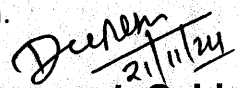


Kendriya Vidyalaya Sangathan
(Admn./CCP Unit)

**Sub: Replies to Parliament Winter Session Questions, 2024 –
Correct, complete and time bound submission- regarding.**

To ensure timely replies to the Parliament Questions/Parliamentary Assurances to the Ministry of Education, the following instructions are once again reiterated to be followed in its true spirit henceforth.

1. It has to be ensured that on receipt of a question (even on diary stage), the replies based on facts and figures should be prepared promptly by all the Divisional Heads/ Branch Officers without delay within One day of receipt of Admn. Section, KVS.
2. It is expected that all the Officers and the employees working under them are available in the office. In no case the officers linked with the replies to the Parliament Question has to leave the office without knowledge of the Joint Commissioner (Admn.). For any reason, if the situation is beyond the control of the employee, prior leave has to be sanctioned by the Divisional Head, not by the Branch Officer.
3. The concerned Divisional Head/Branch Officer should be available in office for briefing/ subject information until the reply to the questions are approved by the competent authority in the MoE on the previous day to the scheduled date of question in Lok Sabha/Rajya Sabha. The status position has to be confirmed from the Assistant Commissioner (Admn), KVS in this regard before leaving the office in the evening.
4. Any lapses in this matter will be taken seriously by the competent authority and necessary administrative action will be taken.


(Deepesh Gehlot)
Joint Commissioner (Admn.)

Distribution:-

1. PS to Commissioner, KVS
2. PA to Joint Commissioner (Admn/Fin /Acad/ Trg./ Pers/ SE),
KVS
3. All Dy. Commissioners, Regional Office/Director, all ZIETs
4. All Officers/ Section, KVS (HQrs).
5. EDP Cell for upload the KVS website

F.11012-2/2019/KVS(HQ)/Admn-I/CCPU

Date : 21-11-2024