



केन्द्रीय विद्यालय संगठन(मु0)  
18 सांस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली-110016  
**KENDRIYA VIDYALAYA SANGATHAN (HQ)**  
18, Institutional Area, S.J. Marg,  
New Delhi-110016.  
Tel.: 26858570 Fax 26514179  
Website: www.kvsangathan.nic.in

NO.F.11029-35/(2016-KVS(S&S))

23.9.2016

### NOTICE

Of Late, It has been seen that in spite of repeated directions issued by KVS (HQ) from time to time, a large number of KVS employees / their relatives/representatives are visiting KVS (HQ) for various purpose and try to meet each and every officer available at KVS (HQ) without following the time schedule for visiting hours / prescribed procedure which disturb the smooth functioning of the office. All visitors are requested to follow the instructions as given under strictly for smooth functioning of the office of KVS (HQ):-

8. The prescribed time schedule for visiting KVS (HQ) is from 4 P.M to 5 P.M (except holidays) and should be strictly adhered to by all visitors.
9. At the Security gate, every visitor (Including KVS Union office bearers) should fill up the details as required in the visitor's register and visitor's slip clearly specifying the name of the officer to whom he/she wants to meet. After visiting, the visitor should not move around in the KVS (HQ) premises.
10. In case the visitor desired to meet any officer prior to visiting hours, he/ she should have taken prior appointment from the concerned officer failing which he/ she will not be entertained at all.
11. KVS Employee will be allowed only after on submission of permission of his/ her controlling officer for visiting to KVS (HQ). Without permission of his/her controlling officer, he/she will not be entertained by KVS (HQ).
12. The concerned employee himself/ herself can visit the KVS (HQ) to discuss the issue/ Grievance referred by the concerned Principal and Deputy Commissioner of concerned Regional Office with the officer concerned in KVS (HQ) instead of sending their representatives.

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6. No Employee working in KVS (HQ) other than the concerned officer is allowed to entertain the visitor. Any violation of the same in future will be viewed seriously and necessary action will be initiated against the defaulting employee.
7. If any appointment has been given to a visitor by a senior officer of KVS (HQ), his/her PS/PA should inform Security Personnel in advance for entry of the visitor.

All the Deputy Commissioners, KVS RO, Directors ZIET KVS are advised to circulate these instructions among all the employees working under their control including KVS union office bearers and ensure that these instructions are complied strictly and no employee is allowed to visit the KVS (HQ) until or unless there is a necessity for him/her to present the grievances in person for its redressal. Copy of this notice may also be displayed on the Notice Boards of your office/ Vidyalaya.

Hindi version follows.

(S. Vijaya Kumar)  
Joint Commissioner (Admn.)

Distribution

1. All the Officers/ Sections of KVS HQ for information and necessary action, if any .
2. All Deputy Commissioners of Regional Office/Directors, ZIET for necessary action.
3. All Principals through Regional Offices for necessary action.
4. The Security Supervisors, Diamond Security Agency New Delhi with the direction to keep strict vigilance and no visitor be allowed to enter office building without entry in the visitors register as mentioned at serial no. 2 above. The Proper visitor's slip will be issued only after obtaining prior permission of the concerned officer on phone through PS/PA. In case if any visitor is KVS employee, permission from the controlling officer issued to him/her to visit KVS (HQ) should be checked before issue of visitor slip to him/her.
5. Notice Board of KVS (HQ).
6. Website of KVS.