



ई-मेल/स्पीडपोस्ट

केन्द्रीय विद्यालय संगठन(मुख्यालय)

18 सांस्थागतक्षेत्रशहीदजीत सिंह मार्ग,
नई दिल्ली-110016

KENDRIYA VIDYALAYA SANGATHAN(HQ)

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उपायुक्त/निदेशक
केन्द्रीय विद्यालय संगठन,
सभी क्षेत्रीय कार्यालय/जीट

विषय : **Transparency and objectivity in the engagement of security
/conservancy staff & inspection/visits - Reg.**

महोदया/महोदय,

Preventive vigilance has gained greater salience in recent times. It means to take proactive steps to ensure greater transparency, accountability, and objectivity in various engagements in our collective and individual discharge of professional obligations. To that end, the following directions are being issued for your appreciation and implementation in letter and spirit.

1. Every KV, RO, and ZIET shall mandatorily and forthwith install a biometric attendance machine for outsourced staff. The cost of procuring and installing the biometric machine should be borne out of the VVN Fund. Digital attendance shall alone form the basis for releasing payment. Monthly statements of attendance shall be maintained by taking printouts for scrutiny in the future. The matter being important brooks no slackness.
2. Outsourcing agencies shall be hired transparently through GEM only. The terms and conditions in the bidding process should not be restrictive and also no such golden parameter should be specified that restrict competitors or becomes beneficial to a particular firm/agency.
3. The selection of firms/agencies should be made in a transparent and judicious manner. The different firms/agencies selected through GeM for different purposes should be owned/managed by different proprietors or partners in addition to their separate legal identities. The firm/agency selected should not have any direct or indirect relation with any of the employees of KVS.
4. Transparent bidding should likely and ideally select a new agency every time. An agency, either by itself or by a different name(s) owned by the same proprietor or related in some way or the other, getting selected frequently shall create credible doubt on the fairness of the process.
5. The bidding agency/vendor should have experience working with at least five government/PSU institutions, and educational institutions other than KVs/ROs/ZIETs.
6. Additional Terms and Conditions (ATC) that limit the participation of bidders shall not be introduced unless with proper justification.
7. The technical evaluation should be done judiciously, and bidders should not be disqualified unnecessarily without proper evaluation. The evaluation should strictly adhere to the terms and conditions of the bid floated on GeM.

Cont'd.....2/-

8. The outsourcing agency must provide a list of at least double the number of outsourced staffs to be engaged. After a brief interaction/interview, the principal/DC/Director will select the manpower, ensuring that outsourced staff provided by the agency are physically active and fit. The engaged guards/security staff should meet the required height and weight standards as decided by the engaging unit.
9. The outsourced staff engaged should not be older than 60 years of age and their character & antecedents must have been verified by the civil police.
10. Once appointed, the outsourced staff should not be removed by the agency from service during the entire tenure without the consent of the principal/DC/Director and valid reasons. Conversely, the Principal should not remove any outsourced staff unilaterally, and the monitoring committee of the Vidyalaya shall be invariably consulted by the Principal before approaching the firm/agency for removal. Principles of Natural Justice, to the extent possible and expedient, shall be considered before removing an outsourced staff for valid reasons.
11. It is the responsibility of the primary employer (Principal/DC/Director) to ensure that outsourced staff are paid according to the contract and are not harassed or exploited at any level.
12. During academic inspections, visits, and audits, the records of payments (wages, EPF, ESI deductions), attendance of outsourced staff, GEM audit trail, and contract documents should be checked and verified by the visiting officers (AC/DC/FO).
13. Visiting ACs/DCs/FOs should interact with outsourced staff during their visits to KVs.
14. During academic inspections/visits and audits, working lunches/ refreshments shall be provided by the host unit and the expenditure should be booked under the School Fund. Extant norms of KVS for working lunch etc. shall be followed. Writing of report/audit report shall be objective and supported by facts and circumstances. Noted discrepancies shall be discussed with the authorities concerned for holistic assessment before incorporating into the report.
15. The visiting officials shall make all payments for hotel bills/ transportation online, and proof shall invariably be attached to the TA bills.

यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।



(सोमित श्रीवास्तव)

संयुक्त आयुक्त (कार्मिक)
व मुख्य सतर्कता अधिकारी

प्रतिलिपि:

1. केन्द्रीय विद्यालय संगठन(मु.) के सभी अनुभागों व अधिकारियों को सूचना एवं आवश्यक कार्रवाई हेतु।
2. उपायुक्त (शैक्षिक), ईडीपी प्रकोष्ठ को इस अनुरोध के साथ प्रेषित की इस आदेश को केवीएस वेबसाइट पर प्रशासन के तहत उप-शीर्ष 'सतर्कता' में अपलोड किया जाए।
3. गार्ड फाईल।