



केन्द्रीय विद्यालय संगठन
KENDRIYA VIDYALAYA SANGATHAN
18, संस्थागत क्षेत्र/18, Institutional Area
शहीद जीत सिंह मार्ग/ Shaheed Jeet Singh Marg
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Date: 03.03.2026

The Deputy Commissioner
All Regional Offices/Director ZIETs

Sub: Verification of the membership of the proposed Kendriya Vidyalaya Teachers Welfare Association (KVTWA)- reg.

Madam/Sir,

Shri Suresh Kumar Sharma, PRT, KV Reckong Peo & other teachers have applied for recognition of another teaching staff association in the name Kendriya Vidyalaya Teachers Welfare Association (KVTWA) under the provisions of KVS (RSA) Regulations, 1995.

02. The matter has been examined in KVS(HQ.) with reference to Article 157 of Education Code for Kendriya Vidyalayas to be read with XLII(A) of the provision under 5(d)(i) and it has been decided that the claim of the membership of the proposed association need to be verified under check-off system available in Appendix XLII(A) of the Education Code for the Kendriya Vidyalayas. According to the available rules, the employees opting the membership of the proposed association has to submit his/her authorization in the **Annexure 'B'** of Appendix (XLII) of Education Code(Copy enclosed).

03. Accordingly, please direct the Principal of Kendriya Vidyalayas in your region to allow the office bearers of already recognized associations as well as the proposed KVTWA members(as per list) **to obtain the consent of teachers in prescribed format** as stated above, countersign (office bearer) on it and then deposit such authorization letter with the DDO/Principal. It pertinent to mention that at present two teaching staff associations are recognised as such as per provisions each employee is required to opt for an association in writing and submit his consent for deduction of annual subscription to the DDO. This consent or **any revised option can be exercised only in the month of April each year to be effective from July of that year.**

04. The amount to be deducted from the pay bill of month of July 2026 on this account may be retained in the Vidyalayas till further instructions in this regard from KVS(HQ.). It is expected that complete discipline will be maintained by the representatives of recognized as well as proposed new association of teaching staff and in no way teaching learning process is disturbed.

This issues with approval of the Competent Authority.

Yours faithfully,

Neelam
03/03/2026
(Neelam)

Joint Commissioner (Admn.)

Encl : As above.

Copy to :

1. Sh. K.P.Singh, General Secretary, AIKVTA, Type3, Qr. No.5, Staff Colony, KV, No.2 Delhi Cantt, New Delhi-110010.
2. Sh. Anil Kumer Daila, General Secretary, KVPSS, H-73/77, Paramhansh Marg, Mansarovar, Jaipur.
3. Sh. S.K. Sharma, General Secretary, KVTWA(Proposed), 581-A/3, Prem Nagar, Near Sector-12, Mata Road, Gurugram,
4. The ~~resident~~ *resident* Commissioner (), KVS (HQ), New Delhi with the request to upload this letter on the website. IT

ANNEXURE-B

LETTER OF AUTHORISATION

I (name and designation) being a member of Association hereby authorise the deduction of sum of Rs. being subscription for (year) from my salary and authorise its payment to Association.

Signature :
Name
Designation
Vidyalaya/Office

TO BE FILLED IN BY THE ASSOCIATION

It is certified that Sh./Smt. of Vidyalaya/Office is a member of Association.

Signature of authorised
Office Bearer
Date:

ANNEXURE-A

Procedure for verification of Membership of Associations for the purpose of recognition under the Kendriya Vidyalaya Sangathan (Recognition of Service Associations) Regulations, 1995.

1. In terms of Regulation 7 of the above mentioned Regulations, the verification of membership for the purpose of recognition of a Service Association shall be done by the Check-off system in pay-rolls.
2. Check-off system is a means to verify the membership of an Association on the basis of deduction of subscription from the pay-rolls. Under the system, each employee, who is a member of an Association, is required to apply, in writing, to the DDO or any other designated authority, his consent for the deduction of annual subscription for the financial year from the pay-roll in favour of a particular Association. A specimen of the application is enclosed in Annexure-B. On receipt of the application, the Association is required to confirm the membership and thereafter pass on the application to the DDO for effective recoveries.
3. Consent for deduction of annual subscription shall remain valid till altered or withdrawn. The revised option for deduction, if any, can be exercised only in the month of April each year to be effective from July of that year.
4. Under the Check-off system, an employee may subscribe to only ONE Association. For the purpose of fulfillment of the requirement of minimum membership under Regulation 5(d)(i) of the KVS(RSA) Regulations, 1995, only such of the members who have paid the subscription through the check-off system shall be taken into account.
5. Recoveries of annual subscription from pay roll in favour of a particular Association shall be made by the DDO once a year in the month of July.
6. Broad guidelines for the conduct of the verification of Membership is enclosed as Annexure-C. This procedure is to be adopted for recognition of Associations at the initial stage. The guidelines are by no means exhaustive and KVS(Hqrs) can

issue instructions modifying or supplementing these guidelines provided the changes do not infringe any of the provisions of KVS(RSA) Regulations, 1995.

7. Detailed procedure regulating recovery of subscription from the pay-rolls, accounting and the consolidation of accounts, is given in Annexure-D.
8. The procedure for crediting the subscription deducted by the DDO to the Association's account may be finalised by Commissioner, Kendriya Vidyalaya Sangathan, in consultation with the concerned Association.