोत्साहन पुरस्कार हेतु समूह 'ग' अधिकारियों (गैर शिक्षक) की संस्तुति के लिए प्रपत्र  
PROFORMA FOR RECOMMENDING GROUP "C" OFFICERS (NON-TEACHING  
STAFF) FOR INCENTIVE AWARD-2016**

(भाग 'क' आवेदक द्वारा भरा जाए और भाग 'ख' विद्यालय के कर्मियों के बारे में प्राचार्य द्वारा, क्षेत्रीय कार्यालय के कर्मचारियों के बारे में उपायुक्त द्वारा, केविसं(मु) के कर्मचारियों के मामले में संबन्धित शाखा/प्रभागीय अधिकारी द्वारा भरा जाए)

(Part A to be filled by the applicant & Part B are to be filled in by the Principal in case of Vidyalaya Staff, by the Deputy Commissioner, RO concerned in case of Official of Regional Offices, Branch Officer/Divisional Head of concerned Branch/Division in KVS HQ in case of Officer/Official of Hqrs. Office.)

**भाग 'क' /PART -A**

**Particulars of the Officer/Official**

(Two recent  
Colour  
Photograph)

ONE RECENT  
COLOUR  
PHOTOGRAPH  
TO BE PASTED  
& THE OTHER  
TO BE  
ATTACHED  
WITH FORM

1. Name (English) :  
((Shri/Smt./Km. in Capital letters)
2. Designation /Name of KV :
3. Name of /Region/ZIET/KVS (HQ) :
4. Date of Birth & present Age as on 31.3.2016:
5. Sex :
6. (i)Category(Gen/SC/ST/OBC) :  
  
(ii)Whether belongs to special  
Category (Pl. Mention specifically):

7. SERVICE RECORD :

Name of Vidyalyaya/ office	Post	Duration of Service		Matters dealt/ Name of Section	Any other responsibility discharged
1	2	3		4	5
		From	To		

8. Any concrete steps/innovative measures taken for quick and speedy disposal of the work:

9. Has the officer/official written or published any articles, text-books etc.? If so, give details:

10. Has the officer taken part in any training programme/workshop as participant/Diretor/Resource Person? If so, give details of last five years:

S.No.	Year	Name of course/Workshop	Duration	In the Capacity of Director/ Associate Director/ Resource Person/Participants

11. Has the officer received any recognition, award or prize from school/community or Government during the last 10 years? If so, give particulars:

Name of the award	The institution which awarded	Year of award	Field of recognition

(A separate sheet may be attached if required).

12. Proficiency in the use of ICT in day to day work :

**Signature of the Applicant**



**PART-B**

13. (i) Comments of Controlling Officer on the maintenance of records of the applicant :
- (ii) 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. Has the officer done any outstanding or :  
notable work meriting commendation?  
Give details as recorded in the APAR.
15. 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. Any other significant achievement/ contribution of the officer/ official not mentioned above :	
17. Whether any Vigilance/ disciplinary case are pending or contemplated against the officer.	

18. Citation by the Principal/Deputy Commissioner of the KV/Region about his/her contribution in introducing Innovative Ideas, involving Community, maintenance and beautification of school campus, organization of school activities, maintenance of cordial relationship with stakeholders, etc. in the overall development of the school.(150-200 words)

**CITATION**

PHOTOGRAPH

Signature of Principal/Deputy Commissioner of the KV/Region

**CERTIFICATE**

- (a) The service records and antecedents of the Officer/Official have been verified and found clean record and faultless antecedents.
- (b) It is certified that all the information provided from Sl. No.01 to 18 have been checked and found correct.

-----  
(Signature of the Principal/ Branch Officer /Deputy Commissioner/JC/Addl Comm)

-----  
Counter Signature of Deputy Commissioner of the Region in case of Vidyalaya Staff.

**GUIDELINES FOR RECOMMENDING NAMES FOR NATIONAL 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                                      15+15 Marks – this includes
    - i. National Level                              15 Marks  
(Govt. of India or International NGO Awards)
    - ii. State Level                                    10 Marks
    - iii. Regional Incentive Award              10 Marks
    - iv. District Level                                05 Marks (on the basis of Citation)
  - d. Committee                                        10 Marks

**A. RESULTS FOR LAST FIVE YEARS - QUANTITATIVE**

<b>FOR PRINCIPAL / VICE-PRINCIPAL / PGT / TGT</b>	<b>Marks to be allotted</b>	<b>Total max. marks to be awarded</b>
i. If the average result of preceding 5 years is 99% to 100%	05	<b>05</b>
ii. If the average result of preceding 5 years is 97%-98%	04	
iii. If the average result of preceding 5 years is 95% to 96%	03	
iv. If the average result of preceding 5 years is 93% to 94%	02	
v. If the average result of preceding 5 years is 91% to 92%	01	
<b>B. RESULTS FOR LAST FIVE YEARS – QUALITATIVE</b>		
<b>FOR PGTS /VP/Principal</b>		
i. PI 70 and above last five years.	05	<b>05</b>
ii. PI 70 and above in four out of last five years.	04	
iii. PI 70 and above in three out of last five years.	03	
iv. PI 70 and above in two out of last five years.	02	
v. PI 70 and above in one out of last five years.	01	
<b>TGTs</b>		
		<b>OR</b>
i. 50% students getting 90% & above/ A1 in all the 5 preceding years.	05	<b>05</b>
ii. 50% students getting 90% & above/ A1 in the 4 preceding years.	04	
iii. 50% students getting 90% & above/ A1 in the 3 preceding years.	03	
iv. 50% students getting 90% & above/ A1 in the 2 preceding years.	02	
v. 50% students getting 90% & above/ A1 in the preceding 1 year.	01	
<b>C. Frequency of Participation in training programmes/ contribution to various training/in-service course as a resource person (Maximum 3 Marks , if attended 1 or more in-service course during last five years and 3 Marks if acted as Resource Person / Course Director / Associate Resource Person per In-service course with a maximum of 5 Marks)</b>	05	<b>05</b>
<b>D. Innovative experiments/Projects taken in the curricular / co-curricular areas (National Level-5/Regional -3/District/KV Level-2)</b>	05	<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 (To be awarded by AC/ DC concerned)</b>	05	<b>05</b>

<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 (To be awarded by Principal/AC/DC)</b>				05	05
<b>G. Publication (Research papers/Articles in international/national journals, Books, Vidyalaya Patrika etc.) in the last 5 years</b>					05
i) National Level				05	
ii) State Level				03	
iii) Vidyalaya level				02	
<b>H. RECOGNITION</b>					
<b>AWARDS RECEIVED DURING 5 (FIVE) PRECEDING YEARS</b>	For Self (Max. Marks-15) (A)	For Students [under the teacher's guidance] (Max. Marks-15) (B)	Total Marks 15+15		
(i) National level (National Govt. of India or any International NGO Awards) including Innovation & Experimentation award & ICT award by NCERT	15	@ 3 Marks for each student			30
(ii) State Level (including Innovation & Experimentation award & ICT award by KVS	10	@ 2 Marks for each student			
(iii) Regional Incentive Award	10	@ 1 Mark for each student			
(iv) District Level	5	@ 1 Mark for each student			
<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 - 1</b>				10	10
<b>J. ACRs/ APAR of last five Years (OS= 05, VG= 03, Good= 1)</b>				25	25
<b>TOTAL (A TO J)</b>					100

<b>FOR PRIMARY TEACHERS: -</b>				Marks to be allotted	Total max. marks to be awarded
<b>A. Concrete steps taken to improve the quality of teaching at Primary level (to be awarded by the Principal)</b>				05	05
<b>B. Results for last five years</b>					
i. If 80% and above students get A grade in all five years				05	05
ii. If 80% and above students get A grade for four years				04	
iii. If 80% and above students get A grade for three years				03	
iv. If 80% and above students get A grade for two years				02	
v. If 80% and above students get A grade for one year				01	
<b>C. Frequency of Participation in training programmes/ contribution to various training/in-service course as a resource person (Maximum 3 Marks , if attended 1 or more in-service course during last five years and 3 Marks if acted as Resource Person / Course Director / Associate Resource Person per In-service course with a maximum of 5 Marks)</b>				05	05
<b>D. Innovative experiments/Projects taken in the curricular / co-curricular areas (National Level-5/Regional -3/District/KV Level-2)</b>				05	05
<b>E. Development and use of teaching and technology aids/ use of computers for teaching (To be awarded by AC concerned i.e. Cluster I/C).</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 (To be awarded by Principal/AC/DC)</b>				05	05
<b>G. Publication (Research papers/Articles in international/national journals, Books, Vidyalaya Patrika etc.) in the last 5 years</b>					05
i) National level				05	05
ii) State level				03	
iii) Vidyalaya level				02	
<b>H. RECOGNITION</b>					
<b>AWARDS RECEIVED DURING 5 (FIVE) PRECEDING YEARS</b>	<b>For Self (Max. Marks-15) (A)</b>	<b>For Students [under the teacher's guidance] (Max. Marks-15) (B)</b>	<b>Total Marks 15+15</b>	15+15	30
(i) National level (National Govt. of India or any International NGO Awards) including Innovation & Experimentation award & ICT award by NCERT	15	@ 3 Marks for each student			
(ii) State Level (including Innovation & Experimentation award & ICT award by KVS	10	@ 2 Marks for each student			
(iii) Regional Incentive Award	10	@ 1 Mark for each student			

(iv) District Level	5	@ 1 Mark for each student		
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 - 1			10	10
J. ACRs/ APAR of last five Years (OS= 05, VG= 03, Good= 1)			25	25
<b>TOTAL (A TO J)</b>				<b>100</b>

**ANNEXURE – VI**

<b>FOR MISCELLANEOUS CATEGORY TEACHERS: -</b>				<b>Marks to be allotted</b>	<b>Total max. marks to be awarded</b>
A. Frequency of Participation in training programmes/ contribution to various training/in-service course as a resource person (Maximum 3 Marks , if attended 1 or more in-service course during last five years and 3 Marks if acted as Resource Person / Course Director / Associate Resource Person per In-service course with a maximum of 5 Marks)				05	05
B. Innovative experiments/Projects taken in the Curricular / Co-Curricular Areas (National Level-5/Regional -3/District/KV Level-2)				05	05
C. Development and use of teaching and Technology Aids/ use of Computers for teaching(To be awarded by AC concerned)				05	05
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(To be awarded by Principal/AC/DC				15	15
E. Publication (Research papers/Articles in international/national journals, Books etc./ Editor of Vidyalaya Patrika.					05
i) National level				05	
ii) State level				03	
iii) Vidyalaya level				02	
<b>F. RECOGNITION</b>					
<b>AWARDS RECEIVED DURING 5 (FIVE) PRECEDING YEARS</b>	<b>For Self</b> (Max. Marks-15) (A)	<b>For Students</b> [under the teacher's guidance] (Max. Marks-15 ) (B)	<b>Total Marks</b> <del>15</del> 15	15+15	
(i) National level (National Govt. of India or any International NGO Awards) including Innovation & Experimentation award & ICT award by NCERT	15	@ 3 Marks for each student			30
(ii) State Level (including Innovation & Experimentation award & ICT award by KVS	10	@ 2 Marks for each student			
(iii) Regional Incentive Award	10	@ 1 Mark for each student			
(iv) District Level	5	@ 1 Mark for each student			
<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>				10	10
<b>H. ACRs/ APAR of last five Years (OS= 05, VG= 03, Good= 1)</b>				25	25
<b>TOTAL (A TO H)</b>					100

**Note: -** The screening committee constituted at cluster/regional level for recommending the names of Principals/ Vice-Principal/HMs & Teachers for the award should ensure that above guidelines are strictly followed while shortlisting the entries.

**ANNEXURE - VII****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/APAR for five years (OS = 05, VG=03, Good=01)	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)	5	5
4.	Conduct/participation by the officer/official in the In-service course/Training	05	05
5.	Use of rule position quality of disposal of work (Noting/Drafting etc.)	10	10
6.	Proficiency in the use of ICT in day-to-day work (However, for sub-staff, proficiency in handling computer/ fax/ photocopier /scanner etc.)	10	10
7.	Involvement in other activities, community service/dealing with peers.	05	05
8.	Publication (Articles in journals, Books including e-journals etc.) and involvement in the organizational matters	05	05
9.	<b>Recognition :</b>	15	15
	(i) National Level (Govt. of India or any International NGO Awards) - 15 marks.		
	(ii) State Level (including KVS Regional Incentive Awards) - 10 marks		
	(iii) District level -5 marks		
10.	Committee: The committee constituted for recommending names for award will allot marks on the basis of overall performance and reputation of officer/official considering all the parameters mentioned above.	10	10
	<b>TOTAL</b>	<b>100</b>	<b>100</b>





Analysis-quality parameters-checklist for Incentive Awards 2016 -Misc. Category (Librarian, TGT (AE), TGT (WE), TGT P&HE & Yoga)																
S. No.	Name	Desig.	Name of KV	Name of Region	Date of Brth	Date of joining in KVS	Date from which working in the present post	Total service in KVS as on 31-03-2016	ACR of last five years (2011-2015)							
0																
1																
2																
3																
4																
5																
6																
7																
8																
9									Max. Marks 25							
10									Max. Marks 5	Frequency of participation in training prog/ contribution to various training /in-service course as a resource person						
11									Max. Marks 5-5	Innovative Experiments/Projects taken in curricular/ co-curricular areas + Development and use of teaching aid						
12									Max. Marks 15	Contribution in administrative work & achievement in Co-curricular activities like music, arts, sports, literature, technological aids/use of computers for teaching						
13									Max. Marks 5	Publication (Research papers/Articles in International/National journals, books, Vidyalaya Patrika etc.) in the last 5 years						
14									Max. Marks 30	Recognition						
15									Max. Marks 10	Committee						
16									Max. Marks 100	Total (Col. 9-15)						
17										Remarks (Please specify name of Award & Year)						

