

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, 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 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. Deputy Chairman

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

The Chairman may, in writing, delegate such of his powers to the 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 and Deputy Chairman. He shall function as the Chairman of all the three Standing Committees of the Sangathan viz. Finance Committee, Academic Advisory Committee and Works Committee. He shall be the appointing authority for Deputy Commissioners and Assistant Commissioners.

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, gymnasias, 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 as well as Vidyalayas, corresponding in status to Group 'A' excluding Assistant 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 and Regional offices as well as Vidyalayas.
- (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 for a period up to six months.
- (6) To approve probation and grant confirmation to Group 'A' officers (including Deputy Commissioners).
- (7) To forward applications of Group 'A' officers of the level of Assistant Commissioners and above of the Headquarters and Regional offices for posts outside the Sangathan subject to any general orders.
- (8) To depute all the employees of the Headquarters of the Sangathan, Regional offices and Vidyalayas for training abroad, subject to general directions, if any, given by the Board.
- (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 Board and the Government of India.
- (12) To grant permission to all employees of the Headquarters, Regional offices and Kendriya Vidyalayas to write books or to prosecute 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 Assistant 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 FR 9 (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) To dispense with a medical certificate of fitness in respect of Group C and D employees before their appointment.
- (19) (a) To sanction advance 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 upto a maximum of five increments on initial appointment, subject to the recommendation of the Selection Committee.

Article 16

- (20) 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.
- (21) To sanction leave to Joint Commissioners, KVS.
- (22) To require Group 'A' officers to produce medical certificate of fitness on return from leave on medical grounds.
- (23) To extend leave of Group 'A' officers in order to regularise overstay of leave.
- (24) To decide whether an employee is vacational or non-vacational staff.
- (25) 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. Joint Commissioner (Administration)

(a) Administrative Powers

- (1) To make appointment to all posts corresponding in status to Group B at the Headquarters and Regional offices on the recommendations of the Selection Committees.
- (2) To forward applications of Group 'B' officers of Headquarters and Regional offices.
- (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 offices and Vidyalayas other than Assistant

Article 17

Commissioner 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 office as well as Vidyalayas for appearing at public examinations.
- (6) To grant leave to officers of Group 'A' in the KVS Hqrs. and Assistant Commissioners of the Regional offices.
- (7) To look after the welfare of the employees of the Sangathan.
- (8) To extend leave of Group 'B' officers in order to regularise the overstay of leave.
- (9) To allow change in the name/surname of Group 'A' officers of KVS, upto the level of Deputy Commissioner, in KVS Hqrs., Regional offices and Vidyalayas.

(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. Joint 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 organising sports and games meets and other ancillary activities.

Article 18

- (5) To look after the welfare and professional education (including in-service training) of teachers and other staff of Vidyalayas.
- (6) To grant permission to Vice-Principals and Group 'B' officers of Headquarters, RO's to write books or to prosecute higher studies.

(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. Deputy 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 Regional offices.
- (3) To approve probation and grant confirmation to Group C employees of Headquarters office and Regional offices.
- (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 and Regional offices.
- (6) To sanction annual increments in the prescribed time-scale to Group A Officers.
- (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 regularise overstay of leave.

(b) Financial Powers

He shall have powers analogous to powers under the Supplementary Rules, General Financial Rules, Central Treasury

Article 19

Article 20

Rules, Medical Attendance Rules and KVS Employees' Provident Fund Rules as detailed in **Appendix II**.

Article 19. Deputy Commissioner (Acad./Trg.)

Administrative Powers

- (1) To depute Group C officers at the Headquarters of the Sangathan for training and for participation 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 Joint 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. Deputy 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 and Headquarters office and to issue suitable instructions, wherever necessary.
- (5) To call for such information from the Vidyalayas, Regional offices 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.

Article 21. Assistant Commissioner**(a) Administrative Powers**

- (1) To make appointments to teaching and non-teaching posts in Group B and C in Vidyalayas, except to that of the Vice Principal, and Group 'D' posts of Regional office.
- (2) To approve probation and grant confirmation to the Group B and C employees in Vidyalayas, except Vice-Principal, and Group 'D' employees of Regional office.
- (3) To forward applications of employees upto Group B (including Vice-Principals) of Vidyalayas and Regional office 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 upto Group B (excluding Vice-Principal) of Vidyalaya and Regional office 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 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 & D employees of the Vidyalayas, excluding Vice-Principals.
- (9) To look after the welfare of the employees of the Vidyalayas/ Regional office.
- (10) To grant permission to the Group B and C employees of Vidyalayas/ Regional office (excluding Vice-Principals) to prosecute higher studies or to write books or to take up any literary work.

- (11) To issue orders on the analogy of FR 9(6) of the Fundamental Rules in respect of Group C employees of the Vidyalayas/ Regional office 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 subject to general orders of KVS Hqrs. from time to time in this regard.
- (13) To dispense with a medical certificate of fitness in respect of Group C employees of Vidyalayas and the Regional office.
- (14) To sanction annual increments to Group C and D 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/- (Rupees two thousand five hundred only) 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 and D employees of the Regional office.

(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 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. Education Officer

The functions of the Education Officer shall be as under :

- 1) To assist the Assistant 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.

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 Group D posts and to approve probation and grant confirmation of Group D employees in the Vidyalaya.
- (4) To forward applications of Group C and D 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 and D 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 Assistant 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 realised 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 utilisation of the Vidyalaya Vikas Nidhi 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 teacher 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 organising 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 Assistant Commissioner/ Sangathan meritorious work done or successful experiments undertaken by any teacher to improve the Vidyalaya.
- (31) To organise and co-ordinate various co-curricular activities through the House System or in any other effective way.
- (32) To periodically organise educational excursions after proper planning.
- (33) To develop and organise 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.

Article 25

- (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 half-yearly and session-ending 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 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 despatch of progress cards of students to parents, etc.
- (b) To organise various co-curricular activities of the school including games and physical education.
- (c) To develop and organise resources of the institution such as the school library, laboratories, teaching aids, etc.

Article 26

- (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 months' 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 arrangements, 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 arrangements shall be made after prior consultation with the Assistant 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 Incharge 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 month of his appointment as Incharge Principal.

- (ii) If a Vice-Principal is appointed as Incharge 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 Incharge Principal to some other school, he would continue to draw the pay of the Vice-Principal only.
- (iv) When a Trained Graduate Teacher is posted as Incharge 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 organise 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/unit plans 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 of the day to day developments 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.