

APPENDIX - IV

APPLICATION FOR APPOINTMENT ON COMPASSIONATE GROUNDS

PART - A

- 1. (a) Name of the Sangathan employee (Deceased/retired on medical grounds).
- (b) Designation of the Sangathan employee
- (c) Whether it is Group 'D' or not?
- (d) Date of birth of the Sangathan employee
- (e) Date of death/retirement on medical grounds
- (f) Total length of service rendered
- (g) Whether permanent or temporary?
- (h) Whether belonging to SC/ST/OBC?
- 2. (a) Name of the candidate for appointment
- (b) His/Her relationship with the Sangathan employee.
- (c) Date of birth.
- (d) Educational Qualifications.
- (e) Whether any other dependent family member has been appointed on compassionate grounds?

3. Particulars of total assets left including amount of :-

- (a) Family Pension
- (b) DCR Gratuity/
- (c) GPF Balance
- (d) Life Insurance Policies (including Postal Life Insurance)
- (e) Moveable and immoveable properties and annual income earned therefrom by the family
- (f) CGE Insurance Amount
- (g) Encashment of Leave
- (h) Any other Assets

Total

4. Brief particulars of Liabilities, if any

5. Particulars of all dependent family members of the Sangathan employee (If some are employed, their income and whether they are living together or separately).

S. No.	Name(s)	Relationship with the Sangathan Employee	Age	Address	Employed or not (if employed, particulars of employment and emoluments)
(1)	(2)	(3)	(4)	(5)	(6)
1.					
2.					
3.					
4.					
5.					

DECLARATION / UNDERTAKING

- I hereby declare that the facts given by me above are, to the best of my knowledge, correct. If any of the facts herein mentioned are found to be incorrect or false at a future date, my services may be terminated.
- I hereby also declare that I shall maintain properly the other family members who were dependent on the Sangathan employee mentioned against I(a) of Part-A of this form and in case it is proved at any time that the said family members are being neglected or not being properly maintained by me, my appointment may be terminated.

Date : _____
 Signature of the Candidate
 Name : _____
 Address : _____

Shri/Smt./Kum. is known to me and the facts mentioned by him/her are correct.

Date : _____
 Signature of the Permanent Sangathan Officer
 Name : _____
 Address : _____

I have verified that the facts mentioned about by the candidate are correct.

Date : _____
 Signature of the Welfare Officer
 Name : _____
 Address : _____

Part - B

(To be filled in by the office in which employment is proposed)

- Name of the candidate for appointment.
 - His/Her relationship with the Sangathan employee
 - Age (date of birth), educational qualifications and experience, if any.
 - Post for which employment is proposed and whether it is Group 'C' or 'D'.
 - Whether there is vacancy in that post within the ceiling of 5% prescribed under the scheme of compassionate appointment?

- (f) Whether the post to be filled is included in the teaching or non-teaching cadre
 - (g) Whether the relevant Recruitment Rules provide for direct recruitment?
 - (h) Whether the candidate fulfils the requirements of the Recruitment Rules for the post?
 - (i) Apart from waiver of Employment Exchange/Staff Selection Commission procedure, what other relaxations are to be given.
2. Whether the facts mentioned in Part-A have been verified by the office and if so, indicate the records?
 3. If the Sangathan employee died/retired on medical grounds more than 5 years back, why the case was not sponsored earlier?
 4. Personal recommendation of the concerned Head of the Regional/Headquarters Office (With his signature and office stamp/seal).

PERSONAL DATA SHEET

1. Name Sh./Smt./Km.
2. Father's Name
3. Date of Birth
4. Present Post
5. Date of Appointment
6. Marital Status : Married / Single
7. Teaching Subject (s)
8. Permanent Address
9. Home Town
10. State Whether S.C./S.T./OBC/Ex-Serviceman/Physically Handicapped
11. Stations of choice for posting (Max: 3 Stations)
12. Scale of Pay
13. If spouse employed, indicate the post held by her/him. Name of spouse's Employer (with full particulars)
14. **EDUCATIONAL QUALIFICATIONS :-**

Examination	Board/University	Year	% of Marks	Grade	Subject
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Appendix V

15. PAST EMPLOYMENT RECORD (Prior to joining K.V.S.)

Previous Employer	Position held	From	To	Remarks
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16. PROMOTION / TRANSFER RECORD (for present and previous post(s) held under K.V.S.)

From	To	Kendriya Vidyalaya	Post held	Remarks
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17. DETAILS OF DEPENDENT CHILDREN & STAGE OF EDUCATION.

18. TRAINING COURSES ATTENDED

Name of Course	Place	From	To
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Verified from service record

Certified to be correct

Signature of Principal (with date) Signature of Teacher (with date)

19. SPECIAL REMARKS :

APPENDIX - VI

ATTESTATION FORM

1. Name in full (in capitals) with aliases, if any. SURNAME NAME

(please indicate if you have added or dropped at any stage any part of your name or surname).

2. Present address in full (i.e.) Village / Thana and District or House Number, Lane/ Street/Road and Town).

3. (a) Home address in full (i.e.) village, Thana and District or House Number, Lane/Street/ Road and Town).

(b) If originally a resident of Pakistan, the address in that country and the date of migration to Indian Union.

4. Particulars of places (with periods of residence where you have resided for more than one year at a time during the preceding five years.

From To Residential address in full (i.e.) Village/Thana/ and District or House Number, Lane/ Street/Road and Town.

5. Father's Name in full with aliases, if any

- a) Present postal address (if dead, give last address)
- b) Permanent home address
- c) Profession
- d) If in service, give designation and official address

6. Nationality

- a) Father
- b) Mother
- c) Husband/Wife
- d) Candidate
- e) Place of birth of husband/wife

7. a) Exact date of birth

- b) Present age
- c) Age at Matriculation

8. a) Place of birth, District and State in which situated

- b) District and State to which you belong

9. a) Your religion.

- b) Are you a member of Scheduled Caste/Scheduled Tribe? 'Yes' or 'No' and if the answer is 'Yes', state the name thereof.

10. Educational qualification showing places of education with years in schools and college since 15th year of age.

Name of School/College with full address	Date of Entering	Date of Leaving	Examination Passed
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11. If you have at any time been employed, give details

Designation of post held and Description of work	Period From to	Full Address of the Office, Firm or Institution	Full reasons for leaving the previous service
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12. Have you ever been prosecuted, kept under detention, or bound down/fined, convicted by a court of law for any offence?

Is any case pending against you in any court of law at the time of filling up this attestation form?

If the answer is 'Yes', full particulars of the case, detention, fine, conviction, sentence etc. should be given.

13. Name of two responsible persons of your locality or two references to whom you are known.
- 1
- 2

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government.

Signature of candidate

Date

Place

IDENTITY CERTIFICATE

Certificate to be signed by any one of the following :

- i) Gazetted Officers of Central or State Government
- ii) Members of Parliament or State Legislature
- iii) Non-gazetted Sub-Divisional Magistrates/Officers
- iv) Tehsildars or Naib/Dy. Tehsildars authorised to exercise magisterial powers.

Certified that I have known Shri/Smt/Kumari

son/daughter of Shri for the last

years months and that to the best of my knowledge

and belief the particulars furnished by him/her are correct.

Place

Signature

Date

Designation or Status and

Address

.....

.....

APPENDIX - VII

CONFIDENTIAL
REPORT ON PROBATIONER
(Principal only)

Note: Two reports are to be forwarded by the Assistant Commissioner concerned : first on the completion of 6 months of service after the date of appointment and the second report, on the completion of 11 months of service after the date of appointment.

1. Name of the appointee
2. Designation of the post to which appointed
3. Date of appointment
4. a) Reference number and date of the letter of appointment to the post by the Kendriya Vidyalaya Sangathan
5. Period of probation
6. Date on which period of probation expires
7. a) Chairman's report on the work and conduct of the appointee during the period of probation and subsequently.
b) Have any defects been noticed? If so, what are those defects?
c) Were those defects brought to the notice of the appointee, either verbally or in writing, with a view to give him an opportunity to remedy those defects and show necessary improvement?

- d) What are the results of such verbal or written communications?
8. Does the Chairman recommend :-
 - a) that the appointee should be deemed to have completed his period of probation satisfactorily?
 - b) that his probation should be extended and, if so, for what period?
 - c) that his defects are such that extension of probation would not lead to any improvement in his work/conduct and that, therefore, his services should be terminated?
9. If the Chairman's recommendation is in favour of either 8(b) or 8(c) above, an attested copy of the letter of appointment issued to the appointee should be attached to this Report, to enable the Kendriya Vidyalaya Sangathan to consider what action should be taken keeping in mind the terms and conditions of the appointment. (Please state herein whether the copy is attached herewith.)

Signature of Assistant Commissioner

Dated

CONFIDENTIAL
REPORT ON PROBATIONERS
(Teaching Staff)

Note : Two reports are to be forwarded by the Principal concerned to the concerned Assistant Commissioner : first, on the completion of 6 months of service after the date of appointment and the second on the completion of 11 months of service after the date of appointment.

1. Name of the appointee :
2. Designation of post to which appointed :
3. Date of appointment :
4. Reference number and date of letter of appointment to the post by the Kendriya Vidyalaya Sangathan
5. Period of probation
6. Date on which period of probation expires
7.
 - a) Principal's report on the work and conduct of the appointee during the period of probation and subsequently.
 - b) Have any defects been noticed? If so, what are those defects?
 - c) Were those defects brought to the notice of the appointee, either verbally or in writing, with a view to give him an opportunity to remedy those defects and show necessary improvement?

- d) What are the results of such verbal or written communications?
8. Does the Principal recommend :-
 - a) that the appointee should be deemed to have completed his period of probation satisfactorily?
 - b) that his probation should be extended and, if so, for what period?
 - c) that his defects are such that extension of probation would not lead to any improvement in his work/conduct and that, therefore, his services should be terminated?
9. If the Principal's recommendation is in favour of either 8(b) or 8(c) above, an attested copy of the letter of appointment issued to the appointee should be attached to this Report, to enable the Kendriya Vidyalaya Sangathan to consider what action should be taken keeping in mind the terms and conditions of the appointment. (Please state herein whether the copy is attached herewith.)

Signature of Principal

Assistant Commissioner's remarks and recommendation

Signature of Assistant Commissioner

Dated

APPENDIX – IX

UNDERTAKING
(By Temporary Staff)

I, Shri/Smt./Kum., hereby give an undertaking to the Sangathan to resign my present post of in this Organisation in the event of my selection for the post of in the office of before joining the new post.

Signature :

Designation :

Date :

Place :

APPENDIX – X

UNDERTAKING
(By Permanent Staff)

I, Shri/Smt./Kum., hereby give an undertaking to the Sangathan that in the event of my selection for the post of in the office of I shall either revert to the Sangathan within the period of 2 years from the date of joining that post or resign from my post in the Sangathan at the end of that period. I also agree to pay leave salary and pension contribution at the prescribed rate for the period of my service outside the Sangathan.

I further agree that in the event of non-compliance of these conditions, my lien on my post in the Sangathan shall automatically stand terminated.

Date :

Place :

Signature :

Designation :

**(a) Description, Scale and Pattern of Uniform for Group 'D' Employees
(Excluding Laboratory Attendants)**

Description and Scale of Uniform

Category of Employee	Article	For Both Summer & Winter stations (e.g. Delhi)	For all Winter stations (e.g. Simla)	For all Summer stations (e.g. Hyderabad)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
SUMMER					
Group 'D' employees (excluding Lab. Attendants (Male))	1. a) Terricot Pants	2 in 2 years	Nil	As in col (3)	Group 'D' employees in Delhi may be supplied one half-sleeve bush-shirt + one full-sleeve bushshirt in place of 2 half sleeve bushshirts. In other places, AC of the Region will decide on the basis of representations of the employees and the climatic consideration
	b) Polyvaster bushshirts				
	2. Chappals	1 pair in 1 year	Nil	1 pair in 1 yr.	
	3. Turbans for Sikhs and habitual turban wearers	4 in 2 years	4 in 2 years	4 in 2 years	
	4. a) Kulla or	1 in 2 years	1 in 2 years	1 in 2 years	
	b) Fitty (for Sikhs only)	4 in 2 years	4 in 2 years	4 in 2 years	

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(1)	(2)	(3)	(4)	(5)	(6)
WINTER					
	1. Woollen suit comprising buttoned up coat and pants	1 in 2 years	2 in 2 years	Nil	
	2. Shoes	1 pair in 2 years	*1 pair in 1 year	1 pair in 2 years	*In the case of "All winter stations" shoes will be Crepe-sole shoes
	3. Woollen full-sleeved jersey	1 in 2 years	1 in 2 years	Nil	
	4. Woollen socks	2 in 3 years	2 in 3 years	Nil	**Blankets and Umbrellas are not admissible to Daftries, Record Sorters and Jr. Gestetner Operators at Simla and other "All Winter Stations".
	5. Umbrellas	Nil	**1 in 2 years	Nil	
	6. Blankets	Nil	**1 in 3 years	Nil	
SUMMER					

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Group 'D' employees (excluding Lab. Attendants (Female))	1. Saree (Terricot)	2 in 1 year	2 in 1 year	2 in 1 year	*Specification is 3771 1966.
	2. Blouse	3 in 1 year	3 in 1 year	3 in 1 year	
	3. *Petticoat	3 in 1 year	3 in 1 year	3 in 1 year	
	4. Chappals (Ladies)	1 pair in 1 year	Nil	1 pair in 1 year	

(1)	(2)	(3)	(4)	(5)	(6)
WINTER					
	1. Ladies' Half-coat	1 in 3 years	1 in 3 years	Nil	
	2. Woollen full-sleeved jersey	1 in 2 years	1 in 2 years	Nil	Open neck buttoned up jersey, cardigan type (in place of closed neck) in the same quality/price range if so required by an individual (O.M.No: 14/6/84/JCA dt. 20.9.84.
	3. Woollen socks	2 pairs in 3 years	2 pairs in 1 year	Nil	
	4. Shoes (Ladies)	1 pair in 2 years	1 pair in 1 year	1 pair in 2 years	
	5. *Umbrellas	Nil	*1 in 2 years	Nil	*Admissible only to out-door employees.
	6. **Blankets	Nil	***1 in 3 years	Nil	**Female chowkidars where employed may be given one blanket in 3 years at "All Winter" & "Both Summer & Winter Stations". ***Blankets at Winter Stations are admissible to only out-door female staff i.e. peons, sweeper

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**(b) Quality, Specification, etc. of Uniform Items of Group 'D' Employees
(Excluding Laboratory Attendants)**

(i) Clothing

S.No.	Livery Item	Cloth required	Specification
(1)	(2)	(3)	(4)
1.	Polyvastra bush-shirts (in white colour)	(i) Half-sleeve 2.25 metres (70 cm Width) (ii) Full-Sleeves 3.00 metres (70 cm Width)	67% Polyester + 33% Khadi cotton } (to be obtained from KVIC)
2.	Terricot pants (in grey colour)	1.20 metre for each	Shade No. 11 of the NTC, T.N. & P's subsidiary price quality
3.	Navy Blue cloth for winter uniforms	2.75 metres for buttoned-up coat and pant	Ends/10 cm. 252 + 2% Packs/10 cm. 220 + 2% Wt. Linear metre 376 + 5% Composition – Blend of Viscose and imported wool
4.	Pugree cloth Khadi		Bleached, usual width
5.	Mill-made mulls for turbans		Malmal cotton bleached, 81 cm width

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(1)	(2)	(3)	(4)
6.	Fitty (for Sikh employees only)	1 metre x 23 cm	Coloured Khadi
7.	Blouse	1.36 metre (71 cm width) OR 1.15 metre (91/94 cm width)	Poplin (mill made) OR Khadi (71 cm)
8.	Petticoat	2 metres of khadi cloth (90 cm width)	IS/3771 – 1966
9.	Sarees	5 metres	Memsab PC Saree 67 x 33 polyster cotton (sky blue shade) to be procured from NTC
10.	Ladies half-coat	1.83 metres (1.36 metres width)	Navy blue as against Sl.No. 3
11.	Blankets		Ordinary (Barrack Grade Spn: No. ND/TC/1408 (G) Types, A B and C (Ordinary)

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(1)	(2)	(3)	(4)
		(ii) Footwear etc	
1.	Gents	Chappals plain, black, full chrome line uppers	Rs. 100/-
2.	Ladies Chappals	Chappals	Rs. 93/-
3.	Gents Shoes.	Shoes plain, black leather full chrome, derby pattern complete with laces	Rs. 120/-
4.	Ladies Shoes	Shoes plain, black leather full chrome, derby pattern complete with laces	Rs. 91/-
		(iii) Other Items	
5.	Umbrella	With bamboo handles with 8/12 new ball tipped steel	

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(C) Revised Rates of Stitching Charges

Stitching charges as per approved rates of the Government of India as issued from time to time.

APPENDIX - XII

SPECIMEN OF AFFIDAVIT FOR CHANGE IN NAME/DEED POLL/SWORN AFFIDAVIT

(Non-Judicial Stamp Paper)

By this deed I, the undersigned (New Name) formerly called (old name), doing (give profession or avocation) and resident of (address) solemnly declare :-

- 1. That for and on behalf of myself and my wife and children and remitter issue wholly renounce/relinquish and abandon the use of my former name/surname of and in place thereof I do hereby assume from this date the name/surname of and so that I and my wife and children remitter issue may hereafter be called, known and distinguished not by my former name/surname, but assumed name/surname of
2. That for the purpose of evidencing such my determination, declare that I shall at all times hereafter in all records, deeds and writings and in all proceedings, dealings and transactions, private as well as public and upon all occasions whatsoever, use and sign the name of as my name/surname in place of and in substitution of my former name/surname.
3. That I expressly authorise and request all persons in general, relatives and friends in particular at all times hereafter to designate and address me, my wife, my children, remitter issue by such assumed name/surname of accordingly.

- 4. In witness whereof I have hereunto subscribed my former and adopted name/surname of and and affixed my signature and seal, if any, this day of

Signed sealed and delivered by the above named

Former name

Date :

In the presence of :

Name : Name :

Address : Address :

(This deed poll/affidavit may be signed and attested in the presence of a Magistrate or Consular Officer in an Indian Mission abroad)

Note : In case of change of name, applicant should insert advertisements in two reputed newspapers (one local newspaper of the area in which he/she is residing and second in newspaper of the area of permanent address) and submit original newspapers at the time of applying for passport in his/her new name.

APPENDIX - XIII

KENDRIYA VIDYALAYA SANGATHAN

Subject : Format of Show-Cause Notice Under Article 81(d)(3)

Shri/Smt./Km. is hereby informed that he/she has remained absent for a period of fifteen days or more from to without sanctioned leave or beyond the period of leave originally granted or subsequently extended. Shri/Smt./ Km. has neither reported for duty within the aforesaid period of 15 calendar days nor satisfactorily explained the reasons for his/her absence in terms of subclause (1) of Clause (d) of Article 81 of the Education Code, he/she is deemed to have voluntarily abandoned his/her service and thereby provisionally lost lien on his/her post.

As required under sub-clause (3) of Clause (d) of Article 81, this order is hereby made recording the factum of voluntary abandonment of service by Shri/Smt./Km. and provisional loss of his/her lien on (post) and the same is hereby communicated to him/her accordingly.

As further required under Sub-clause (3) of Clause (d) of Article 81, Shri/Smt./Km. is hereby given the opportunity to show cause as to why the aforesaid order of provisional loss of lien should not be confirmed.

Shri/Smt./Km. may make written representation to the (Appointing Authority's name and designation) within 10 days of the receipt of this order failing which an order shall be passed confirming the loss of lien on the post held by him/her and, in that case, he/she shall be deemed to have been removed from the service of the Kendriya Vidyalaya Sangathan as per the provision of Article 81(d).

(Signature)
(Name and Designation of the Appointing Authority)

To,
Shri/Smt.Km.
.....
.....

Copy for information to :

APPENDIX - XIV

STANDARD FORM OF ORDER OF SUSPENSION

(Rule 10(1) CCS (CCA) Rules, 1965)

(Place of issue date)

ORDER

1. Whereas a Disciplinary Proceeding against Shri/Smt./Km. (name and designation of the employee) is contemplated/pending.

OR

2. Whereas a case against Shri/Smt./Km. (name and designation of the employee) in respect of criminal offence is under investigation/inquiry/trial.

Now, therefore, the undersigned (the Appointing Authority or any authority to which it is subordinate or any other authority empowered by the Sangathan in that behalf), in exercise of the powers conferred by sub-rule (1) of rule 10 of the Central Civil Services (Classification, Control and Appeal) Rule, 1965, as extended to Kendriya Vidyalayas, hereby place the said Shri/Smt./Km. under suspension with immediate effect.

It is further ordered that during the period that this order shall remain in force, the Headquarters of Shri/Smt./Km. (name and designation of employee) shall be (name of the place) and the said Shri/Smt./Km. shall not leave the Headquarters without obtaining the previous permission of the undersigned.

(Signature)
(Name and designation of the Suspending Authority)

1. Copy to Shri/Smt./Km. (Name and designation of the suspended officer). Orders regarding subsistence allowance admissible to him/her during the period of his/her suspension will issue separately.

Appendix XIV

2. Copy to Shri/Smt./Km. (Name and designation of the Appointing Authority) for information.
3. Copy to Shri/Smt./Km. (Name and designation of the lending authority) for information.
4. The circumstances in which the order of suspension was made are as follows :

(Here give details of the case and reasons for suspension)

NOTE : Endorsements 2 to 4 should NOT be inserted in the copy of the order of suspension sent to the officer to be suspended.

APPENDIX - XV

STANDARD FORM OF CERTIFICATE TO BE FURNISHED BY THE SUSPENDED OFFICIAL UNDER F.R. 53(2)

I, (Name of employee) having been placed under suspension by order No. dated while holding the post of do hereby certify that I have not been employed in any business, profession or vocation for profit/ remuneration/salary.

Signature

Name of the employee

Address

APPENDIX - XVI

STANDARD FORM OF ORDER FOR REVOCATION OF
SUSPENSION ORDER

(Rule 10(5) (c) CCS (CCA) Rules, 1965)

ORDER

Whereas an order placing Shri/Smt./Km.
(Name and designation of the employee) under suspension made/
was deemed to have been made by on

Now, therefore, the Sangathan/the undersigned (the authority
which made or is deemed to have made the order of suspension or
any authority to which that authority is subordinate) in exercise of the
powers conferred by clause (c) of sub-rule 5 of rule 10 of the Central
Civil Services (Classification, Control and Appeal) Rules, 1965, hereby
revokes the said order of suspension with immediate effect.

(Signature)

(Name and designation of the authority making this order)

1. Copy to Shri/Smt./Km. (Name and designation of the suspended officer).
2. Copy to Shri/Smt./Km. (Name and designation of the Appointing Authority) for information.
3. Copy to Shri/Smt./Km. (Name and designation of the lending authority).
4. Copy to Shri/Smt./Km. (Name and designation of the authority making the order of suspension).
5. The reasons for revoking the order of suspension are as follows:
(Here give in brief the reasons).

NOTE :

1. Endorsement as in para 2 should be made where the order of revocation of suspension is made by an authority lower than the Appointing Authority.

2. Endorsement as in para 3 should be made where the order of suspension has been made against a "Borrowed Officer".
3. Endorsement as in para 4 should be made where the order of revocation of suspension is made by an authority other than the authority which made or is deemed to have made the order of suspension.
4. Para 5 should be inserted only if an endorsement as in para 2, 3 or 4 is made.
5. Endorsements 2 to 5 should not be inserted in the copy sent to the suspended officer.

APPENDIX – XVII

STANDARD FORM OF CHARGE-SHEET FOR MAJOR PENALTIES

(Rule 14 of CCS [CCA] Rules, 1965)

Kendriya Vidyalaya

File No.

Date

MEMORANDUM

The undersigned proposes to hold an inquiry against Shri/Smt./ Km. under Rule-14 of the Central Civil Services (Classification, Control and Appeal) Rules 1965 as extended to Kendriya Vidyalayas. The substance of the imputations of misconduct or misbehaviour in respect of which the inquiry is proposed to be held is set out in the enclosed statement of articles of charge (ANNEXURE-I). A statement of the imputations of misconduct or misbehaviour in support of each article of charge is enclosed (ANNEXURE-II). A list of documents by which, and a list of witnesses by whom, the articles of charge are proposed to be sustained are also enclosed (ANNEXURE-III and IV).

2. Shri/Smt./Km. is directed to submit within 10 days of the receipt of this Memorandum a written statement of his Defence and also to state whether he desires to be heard in person.
3. He is informed that an inquiry will be held only in respect of those articles of charge as are not admitted. He should, therefore, specifically admit or deny each article of charge.
4. Shri/Smt./Km. is further informed that if he does not submit his written statement of Defence on or before the date specified in Para-2 above, or does not appear in person before the Inquiry Authority or otherwise fails or refuses to comply with the provisions of Rule-14 of the CCS [CCA] Rules, 1965, or the orders/directions issued in pursuance of the said rule, the Inquiry Authority may hold the inquiry against him ex-parte.

5. Attention of Shri/Smt./Km. is invited to Rule-20 of the Central Civil Services (Conduct) Rules, 1964 as prescribed in Article 59(27) of the Education Code for Kendriya Vidyalayas under which no Government Servant shall bring or attempt to bring any political or outside influence to bear upon any superior authority to further his interest in respect of matters pertaining to his service under the Sangathan. If any representation is received on his behalf from another person in respect of any matter dealt with in these proceedings, it will be presumed that Shri/Smt./Km. is aware of such a representation and that it has been made at his instance and action will be taken against him for violation of Rule-20 of CCS (Conduct) Rules, 1964.

6. The receipt of the Memorandum may be acknowledged.

(Signature)

(Name and Designation of Competent Authority)

To,

Shri/Smt./Km.

.....

.....

ANNEXURE I TO APPENDIX – XVII

Statement of articles of charge framed against Shri/Smt./Km.
..... (Name and designation of the employee).

Article – I

That the said Shri/Smt./Km. while functioning
as during the period

Article – 2

That during the aforesaid period and while functioning in the aforesaid
office, the said Shri

Article – III

That during the aforesaid period and while functioning in the aforesaid
office, the said Shri

ANNEXURE II TO APPENDIX XVII

Statement of imputation of misconduct or misbehaviour in support
of the articles of charge framed against Shri/Smt./Km.
(Name and designation of the employee).

Article – I

Article – II

Article – III

ANNEXURE III TO APPENDIX XVII

List of documents by which the articles of charge framed against
Shri/Smt./Km. (Name and designation of the
employee) are proposed to be sustained.

ANNEXURE IV TO APPENDIX XVII

List of witnesses by whom the articles of charge framed against
Shri/Smt./Km. (Name and designation of the
employee) are proposed to be sustained.

APPENDIX – XVIII

**STANDARD FORM OF THE ORDER RELATING TO THE
APPOINTMENT OF INQUIRY OFFICER/BOARD OF INQUIRY**

[Rule 14(2) of CCS [CCA] Rules, 1965]

No. Dated :

(Place of issue))

ORDER

WHEREAS an inquiry under Rule 14 of the Central Civil Services
(Classification, Control and Appeal) Rules, 1965, as extended to
Kendriya Vidyalayas, is being held against (name and
designation of the employee).

And whereas the undersigned considers that a Board of Inquiry/
Inquiry Officer should be appointed to inquire into the charges framed
against Shri

Now, therefore the undersigned, in exercise of the powers
conferred by sub-rule (2) of the said rule, hereby appoints –

A Board of Inquiry consisting of :

[Here enter names and designation of Members of the Board of
inquiry.]

- 1)
- 2)
- 3)

OR

Shri (name and designation of the Inquiry
Officer) is hereby appointed as Inquiry Officer to inquire into the
charges framed against the said Shri

Signature
Name and designation of Competent Authority

APPENDIX - XIX

STANDARD FORM FOR FORWARDING THE INQUIRY REPORT TO THE CHARGED OFFICER

[Rule 15(4) of CCS [CCA] Rules, 1965]

File No. Dated :

MEMORANDUM

WHEREAS, Disciplinary Proceedings against Shri (name and designation) was initiated under Rule-14 of Central Civil Services [Classification, Control and Appeal] Rules, 1965 as extended to the employees of the KVS vide Memorandum dated

WHEREAS Shri (name and designation) was appointed as Inquiry Officer to enquire into the charges framed against the said Shri (name and designation) who submitted the Inquiry Report to the undersigned on

AND WHEREAS, in accordance with the instructions contained in Rule 15 of CCS [CCA] RULES, 1965, hereby provides a copy of the Inquiry Report to the Charged Officer for making a representation thereon.

NOW THEREFORE, the said Shri (name and designation), is hereby directed to submit his representation on the Inquiry Report within fifteen days of the receipt of this Memorandum.

Signature Name and designation of the Competent Authority

Shri (Name and designation)

..... (Address)

APPENDIX - XX

STANDARD FORM FOR MEMORANDUM OF CHARGES FOR MINOR PENALTIES

[Rule 16 of CCS [CCA] Rules, 1965]

No. Dated :

(Place of issue Dated :

MEMORANDUM

Shri/Smt. (designation), Kendriya Vidyalaya, is hereby informed that it is proposed to take action against him under Rule 16 of CCS [CCA] Rules, 1965 as extended to the employees of KVS. A statement of the imputations of misconduct or misbehaviour on which action is proposed to be taken as mentioned above is enclosed at Annexure A.

Shri/Smt. is hereby given an opportunity to make such representation as he/she may wish to make against the proposal.

If Shri/Smt. fails to submit his representation within 10 days of the receipt of this memorandum, it will be presumed that he has no representation to make and orders will be liable to be passed against Shri ex-parte.

The receipt of this memorandum should be acknowledged by Shri/Smt.

Signature Name and designation of the Competent Authority

To, Shri

.....

APPENDIX – XXI

STANDARD FORM OF ORDER FOR TAKING DISCIPLINARY ACTION IN COMMON PROCEEDINGS

[Rule 18 of CCS [CCA] Rules, 1965]

No.

Date :

ORDER

Whereas the employees specified below are jointly concerned in a disciplinary case.

Shri/Smt./Km.

Shri/Smt./Km.

Shri/Smt./Km.

Now, therefore, in exercise of the powers conferred by sub-rule (2) of rule 18 of the Central Civil Services (CCA) Rules, 1965 as extended to Kendriya Vidyalayas, the undersigned hereby directs:

- (i) that disciplinary action against all the said employees shall be taken in common proceedings.
- (ii) that Shri/Smt./Km. (Name and designation of the Authority) shall function as the Disciplinary Authority for purpose of the common proceedings and shall be competent to impose the following penalties, namely :-
(here specify the penalties)
- (iii) that the procedure prescribed in Rules 14, 15 and Rule 16 shall be followed in the said proceedings.

Signature

Name and designation of the Competent Authority

Copy to,

Shri/Smt./Km. (Name and designation)

Shri/Smt./Km. (Name and designation)

Shri/Smt./Km. (Name and designation)

APPENDIX – XXII

STANDARD FORM OF THE ORDER RELATING TO THE APPOINTMENT OF PRESENTING OFFICER

[Rule 14 (5) (c)]

(Place of issue

Dated :

ORDER

WHEREAS an inquiry under Rule-14 of the Central Civil Services (Classification, Control and Appeal) Rules 1965, is being held against Shri/Smt./Km. (Name and designation of the accused officer).

AND WHEREAS, the undersigned considers that a Presenting Officer should be appointed to present on behalf of the undersigned the case in support of the articles of charges.

NOW, THEREFORE, the undersigned, in exercise of the powers conferred by Sub - Rule (5) (C) of Rule - 14 of the CCS [CCA] Rules, 1965 hereby appoints Shri/Smt./Km. (Name and designation of the Presenting Officer) as the Presenting Officer.

Disciplinary Authority/Authority competent to authenticate order in the name of the Sangathan.

Copy to :

1. The Presenting Officer
2. The Accused Officer
3. The Inquiry Officer
4. Copy for information and necessary action to the C.B.I. with reference to their letter No. dated

Disciplinary Authority

APPENDIX – XXIII

ORDER PLACING AN OFFICER UNDER SUSPENSION WHEN HE IS DETAINED IN CUSTODY

[Rule 10(2) of CCS [CCA] Rules, 1965]

K.V./KVS

No.

(Place of issue

Dated :

ORDER

WHEREAS a case against Shri/Smt./Km.
(Name and designation of the employee) in respect of a criminal offence is under investigation.

AND WHEREAS the said Shri was detained in custody on for a period exceeding forty-eight hours.

NOW, THEREFORE, the said Shri is deemed to have been suspended with effect from the date of detention, i.e., the in terms of Sub-rule (2) of Rule 10 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, and shall remain under suspension until further orders.

Signature

Designation of the Suspending

Authority

To,

Shri/Smt./Km.

Copy for information to :

(Head of Office/Controlling Officer)

APPENDIX – XXIV

FORM NO. 1



गोपनीय रिपोर्ट
CONFIDENTIAL REPORT

OF

श्री

Shri

पदनाम

Designation

जन्म तिथि

Date of Birth

मुख्यालय/क्षेत्रीय कार्यालय

Name of Headquarters/Regional Office Since when.....

से

तक

From

To

गोपनीय / CONFIDENTIAL

केन्द्रीय विद्यालय संगठन

(मानव संसाधन विकास मंत्रालय)

(शिक्षा विभाग)

नई दिल्ली

KENDRIYA VIDYALAYA SANGATHAN

(MINISTRY OF HUMAN RESOURCE DEVELOPMENT)

DEPTT OF EDUCATION

NEW DELHI

गोपनीय / Confidential
केन्द्रीय विद्यालय संगठन
(मानव संसाधन विकास मंत्रालय)
(शिक्षा विभाग)
नई दिल्ली

KENDRIYA VIDYALAYA SANGATHAN
(MINISTRY OF HUMAN RESOURCE DEVELOPMENT)
DEPTT. OF EDUCATION
NEW DELHI

संयुक्त आयुक्त/उपायुक्त/सहायक आयुक्त के संबंध में गोपनीय रिपोर्ट का प्रपत्र
Form for Joint Commissioners/Dy. Commissioners/Assistant Commissioners
मुख्यालय/क्षेत्रीय कार्यालय
Headquarters/Regional Office
समाप्त होने वाले वर्ष/अवधि की रिपोर्ट
Report for the year/Period ending

भाग-I
PART-I

वैयक्तिक तथ्य
PERSONAL DATA

(कार्यालय के संबंधित प्रशासन अनुभाग भरें)
(To be filled in by the Administrative Section of the Office)

- अधिकारी का नाम
Name of Officer
- क्या अधिकारी अनुसूचित जाति/जनजाति का है
Whether the officer belongs to Scheduled Caste/Scheduled Tribe.
- जन्म तिथि
Date of Birth
- लगातार नियुक्ति की तारीख
Date of continuous appointment
- मौजूदा पद और नियुक्ति की तिथि
Present post and date of appointment thereto.
- वर्ष के दौरान ड्यूटी से अनुपस्थिति की अवधि (छुट्टी, प्रशिक्षण आदि)
अगर वह प्रशिक्षण पर गया है तो विवरण दें।
Period of absence from duty (on leave, training etc.)
during the year. If he has undergone any training, specify

नाम व हस्ताक्षर

Completed by (Name & Signature)

नाम व हस्ताक्षर

द्वारा संकलित

द्वारा जांचा गया

अधिकारी का नाम
Name of the Officer
समाप्त होने वाली अवधि की रिपोर्ट
Report for the period ending

भाग-II
Part-II

स्व: मूल्यांकन
SELF APPRAISAL

जिस अधिकारी की रिपोर्ट लिखी जा रही है वह भरें
(TO BE FILLED BY THE OFFICER REPORTED UPON)

(Note : No extra sheet for self-appraisal to be used)

- कार्यों का संक्षिप्त विवरण
Brief Description of duties.

- कार्य के जो लक्ष्य/उद्देश्य/ध्येय आपने स्वयं अपने लिए निर्धारित किए हों या आपके लिए निर्धारित किए गए हों, वे (परिणाम/मात्रा या अन्य रूप में) बताएं, कार्य की आठ-दस मंदा प्राथमिकता के आधार पर बताएं और प्रत्येक लक्ष्य की दृष्टि से अपनी उपलब्धि बताएं। (उदाहरण के लिए: आपके प्रभाग के लिए वार्षिक कार्य योजना)
Please specify targets/objectives/goals (in quantitative or other terms) or work you set for yourself or that were set for you, eight to 10 items of work in the order of priority and your achievement against each target. (Example: Annual Action Plan for your Division).

लक्ष्य/उद्देश्य/ध्येय
Targets/objectives/goals

उपलब्धियां
Achievements

Appendix XXIV

अधिकारी का नाम
Name of the Officer
समाप्त होने वाली अवधि की रिपोर्ट
Report for the period ending

- 3(क) कृपया कालम 2 में बताए गए लक्ष्यों/उद्देश्यों/ध्येयों की प्राप्ति में रही कमियों का संक्षेप में उल्लेख करें। यदि लक्ष्यों की प्राप्ति में कोई बाध्यकारिताएं रही हों तो वे बताएं।
(A) Please state briefly the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

- (ख) कृपया उन मदों का भी उल्लेख करें जिनमें काफी अधिक उपलब्धियां रही हों और उनमें अपने योगदान का भी उल्लेख करें।
(B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

4. कृपया उल्लेख करें कि क्या पूर्ववर्ती कलैण्डर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कलैण्डर वर्ष से उत्तरवर्ती वर्ष की 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरणी दर्ज कराने की तारीख दी जाए।
Please state whether the annual return for immovable property for the preceding calendar year was filed within the prescribed date i.e., 31st January of the year. If not, the date of filing the return should be given.

हस्ताक्षर
Signature

अधिकारी का नाम
Name of the Officer
समाप्त होने वाली अवधि की रिपोर्ट
Report for the period ending

भाग-III
Part-III
रिपोर्टिंग अधिकारी द्वारा भरे जाने के लिए
TO BE FILLED IN BY THE REPORTING OFFICER

- (क) कार्य का प्रकार व कोटि
(A) Nature and Quality of work
1. कृपया अधिकारी द्वारा भरे गये भाग-III पर टिप्पणी दें और विशेष रूप से यह बताएं कि क्या आप लक्ष्यों तथा उद्देश्यों और कमियों के बारे में दिए गए उत्तरों से सहमत हैं। यदि उद्देश्यों की प्राप्ति में कोई बाध्यकारिताएं हों तो वे भी बताएं।
Please comment on Part-III as filled by the officer and specifically state whether you agree with the answers relating to targets and objectives, achievements and shortfalls. Also specify constraints, if any, in achieving the objectives.
2. कार्य निष्पादन की कोटि -
Quality of output -
कृपया कार्य के स्तर और कार्यक्रम के उद्देश्यों और बाध्यकारिताओं को, यदि कोई हो तो ध्यान में रखते हुए, अधिकारी के कार्य निष्पादन के स्तर पर टिप्पणी दें।
Please comment on the officer's quality of performance having regard to standard of work and programme objectives and constraints, if any.
3. कार्यक्षेत्र की जानकारी
Knowledge of sphere of work
कृपया विशेष रूप से इनमें से प्रत्येक के संबंध में टिप्पणियां दें - कार्यों, नियमों और विनियमों संबंधित अनुदेशों और उन्हें लागू करने के बारे में अधिकारी की जानकारी का विवरण।
Please comment specifically on each of these, level of Knowledge of functions, rules and regulations related instructions and their applications.
(ख) गुण
(B) ATTRIBUTES
1. विश्लेषण की योग्यता :
Analytical Ability :
विश्लेषण करने, समस्याओं को हल करने के लिए विकल्प तय करने और उनका मूल्यांकन करने के संबंध में अधिकारी की योग्यता, निर्णय किए जाने वाले क्षेत्रों को बताने की योग्यता के संबंध में टिप्पणी दें।
Please comment on the officer's ability relating to analysis of pros and cons; formulation of alternatives and their evaluation for solving problems, ability to indicate decision areas.

अधिकारी का नाम
Name of the Officer
समाप्त होने वाली अवधि की रिपोर्ट
Report for the period ending

2. पत्र व्यवहार में कुशलता :
Communication Skill :
मौखिक और लिखित दोनों में ही संक्षिप्तता, स्पष्टता और परिशुद्धता के साथ विचार प्रकट करने की अधिकारी की योग्यता, टिप्पणियां, मंत्रिमंडल के लिए टिप्पणियां, संसदीय मामलों के लिए संक्षिप्त टिप्पणियां आदि को लिखने में अधिकारी की योग्यता पर टिप्पणी दें
Please comment on the officer's ability to communicate with brevity, clarity and accuracy both orally and in writing; ability to draft notes, Cabinet Notes, briefs for Parliamentary matters etc.
3. पहल शक्ति
Initiative :
कृपया अधिकारी की सामान्य तथा अप्रत्याशित परिस्थितियों को निपटाने की क्षमता और उपाय कुशलता, अतिरिक्त जिम्मेदारियां और नये क्षेत्र स्वीकार करने की भावना पर टिप्पणी दें।
Please comment on the capacity and resourcefulness of the officer in handling normal as well as unforeseen situations; willingness to take additional responsibilities and new areas of work.
4. कार्य के प्रति दृष्टिकोण
Attitude to work
कृपया यह टिप्पणी दें कि अधिकारी पर कहां तक निर्भर किया जा सकता है, उसमें उत्तरदायित्व की भावना, वह अपने काम के प्रति कितना समर्पित है और सीखने के लिए कितना उत्साह रखता है और कार्य को सुव्यवस्थित करने की उसकी तत्परता।
Please comment how far the officer can be relied upon, his sense of responsibility, the extent to which he/she is dedicated and motivated, his/her willingness to learn and systematise his/her work.
5. प्रेरित तथा प्रोत्साहित करने की योग्यता :
Ability to inspire and motivate.
अधिकारी द्वारा प्रेरित करने, अपने आचरण से सहज समर्थन और सहायता प्राप्त करने और विश्वास उत्पन्न करने की क्षमता।
Please comment on the capacity of officer to motivate, to obtain willing support by own conduct and capacity to inspire confidence.

अधिकारी का नाम
Name of the Officer
समाप्त होने वाली अवधि की रिपोर्ट
Report for the period ending

6. पर्यवेक्षण संबंधी योग्यता
Supervisory Ability :
कृपया निम्नलिखित के संबंध में अधिकारी की योग्यता पर टिप्पणी दें :
Please comment on the officer's ability relating to :-
- (i) कार्य निष्पादन में मार्गदर्शन
Guidance in the performance of tasks.
- (ii) कार्य निष्पादन की समीक्षा (वित्तीय मंजूरी सहित मुख्य क्षेत्रों का प्रबोधन करना)
Review of performance (monitoring of key areas including finance etc. sanctions).
- (iii) सौंपे गए क्षेत्र के भीतर आने वाले मामलों में अपने स्तर पर निर्णय करने की क्षमता।
Capacity to take decisions at his/her level on matters within delegated areas.
- (iv) अनुशासन बनाए रखना
Maintaining discipline.
7. आपसी संबंध तथा सामूहिक कार्य :
Inter-personal relations and team work :
कृपया वरिष्ठ अधिकारियों, साथी कर्मचारियों तथा अधीनस्थ कर्मचारियों के साथ अधिकारी के संबंध के स्तर और दूसरों के दृष्टिकोण को सराहने की क्षमता तथा उचित मनोभाव से सलाह लेने की अधिकारी की क्षमता पर टिप्पणी दें। कृपया, अधिकारी की टीम के एक सदस्य के रूप में कार्य करने और मिलकर काम करने की भावना को बढ़ावा देने तथा टीम के कार्य निष्पादन को अधिकतम करने के गुणों पर टिप्पणी दें।
Please comment on the quality of relationship with superiors, colleagues and subordinates, and on the ability to appreciate other's point of view and take advice in the proper spirit. Please also comment on his/her capacity to work as a member of a team and to promote team spirit and optimise the output of the team.
8. जनता से संबंध (जहां लागू हो)
Relations with the public (wherever applicable):
कृपया अधिकारी की जनता से मिलने तथा जनता की आवश्यकताओं के प्रति उनकी अनुकूल शीलता के बारे में टिप्पणी दें।
Please comment on the officer's accessibility to the public and responsiveness to their needs.

अधिकारी का नाम
Name of the Officer
समाप्त होने वाली अवधि की रिपोर्ट
Report for the period ending

9. अनुसूचित जाति/अनुसूचित जनजाति/समाज के कमजोर वर्गों के प्रति दृष्टिकोण।
Attitude towards Scheduled Caste/Scheduled Tribe/Weaker Sections of Society.
10. रुझान और विकास क्षमताएं
Aptitude and potential :
(कृपया अधिकारी के विकास एवं प्रगति की संभावित दिशाओं के बारे में सुझाव दें)
(Please indicate possible lines of growth and development of the officer.)
11. प्रशिक्षण
Training :
कृपया अधिकारी की प्रभाविता और कार्यक्षमताओं में और अधिक सुधार और वृद्धि करने की दृष्टि से उसके प्रशिक्षण के लिए सिफारिश करें।
Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer.

अधिकारी का नाम
Name of the Officer
समाप्त होने वाली अवधि की रिपोर्ट
Report for the period ending

भाग-IV
Part-IV

सामान्य
GENERAL

- स्वास्थ्य :
State of health :
- सत्यनिष्ठा :
Integrity :
- सामान्य मूल्यांकन :
General assessment :
कृपया अधिकारी के सामर्थ्य तथा कमियों के संदर्भ में तथा जिन गुणों का उल्लेख उपर्युक्त प्रविष्टियों में नहीं किया गया है, उनकी ओर ध्यान दिलाते हुए अधिकारी का एक समग्र मूल्यांकन करें।
Please give an overall assessment of the officer with reference to his/her strengths and shortcomings and also by drawing attention to the qualities, if any, not covered by the entries above.
- श्रेणीकरण :
(उत्कृष्ट/बहुत अच्छा/अच्छा/औसतन/औसत से कम) किसी अधिकारी को तब तक उत्कृष्ट कोटि नहीं दी जानी चाहिए जब तक कि उसके उच्च कोटि के गुण तथा कार्य निष्पादन न देखने में आये हों, जिस आधार पर ऐसी कोटि दी गई है, उसका स्पष्ट रूप से उल्लेख किया जाना चाहिए।
Grading :
(Outstanding/Very Good/Good/Average/Below Average)
(An officer should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out).

स्थान
Place
दिनांक
Date

रिपोर्टिंग अधिकारी के हस्ताक्षर
Signature of the 'Reporting Officer'
(नाम साफ अक्षरों में)
(Name in block letters)
पदनाम (रिपोर्ट की अवधि के दौरान)
Designation during the period of report
दूरभाष
Telephone

अधिकारी का नाम
Name of the Officer
समाप्त होने वाली अवधि की रिपोर्ट
Report for the period ending

भाग-V पुनरीक्षण अधिकारी की अभियुक्तियां
Part-V REMARKS BY THE REVIEWING OFFICER

1. पुनरीक्षण अधिकारी के अधीन सेवा की अवधि
Length of service under the Reviewing Officer
2. क्या पुनरीक्षण अधिकारी इस बात से संतुष्ट है कि रिपोर्टिंग अधिकारी ने अधिकारी की रिपोर्ट पूरी सावधानी और ध्यान से और सभी संगतसामग्री को ध्यान में रखते हुए दी?
Is the Reviewing Officer satisfied that the Reporting Officer had made his/her report with due care and attention and after taking into account all the relevant material?
3. क्या आप रिपोर्टिंग अधिकारी द्वारा अधिकारी के लिए किए गये मूल्यांकन से सहमत हैं? क्या आप इसमें कुछ जोड़ना अथवा बदलना चाहते हैं?
Do you agree with the assessment of the Officer given by the Reporting Officer? Is there any thing you wish to modify or add?
4. रिपोर्टिंग अधिकारी द्वारा दी गई सामान्य अभियुक्तियां तथा विशिष्ट टिप्पणियों के साथ आपकी सामान्य अभियुक्तियां तथा श्रेणिकरण सहित अधिकारी के सराहनीय कार्यों के बारे में अभियुक्तियां।
General remarks with specific comments about the general remarks given by Reporting officer and remarks about the meritorious work of the officer including the grading.
5. क्या अधिकारी में ऐसी कोई विशेषता और/या कोई योग्यता है जिनके कारण विशेष कार्य के लिए उसका चुना जाना या बिना बारी होते हुए उनकी पदोन्नति उचित हो, यदि हां, तो विशेष रूप से बताएं।
Has the officer any special characteristics, and/or any abilities which would justify his/her selection for special assignment or/ out of turn promotion? If so, specify.

पुनरीक्षण अधिकारी के हस्ताक्षर
Signature of the 'Reviewing Officer'
(नाम साफ अक्षरों में)
(Name in block letters)
पदनाम (रिपोर्ट की अवधि के दौरान)
Designation during the period of report
दूरभाष :
Telephone :

स्थान
Place
दिनांक
Date

समीक्षा कर ली गई
Scrutinized by (Signature and Name)
अधिकारी के हस्ताक्षर व नाम
Signature & Name of the Officer



गोपनीय रिपोर्ट
CONFIDENTIAL REPORT

OF

श्री
Shri
पदनाम
Designation
जन्म तिथि
Date of Birth
मुख्यालय/क्षेत्रीय कार्यालय/केन्द्रीय विद्यालय
Name of H.Quarter/Reg. Office/Kendriya Vidyalaya Since when.....
से तक
From To

गोपनीय / CONFIDENTIAL
केन्द्रीय विद्यालय संगठन
(मानव-संसाधन विकास मंत्रालय)
(शिक्षा विभाग)
नई दिल्ली

KENDRIYA VIDYALAYA SANGATHAN
(MINISTRY OF HUMAN RESOURCE DEVELOPMENT)
DEPTT OF EDUCATION
NEW DELHI

केन्द्रीय विद्यालय संगठन
(मानव संसाधन विकास मंत्रालय)
(शिक्षा विभाग)
नई दिल्ली

KENDRIYA VIDYALAYA SANGATHAN
(MINISTRY OF HUMAN RESOURCE DEVELOPMENT)
DEPTT OF EDUCATION
NEW DELHI

ग्रुप 'ए' और 'बी' अधिकारी की गोपनीय रिपोर्ट का प्रपत्र (संयुक्त आयुक्त/उपायुक्त/सहायक आयुक्त को छोड़कर)

FORM FOR CONFIDENTIAL REPORT OF OFFICERS IN GROUP 'A' AND 'B' (EXCEPT JC, DC AND AC)

मुख्यालय/क्षेत्रीय कार्यालय/केन्द्रीय विद्यालय
Headquarters/Regional Office/Kendriya Vidyalaya

समाप्त होने वाले वर्ष/अवधि की रिपोर्ट
Report for the year/Period ending

भाग-I वैयक्तिक तथ्य
PART-I PERSONAL DATA

(कार्यालय के संबंधित प्रशासन अनुभाग भरें)
(To be filled in by the Administrative Section of the Office)

- अधिकारी का नाम
Name of Officer
- क्या अधिकारी अनुसूचित जाति/जनजाति का है
Whether the officer belongs to Scheduled Caste/Scheduled Tribe.
- जन्म तिथि
Date of Birth
- लगातार नियुक्ति की तारीख दिनांक ग्रेड
Date of continuous appointment Date Grade
- मौजूदा पद और नियुक्ति की तिथि दिनांक ग्रेड
Present post and date of appointment thereto. Date Grade
- वर्ष के दौरान इयूटी से अनुपस्थिति की अवधि (छुट्टी, प्रशिक्षण आदि)
अगर वह प्रशिक्षण पर गया है तो विवरण दें।
Period of absence from duty (on leave, training etc.)
during, the year. If he has undergone any training specify

नाम व हस्ताक्षर द्वारा संकलित
Completed by (Name & Signature)

नाम व हस्ताक्षर द्वारा जांचा गया
Checked by (Name & Signature)

अधिकारी का नाम
Name of the Officer

समाप्त होने वाली अवधि की रिपोर्ट
Report for the period ending

भाग-II
Part-II

स्व: मूल्यांकन
SELF APPRAISAL

जिस अधिकारी की रिपोर्ट लिखी जा रही है वह भरें
(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

(Note : No extra sheet for self-appraisal to be used)

- कार्यों का संक्षिप्त विवरण
Brief Description of duties.

- (क) कार्य के जो लक्ष्य/उद्देश्य/ध्येय आपने स्वयं अपने लिए निर्धारित किए हों या आपके लिए निर्धारित किए गए हों, वे (परिणाम/मात्रा या अन्य रूप में) बताएं, कार्य की आठ-दस मर्दाने प्राथमिकता के आधार पर बताएं और प्रत्येक लक्ष्य की दृष्टि से अपनी उपलब्धि बताएं। (उदाहरण के लिए: आपके प्रभाग के लिए वार्षिक कार्य योजना)
- (A) Please specify targets/objectives/goals (in quantitative or other terms) or work you set for yourself or that were set for you, eight to 10 items of work in the order of priority and your achievement against each target. (Example: Annual Action Plan for your Division).

लक्ष्य/उद्देश्य/ध्येय
Targets/objectives/goals

उपलब्धियां
Achievements

अधिकारी का नाम
Name of the Officer
समाप्त होने वाली अवधि की रिपोर्ट
Report for the period ending

(ख) कृपया फाइलों की रिकार्डिंग, इंडेक्सिंग तथा छटनी, गार्ड फाइलों, अनुभागीय पुस्तिका तथा अन्य रजिस्ट्रों का रख रखाव, संगठन और पद्धति तथा अन्य विवरणियों आदि के भेजने से संबंधित लिए गए लक्ष्य और किए गए काम की मात्रा का संक्षिप्त विवरण दें।

(B) Please state briefly the targets set and quantum of work done in regard to recording, indexing and weeding out of files, maintenance of Guard Files, Sectional Note Book and other Registers, furnishing of O & M and other returns etc.

3(क) कृपया कालम 2 में बताए गए लक्ष्यों/उद्देश्यों/ध्येयों की प्राप्ति में रही कमियों का संक्षेप में उल्लेख करें। यदि लक्ष्यों की प्राप्ति में कोई बाध्यकारिताएं रही हों तो वे बताएं।

(A) Please state briefly the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

(ख) कृपया उन मदों का भी उल्लेख करें जिनमें काफी अधिक उपलब्धियां रही हों और उनमें अपने योगदान का भी उल्लेख करें।

(B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

4. कृपया उल्लेख करें कि क्या पूर्ववर्ती कलैण्डर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कलैण्डर वर्ष से उत्तरवर्ती वर्ष की 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरणी दर्ज कराने की तारीख दी जाए।

Please state whether the annual return for immovable property for the preceding calendar year was filed within the prescribed date i.e., 31st January of the year. If not, the date of filing the return should be given.

हस्ताक्षर
Signature

अधिकारी का नाम
Name of the Officer
समाप्त होने वाली अवधि की रिपोर्ट
Report for the period ending

भाग-3 रिपोर्टिंग अधिकारी द्वारा भरे जाने के लिए
Part-III TO BE FILLED IN BY THE REPORTING OFFICER

(क) कार्य का प्रकार व कोटि

(A) Nature and Quality of work

1. कृपया अधिकारी द्वारा भरे गये भाग-II पर टिप्पणी दें और विशेष रूप से यह बताएं कि क्या आप लक्ष्यों तथा उद्देश्यों और कमियों के बारे में दिए गए उत्तरों से सहमत हैं। यदि उद्देश्यों की प्राप्ति में कोई बाध्यकारिताएं हों तो वे भी बताएं।

Please comment on Part-II as filled by the officer and specifically state whether you agree with the answers relating to targets and objectives, achievements and shortfalls. Also specify constraints, if any, in achieving the objectives.

2. कार्य निष्पादन की कोटि -

Quality of output -

कृपया कार्य के स्तर और कार्यक्रम के उद्देश्यों और बाध्यकारिताओं को, यदि कोई हों, तो ध्यान में रखते हुए अधिकारी के कार्य निष्पादन के स्तर पर टिप्पणी दें।

Please comment on the officer's quality of performance having regard to standard of work and programme objectives and constraints, if any.

3. कार्यक्षेत्र की जानकारी

Knowledge of sphere of work

कृपया विशेष रूप से इनमें से प्रत्येक के संबंध में टिप्पणियां दें - कार्यों, नियमों और विनियमों संबंधित अनुदेशों और उन्हें लागू करने के बारे में अधिकारी की जानकारी का ब्यौरा।

Please comment specifically on each of these, level of Knowledge of functions, rules and regulations, related instructions and their applications.

(ख) गुण

(B) ATTRIBUTES

1. विश्लेषण की योग्यता :

Analytical Ability :

विश्लेषण करने, समस्याओं को हल करने के लिए विकल्प तय करने और उनका मूल्यांकन करने के संबंध में अधिकारी की योग्यता, निर्णय किए जाने वाले क्षेत्रों को बताने की योग्यता के संबंध में टिप्पणी दें।

Please comment on the officer's ability relating to analysis of pros and cons; formulation of alternatives and their evaluation for solving problems; ability to indicate decision areas.

अधिकारी का नाम
Name of the Officer
समाप्त होने वाली अवधि की रिपोर्ट
Report for the period ending

2. पत्र व्यवहार में कुशलता :
Communication Skill :
मौखिक और लिखित दोनों में ही संक्षिप्तता, स्पष्टता और परिशुद्धता के साथ विचार प्रकट करने की अधिकारी की योग्यता, टिप्पणियां, मंत्रिमंडल के लिए टिप्पणियां, संसदीय मामलों के लिए संक्षिप्त टिप्पणियां आदि को लिखने में अधिकारी की योग्यता पर टिप्पणी दें
Please comment on the officer's ability to communicate with brevity, clarity and accuracy both orally and in writing; ability to draft notes, Cabinet Notes, briefs for Parliamentary matters etc.
3. पहल शक्ति
Initiative :
कृपया अधिकारी की सामान्य तथा अप्रत्याशित परिस्थितियों से निपटने की क्षमता और उपाय कुशलता, अतिरिक्त जिम्मेदारियां और नये क्षेत्र स्वीकार करने की भावना पर टिप्पणी दें।
Please comment on the capacity and resourcefulness of the officer in handling normal as well as unforeseen situations; willingness to take additional responsibilities and new areas of work.
4. कार्य के प्रति दृष्टिकोण
Attitude to work
कृपया यह टिप्पणी दें कि अधिकारी पर कहां तक निर्भर किया जा सकता है, उसमें उत्तरदायित्व की भावना कहीं तक है। वह अपने काम के प्रति कितना समर्पित है और कितना उत्साह रखता है, सीखने और कार्य को सुव्यवस्थित करने की उसकी तत्परता।
Please comment how far the officer can be relied upon, his sense of responsibility, the extent to which he/she is dedicated and motivated, his/her willingness to learn and systematise his/her work.
5. प्रेरित तथा प्रोत्साहित करने की योग्यता :
Ability to inspire and motivate.
अधिकारी द्वारा प्रेरित करने, अपने आचरण से सहज समर्थन और सहायता प्राप्त करने और विश्वास उत्पन्न करने की क्षमता।
Please comment on the capacity of officer to motivate, to obtain willing support by own conduct and capacity to inspire confidence.

अधिकारी का नाम
Name of the Officer
समाप्त होने वाली अवधि की रिपोर्ट
Report for the period ending

6. पर्यवेक्षण संबंधी योग्यता
Supervisory Ability :
कृपया निम्नलिखित के संबंध में अधिकारी की योग्यता पर टिप्पणी दें :
Please comment on the officer's ability relating to :-
- (i) कार्य निष्पादन में मार्गदर्शन
Guidance in the performance of tasks.
- (ii) कार्य निष्पादन की समीक्षा (वित्तीय मंजूरी सहित मुख्य क्षेत्रों का प्रबोधन करना)
Review of performance (monitoring of key areas including finance etc. sanctions).
- (iii) सौंपे गए क्षेत्र के भीतर आने वाले मामलों में अपने स्तर पर निर्णय करने की क्षमता।
Capacity to take decisions at his/her level on matters within delegated areas.
- (iv) अनुशासन बनाए रखना
Maintaining discipline.
7. आपसी संबंध तथा सामूहिक कार्य :
Inter-personal relations and team work :
कृपया वरिष्ठ अधिकारियों साथी कर्मचारियों तथा अधीनस्थ कर्मचारियों के साथ अधिकारी के संबंध के स्तर और दूसरों के दृष्टिकोण को सराहने की क्षमता तथा उचित मनोभाव से सलाह लेने की क्षमता पर टिप्पणी दें। कृपया, अधिकारी की टीम के एक सदस्य के रूप में कार्य करने और मिलकर काम करने की भावना को बढ़ावा देने तथा टीम के कार्य निष्पादन को अधिकतम करने के गुणों पर टिप्पणी दें।
Please comment on the quality of relationship with superiors, colleagues and subordinates, and on the ability to appreciate other's point of view and take advice in the proper spirit. Please also comment on his/her capacity to work as a member of a team and to promote team spirit and optimise the output of the team.
8. जनता से संबंध (जहां लागू हों)
Relations with the public (wherever applicable):
कृपया अधिकारी की जनता से मिलने तथा जनता की आवश्यकताओं के प्रति उनकी अनुक्रियाशीलता के बारे में टिप्पणी दें।
Please comment on the officer's accessibility to the public and responsiveness to their needs.

अधिकारी का नाम
Name of the Officer
समाप्त होने वाली अवधि की रिपोर्ट
Report for the period ending

9. अनुसूचित जाति/अनुसूचित जनजाति/समाज के कमजोर वर्गों के प्रति दृष्टिकोण।
Attitude towards Scheduled Castes/Scheduled Tribes/Weaker Sections of Society.
10. रुझान और विकास क्षमताएं
Aptitude and potential :
(कृपया विकास एवं प्रगति की संभावित दिशाओं के बारे में सुझाव दें)
(Please indicate possible lines of growth and development of the officer.)
11. प्रशिक्षण
Training :
कृपया अधिकारी की प्रभाविता और कार्यक्षमताओं में और अधिक सुधार और वृद्धि करने की दृष्टि से उसके प्रशिक्षण के लिए सिफारिश करें।
Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Officer.

अधिकारी का नाम
Name of the Officer
समाप्त होने वाली अवधि की रिपोर्ट
Report for the period ending

भाग-4
Part-IV

सामान्य
GENERAL

- स्वास्थ्य :
State of health :
- सत्यनिष्ठा :
Integrity :
- सामान्य मूल्यांकन :
General assessment :
कृपया अधिकारी की सामर्थ्य तथा कमियों के संदर्भ में तथा जिन गुणों का उल्लेख उपर्युक्त प्रविष्टियों में नहीं किया गया है, उनकी ओर ध्यान दिलाते हुए अधिकारी का एक समग्र मूल्यांकन करें।
Please give an overall assessment of the Officer with reference to his/her strengths and shortcomings and also by drawing attention to the qualities, if any, not covered by the entries above.
- श्रेणीकरण :
(उत्कृष्ट/बहुत अच्छा/अच्छा/औसतन/औसत से कम) (किसी अधिकारी को तब तक उत्कृष्ट कोटि नहीं दी जानी चाहिए जब तक कि उसमें उच्च कोटि के गुण तथा कार्य निष्पादन न देखने में आया हो, जिस आधार पर ऐसी कोटि दी गई है, उसका स्पष्ट रूप से उल्लेख किया जाना चाहिए)
Grading :
(Outstanding/Very Good/Good/Average/Below Average)
(An Officer should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out).

स्थान
Place
दिनांक
Date

रिपोर्टिंग अधिकारी के हस्ताक्षर
Signature of the Reporting Officer
(नाम साफ अक्षरों में)
(Name in block letters)
पदनाम (रिपोर्ट की अवधि के दौरान)
Designation during the period of report
दूरभाष :
Telephone :

अधिकारी का नाम
Name of the Officer
समाप्त होने वाली अवधि की रिपोर्ट
Report for the period ending

भाग-5
Part-V

पुनरीक्षण अधिकारी की अभियुक्तियां
REMARKS BY THE REVIEWING OFFICER

1. पुनरीक्षण अधिकारी के अधीन सेवा की अवधि
Length of service under the Reviewing Officer
2. क्या पुनरीक्षण अधिकारी इस बात से संतुष्ट है कि रिपोर्टिंग अधिकारी ने अधिकारी की रिपोर्ट पूरी सावधानी और ध्यान से और सभी संगतसामग्री को ध्यान में रखते हुए दी?
Is the Reviewing Officer satisfied that the Reporting Officer had made his/her report with due care and attention and after taking into account all the relevant material?
3. क्या आप रिपोर्टिंग अधिकारी द्वारा अधिकारी के लिए किए गये मूल्यांकन से सहमत हैं? क्या आप इसमें जोड़ना अथवा बदलना चाहते हैं?
Do you agree with the assessment of the Officer given by the Reporting Officer? Is there any thing you wish to modify or add?
4. रिपोर्टिंग अधिकारी द्वारा दी गई सामान्य अभियुक्तियां तथा विशिष्ट टिप्पणियों के साथ आपकी सामान्य अभियुक्तियां तथा श्रेणिकरण सहित अधिकारी के सराहनीय कार्यों के बारे में अभियुक्तियां।
General remarks with specific comments about the general remarks given by the Reporting officer and remarks about the meritorious work of the Officer including the grading.
5. क्या अधिकारी में ऐसी कोई विशेषता और/या कोई योग्यता है जिनके कारण विशेष कार्य के लिए उसका चुना जाना या बिना बारी होते हुए उनकी पदोन्नति उचित हो। यदि हां, तो विशेष रूप से बताएं।
Has the Officer any special characteristics, and/or any abilities which would justify his/her selection for special assignment or out of turn promotion? If so, specify.

पुनरीक्षण अधिकारी के हस्ताक्षर
Signature of the Reviewing Officer
(नाम साफ अक्षरों में)
(Name in block letters)
पदनाम (रिपोर्ट की अवधि के दौरान)
Designation during the period of report
दूरभाष :
Telephone :

स्थान
Place
दिनांक
Date

समीक्षा कर ली गई
Scrutinized by (Signature and Name)
अधिकारी के हस्ताक्षर व नाम
Signature & Name of the Officer

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APPENDIX - XXVI

FORM NO. 3

गोपनीय रिपोर्ट
CONFIDENTIAL REPORT

OF

श्री
Shri
पदनाम
Designation
जन्म तिथि
Date of Birth
मुख्यालय/क्षेत्रीय कार्यालय/केन्द्रीय विद्यालय
Name of H. Quarter/Reg. Office/Kendriya Vidyalaya Since when.....
से तक
From To

गोपनीय / CONFIDENTIAL
केन्द्रीय विद्यालय संगठन
(मानव संसाधन विकास मंत्रालय)
(शिक्षा विभाग)
नई दिल्ली
KENDRIYA VIDYALAYA SANGATHAN
(MINISTRY OF HUMAN RESOURCE DEVELOPMENT)
DEPTT OF EDUCATION
NEW DELHI

447

केन्द्रीय विद्यालय संगठन
(मानव संसाधन विकास मंत्रालय)
(शिक्षा विभाग)
नई दिल्ली

KENDRIYA VIDYALAYA SANGATHAN
(MINISTRY OF HUMAN RESOURCE DEVELOPMENT)
DEPTT OF EDUCATION
NEW DELHI

ग्रुप 'डी' के अतिरिक्त सभी गैर-शैक्षिक कर्मचारियों यथा आंशुलिपिक, अनुवादक आदि की गोपनीय रिपोर्ट का प्रपत्र

FORM FOR ALL OTHER NON-TEACHING STAFF INCLUDING STENOGRAPHER, TRANSLATOR ETC. EXCLUDING GROUP 'D'

मुख्यालय/क्षेत्रीय कार्यालय/केन्द्रीय विद्यालय

Headquarters/Regional Office/Kendriya Vidyalaya

समाप्त होने वाले वर्ष/अवधि की रिपोर्ट

Report for the year/Period ending

भाग-I

वैयक्तिक तथ्य

PART-I

PERSONAL DATA

(कार्यालय के संबंधित प्रशासन अनुभाग भरें)

(To be filled in by the Administrative Section of the Office)

- अधिकारी का नाम
Name of Officer
- ग्रहण किए पद का नाम
Designation of the Post held
- जन्म तिथि
Date of Birth
- क्या अधिकारी अनुसूचित जाति/जनजाति का है
Whether the officer belongs to Scheduled Caste/Scheduled Tribe.
- वर्तमान ग्रेड में लगातार नियुक्ति की तारीख
Date of continuous appointment to the present Grade
- स्थायी, अस्थायी अथवा स्थानापन्न
Whether permanent/temporary or officiating
- किन-किन अनुभाग में काम किया तथा प्रत्येक में अवधि अनुभाग अवधि
Section(s) in which served during the year under Section Period
report and period of service in each.
- वर्ष के दौरान छुट्टी, प्रशिक्षण आदि पर जाने के कारण ड्यूटी से अनुपस्थिति की अवधि
Period of absence from duty on leave, training etc. during, the year.

नाम व हस्ताक्षर

द्वारा संकलित

Completed by (Name & Signature)

नाम व हस्ताक्षर

द्वारा जांचा गया

अधिकारी का नाम

Name of the Officer

समाप्त होने वाली अवधि की रिपोर्ट

Report for the period ending

भाग-2

स्व: मूल्यांकन

Part-II

SELF APPRAISAL

जिस अधिकारी की रिपोर्ट लिखी जा रही है वह भरें
(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

(Note : No extra sheet for self-appraisal to be used)

- कार्यों का संक्षिप्त विवरण
Brief Description of duties.
- आपके द्वारा से तक के वर्ष/अवधि में किए गए कार्य तथा वर्ष/अवधि में विशेष उपलब्धियों का सारांश दीजिए। यदि उपलब्धियों में कोई कमी रही हो तो कारण बताइये। (सारांश दिए गए स्थान में आ जाना चाहिए, 100 शब्दों तक होना चाहिए तथा हस्ताक्षरित होना चाहिए)।
Brief resume of the work done by you during the year/period from to bringing out any special achievements during the year/period. In the event of shortfall in achievements, furnish reasons. (The resume is to be furnished within the space provided, limited to 100 words and is required to be signed).
- कृपया उल्लेख करें कि क्या पूर्ववर्ती कलैण्डर वर्ष की अचल संपत्ति वार्षिक विवरणी निर्धारित तारीख अर्थात् कलैण्डर वर्ष से उत्तरवर्ती वर्ष की 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरणी दर्ज करने की तारीख दी जाए।
Please state whether the annual return for immovable property for the preceding calendar year was filed within the prescribed date i.e., 31st January of the year. If not, the date of filing the return should be given.

हस्ताक्षर
Signature

अधिकारी का नाम
Name of the Officer
समाप्त होने वाली अवधि की रिपोर्ट
Report for the period ending

भाग-3 रिपोर्ट देने वाले अधिकारी द्वारा निर्धारण
Part-III ASSESSMENT OF THE REPORTING OFFICER

1. क्या रिपोर्टिंग अधिकारी भाग-2 में अधिकारी द्वारा दिए गए प्रत्येक और सभी विवरणों से सहमत हैं। यदि नहीं तो कहां तक सहमत हैं तथा उसके क्या कारण हैं।
Does the Reporting Officer agree with the statement made in Part II? If not, the extent of disagreement and reasons thereof.
2. स्वास्थ्य
State of health
3. सामान्य बुद्धिमत्ता और सीखने की उत्सुकता
General Intelligence and keenness to learn
4. कृपया फाइलों की रिकार्डिंग, इंडेक्सिंग तथा छटनी, गार्ड फाइलों और रजिस्ट्रों का रखरखाव, विवरणियों आदि भेजने जैसे संगठन और पद्धति विषय से जुड़े हुए कार्य की मात्रा का संक्षिप्त विवरण दें।
Please state briefly the quantum of O & M aspects of work done in regard to recording, indexing and weeding out of files, maintenance of Guard files and Registers, furnishing of returns etc.
5. कार्यालय कार्य पद्धति का ज्ञान
Knowledge of Office procedure.
6. नियमों, विनियमों तथा अनुदेशों का सामान्य रूप से तथा उन्हें दिए गए कार्य के विशेष संदर्भ में ज्ञान
Knowledge of Rules, Regulations and instructions in general and with particular reference to the work allotted to him.
7. कार्य की कोटि
Quality of work
(क) संगत नियमों और विनियमों को सही रूप से लागू करने की योग्यता।
Ability to apply the relevant Rules and Regulations correctly.
(ख) मामलों की पूर्ण रूप से जांच पड़ताल करने की क्षमता
Capacity of examining cases thoroughly.
(ग) टिप्पणी, मसौदे तथा पत्र व्यवहार में कुशलता
Quality of Noting, Drafting and Communication skill.
(घ) कार्य में निपटान की तत्परता।
Promptness in disposal of work.

अधिकारी का नाम
Name of the Officer
समाप्त होने वाली अवधि की रिपोर्ट
Report for the period ending

8. अनुशासन बद्धता
Amenability to discipline
9. हाजिरी में समय की पाबंदी
Punctuality in attendance
10. साथी कर्मचारियों के साथ संबंध/जन संपर्क (जहां लागू हो)
Relations with fellow employees/Public relations (Wherever applicable)
11. सत्यनिष्ठा :
Integrity :
12. क्या रिपोर्ट की अवधि में लापरवाही से काम करने या अन्य कारणों से अधिकारी की भर्त्सना की गई है? यदि हां, तो संक्षिप्त ब्यौरा दें।
Has the Officer been reprimanded for indifferent work or for other causes during the period under report? If so, please give brief particulars.
13. क्या अधिकारी ने प्रशंसा योग्य कोई उत्कृष्ट या उल्लेखनीय कार्य किया है उसका संक्षेप में उल्लेख कीजिए।
Has the Officer done any outstanding or notable work meriting commendation? Briefly mention them.
14. श्रेणीकरण :
(उत्कृष्ट/बहुत अच्छा/अच्छा/औसतन/औसत से कम) (अधिकारी को उस समय तक उत्कृष्ट श्रेणी नहीं दी जानी चाहिए, जब तक कि कार्य निष्पादन तथा विशिष्ट विशेषताएं न देखी जाएं। इस प्रकार की श्रेणी देने के लिए स्पष्ट कारणों का उल्लेख किया जाए)
Grading :
(Outstanding/Very Good/Good/Average/Below Average) (An Officer should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out).

स्थान
Place
दिनांक
Date

रिपोर्टिंग अधिकारी के हस्ताक्षर
Signature of the Reporting Officer
(नाम साफ अक्षरों में)
(Name in block letters)
पदनाम (रिपोर्ट की अवधि के दौरान)
Designation during the period of report
दूरभाष :
Telephone :

अधिकारी का नाम
Name of the Officer
समाप्त होने वाली अवधि की रिपोर्ट
Report for the period ending

भाग-4
Part-IV

पुनरीक्षण अधिकारी की अभियुक्तियां
REMARKS BY THE REVIEWING OFFICER

1. पुनरीक्षण अधिकारी के अधीन सेवा की अवधि
Length of service under the Reviewing Officer
2. क्या पुनरीक्षण अधिकारी इस बात से संतुष्ट है कि रिपोर्टिंग अधिकारी ने अधिकारी की रिपोर्ट पूरी सावधानी और ध्यान से और सभी संगतसामग्री को ध्यान में रखते हुए दी?
Is the Reviewing Officer satisfied that the Reporting Officer had made his/her report with due care and attention and after taking into account all the relevant material?
3. क्या आप रिपोर्टिंग अधिकारी द्वारा किए गये मूल्यांकन से सहमत हैं?
Do you agree with the assessment of the Officer given by the Reporting Officer?
4. जिस अधिकारी की रिपोर्ट लिखी जा रही है, यदि यह अनुसूचित जाति/ जनजाति का सदस्य है, तो यह उल्लेख किया जाए कि क्या रिपोर्टिंग अधिकारी का उस अनुसूचित जाति/जनजाति के अधिकारी की कार्य कुशलता का निर्धारण निष्पक्ष और सही है?
If the Officer reported upon is a member of Scheduled Caste/Tribe, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST Officer has been fair and just?

5. रिपोर्टिंग अधिकारी द्वारा दी गई सामान्य अभियुक्तियां तथा विशिष्ट टिप्पणियों के साथ आपके सामान्य विचार तथा श्रेणी सहित अधिकारी के सराहनीय कार्यों के बारे में आपकी अभियुक्ति।
General remarks with specific comments about the general remarks given by the Reporting Officer and remarks about the meritorious work(s) of the Officer including the grading.
6. क्या अधिकारी में ऐसी कोई विशेषता और/या कोई योग्यता है जिनके कारण विशेष कार्य के लिए उसका चुना जाना या बिना बारी होते हुए उनकी पदोन्नति उचित है? यदि हां, तो विशेष रूप से बताएं।
Has the Officer any special characteristics, and/or any abilities which would justify his/her selection for special assignment or out of turn promotion? If so, specify.

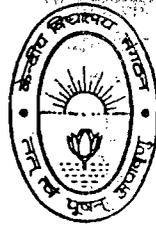
स्थान
Place
दिनांक
Date

पुनरीक्षण अधिकारी के हस्ताक्षर.....
Signature of the Reviewing Officer
(नाम साफ अक्षरों में)
(Name in block letters)
पदनाम (रिपोर्ट की अवधि के दौरान)
Designation during the period of report
दूरभाष :
Telephone :

समीक्षा कर ली गई
Scrutinized by (Signature and Name)
अधिकारी के हस्ताक्षर व नाम
Signature & Name of the Officer

APPENDIX - XXVII

FORM NO. 4



गोपनीय रिपोर्ट
CONFIDENTIAL REPORT

OF

श्री
Shri

पदनाम
Designation

जन्म तिथि
Date of Birth

मुख्यालय/क्षेत्रीय कार्यालय/केन्द्रीय विद्यालय
Name of H.Quarter/Reg. Office/Kendriya Vidyalaya Since when.....
से तक
From To

गोपनीय / CONFIDENTIAL
केन्द्रीय विद्यालय संगठन
(मानव संसाधन विकास मंत्रालय)
(शिक्षा विभाग)
नई दिल्ली
KENDRIYA VIDYALAYA SANGATHAN
(MINISTRY OF HUMAN RESOURCE DEVELOPMENT)
DEPTT OF EDUCATION
NEW DELHI

454

केन्द्रीय विद्यालय संगठन
(मानव संसाधन विकास मंत्रालय)
(शिक्षा विभाग)

नई दिल्ली

KENDRIYA VIDYALAYA SANGATHAN
(MINISTRY OF HUMAN RESOURCE DEVELOPMENT)
DEPTT OF EDUCATION
NEW DELHI

समूह 'घ' कर्मचारी की गोपनीय रिपोर्ट का प्रपत्र
FORM OF CONFIDENTIAL REPORT ON GROUP 'D'
मुख्यालय/क्षेत्रीय कार्यालय/केन्द्रीय विद्यालय
Headquarters/Regional Office/Kendriya Vidyalaya
समाप्त होने वाले वर्ष/अवधि की रिपोर्ट
Report for the year/Period ending

भाग-I
PART-I

वैयक्तिक तथ्य
PERSONAL DATA

(कार्यालय के संबंधित प्रशासन अनुभाग भरें)
(To be filled in by the Administrative Section of the Office)

1. पूरा नाम (साफ अक्षरों में)
Name in full (Block letters)
2. जन्म तिथि
Date of Birth
3. मूल निवास तथा राज्य
Home Town & State
4. धारित पद क्या अस्थायी अथवा स्थाई? यदि स्थायी है तो किस तारीख से
Post held whether temporary or permanent, if permanent, from which date
5. वर्तमान वेतन तथा वेतनमान
Present Pay & Scale of Pay
6. शैक्षिक योग्यताएं
Educational Qualifications
7. नियमित कार्यों का संक्षिप्त विवरण
Brief description of duties allotted
8. तिथि जब से लगातार केन्द्रीय विद्यालय संगठन में कार्यरत है
Date from which continuously working in Kendriya Vidyalaya Sangathan.

455

भाग-2 रिपोर्ट लिखने वाले अधिकारी का मूल्यांकन
PART-II ASSESSMENT BY THE REPORTING OFFICER

1. टिप्पणियां
(Observations)
 - i. बुद्धिमता
Intelligence
 - ii. अनुशासन बद्धता
Amenability to Discipline
 - iii. ईमानदारी तथा सत्यनिष्ठा
Honesty and Integrity
 - iv. कर्तव्यनिष्ठा
Devotion to Duty
2. सदगुणों तथा दुर्गुणों का सामान्य मूल्यांकन
General assessment of good and bad qualities
3. अन्य कोई टिप्पणी
Any other remarks.

हस्ताक्षर
Signature
(नाम साफ अक्षरों में)
(Name in block letters)
पदनाम
Designation

समीक्षा कर ली गई
Scrutinized by (Signature and Name)
अधिकारी के हस्ताक्षर व नाम
Signature & Name of the Officer

केन्द्रीय विद्यालय संगठन
(मानव संसाधन विकास मंत्रालय)

शिक्षा विभाग

नई दिल्ली

KENDRIYA VIDYALAYA SANGATHAN
(MINISTRY OF HUMAN RESOURCE DEVELOPMENT)
DEPARTMENT OF EDUCATION
NEW DELHI

प्राचार्य ग्रेड I एवं ग्रेड II के लिए वार्षिक गोपनीय रिपोर्ट
ANNUAL CONFIDENTIAL REPORT FOR PRINCIPAL GR. I & GR. II
31 मार्च को समाप्त होने वाले वर्ष के लिए
FOR THE YEAR ENDING 31ST MARCH

केन्द्रीय विद्यालय
KENDRIYA VIDYALAYA

भाग - I
PART - I

वैयक्तिक सूचना
PERSONAL DATA
(कार्यालय द्वारा भरा जाए)
(To be filled by the Office)

1.	अधिकारी का नाम Name of the Officer	
2.	वर्तमान पदनाम Present Post	
3.	जन्म तिथि Date of Birth	

4.	क्या अधिकारी अनुसूचित जाति / अनुसूचित जनजाति का है Whether the officer belongs to Scheduled Caste/ Scheduled Tribe	:	
5.	के.वि.सं. में लगातार नियुक्ति की तारीख Date of continuous appointment in KVS	:	तारीख Date ग्रेड Grade
6.	वर्तमान पद पर नियुक्ति की तारीख Date of appointment to the present post	:	तारीख Date ग्रेड Grade
7. वर्ष के दौरान ड्यूटी से अनुपस्थिति (छुट्टी, प्रशिक्षण इत्यादि) की अवधि। यदि वे किसी प्रशिक्षण पर गए हों तो विवरण दें Period of absence from duty (on leave, training etc.) during the year If he/she has undergone any training, specify		

नाम पदनाम वर्ष
Name Designation Year

भाग - II
PART - II

स्व: मूल्यांकन

SELF APPRAISAL

जिस अधिकारी (विद्यालय प्रमुख / जिसकी रिपोर्ट लिखी जा रही है इसे वह भरे) जहां विवरण की अपेक्षा हो उसका सारांश 40 शब्दों से अधिक नहीं होना चाहिए
(To be filled by the Officer (Head of school/reported upon) wherever required, the details/resume should not exceed 40 words)

1.	वर्ष के दौरान शैक्षिक एवं व्यवसायिक उपलब्धियां Academic and professional achievements during the year :	
(क) (a)	प्राप्त डिग्रियां, प्रकाशित लेख / पुस्तकें Degree(s) obtained, books/articles published.	
(ख) (b)	वर्ष के दौरान कितने प्रशिक्षण पाठ्यक्रमों में भाग लिया? इन पाठ्यक्रमों में प्राप्त अनुभवों को किस सीमा तक कार्यान्वित किया गया, उल्लेख करें The training courses attended during the year. Enumerate to what extent the experience learned in the course has been implemented.	

2. निम्नलिखित के लिए सत्र के दौरान समुन्नति/सुधार के लिए आपके द्वारा किए गए कार्यों का संक्षिप्त विवरण दें :

Give brief resume for each about action taken by you for improvement/promotion of following during the session :

(क) समुन्नति के लिए

(a) For improvement of :

क्रम सं. S. No.	मद Items	निर्धारित लक्ष्य/उद्देश्य Target/objective/Goal set	उपलब्धियों का संक्षिप्त सार विवरण Brief resume/details of achievements
(i)	शैक्षिक मानदंड Academic Standard		
(ii)	कंप्यूटर शिक्षा Computer Education		
(iii)	वाचन आदतें Reading Habits		
(iv)	वैज्ञानिक रुझान Scientific Temper		
(v)	प्राइमरी में एम.एल.एल. के अधीन क्रियाकलाप आधारित शिक्षण Activity based teaching under M.L.L. in Primary		
(vi)	स्रोत केन्द्र Resource Centre		
(vii)	गणित शिक्षा की समुन्नति Improvement of Maths Education		

(ख) निम्न की समुन्नति के लिए :

(b) For Promotion of :

(i)	पाठ्य सहगामी गतिविधियां/कार्यक्रम CCA Programmes		
(ii)	मूल्यपरक शिक्षा Value Education		
(iii)	व्यवसाय मार्गदर्शन Career Guidance		
(iv)	स्काउट एवं गाइड Scouts and Guides		
(v)	खेल-कूद Games and Sports		
(vi)	जीवन कौशल एवं जनसंख्या शिक्षा Life Skills & Population Education		

(vii) क्लब गतिविधियां Club Activities		
(viii) साहसिक गतिविधियां/ विभिन्न रुचिकर स्थानों पर विद्यार्थियों के भ्रमण Adventure Activities/ Visits of Students to Different Places of Interest.		
(ix) वृक्षारोपण और पर्यावरण जागरूकता Tree Plantation & Environment Awareness		
(x) छात्रावास प्रबंधन की समुन्नति, यदि है Improvement of Hostel Management, if any		

(ग) शैक्षिक परिणाम : (c) Academic Results :													
1.	केन्द्रीय विद्यालयों के पिछले तीन वर्षों के परिणाम जहाँ आपने प्रमुख के रूप में कार्य किया हो। Result of KVs where as Head worked during the last three years												
शैक्षिक वर्ष Academic Year	के.वि. का नाम Name of KV	कक्षा के परिणाम की प्रतिशत % of Result in Class											
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII

2.		वर्तमान में कार्यरत केन्द्रीय विद्यालय में पिछले तीन वर्ष के परिणाम Result of last 3 years of KV where Head is presently posted											
शैक्षिक वर्ष Academic Year		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII

3.	<p>सत्र के दौरान आयोजित विद्यालय प्रबन्ध समिति/विद्यालय कार्यकारिणी समिति/अभिभावक शिक्षक संघ की बैठकों का विवरण। लिए गये निर्णयों के कार्यान्वयन और समुन्नति की मुख्य बातें। Details of VMC/VEC/PTA meetings organized during the session. Highlight the implementation of decisions taken and improvement thereof.</p>
4.	<p>क्या सत्र के दौरान आपके द्वारा शिक्षकों का कक्षा/शिक्षण का पर्यवेक्षण किया जाता है और निर्धारित प्रपत्र में रिकार्ड रखा जाता है? यदि हाँ, तो शिक्षण पर्यवेक्षण में आपके द्वारा लाई गई समुन्नति का उल्लेख करें। Whether daily class/academic supervision of teachers is carried out and record maintained in the prescribed format by you during the session? If yes, mention the areas of academic improvement you have brought about.</p>
5.	<p>क्या आपके विद्यालय ने वार्षिक दिवस, खेल दिवस, के.मा.शि. बोर्ड स्पर्धा, पुरस्कार वितरण दिवस इत्यादि का आयोजन किया/में भाग लिया? Whether Annual Day, Sports Day, participation in CBSE Meet/Prize Distribution Day etc., organized/participated by your school.</p>

6.	<p>क्या सत्र के दौरान, वार्षिक शैक्षिक एवं आकस्मिक निरीक्षण किये जाते हैं? यदि हाँ, तो ऐसे निरीक्षणों की तिथियां तथा सुधार हेतु किये गये सुझाव और की गई कार्रवाई का विवरण दें। Whether annual academic as well as surprise inspections are carried out in your school during the session? If yes, mention dates of such inspections, the areas suggested for improvement and the action taken.</p>
7.	<p>क्या आपके विद्यालय को राज्य/राष्ट्रीय/के.वि.सं./के.मा.शि.-बोर्ड स्तर पर विशेष उपलब्धियों के लिए पुरस्कार प्राप्त हुए हैं? यदि हाँ, तो विवरण दें। Whether any award(s) received by the school for outstanding achievement at State/National/KVS/CBSE level. If yes, give details.</p>
8.	<p>क्या आपके विद्यालय में वर्ष के दौरान कोई नवचारी परियोजना, समुन्नत शिक्षण सहायक सामग्री विकसित की गई? यदि हाँ, तो विवरण दें। Whether any innovative project(s), improvised teaching aid(s) developed in your school during the year? If yes, give details.</p>

9.	<p>विभिन्न विषयों में मंद गति से सीखने वाले छात्रों को समुन्नत किये जाने के प्रयासों और उनके परिणामों का ब्योरा दें। Efforts made to improve performance of the slow learners in different subjects and results thereof.</p>
10.	<p>विभिन्न विषयों में उच्च स्थान प्राप्तकर्ता छात्रों की सहायतार्थ किए गये प्रयास और उनके परिणाम। Efforts made to help the high achievers in different subjects and results thereof.</p>
11.	<p>विद्यार्थियों की सृजनात्मकता और उनकी स्वाभाविक प्रतिभा की समुन्नति के लिए किये गये प्रयास। Efforts made to develop students' creativity by promoting natural talent.</p>

12.	<p>सत्र के दौरान आपके द्वारा पढ़ाई गई कक्षाओं का विवरण। Mention the Classes taught by you during the session.</p>
13.	<p>क्या पूर्ववर्ती वर्ष की अचल सम्पत्ति की विवरणी निर्धारित तिथि अर्थात् उत्तरवर्ती वर्ष की 31 जनवरी तक प्रस्तुत कर दी गई थी? यदि नहीं, तो कारण बतायें। Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the reasons for not-filing the return should be given.</p>
<p>सत्यापित किया जाता है कि उपरोक्त सूचना मेरे विश्वास और ज्ञान के अनुसार सही है। CERTIFIED THAT THE INFORMATION GIVEN ABOVE IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.</p> <p>दिनांक DATE स्थान PLACE</p> <p>प्रमुख के हस्ताक्षर (SIGNATURE OF THE HEAD)</p>	

नाम पदनाम वर्ष
Name Designation Year

भाग - III

PART - III

(रिपोर्टिंग अधिकारी का मूल्यांकन)

(ASSESSMENT OF THE REPORTING OFFICER)

(1) (क)	क्या रिपोर्टिंग अधिकारी भाग-2 में अधिकारी द्वारा दी गई सभी जानकारी से सहमत हैं? यदि नहीं, तो प्रत्येक नद पर असहमति का संक्षिप्त उल्लेख कारण सहित करें। Does the Reporting Officer agree with all that is recorded under Part-II by the Officer. If not, enumerate precisely the extent of disagreement on each item with reasons thereof.	
(ख)	प्राप्त परिणामों, कार्य-निष्पादन की गुणवत्ता, ज्ञान का कार्यान्वयन, हस्तक्षरित अधिकार तथा कार्य के प्रति संकल्पात्मक और व्यवसायिक कौशल पर सामान्य टिप्पणियां General comments on the results achieved and the quality of performance and application of knowledge, delegated authority and conceptual and professional skills on the job.	
(2)	स्वास्थ्य State of Health	
(3)	समाज के कमजोर वर्गों, अनुसूचित एवं अनुसूचित जनजातियों के प्रति प्रमुख का दृष्टिकोण Attitude of the Head towards SC/ST/Weaker sections of the society.	

(4)	सत्यनिष्ठा एवं ईमानदारी Honesty & Integrity	
(5)	कृपया अधिकारी के सामर्थ्य तथा कमियों के संदर्भ में और जिन गुणों का उल्लेख उपर्युक्त प्रविष्टियों में नहीं किया गया है, उनके ओर ध्यान आकर्षित करते हुए अधिकारी का समग्र मूल्यांकन करें। Please give an overall assessment of the Officer with reference to his/her strengths and shortcomings and also drawing attention to the qualities, if any, not covered by the entries above.	
(6)	समग्र ग्रेडिंग : उत्कृष्ट/बहुत अच्छा/अच्छा/औसत/संतोषजनक/समुन्नति की आवश्यकता Overall grading (Excellent/Very Good/Good/Average/Satisfactory/Needs improvement)	
नोट : किसी अधिकारी को तब तक 'उत्कृष्ट' ग्रेड न दिया जाये जब तक उसमें उच्चकोटि के गुण एवं कार्य निष्पादन देखने में न आया हो। ऐसे ग्रेड देने के लिए आधारों का स्पष्ट उल्लेख करें। NOTE : An Officer should not be graded 'outstanding' unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out.		
रिपोर्टिंग अधिकारी के हस्ताक्षर Signature of the Reporting Officer		
नाम (स्पष्ट अक्षरों में) Name in block letters		
पदनाम Designation		
स्थान Place		दिनांक Date

नाम पदनाम वर्ष
Name Designation Year

भाग - 4
PART - IV

(पुनरीक्षण अधिकारी की अभ्युक्तियां)
(REMARKS OF THE REVIEWING OFFICER)

(1)	पुनरीक्षण अधिकारी के अधीन सेवा की अवधि Length of service under the Reviewing Officer	
(2)	क्या पुनरीक्षण अधिकारी भाग-3 में दी गई रिपोर्टिंग अधिकारी की अभ्युक्तियों से पूर्णतः सहमत हैं? यदि नहीं, तो रिपोर्टिंग अधिकारी की किसी प्रतिकूल टिप्पणी को हटाने या संशोधन करने के लिए स्पष्ट उल्लेख करें। Does the Reviewing Officer fully agree with the remarks of the Reporting Officer reported in Part-III of the proforma? If he does not agree with any adverse remarks of the Reporting Officer, it should be specifically mentioned for expunction or modification.	
(3)	क्या वह अधिकारी, जिसके बारे में रिपोर्ट लिखी गई है, किसी निश्चित कार्य के लिए उपयुक्त हैं? यदि ऐसा है तो स्थानन के बारे में सुझाव दें। Is the Officer reported upon especially suited for particular job? If so, the nature of placement should be suggested.	

(4)	जिसकी रिपोर्ट लिखी गई है उस अधिकारी की अभिक्षमता और कार्यक्षमता तथा उसकी अभिवृद्धि और उपलब्धियों के लिए सुझाव दें। Aptitude and potentials of the Officer reported upon and suggestion for possible lines of growth and achievement.	
(5)	अधिकारी का समग्र मूल्यांकन (उत्कृष्ट/बहुत अच्छा/अच्छा/औसत/संतोषजनक/समुन्नति की आवश्यकता) Overall assessment about the Officer (Excellent/Very Good/Good/Average/Satisfactory/Needs improvement)	
		पुनरीक्षण अधिकारी के हस्ताक्षर Signature of the Reviewing Officer नाम (स्पष्ट अक्षरों में) Name in block letters पदनाम Designation स्थान Place दिनांक Date

टिप्पणी
NOTE

सत्यनिष्ठा से संबंधित कालम भरते समय निम्नलिखित प्रक्रिया का पालन किया जाना चाहिए :-

The following procedure should be followed in filling up the column relating to integrity :-

- i) यदि अधिकारी की सत्यनिष्ठा संदेह से परे हो तो इसका उल्लेख किया जाए।
If the officer's integrity is beyond doubt, it may be so stated.

ii) यदि अधिकारी की सत्यनिष्ठा में संदेह हो तो इसका कॉलम रिक्त छोड़ा जाए और निम्नलिखित कार्रवाई की जाए :

If there is any doubt or suspicion, the column should be left blank and action taken as under :

(क) एक गुप्त टिप्पणी लिख कर इसका अनुवर्तन किया जाए। इसकी प्रति अगले वरिष्ठ अधिकारी को भी भेजी जानी चाहिए जो यह सुनिश्चित करेंगे कि निम्नांकित कार्रवाई शीघ्र की जाए। जहाँ सत्यनिष्ठा को प्रमाणित करना अथवा गुप्त टिप्पणी दर्ज करना सम्भव न हो तो रिपोर्टिंग अधिकारी को या तो उल्लेख करना चाहिए कि एक निश्चित निर्णय लेने के लिए उन्होंने पर्याप्त समय के लिए अधिकारी का कार्य नहीं देखा है अथवा यह कि अधिकारी के विरुद्ध कुछ नहीं सुना है अर्थात् जैसी स्थिति हो उसका उल्लेख किया जाए।

(a) a separate secrete note should be recorded and followed up. A copy of the note should also be sent together with the confidential report to the next superior officer who will ensure that the following action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secrete note, the Reporting Officer should state either that he/she has not watched the Officer's work for sufficient time to form a definite judgement or that he/she had heard nothing against the Officer, as the case may be.

(ख) यदि अनुवर्ती कार्रवाई के परिणाम स्वरूप अधिकारी के विरुद्ध संदेह दूर हो जाते हैं तो गोपनीय रिपोर्ट में प्रविष्टि की जाए।

(b) If, as a result of the follow up action, the doubts or suspicions are deared, the Officer's integrity should be certified and an entry made accordingly in the Confidential Report.

(ग) यदि संदेह की पुष्टि हो जाती है तो तथ्य को रिकार्ड कर दिया जाए और अधिकारी को विधिवत् संप्रेषित कर दिया जाए।

(c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the Officer concerned.

(घ) यदि अनुवर्ती कार्रवाई के परिणाम स्वरूप, संदेह न तो दूर हो और नहीं उनकी पुष्टि होती है तो कुछ समय तक अधिकारी के आचरण पर निगरानी रखी जानी चाहिए और इसके पश्चात् ही (ख) अथवा (ग) के अनुसार निर्दिष्ट कार्रवाई की जाए।

(d) If as a result of follow-up action, the doubts or suspicions are neither cleared nor confirmed, the Officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) or (c) above.

FORM NO. 6

स्नातकोत्तर अध्यापकों तक शिक्षक वर्ग की वार्षिक गोपनीय रिपोर्ट
31 मार्च तक
ANNUAL CONFIDENTIAL REPORT FOR THE TEACHING
STAFF UPTO POST GRADUATE TEACHER FOR THE
YEAR ENDING 31ST MARCH

केन्द्रीय विद्यालय
KENDRIYA VIDYALAYA

भाग - I

PART - I

(वैयक्तिक आंकड़े तथा उत्तरदायित्व)
(PERSONAL DATA AND RESPONSIBILITIES)

(कार्यालय द्वारा भरा जाए)
(to be filled in by the Office)

1.	अध्यापक का नाम Name of the Teacher	
2.	पदनाम Designation	
3.	जन्म तिथि Date of Birth	
4.	वर्तमान ग्रेड में लगातार नियुक्ति की तारीख Date of continuous appointment in the present grade	
5.	मौजूदा पद और नियुक्ति की तिथि Present post and date of appointment thereto	

6.	क्या अध्यापक अनुसूचित जाति / जनजाति / अन्य पिछड़े वर्ग का है Whether the teacher belongs to Scheduled Caste / Scheduled Tribe / OBC	
7.	वर्ष के दौरान अनुपस्थिति की अवधि (छुट्टी, प्रशिक्षण आदि) Period of absence from duty, on leave, training etc. during the year	
8.	प्राथमिकता के आधार पर कार्य और उत्तरदायित्वों की मदें Key items of the duties and responsibilities of the post in order of importance	

भाग-2

PART - II

स्व: मूल्यांकन

(SELF APPRAISAL)

जिस अधिकारी (विद्यालय प्रमुख / जिसकी रिपोर्ट लिखी जा रही है इसे वह भरे) जहां विवरण की अपेक्षा हो उसका सारांश 40 शब्दों से अधिक नहीं होना चाहिए
(To be filled by the teacher reported upon, wherever necessary the details should not exceed 40 words for each item)

1.	वर्ष के दौरान शैक्षिक एवं व्यवसायिक उपलब्धियां Academic and professional achievements during the year :	
	(क) (a)	प्राप्त डिग्री / डिग्रियां, प्रकाशित पुस्तकें / लेख Degree(s) obtained, books/articles published.
	(ख) (b)	वर्ष के दौरान कितने प्रशिक्षण पाठ्यक्रमों में भाग लिया तथा प्राप्त किये अनुभवों को किस सीमा तक लागू किया ? The training courses attended during the year. Enumerate to what extent the experience learned in the course has been implemented.

2. सत्र के दौरान, अध्यापक द्वारा प्राप्त किये लक्ष्यों का सारांश Enumerate the targets achieved by the teacher during the session	
(क) निम्नलिखित मदों के संदर्भ में शैक्षिक मानदंड को समुन्नत करने के लिए :	
(a) For improvement of academic standards with reference to the following items :	
(i)	सी.बी.एस.ई. / के.वि.सं. / एन.टी. एस.ई. / ओलम्पियाड द्वारा दिये गये उनके विषय में मैरिट प्रमाण पत्रों की संख्या / व्यवसायिक महाविद्यालयों में उनके विद्यार्थियों की संख्या No. of Merit Certificates in his/her subject by CBSE/ KVS/NTSE/Olympiads/ No. of students for professional colleges.
(ii)	कम्प्यूटर की सहायता से तैयार और पढ़ाये गये पाठ Computer aided teaching. Give details of lessons prepared/taught.

(iii)	अध्यापक द्वारा तैयार और दी गई अध्ययन सामग्री Study Material supplied/ prepared by the teacher.	
(iv)	क्रियाकलापों का शैक्षिक कलेन्डर Academic calender of activities	
(v)	ली गई ट्यूटोरियल उपचारी कक्षाएं Tutorial / Remedial classes undertaken.	
(vi)	पुस्तकालयी सेवाओं का उपयोग Utilization of Library services.	
(ख) (b)	निम्न की प्रोन्नति के लिए : For Promotion of :	
(i)	पाठ्यसहगामी गतिविधियों के कार्यक्रम CCA Programmes	

Appendix XXIX

(ii)	मूल्यपरक शिक्षा Value Education	
(iii)	व्यवसाय मार्गदर्शन एवं परामर्श Career Guidance & Counseling	
(iv)	स्काउटिंग एवं गाइडिंग Scouting and Guiding	
(v)	खेलकूद Games and Sports	
(vi)	जीवन कौशल एवं जनसंख्या विकास शिक्षा Life skills & Population Development Education	

(ग) पिछले दो सत्रों में पढ़ाई गई कक्षाओं और विषयों के परीक्षा परिणाम :
(c) Examination results of classes and subjects taught during the last two sessions :

क्रम सं. S. No.	कक्षा Class	विषय Subject	विद्यार्थियों की संख्या No. of students				जिन्होंने 75% से अधिक प्राप्त किये	पास %
			वर्ष Year		वर्ष Year			
			उपस्थित Appeared	पास Passed	उपस्थित Appeared	पास Passed	Those who secured above 75%	Pass %

3.	क्या के.वि.सं./एन.सी.ई.आर.टी./सी.बी.एस.ई./राष्ट्रीय स्तर पर विशिष्ट योगदान के लिए कोई पुरस्कार प्राप्त किया? यदि हाँ, तो विवरण दें : Whether any award received for outstanding contribution at KVS / NCERT / CBSE / National level? If yes, give details :
4.	क्या वर्ष के दौरान किसी अभिनव परियोजना, समुन्नत शिक्षा-सहायक सामग्री का विकास किया गया? यदि हाँ, तो विवरण दें : Whether any innovative project(s) / improvised teaching aid(s) developed during the year? If yes, give details :
5.	कक्षा के कमजोर बच्चों की समुन्नति के लिए किये गये प्रयास और उनके परिणाम ? Efforts made to improve the weak students of the class and results thereof.
6.	कक्षा में उच्च उपलब्धियों वाले विद्यार्थियों की सहायता के लिए किये गये प्रयास और उनके परिणाम ? Efforts made to help the high achievers of the class and results thereof.

7.	विद्यार्थियों में सृजनात्मकता विकसित करने के लिए प्रयासों का विवरण दें। Efforts made to develop creativity among students.
8.	क्या विद्यालय के विकास/समुन्नति के लिए कोई अन्य प्रयास किये गये? यदि हाँ, तो विवरण दें। Whether any other outstanding contribution made by the teacher for improvement/development of the school? If yes, give details.
9.	कृपया बतायें कि क्या अचल संपत्ति पर वार्षिक विवरणी पिछले वर्ष के लिए अगले वर्ष की 31 जनवरी तक जमा कर दी थी? यदि नहीं, तो कारण बताएं। (केवल 'ए' एवं 'बी' समूह के अध्यापकों के लिए) Please state whether the annual return of immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year? If not, the reasons for not-filing the return should be given. (For Group A & B teachers only)

प्रमाणित किया जाता है कि उपरोक्त जानकारी
मेरे विश्वास और ज्ञान के अनुसार सही है।
**CERTIFIED THAT THE INFORMATION GIVEN ABOVE IS CORRECT
TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

दिनांक :
DATE :
स्थान :
PLACE :

अध्यापक के हस्ताक्षर
(SIGNATURE OF THE TEACHER)

Appendix XXIX

नाम पदनाम वर्ष
Name Designation Year

भाग - 3

PART - III

(रिपोर्टिंग अधिकारी, प्राचार्य का मूल्यांकन)

(ASSESSMENT BY REPORTING OFFICER, PRINCIPAL)

(1)(क)	क्या रिपोर्टिंग अधिकारी भाग-2 में अध्यापक द्वारा लिखे सभी तथ्यों से सहमत हैं? यदि नहीं, तो असहमति की जानकारी कारण सहित दें। Does the Reporting Officer agree with all that is recorded under Part-II by the teacher? If not, enumerate precisely the extent of disagreement with reasons thereof.	
(ख)	प्राप्त परिणामों, कार्य निष्पादन की गुणवत्ता, ज्ञान को प्रयोग में लाने, हस्तांतरित अधिकार और कार्य के प्रति संकल्पात्मक एवं व्यावसायिक कौशल पर सामान्य टिप्पणियाँ। (b) General comments on the results achieved and the quality of performance and application of knowledge, delegated authority and conceptual and professional skills on the job.	

(2)	अध्यापक के कार्य निष्पादन के संबंध में निम्नलिखित दायित्वों पर स्पष्ट रूप से पांच बिन्दुओं में (औसत से कम/औसत/अच्छा/बहुत अच्छा/उत्कृष्ट) में उल्लेख करें। Comment clearly and in unambiguous terms on the five point scale (Below average/Average/Good/Very good/Outstanding) on the following attributes of the teacher in relation to his/her performance.	
(i)	शैक्षिक दक्षता एवं कक्षा कार्य की क्षमता और नियन्त्रण Academic competence and class room organization and control.	
(ii)	शैक्षिक कार्यक्रमों का मूल्यांकन Evaluation of Academic Programmes	
(iii)	प्रज्ञा एवं समझ Intelligence and Understanding	
(iv)	उमंग, कर्तव्यपरायणता, समयबद्धता एवं दायित्व Zeal, Diligence, punctuality and sense of responsibility	
(v)	दिये गये क्रियाकलापों के आयोजन में पहल एवं विदग्धता Initiative and resourcefulness in organizing given activities	

(vi)	उच्चाधिकारियों, सहकर्मियों, विद्यार्थियों एवं अभिभावकों के साथ संबंध Relations with superiors, colleagues, students and parents	
(vii)	पाठ योजना बनाने एवं तैयारी और शिक्षक डायरी को प्रस्तुत करना Planning and preparation of lessons and submission of teacher's diary	
(viii)	कक्षा में अधिगम शिक्षण (पठन-पाठन) की प्रभावकारिता एवं विद्यार्थियों की भागीदारी Effectiveness of class room teaching-learning and students' response	
(ix)	अध्यापक की विद्यार्थियों, सहकर्मियों, अभिभावकों तथा समाज में लोकप्रियता Popularity of the teacher among students, colleagues, parents, and community	
(x)	विद्यार्थियों के व्यक्तित्व विकास में अध्यापक का योगदान Effectiveness of the role model of the teacher for personality development of students	

3.	ईमानदारी तथा सत्यनिष्ठा Honesty & Integrity	
4.	अन्य ध्यान योग्य बातें (इसका उपयोग ऊपर दी गई टिप्पणियों की पुष्टि या अनुपूर्ति के लिए किया जाये। इसका उपयोग ऊपर लिखी गई बातों की पुनरावृत्ति के लिए न किया जाये। रिपोर्ट की अवधि के दौरान अन्य उपलब्धियों और वह बातें जो उपर्युक्त प्रपत्र में सम्मिलित नहीं हो पाई हैं तथा जिने रिपोर्टिंग अधिकारी देना उचित समझते हैं, का उल्लेख करें। Other observations (this may be utilized for remarks to corroborate or supplement what has been indicated above. This should not, however, be used for merely repeating in vague terms what has already been stated. Specific points such as special accomplishments during the period under report and any other aspect not covered in the proforma given above which the Reporting Officer feels worth mentioning may also be indicated here).	
5.	समग्र ग्रेड (उत्कृष्ट/बहुत अच्छा/ अच्छा/औसत/औसत से कम) Overall grading (Outstanding/Very Good/Good/ Average/Below Average)	
रिपोर्टिंग अधिकारी (प्राचार्य) के हस्ताक्षर Signature of the reporting officer (Principal) नाम स्पष्ट अक्षरों में Name in block letters पदनाम Designation दिनांक Date		

भाग - 4

PART - IV

(पुनरीक्षण अधिकारी की टिप्पणियां)
(REMARKS OF THE REVIEWING OFFICER)नाम पदनाम वर्ष
Name of Teacher Designation Year

1.	पुनरीक्षण अधिकारी के अधीन सेवा की अवधि Length of service under the Reviewing Officer	
2.	क्या भाग-3 में दी गई रिपोर्टिंग अधिकारी की टिप्पणियों से पुनरीक्षण अधिकारी पूर्णतः सहमत हैं? यदि नहीं, तो रिपोर्टिंग अधिकारी की किसी प्रतिकूल टिप्पणी को हटाने या संशोधन के लिये स्पष्ट उल्लेख करें। Does the Reviewing Officer fully agree with the remarks of the Reporting Officer reported in Part-III of the proforma? If he does not agree with any adverse remarks of the Reporting teacher it should be specifically mentioned for expunction or modification.	
3.	क्या वह अध्यापक जिसके बारे में रिपोर्ट लिखी गई है किसी निश्चित कार्य के लिए विशेष रूप से उपयुक्त है? यदि ऐसा है तो स्थानन की प्रकृति का सुझाव दें। Is the teacher reported upon especially suited for particular job? If so, the nature of placement should be suggested.	

4.	यदि अध्यापक जिसके बारे में रिपोर्ट लिखी गई है, अनुसूचित जाति या अनुसूचित जनजाति अथवा अन्य पिछड़ी जाति का है तो स्पष्ट लिखें कि रिपोर्टिंग अधिकारी का ऐसे अध्यापक का मूल्यांकन सही व न्यायसंगत है? If the teacher reported upon is a member of the Scheduled Caste/ Scheduled Tribe/OBC, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST/OBC teacher has been fair and just?	
5.	अध्यापक की अधिष्मता और कार्यक्षमता तथा अभिवृद्धि एवं उपलब्धियों के लिए सुझाव दें। Aptitude and potentials of the teacher reported upon and suggestion for possible line of growth and achievement.	
6.	अध्यापक का समग्र मूल्यांकन (उत्कृष्ट/बहुत अच्छा/अच्छा/औसत/औसत से कम) Overall assessment about the teacher (Outstanding/very good/good/average/below average)	
		पुनरीक्षण अधिकारी के हस्ताक्षर Signature of the Reviewing Officer नाम स्पष्ट अक्षरों में Name in block letters पदनाम Designation दिनांक Date

टिप्पणी
NOTE

सत्यनिष्ठा का कॉलम भरते समय निम्नलिखित प्रक्रिया का पालन किया जाना चाहिए :-

The following procedure should be followed in filling up the column relating to integrity :-

- i) यदि अधिकारी की सत्यनिष्ठा निस्संदेह हो तो इसका स्पष्ट उल्लेख किया जाना चाहिए।
If the teacher's integrity is beyond doubt, it may be so stated.
- ii) यदि कोई संदेह हो तो कॉलम को खाली छोड़ कर निम्नवत् कार्रवाई की जाए :
If there is any doubt or suspicion, the column should be left blank and action taken as under :

(क) एक अलग गुप्त टिप्पणी लिख कर उसका अनुवर्तन किया जाए। इसकी एक प्रति गोपनीय रिपोर्ट के साथ अगले वरिष्ठ अधिकारी को भी भेजी जाए जो यह सुनिश्चित करेंगे कि निम्नलिखित कार्रवाई शीघ्र की जाती है। यदि जहाँ पर सत्यनिष्ठा को प्रमाणित करना अथवा गुप्त टिप्पणी लिखना सम्भव न हो तो रिपोर्टिंग अधिकारी को या तो यह उल्लेख करना चाहिए कि एक निश्चित निर्णय लेने के लिए उन्होंने पर्याप्त समय के लिए अध्यापक का कार्य नहीं देखा है अथवा उन्होंने न ही अध्यापक के विरुद्ध कुछ सुना है अर्थात् जैसी स्थिति हो, उसका उल्लेख किया जाए।

(a) a separate secret note should be recorded and followed up. A copy of the note should also be sent together with the confidential report to the next superior officer who will ensure that the following action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secrete note, the Reporting Officer should state either that he/she has not watched the teacher's work for sufficient time to form a definite judgement or that he/she had heard nothing against the teacher, as the case may be.

(ख) यदि अनुवर्ती कार्रवाई के परिणाम स्वरूप संदेह दूर हो जाते हैं तो अध्यापक की सत्यनिष्ठा की निस्संदिग्धता की प्रविष्टि वार्षिक गोपनीय रिपोर्ट में कर दी जानी चाहिए।

(b) If, as a result of the follow up action, the doubts or suspicions are cleared, the teacher's integrity should be certified and an entry

made accordingly in the Confidential Report.

- (ग) यदि संदेह की पुष्टि हो जाती है तो इसकी प्रविष्टि कर के संबंधित अध्यापक को विधिवत् संप्रेषित किया जाए।
- (c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the teacher concerned.
- (घ) यदि अनुवर्ती कार्रवाई के परिणामस्वरूप, संदेह न तो दूर होते हैं और न ही उनकी पुष्टि होती है, तो अध्यापक के आचरण की कुछ और अवधि के लिए निगरानी की जानी चाहिए और इसके पश्चात् (ख) अथवा (ग) में निर्दिष्ट कार्रवाई की जाए।
- (d) If as a result of follow-up action, the doubts or suspicions are neither cleared nor confirmed, the teacher's conduct should be watched for a further period and thereafter action taken as indicated at (b) or (c) above.

विद्यालय प्रार्थना

ओ३म् असतो मा सद्गमय ।

तमसो मा ज्योतिर्गमय ।

मृत्योर्माऽमृतं गमय ।

दया कर दान विद्या का हमें परमात्मा देना,

दया करना हमारी आत्मा में शुद्धता देना ।

हमारे ध्यान में आओ, प्रभो! आँखों में बस जाओ,

अँधेरे दिल में आकर के, परम ज्योति जगा देना ।

बहा दो प्रेम की गंगा, दिलों में प्रेम का सागर,

हमें आपस में मिल-जुल कर, प्रभो! रहना सिखा देना ।

हमारा धर्म हो सेवा, हमारा कर्म हो सेवा,

सदा ईमान हो सेवा, व सेवकजन बना देना ।

वतन के वास्ते जीना, वतन के वास्ते मरना,

वतन पर जाँ फिदा करना प्रभो! हमको सिखा देना ।

ओ३म् सहनाववतु । सह नौ भुनक्तु । सहवीर्यं करवावहै ।

तेजस्विनावधीतमस्तु । मा विद्विषावहै ।

ओ३म् शान्तिः शान्तिः शान्तिः ।

PATTERN OF UNIFORM FOR KENDRIYA VIDYALAYAS

All Kendriya Vidyalayas shall have a common uniform. The following patterns of uniforms are prescribed.

	Boys	Girls
Classes I-VIII	White shirt with half sleeves and two pockets without flaps and tie collar (wearing of a tie is not recommended). Navy blue shorts with 2 pockets.	White blouse with half sleeves and "V" neck. Plaits and red ribbon. Navy blue skirt.
Classes IX-XII	Shirt as above. Navy blue shorts with 2 pockets OR Navy blue pants with 2 pockets. Navy blue turban for Sikhs.	Navy blue skirt, white blouse, navy blue kameez with half sleeves and "V" neck. White pyjama or salwar and white dupattah
ALL Classes	Black shoes with laces and white socks without bands.	Same as for Boys.
ALL Classes for P.T.	White P.T. shoes with white socks and white shorts with white sandow banyan	White P.T. shoes with white socks and white blouse and skirt.

Winter (Optional)

Navy blue blazer with 2 brass buttons and a crest on top pocket.

Pullover : Navy blue, full sleeves, "V" neck, steel grey pants or shorts or skirt.

पूर्व-प्राथमिक विभाग

हिन्दी प्रार्थना

हे भगवान दो वरदान
पढ़ना सीखें लिखना सीखें
सबसे हिलमिल रहना सीखें
यह वरदान दो भगवान

हे भगवान दो वरदान
सच बोलें हम निडर बनें हम
सदा बड़ों का मान करें हम
यह वरदान दो भगवान ॥

स्थानांतरण प्रमाण-पत्र TRANSFER CERTIFICATE

केंद्रीय विद्यालय Kendriya Vidyalaya

प्रवेश क्रमांक/Admission No. पुस्तक नं./Book No.: संख्या/No.

1. विद्यार्थी का नाम / Name of the Pupil
2. माता का नाम / Mother's Name
3. राष्ट्रीयता / Nationality
4. पिता का नाम / Father's Name
5. राष्ट्रीयता / Nationality
6. क्या अनुसूचित जाति/जनजाति या पिछड़ा वर्ग से सम्बन्धित हैं?
Whether the pupil belongs to SC/ST/OBC Category?
7. प्रवेश-पुस्तिका के अनुसार जन्म तिथि / Date of Birth according to the Adm. Reg.
(अंकों में / in Figures) (शब्दों में / in Words)
8. प्रस्तावित विषय / Subjects offered
9. केंद्रीय विद्यालय में पहले प्रवेश की तिथि / Date of first admission in K.V.
10. (i) पदोन्नति की पिछली कक्षा (शब्दों में) / Class last promoted (in words)
- (ii) वर्तमान कक्षा जिसमें पढ़ रहा है / Present class in which studying
11. क्या विद्यार्थी उसी कक्षा में एक अथवा दो बार अनुत्तीर्ण रहा?
Whether the student was detained to the same class (once or twice)?
12. क्या अगली कक्षा में पदोन्नति का अधिकारी है?
Whether qualified for promotion to the next higher class?
13. क्या विद्यार्थी ने विद्यालय की सभी देय राशि का भुगतान कर दिया है?
Whether the pupil has paid all dues to the Vidyalaya?
14. क्या विद्यार्थी को कोई शुल्क रियायत प्रदान की गई थी, यदि हाँ, तो उसकी प्रकृति?
Whether the Pupil was in receipt of any fee concession, if so, the nature of such concession?
15. विद्यालय से विद्यार्थी के नाम काटे जाने की तिथि।
Date on which pupils' name was struck off the rolls of the Vidyalaya
16. प्रमाण पत्र जारी करने की तिथि / Date of issue of certificate
17. विद्यालय छोड़ने का कारण / Reason for leaving the Vidyalaya
18. अंतिम तिथि तक उपस्थितियों की कुल संख्या / No. of attendance up to date
19. विद्यार्थी की विद्यालय दिवसों की कुल उपस्थितियाँ
No. of School days the pupil attended
20. सामान्य आचरण / General Conduct
21. कोई अन्य टिप्पणी / Any other remarks

तैयारकर्ता / जांचकर्ता / प्रतिहस्ताक्षरित / Countersigned प्राचार्य /
Prepared by Checked by- अध्यक्ष वि.प्र.स. / Chairman, VMC Principal

हस्ताक्षर / Signature

नाम / Name

पद / Designation

मोहर / Seal मोहर / Seal

* विशेष : यदि यह स्थानांतरण प्रमाण-पत्र इंचार्ज द्वारा हस्ताक्षरित हो तो अध्यक्ष विद्यालय प्रबन्ध समिति द्वारा उसे प्रतिहस्ताक्षरित अवश्य कराये अन्यथा यह प्रमाण पत्र वैध/मान्य नहीं होगा।
* If this T.C. is issued by the Officiating/Incharge Principal, it should be invariably counter

APPENDIX – XXXIV

PROFORMA OF APPLICATION FOR CHANGE OF DATE OF BIRTH

(To be filled in by parent/guardian)

1. Name of the student
2. Name and address of the parent/guardian
3. Class in which the student is studying
4. Date of birth as entered in the school register
5. Date of Admission
6. Proposed date of Birth
7. Reason for requesting the proposed change
8. Whether the following documents are attached (say "Yes" or "No")

Documents enclosed

- (1) Affidavit sworn before a First Class Magistrate
- (2) Extracts from the birth-register.

Date

Signature of Parent/Guardian

(Name in Block letters)

Address :

(To be filled in by the Principal)

Date

1. Certified that the statements at Sl.Nos. 1 to 5 are correct/not correct, the reasons for the proposed change are convincing/not convincing, and that the documents mentioned at Sl.No. 8 appear to be all right.
2. Any other special point which the Principal likes to mention.

PRINCIPAL

(To be filled in by the Chairman)

No. _____ Date _____

The proposed change in the date of birth

(_____)

Date of birth to be given is recommended/not recommended,

CHAIRMAN

(To be filled in by the Kendriya Vidyalaya Sangathan)

No. _____ Date _____

1. The proposed change in the date of birth (Date of birth to be given) is agreed to.
2. The proposed change in the date of birth (Date of birth to be given) is not agreed to due to the following reason(s)

Assistant Commissioner

KENDRIYA VIDYALAYA SANGATHAN

To

The Principal,
Kendriya Vidyalaya

APPENDIX – XXXV

KENDRIYA VIDYALAYA _____

CLASS ROOM OBSERVATION BY THE PRINCIPAL/V.P./H.M.

1. Name of the teacher & designation _____
2. Class observed & Period' _____
3. Has the teacher covered the syllabus
as per split up plan? _____
4. Is the teacher diary up-to-date? _____
5. Has the frequency been kept for
checking the written work at least once for
Secondary and twice for Middle and
Primary section? Comments on quality _____
6. Evaluation of project work and
comments regarding the type of
projects given _____
7. Specific observation about the class
room teaching and methodology management _____
8. Has the teacher identified slow
learners and taken specific
remedial action _____
9. General observation regarding
punctuality of the teacher _____

10. Any other observation about the teacher _____

Signature of the Principal/V.P./H.M.

Date

APPENDIX - XXXVI

SUPERVISION TOOL FOR EDUCATION OFFICERS/
ASSISTANT COMMISSIONERS

Name of the K.V.

Name of the Principal

1. Observations on the maintenance and upkeep of the :
 - A. Building including Class Rooms/Lavatories/Laboratories/ School Garden, fittings and fixtures-both sanitary and electrical.
 - B. Utilisation of Vidyalaya Vikas Nidhi to give a presentable look to the building and to add to the convenience and comfort of the students.
2. Regularity in Class Room supervision, maintenance of proper record by the Principal, Vice Principal and Head Master.
3. Record about the teachers/employees who are diffident and delinquent to suggestive measures as per the report of the Principal.
4. The observations of the EO/Assistant Commissioner about the teaching/performance of such teachers.
5. Observations of the E.O. about the written work and its corrections and proper maintenance of teachers' diaries and marks registers.
6. Observations of the E.O. about the maintenance of other records.
7. Steps taken by the school to bring Home and School closer.
8. Organisation of Games, Yoga, Co-curricular Activities in the school.
9. Overall impact about the Vidyalaya.

Signature of E.O./A.C.

Date :

THE PLEDGE

We, the members of Kendriya Vidyalaya Sangathan, solemnly pledge to work selflessly towards making India a strong and prosperous Nation. We shall discharge our duties conscientiously to take our country to greater heights of sparkling achievements. We pledge to inculcate patriotism as well as cultural and ethical values among our countrymen through our services and actions. On KVS foundation day, today we commit ourselves with dedication and devotion towards the betterment and development of our country and countrymen.

संकल्प

हम, केन्द्रीय विद्यालय संगठन के सदस्य, भारत को एक सुदृढ़ और समृद्ध राष्ट्र बनाने हेतु निःस्वार्थ भाव से कार्य करने की शपथ लेते हैं। देश को उन्नति के चरम शिखर पर प्रतिष्ठित करने के लिए हम सत्यनिष्ठा से अपने कर्तव्यों का पालन करेंगे। अपने कार्यों एवं सेवाभाव द्वारा देशवासियों के हृदय में देश भक्ति तथा सांस्कृतिक एवं नैतिक मूल्यों के प्रति श्रद्धा भाव उत्पन्न करने की शपथ लेते हैं। आज केन्द्रीय विद्यालय संगठन के स्थापना दिवस पर हम देश और देशवासियों के विकास और उत्थान हेतु संपूर्ण निष्ठा एवं समर्पण भाव से कार्य करने का दृढ़ संकल्प करते हैं।

APPENDIX – XXXVIII

KVS INCENTIVE AWARDS TO TEACHERS

1. The KVS instituted the Incentive Awards to honour its teachers including Principals in recognition of their dedicated and sincere services rendered in the field of education. Category-wise awards available and the number of teachers that can be recommended by each Region are given below :

Category	Description	No. of Awards Available	Maximum number of teachers that can be recommended by each Region
01	Principals/Vice-Principals	02	02
02	Headmistresses/Headmasters	01	01
03	Post Graduate Teachers	08	03
04	Trained Graduate Teachers	14	04
05	Primary Teachers	18	05
06	Misc. Categories – Drawing Teacher/Music Tr./WET/PET/Yoga Teachers/Librarians	07	03

However, the Chairman of VMC of KVs located at Moscow, Kathmandu and Tehran may recommend one case each for the award and send directly to KVS (Hqrs.)

2. The Principals/teachers recommended for the award should have put in not less than 15 years of service in KVS, out of which the applicant should have worked regularly for a minimum period of 05 years in the preceding years in the category under which applying for the award. The principals with 20 years service are eligible for being recommended for Incentive Award.

The main considerations that should guide the selection of

teachers are :

- Teacher's reputation in the Vidyalaya and local community.
- Teacher's academic efficiency and desire for its improvement,
- Teacher's genuine interest in and love for children and,
- Teacher's involvement in the social life of the community.

3. Procedure for Selection

An initial identification would be done for the teachers who could apply for these awards and relevant forms would be given to the said teachers for necessary action. No documents would be required to be attached with the form by the teacher. The procedure for identification and selection should be in the following manner.

4. Identification at the Vidyalaya Level :

A committee consisting of one Education Officer of the Regional Office and one Principal from a cluster of Kendriya Vidyalayas shall be formed for each cluster. This committee shall identify the teachers from the schools falling in that cluster who could apply for these awards.

For Principals, a committee at the Regional level consisting of the Assistant Commissioner and two Education Officers would be formed. This committee will identify the Principals who may apply for the award.

Once the identification of teachers and Principals has been done, the proforma of application (Annexure-I) shall be given only to such identified teachers and Principals. The proforma shall contain one blank page for the teacher to record whatever achievements he/she would like to present for the purpose of consideration. Beyond this, no document or photocopy shall be attached with the proforma. Concerning Principal, the Assistant Commissioner shall certify the correctness of whatever has been stated by the applicant in the proforma by verifying the supporting documents, in case it is felt necessary.

The recommendation of the Chairman, VMC, must invariably

be obtained on the application before it is submitted for the consideration of the Regional Selection Committee.

5. Selection at the Regional Level :

Regional Selection Committee shall consist of the following :

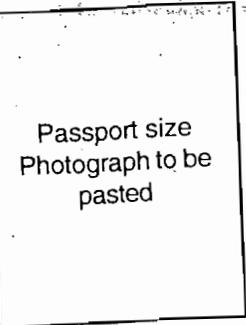
- | | |
|---|------------------|
| 1. Assistant Commissioner | Chairman |
| 2. One Principal of a KV of the Region who is a National or Incentive Awardee | Member |
| 3. An Educationist | Member |
| 4. An Education Officer | Member-Secretary |

The Regional Selection Committee shall select names from each category of the award not more than the allotted quota mentioned in Para I for submission to the Headquarters for final selection. The recommendations of the Regional Selection Committee shall be accompanied with the following documents :

- a) Minutes of the meeting of the selection committee
- b) Copy of the proforma alongwith 2 passport size photographs of the applicants. The photographs should be attested on the backside.
- c) Detailed analysis of results-quantitative and qualitative Since the quality aspects of the internal/external examination results are also going to be considered, a detailed analysis of the results class-wise/subjects-wise showing the number and % of the students passing and getting 80% and above must be shown and enclosed.
- d) Photocopies of the complete ACRs of five previous years.
- e) Citation from Principal/Chairman, VMC/AC

6. It is necessary to verify the service record and antecedents of the teachers recommended. A certificate to this effect (Annexure II) duly completed must be signed by the concerned authority.

Applications sent directly by teachers/Principals and those not



PROFORMA FOR RECOMMENDING A TEACHER/PRINCIPAL FOR INCENTIVE AWARD

Parts A, B and C are to be filled in by the Principal (in case of Teachers) and by the Chairman VMC/Assistant Commissioner (in case of Principals)

PART-A

Particulars of the Teacher/Principal

1. Name (in block letters) (Hindi) _____
(English) _____
2. Designation & school address _____
with pin code number _____
3. Region _____
4. Date of Birth _____
5. Present Age _____
6. Sex _____

**Information to be given in case of Principal
(Points 23 to 29) Please give only brief account.**

23. Has the Principal introduced any innovative ideas for raising the quality of education in the school?
24. Does the Principal invite the parents for their-co-operation for academic development? If yes, the details thereof.
25. Does the Principal take interest in maintenance of the school building and beautification of the campus? If so, give details.
26. Are the activities like Annual day, Sports day, Clubs (nature, science, reader), value based education etc. being organised? If so, give details.
27. Is guidance provided to the teachers in professional development and whether he encourages the teachers as well as students for experiments/innovations?
28. What goals/targets are set in academic/sports and games/other activities and what are the achievements?
29. Has any project been undertaken during the last three years at school level? If yes give details.

PART - C

Remarks about the Teacher/Principal based on the assessment of her/his superiors on three point scale viz. Outstanding/Very Good/Good

30. Does the teacher command respect among the students?
31. Is she/he able to maintain discipline among the students?
32. Does the teacher maintain cordial relations with his fellow-teachers and others?
33. Is she/he held in high esteem by the community, particularly the parents?
34. What is the extent of participation of the teacher in activities of parent-teacher association etc., if any?
35. It is certified that all the information provided from SI no. 1 to 34 has been checked and found correct.

Signature of the Principal in case of a teacher

Recommendations of
the Chairman, VMC

Signature

Counter signature of
Asstt. Commissioner of the Region
(with seal)

PART - D

Remarks/Recommendations of
the KVS Regional Committee

Signature
Chairman, KVS Regional Committee

PART - E

Recommendations of the KVS
State Committee

Signature
Chairman, KVS State Committee

Annexure-I

**Certificate to be furnished by the Principal in case of
teachers and by the Chairman VMC/Asstt. Commissioner
in case of the Principal**

It is certified that Dr./Smt./Shri
(Name of the teacher/Principal with designation)

of Kendriya Vidyalaya
has an absolutely clear record of service and faultless antecedents
and that no enquiries or legal proceedings are pending/contemplated
against her/him.

Signature with seal i) Principal of the school
in case of teacher

ii) Chairman, VMC in
case of Principal

Counter signature of Asstt. Commissioner
of the Region (with seal)

(Enclosures to be submitted along with the application in duplicate)

Certified that the following documents are enclosed herewith in duplicate :

1. 2 copies of the prescribed proforma duly filled in and complete in all respects.
2. Certificate regarding clean record of service and faultless antecedents and that no vigilance/disciplinary proceedings, departmental or otherwise, are pending against the teacher.
3. Copies of ACRs of the last five years duly attested by the Asstt. Commissioner.
4. Two passport size photographs in a separate envelope duly attested on the backside by the Principal. The photograph should not be defaced.
5. Minutes of the meeting of the regional committee.
6. Citation in each case (150 words)
7. Check list giving brief details about the applicant (Annexure II)

Date :

Signature of the
Asstt. Commissioner
with office stamp

Annexure-II

Kendriya Vidyalaya Sangathan

Incentive/National Award

CHECK LIST

Category

Name of the Teacher

ACR points of last five years

Post Held :

Year

Date of Birth :

Point

Name of KV :

Total service in KVS :

Total

1. Results of the last 3 years

Year	Classes taught	Pass %	% of students getting 'A' Grade

For Primary classes

Year	Classes taught	No. of students with 'A' Grade	% of students getting 'A' Grade

1. Steps taken to improve the quality of teaching by the PRT
2. Experience as resource person in In-service Courses
3. Use of teaching aid/computers for teaching
4. Innovation/Project/Experimentation
5. Publication & Involvement in the community
6. Participation in other co-curricular activities (Scout & Guide, NCC, NSS, Sports & Games)

Recognition

1. Citation from A.C./Principal/Chairman
2. Any other award with detail - Vidyalaya/Regional/State/National/International level.

APPENDIX - XXXIX

NATIONAL AWARDS TO TEACHERS

The Government of India, Ministry of Human Resource Development (Department of Education) introduced the scheme of National Awards to teachers in 1958-59, for raising their prestige and giving public recognition to their meritorious services in Primary, Middle and Higher Secondary Schools. Kendriya Vidyalaya Sangathan is to nominate and recommend names of 16 (sixteen) teachers to the Government of India by 30th September. The awards will be presented by His Excellency the President of India on the next Teachers' Day.

Under this scheme, the following categories of teachers of KVS are eligible for National Awards :

- | | | |
|----|--|-----------|
| 1. | Primary Teachers (for teaching up to Class VIII who have put in at least 15 years of service as teacher, for HM with 20 years if service) | 06 Awards |
| 2. | Secondary/Senior Secondary Teachers teaching Secondary/Senior Secondary classes if they have at least 15 years of teaching experience to their credit. This award is also open to such Principals who have put in 20 year of service. | 06 Awards |
| 3. | Special award to Secondary Teachers with disabilities or engaged in promoting integrated inclusive education of children with disabilities. (For SI No. 3&4 eligibility of class-room teaching experience is 10 years and for Principals/HM 15 years of service. Other eligibility conditions and the selection procedure will be the same as per categories 1 and 2). | 02 Awards |
| 4. | Special category awards for Primary Teachers with disability. Eligibility | 02 Awards |

conditions are same as 3 above.

The teachers recommended for consideration for the awards must fulfill the conditions of eligibility as contained in **Annexure-I**.

While making recommendations, a suitable representation to women teachers may be given. Main consideration that should guide the selection of teachers at Regional level are :-

1. Teacher's reputation in the Vidyalaya and local community.
2. Teacher's academic efficiency and desire for its improvement.
3. Teacher's genuine interest in and love for children, and
4. Teacher's involvement in the social life of the community.

Teachers/Principals whose names were recommended earlier but not awarded the National Award may be considered again, if they are still otherwise found eligible and are duly recommended by the Regional Committee, by inviting fresh applications from them.

Normally, retired teachers are not eligible for the award but those teachers who have served up to 30th April in the year to which National Award relates may be considered if they fulfill all other conditions. The service rendered on re-employment after attaining the age of superannuation will not count as eligible service.

PROCEDURE FOR SELECTION

An initial identification would be done for the teachers who are eligible for these awards and only after this identification, the necessary forms would be given to the said teachers for filling up and submission. No documents would be required to be attached with the form by the teachers and in no case the said form shall be thicker than the number of pages printed therein. The procedure for identification and selection should be in the following manner :

a) Identification at the Vidyalaya Level

A Committee consisting of one Education Officer of the Regional Office and one Principal from a cluster of Kendriya Vidyalayas shall be formed for each cluster. This Committee shall identify

the teachers from the schools falling in that cluster who could apply for these awards.

For Principals, a Committee at the regional level consisting of the Assistant Commissioner and two Education Officers would be formed. This Committee will identify the Principals who may apply for the award.

Once the identification of teachers and Principals has been done, the proforma of application shall be given only to such identified teachers and Principals. The proforma shall contain one blank page for the teacher to record whatever achievements he/she would like to present for the purpose of consideration. Beyond this, no document or photocopy shall be attached with the proforma. Concerning Principal, the Assistant Commissioner shall certify the correctness of whatever has been stated by the applicant in the proforma by verification of supporting documents, in case it is felt necessary.

The recommendations of the Chairman, VMC, must invariably be obtained on these applications before they are submitted for consideration by the Regional Selection Committee.

b) Selection at the Regional Level

Regional Selection Committee shall be formed consisting of the following :-

- | | |
|---|------------------|
| 1) Assistant Commissioner | Chairman |
| 2) One Principal of a KV of the Region who is a National or Incentive Awardee | Member |
| 3) An educationist | Member |
| 4) An Education Officer | Member-Secretary |

The Regional Selection Committee shall select two names from each category of the award for submission to the Headquarters for final selection. The recommendations of the Regional Selection Committee shall be accompanied with the following documents :-

- a) Minutes of the meeting wherein selection was made.

- b) Two copies of the proforma along with 2 passport size photographs of the applicants.
- c) Photocopies of the complete ACRs of the five previous years.
- d) Citation from Principal/Chairman, VMC/Assistant Commissioner whichever is applicable.

It is necessary to verify the service records and antecedents of the teachers recommended. A certificate to this effect (Annexure-II) duly completed must be signed by the concerned authority.

Please ensure that the recommendations from the region must reach the KVS (HQ) by 30th April in a sealed cover with inscription **"RECOMMENDATIONS FOR NATIONAL AWARDS"** by **Registered/Speed Post**.

Applications sent directly by the teachers/Principals and not recommended by the Chairman of VMC will not be entertained.

The format of the proforma of applications is at **Annexure-III**.

Annexure-I

**CONDITIONS OF ELIGIBILITY OF TEACHERS FOR
CONSIDERATION FOR THE AWARDS**

1. Classroom teachers with at least 15 years regular teaching experience and Headmasters/Principals with 20 years of regular teaching experience and who are actually working as teachers/Principals/headmasters in recognized primary/middle/high/higher secondary, etc. schools only shall be considered. Teachers who are teaching up to Class VIII should be considered in the category of Primary School teachers and those teaching Classes IX-XII in the category of Secondary School teachers.
2. Normally retired teachers are not eligible for the award but those teachers who served a part of the calendar year (at least for four months i.e. up to 30th April in the year to which National Award relates) may be considered if they fulfil all other conditions. The service rendered on re-employment after attaining the age of superannuation will not count as eligible service.
3. Teachers whose names were recommended last year or before can be considered again if they are still otherwise eligible and are recommended by the Regional Selection Committees.
4. Education Officers and Assistant Commissioners etc. are not eligible for these awards.
5. Only those teachers having requisite years of teaching experience, as mentioned at Sl.No. 1 above, on 31st December of the preceding year of the Award will be eligible to be considered for the award.

Annexure-II

**Certificate to be furnished by the Principal in case of teachers/
Chairman VMC/Asstt. Commissioner in case of the Principal**

It is certified that Dr./Smt./Shri
(Name of the teacher/Principal with designation)

of Kendriya Vidyalaya has

an absolutely clear record of service and faultless antecedents and that no enquiries or legal proceedings are pending/contemplated against her/him.

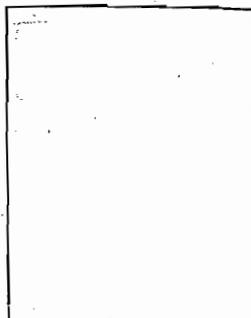
Signature with seal i) Principal of the school
in case of teacher

ii) Chairman, VMC in
case of Principal

Counter signature of Asstt. Commissioner
of the Region (with seal)

Annexure-III

Please Note: One passport size photograph duly attested on back side by a Gazetted Officer of Town, Tehsil or District be also submitted in a separate envelope. The photograph should not be defaced in anyway.



PROFORMA FOR RECOMMENDING A TEACHER FOR NATIONAL AWARD

Parts A, B and C are to be filled by the Regional Selection Committee from sources such as teacher's diary, records of Inspection, records kept by the Principal, examination results of the school, confidential reports and Service Book, etc. of the teachers. Part D and E are to be filled in by the Chairman of the VMC and the Regional Selection Committee appointed for the purpose.

PART - A

Particulars of the Teacher

1. Name (in block letters) (Hindi) : _____
(English) : _____
2. Sex with marital status : _____
3. Designation and complete school address with pin code number : _____
4. Complete residential address with pin code number : _____
5. Complete permanent address with pin code number : _____
6. Whether the school is Primary/ Secondary/Hr. Secondary : _____

7. District : _____
8. State : _____
9. Date of Birth : _____
10. Present Age : _____
11. Date of Superannuation : _____
12. If superannuated, please clarify with supporting documents whether extension has been given : _____
13. Total service with date of joining as teacher
Total Service _____ years _____ months. Date of joining as teacher _____

SERVICE RECORD

Name of the Institution(s)	Level: Primary/ Secondary etc.	Management Govt. aided or unaided	Total Enrolment	Duration of service with Date, Month and year
(1)	(2)	(3)	(4)	(5)
				From To

Subject(s) taught	Classes taught	Result of public or annual examination	Any other responsibility discharged
(6)	(7)	(8)	(9)

14. Total Experience

	Period	
	From	To
Teaching		
Administrative		
Other		
<hr/>		
Total		

PART-B

15. In the case of Primary School teachers, what concrete steps has the teacher taken to increase enrolment in the school and to avoid dropouts? Give enrolment retention percentage figures for the last three years of school and the Region to show the progress made in achieving universalisation of elementary education.
16. In the case of Secondary School teacher, what has been the dropout rate in the school at secondary level in the last five years? What steps has the teacher taken to avoid dropouts?
17. What has been the teacher's class results in Board examinations? Give the percentage of pass and first divisioners in the class/subject of the teacher for the last five years.
18. Has the teacher mobilized quantifiable community resources for the physical development of the school? If so, give details.
19. In the case of teachers/Principal, indicate the number of cases of indiscipline, if any, in the class/school during the last five years.
20. Has the teacher undertaken any specific activities for promoting National Integration? Give details.
21. The following information may specifically be given :
 - does he/she indulge in tuitions?
 - does he/she indulge in political/trade union activities?

- is he/she in the habit of submitting complaints and indulging in litigation?
- is he/she punctual?

NB. 75% weightage may be given to the above information while finalizing recommendations.

22. Has the teacher undertaken any innovative experiments for greater impact of his/her teaching on the students? Give a brief note.
23. What are the types of teaching aids, including mass media, used by the teacher to make classroom instruction more interesting?
24. Does the teacher give any special attention and assistance to the gifted and weaker students? If so, give details.
25. Has the teacher participated in any in-service training programmes, workshops, etc.? If so, give details of the last five years.
26. Does the teacher take active interest in organizing co-curricular or extra-curricular activities in the schools? Give details.
27. Has the teacher written any articles, text-books etc? If so, give details.
28. Has the teacher received any recognition, award or prize from the school, community or Government during the last 10 years? If so, give particulars.
29. Any other significant achievement not mentioned above.

PART-C

Remarks about the teacher based on the assessment of his/her superiors:

30. Does the teacher command respect among the students?
31. Is he able to maintain discipline among the students?

32. Does the teacher maintain cordial relations with his fellow teachers and others?
33. Is he held in high esteem by the community, particularly the parents?
34. What is the extent of participation of the teacher in activities of Parent-teacher association, etc., if any?
35. General assessment by the Head of the Institution.
36. General assessment by the Education Officer.

Education Officer with seal

PART-D

REMARKS/RECOMMENDATIONS OF THE CLUSTRE COMMITTEE

Chairman of the Regional Committee

PART-E

RECOMMENDATION BY THE REGIONAL COMMITTEE

Chairman of the Regional Committee

**APPENDIX - XL
SCHEDULE OF SPACE NORMS FOR SINGLE SECTION KENDRIYA VIDYALAYAS**

S. No.	Description of Space	Type AO (I to X) (Enrolment = 400)		Type AI (I to XII) Humanities or Commerce (Enrolment = 400)		Total area (Sq.mts.)
		No. of Rooms	Suggested Dimns. (cms)	No. of Rooms	Suggested Dimns. (cms)	
1	2	3	4	5	6	8
(A) TEACHING SPACES						
1.	Primary Class Rooms	5	700x700	245.00	5	700x700 245.00
2.	Middle/H.S. Class Rooms	5	700x700	245.00	7	700x700 343.00
3.	General Science Lab					
	a) Lab	1	700x880	61.60	*1	700x800 61.60
	b) Store cum preparation room	1	700x360	25.20	*1	700x360 25.20
4.	Computer Room	1	700x700	49.00	1	700x700 49.00
5.	Activity Room	1	700x1060	74.20	1	700x1060 74.20
6.	Art Room	1	700x700	49.00	1	700x700 49.00
7.	SUPW/Work Shop	1	700x700	49.00	1	700x700 49.00
8.	Library	1	700x1060	74.20	1	700x1060 74.20

1	2	3	4	5	6	7	8
(B)	ADMINISTRATIVE SPACES						
1.	Principal's Room	1	700x700	49.00	1	700x700	49.00
2.	Office	1	700x700	49.00	1	700x700	49.00
3.	Staff Common Room	1	700x700	49.00	1	700x700	49.00
4.	Examination Room	1	700x340	23.80	1	700x340	23.80
(C)	SERVICE & SUPPORT ROOMS						
1.	General Store	1	700x340	23.80	1	700x340	23.80
2.	Scout/Guide Room	1	700x340	23.80	1	700x340	23.80
3.	P.E.T. Room	1	700x340	23.80	1	700x340	23.80
4.	Medical Room	1	700x340	23.80	1	700x340	23.80
	TOTAL			1138.20			1236.20

- Note:
- Toilets (Boys & Girls), stairs, open air assembly to be provided as per National Standards.
 - The corridor width should not be less than 1800 mm for single loaded corridor and 2100 mm for double loaded corridor system.
 - Attached toilet to be provided for Principal and medical rooms.
 - Built-in storage shelves (600 mm) with shutters to be provided on side walls in General Store, Scout/Guide, Examination, P.E.T. Headmistress and Record Rooms etc.
 - Toilets for staff (Gents/ladies) to be provided at proper locations of adequate size.
 - Space for drinking water (space for cooler and trough) to be properly located but away from toilets.
 - Class rooms to be planned/furnished exactly as per drawings given in KVS School Building Norms.
 - For class I and II of primary section, the following provisions are essential in view of the latest teaching methods:
 - A two tier shelf with glazed sliding shutters to be provided from entrance door till wall opposite black board.
 - The wall area from floor to window cill level on opposite side of the black board and should be given neat finish with green paint.

APPENDIX - XL

SCHEDULE OF SPACE REQUIREMENTS FOR DIFFERENT TYPES OF KENDRIYA VIDYALAYAS

S. No.	Description of Space	Type A (2 sections) (Enrolment = 960)			Type B (3 sections) (Enrolment = 1440)			Type C (4 sections) (Enrolment = 1920)		
		No. of Rooms	Suggested Dimns. (cms)	Total area (Sq.mts.)	No. of Rooms	Suggested Dimns. (cms)	Total area (Sq.mts.)	No. of Rooms	Suggested Dimns. (cms)	Total area (Sq.mts.)
1	2	3	4	5	6	7	8	9	10	11
(A)	TEACHING SPACES									
1.	Primary Class Rooms	10	700x700	490.00	15	700x700	735.00	20	700x700	980.00
2.	Middle/H.S. Class Rooms	14	700x700	686.00	21	700x700	1029.00	28	700x700	1372.00
3.	Computer Lab.	1	700x1060	74.20	2	700x1060	148.40	2	700x1060	148.40
	(a) Physics Lab									
	(i) Laboratory	1	700x880	61.60	1	700x880	61.60	1	700x880	61.60
	(ii) Store-cum-preparation room	1	700x360	25.20	1	700x360	25.20	1	700x360	25.20
	(b) Chemistry Lab									
	(i) Laboratory	1	700x880	61.60	1	700x880	61.60	1	700x880	61.60
	(ii) Store-cum-preparation room	1	700x360	25.20	1	700x360	25.20	1	700x360	25.20
	(c) Biology Lab									
	(i) Laboratory	1	700x880	61.60	1	700x880	61.60	1	700x880	61.60
	(ii) Store-cum-preparation room	1	700x360	25.20	1	700x360	25.20	1	700x360	25.20
	(d) Junior Science Lab.				1	700x1060	74.20	1	700x1060	74.20

1	2	3	4	5	6	7	8	9	10	11
4.	Social Science/Geog. Store	1	700x340	23.8	1	700x340	23.80	1	700x340	23.80
5.	Activity Room	1	700x1060	74.20	1	700x1060	74.20	1	700x1060	74.20
6.	Art Room	1	700x1060	74.20	1	700x1060	74.20	1	700x1060	74.20
7.	SUPW/Work Shop	1	700x1060	74.20	1	700x1060	74.20	1	700x1060	74.20
8.	Library	1	700x1420	99.40	1	700x1730	121.10	1	700x2140	149.80
	TOTAL			1856.40			2614.50			3231.20
(B)	ADMINISTRATIVE SPACE									
1.	Principal's Room	1	700x700	49.00	1	700x700	49.00	1	700x700	49.00
2.	Office	1	700x700	49.00	1	700x700	49.00	1	700x700	49.00
3.	Staff Common Room	1	700x700	49.00	1	700x880	61.60	1	700x1060	74.20
4.	Vice Principal Room	-	-	-	1	340x340	11.56	1	340x340	11.56
5.	Headmaster/Headmistress Room	1	700x340	23.80	1	700x340	23.80	1	700x340	23.80
6.	Examination	1	700x340	23.80	1	700x340	23.80	1	700x340	23.80
	TOTAL			194.60			218.76			231.36
(C)	SERVICE & SUPPORT SPACES									
1.	NCC/Scout/Guide room	1	700x700	49.00	1	700x700	49.00	1	700x700	49.00
2.	PET room	1	700x700	49.00	1	700x700	49.00	1	700x700	49.00
3.	General store	1	700x700	49.00	1	700x700	49.00	1	700x700	49.00
4.	Medical room	1	700x340	23.80	1	700x340	23.80	1	700x340	23.80
	TOTAL			170.80			170.80			170.80

530

- Note: (i) Toilets, stairs, open air assembly to be provided as per National Standards.
(ii) One class room to be provided with ½ brick partition wall for elective subjects. Cement concrete Black board may be provided on the opposite main wall.
(iii) The corridor width should not be less than 1800 mm for single loaded corridor and 2100 mm for double loaded corridor system.
(iv) Attached toilet to be provided for Principal and medical rooms.
(v) Built-in-storage shelves (600 mm) with shutters to be provided on side walls in Staff, Office, Principal, General Store, Scout/Guide, Examination, P.E.T., Headmistress and Record rooms etc.
(vi) Toilets for staff (Gents/ladies) to be provided at proper locations of adequate size.
(vii) Space for drinking water (space for cooler and trough) be properly located but away from toilets.
(viii) Class rooms to be planned/furnished exactly as per drawings given in KVS School Building Norms.
(ix) For class I and II of primary section, the following provisions are essential in view of the latest teaching methods :
a) A two tier shelf with glazed sliding shutters to be provided from entrance door till wall opposite black board.
b) The wall area from floor to window cill level on opposite side of the black board, should be given neat finish with green paint.

531

APPENDIX – XLI

NORMS FOR ARCHITECTURAL PLANNING

School buildings should be planned by following the standard engineering practices with due consideration to following aspects :

- (a) In planning of school buildings, simultaneous consideration of the environment, size and layout, structural system, orientation, circulation, climate and the inter-relationship of different spaces are important.
- (b) While preparing layout plans, buildings should have long facades oriented approximately north-south, light source should preferably face north orientation and the shorter facades should face west orientation. Adequate care should be taken for proper ventilation, especially in warm and humid regions.
- (c) Building should be planned preferably with 'H', 'F', 'L', 'U', 'T' or 'I' shape configuration and with single loaded corridor to reduce level of noise.
- (d) Building should not be planned based on the concept of central courtyard system. In case central courtyard system is to be adopted, corridors should be planned on the opposite side of the courtyard.
- (e) Provision for making an open air assembly area or for adding an assembly hall at a later stage may also be kept in view in the layout plan or in the arrangement of blocks.
- (f) Adequate toilet facilities are to be provided separately for boys and girls and for male and female staff members and these may be spread out. These toilets may also be provided with permanent ventilation and with exhaust fans, where necessary.
- (g) The clear height of the class-rooms may be kept not less than 3 meters, subject to such variations as may be prescribed by the Municipal and other local authorities.

- (h) Details of windows may be such that size of the glass may not be more than 0.1 sq.m. in area, in order to minimise maintenance cost. For the reasons of security, grills may be provided in all windows.
- (i) A light plug shall be provided at the back of the class rooms for projection facilities. Necessary provision for power plugs may also be made in the laboratories, Principal's room, staff room, etc.
- (j) Arrangements for water supply and electricity may be made considering the overall requirements, including those for future expansion.
- (k) It is desirable to make first a master plan of the entire area showing the detailed layout of the school along with provisions for future expansion, if any. Areas shall be earmarked for staff quarters, hostels, play-grounds, approach roads and internal connecting roads, green areas, location of septic tank, OHT/Sump, sub-station etc. Construction then could be taken up in a phased manner depending on priorities.
- (l) Landscaping of open areas especially in consideration to buildings planned is desirable as it helps in increasing comfort conditions in the building and also in the surrounding environment.
Trees should shade west elevation. Bows of trees or shrubs should be at right angle of the source of light to the building in order to avoid glare in the room.
- (m) Proper surface and rain water drainage should also be planned so that there is no stagnation of water during monsoon.

CLIMATE AND DESIGN CRITERIA FOR COMFORT :

India is a big country with varying climatic conditions. Vidyalayas are located in different climatic zones, requiring different comfort conditions. Each comfort condition has its own architectural demands.

In the warmest and most humid areas, solar protection and ventilation are essential for comfort. Comfort in these zones is mainly achieved by choosing sites which are exposed to breeze and which have sufficient vegetation to absorb solar radiation; orientating the main facades of the buildings approximately north-south (with corrections to increase ventilation); planning single banked buildings with openings of a size and position to achieve required ventilation and shading all openings from sun radiation.

Functional Requirements of School Buildings

- (a) When two rooms are facing each other, doors should not be kept facing each other but should be kept on alternate corners of each room so that they are farthest from each other.
- (b) Chemistry lab. should be planned on ground floor.
- (c) Necessary built-in facilities like teachers' cup-boards, bulletin boards and display boards in class-rooms, corridors, cabinets for each teacher in the staff common room, built-in almirahs in laboratories, under work benches, store, PET room may also be provided.
- (d) Sprouts (pernala) is to be provided in place of rain water pipe.

KVS (RECOGNITION OF ASSOCIATION) REGULATIONS 1995

1. Short Title and Commencement

These regulations may be called the Kendriya Vidyalaya Sangathan (Recognition of Service Associations) Regulations, 1995.

These shall come into force with immediate effect.

2. Definition

In these regulations, unless the context otherwise requires :-

- a) "Sangathan" means the Kendriya Vidyalaya Sangathan.
- b) "Employee" means an employee of the Sangathan and to whom the Central Civil Services (Conduct) Rules, 1964, apply *mutatis mutandis*.

3. Application

These regulations shall apply to Service Associations of all employees of the Sangathan.

4. Service Associations Already Recognised

A Service Association which has been recognised by the Sangathan before the commencement of these regulations and in respect of which the recognition is subsisting at such commencement, shall continue to be so recognised for a period of one year from such commencement or till the date on which the recognition is withdrawn, whichever is earlier.

5. Conditions for Recognition of Service Associations

A Service Association may be recognised by the Sangathan on the following conditions, namely :-

- a) An application for recognition of Service Association has been made to the Sangathan containing Memorandum of Association, Constitution, Bye-Laws of the Association,

names of office bearers, total membership and any other information as may be required by the Sangathan;

- b) The Service Association has been formed primarily with the object of promoting the common service interest of its members;
- c) Membership of the Service Association has been restricted to a distinct category of employees having common interest, all such employees being eligible for membership of the Service Association;
- d) (i) The Association represents minimum 35 per cent of total number of a category of employees provided that where there is only one Association which commands more than 35 per cent membership, another Association with second highest membership, although less than 35 per cent, may be recognised if it commands atleast 15 per cent membership;
- (ii) The membership of the employee shall be automatically discontinued on his ceasing to belong to such category;
- e) Employees who are in service shall be members or office bearers of the Service Association;
- f) The Service Association shall not be formed to represent the interests or on the basis of any caste, tribe or religious denomination or of any group within a section of such caste, tribe or religious denomination;
- g) The Executive of the Service Association has been appointed from amongst the members only; and
- h) The funds of the Service Association consist exclusively of subscriptions from members and grants, if any, made by the Sangathan, and are applied only for the furtherance of the objects of the Service Association.

6. Conditions Subject to which Recognition is Continued :

Every Service Association recognised under these Regulations shall comply with the following conditions, namely;

- a) the Service Association shall not send any representation or deputation except in connection with a matter which is of common interest to members of the Service Association;
- b) the Service Association shall not espouse or support the cause of individual employees relating to service matters;
- c) the Service Association shall not maintain any political fund or lend itself to the propagation of the views of any political party or a member of such party;
- d) all representations by the Service Association shall be submitted through proper channel and shall be addressed to the Commissioner, Kendriya Vidyalaya Sangathan;
- e) a list of members and office bearers, up-to-date copy of the rules and an audited statement of accounts of the Service Association shall be furnished to the Sangathan annually through proper channel after the annual general meeting so as to reach the Sangathan before the 1st day of July each year;
- f) the Service Association shall abide by and comply with all the provisions of its constitution/bye-laws;
- g) any amendment in the constitution/bye-laws of the Service Association, after its recognition under these Regulations, shall be made only with the prior approval of the Sangathan;
- h) the Service Association shall not start or publish any periodical magazine or bulletin without the previous approval of the Sangathan;
- i) the Service Association shall cease to publish any periodical magazine or bulletin if directed by the Sangathan to do so, on the ground that the publication thereof is prejudicial to the interests of the Sangathan, Central Government, the Government of any State or any Government authority or to good relations between employees and the Sangathan or authorities, or to good relations between the Government of India and the Government of a foreign State;

- j) the Service Association shall not address any communication to or enter into correspondence with a foreign authority except through the Sangathan which shall have the right to withhold it;
- k) the Service Association shall not do any act or assist in the doing of any act which, if done by an employee, would contravene any of the provisions of the Central Civil Services (Conduct) Rules 1964; and
- l) communications addressed by the Service Association or by any office-bearer on its behalf to the Sangathan or a Sangathan authority shall not contain any disrespectful or improper language.

7. Verification

- (1) The verification of membership for the purpose of recognition of a Service Association shall be done by the Check-off-system in pay-rolls at such intervals and in such manner as prescribed in Annexure-A.
- (2) The Sangathan may, at any time, order a special verification of membership if it is of the opinion, after an enquiry, that the Service Association does not have the membership required under sub-clause (i) of clause(d) of Regulation 5.

8. Withdrawal of Recognition

If, in the opinion of the Sangathan, a Service Association, recognised under these regulations, has failed to comply with any of the conditions set out in regulations 5 or 6 or 7, the Sangathan may, after giving an opportunity to the Service Association to present its case, withdraw the recognition accorded to such Association.

9. Relaxation

The Chairman, Kendriya Vidyalaya Sangathan, may dispense with or relax the requirements of any of these regulations to such extent and subject to such conditions as he may deem fit in regard to any Service Association.

10. Interpretation

If any question arises as to the interpretation of any of the provisions of these Regulations or if there is any dispute relating to fulfilment of conditions for recognition, it shall be referred to the Chairman, Kendriya Vidyalaya Sangathan, whose decision thereon shall be final.

11. Extension and Application of Department of Personnel and Training Instructions

The instructions issued by the Government of India in the Department of Personnel and Training regarding the Recognition of Service Associations and other related matters are applicable *mutatis-mutandis* in implementation of these regulations.

12. Repeal

The Kendriya Vidyalaya Sangathan (Recognition of Associations) Rules, 1985, are repealed with immediate effect.

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.

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-C

BROAD GUIDELINES AND SCHEDULE FOR THE CONDUCT OF VERIFICATION OF MEMBERSHIP OF ASSOCIATION

The verification of membership of an Association would broadly involve the following steps :

i) The circular shall be issued by Kendriya Vidyalaya Sangathan (Hqrs) calling for applications from the Associations who wish to be recognised including existing recognised Associations who are in any case to seek fresh recognition. The applications in the prescribed proforma should be accompanied by the following documents:

- (a) Memorandum of Association
- (b) Constitution/Bye-laws of the Association
- (c) Names of the Office Bearers of the Association
- (d) Estimated membership of the Association

All applications should reach the authorised officer within one month from the date of issue of the circular.

ii) The applications should be scrutinised in the first instance by Kendriya Vidyalaya Sangathan (Hqrs) to ensure that they conform to the provisions of the KVS (RSA) Regulations, 1995. It may, however, be kept in mind that the Associations are formed with the object of promoting the common service interest of a distinct category of Kendriya Vidyalaya Sangathan employees so that the commonality of interest can be secured to the maximum extent and each Association functions as a homogenous group. The scrutiny should be completed within one month as per instructions issued by the Department of Personnel and Training.

iii) Simultaneously, the work of ascertaining the choice of the staff and obtaining their consent for deduction of subscription from the pay-roll in the proforma at Annexure-B should begin. Commissioner, Kendriya Vidyalaya Sangathan, will prescribe the time limit and the detailed procedure to be followed by

Principals of Vidyalayas and Assistant Commissioners of Regional Offices and Kendriya Vidyalaya Sangathan (Hqrs) for completion of the work related to the verification, compilation and remitting of information to nodal point at Kendriya Vidyalaya Sangathan (Hqrs). The concerned officer at Kendriya Vidyalaya Sangathan (Hqrs) after compilation of information should put up the proposal for obtaining the approval of the Chairman, Kendriya Vidyalaya Sangathan, to accord the formal recognition to such of the Associations who fulfill all the requirements of the KVS (RSA) Regulations, 1995, and instructions issued by the Department of Personnel and Training on the subject.

- iv) The Drawing and Disbursing officers should complete the work related to the verification and its compilation and remit the information to the nodal authority at the Kendriya Vidyalaya Sangathan (Hqrs) within the time limit to be prescribed for the purpose.

ANNEXURE-D

SUBJECT : Procedure for deduction towards membership subscriptions to Service Associations of Kendriya Vidyalaya Sangathan employees from salary bills – regarding.

The following procedure regarding recovery of subscription for the Association from the pay-rolls may be followed by all Vidyalayas, Regional Offices and Kendriya Vidyalaya Sangathan (Hqrs) :

1. Every employee wanting to be a member of a Service Association would have to give in writing to the DDO in the proforma as prescribed, his consent for deduction of subscription from his pay bill. The consent is to be sent through the authorised regional representative of the concerned Service Association, to which the membership is sought.
2. The consent letters given by the employees, will be grouped category wise and filed securely in guard files. The details of the consent will be noted in a register by the DDO, the format of which is indicated in **Annexure-E**.
3. The recovery shall be made at such intervals as prescribed by the Kendriya Vidyalaya Sangathan (Hqrs).
4. An extract from this register, in duplicate, will be given to the cashier for making necessary entries in the acquittance roll of the month concerned. A suitable column in the acquittance roll may be opened in the relevant month to record the deductions separately. The deductions made by the cashier through acquittance roll will be outside the cash transactions of the Government/Kendriya Vidyalaya Sangathan account.
5. The DDO, after making the deductions, will remit the amount to the concerned Associations/Regional Office/KVS (HQ) as per instructions of Kendriya Vidyalaya Sangathan (HQ), indicating the total deductions and the total number of persons covered by the amount remitted. The amount may be remitted to the functionaries as may be authorised by the Association to receive the subscription.

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6. The DDO shall also reconcile the total deductions with the details of membership of different Associations as per his records. Suitable endorsement in the register mentioned in para 2 above shall also be made by the DDO.
7. The DDO shall report to such authority in Regional Office/ Kendriya Vidyalaya Sangathan (Hqrs) and at such intervals as may be prescribed by the Kendriya Vidyalaya Sangathan (Hqrs) the details with regard to the total number of persons belonging to each of the Service Associations. The proforma in which the statement is to be sent is enclosed as **Annexure-E**.

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ANNEXURE-E

REGISTER TO BE MAINTAINED BY THE DDO FOR CATEGORIES OF EMPLOYEES

S. No.	Name	Year 95-96	Bill	Year 96-97	Bill	Year 97-98	Bill
	Name of the Association of which a member			Name of the Association of which a member		Name of the Association of which a member	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

ANNEXURE-F

PROFORMA OF STATEMENT TO BE SENT BY THE DDO TO THE NODAL OFFICER

S. No.	Category	Total No. of employees in that Category	Name of the Association	Membership as per check-off system	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

APPENDIX – XLII(B)

SCHEME OF JOINT CONSULTATIVE MACHINERY FOR KENDRIYA VIDYALAYA SANGATHAN

With the object of promoting harmonious relations and of securing the greatest measures of co-operation between the Sangathan in its capacity as employer and the general body of its employees in matters of common concern, and with the object further, of increasing the efficiency of services combined with these employees, the Kendriya Vidyalaya Sangathan has decided to establish a machinery for joint consultation and arbitration of unresolved differences. The essential features of the scheme for setting up such a machinery are described below :-

CONSTITUTION AND PROCEDURE

- 1) The Scheme will cover all regular employees of the Sangathan except GROUP – 'A' Officers.
- 2) The Machinery will supplement, and not replace, the facilities provided to employees to make individual representations, or to Associations of employees to make representations on matters concerning their respective constituent service grades etc.
- 3) There will be a Council, called the Joint Consultative Machinery (JCM) of Kendriya Vidyalaya Sangathan which will deal with matters relating to conditions of service and work, welfare, and improvement of efficiency and standards of work of all regular employees of the Kendriya Vidyalaya Sangathan.
- 4) The Council will consist of an official side and a staff side. The official side will be decided by the Chairman of the JCM of the Kendriya Vidyalaya Sangathan and may consist of seven members who will include the Vice-Chairman, Kendriya Vidyalaya Sangathan, Finance Member of Kendriya Vidyalaya Sangathan, two members of the Board of Governors, Commissioner, Joint Commissioner (Admn.) and Deputy Commissioner (Admn.) of the Sangathan. The staff side may consist of seven members to be nominated by the Associations, in the manner prescribed in the Constitution. The Vice-Chairman,

Kendriya Vidyalaya Sangathan, will be the Chairman of the Council. The staff side will elect its own leader. Each side will appoint its own Secretary/Secretaries.

- 5) No person who is not an employee of the Sangathan shall be a member of the staff side of the Council.
- 6) The Associations will nominate their representatives for a period of three years; but there will be no bar on re-nomination. Vacancies caused by death, retirement, transfer etc., will be filled for the unexpired term.

NOTE: An Association may replace on the Council such of its representatives as have ceased to be its office bearers at annual elections or by exigencies such as a vote of no-confidence.

SCOPE AND FUNCTIONS

- 7) The scope of the Council will include all matters relating to the conditions of service and work, welfare of the employees, an improvement of efficiency and standard of work, provided however, that (i) in regard to recruitment, promotion and discipline, consultation will be limited to matters of general principles and (ii) individual cases will not be considered.
- 8) The official side will conclude matters at the meeting of the Council and will not reserve them for later decisions by the Kendriya Vidyalaya Sangathan.
- 9) The Council may appoint Committee(s) to study and report on any matters falling within its scope.
- 10) Subject to the final authority of the Board of Governors of Kendriya Vidyalaya Sangathan, agreements reached between the two sides of the Council will become operative.
- 11) If there is no agreement between the two sides, the matter may be transmitted to a Committee of the Council for further examination and report. But, if a final disagreement is recorded in the Council (after the disagreement in the Committee having been ratified in the Council) and the matter is one for which compulsory arbitration is provided, it shall be referred to

arbitration, if either side so desires. In other cases, the Board of Governors will take action according to its own judgement.

- 12) A matter disposed of by the Council in any manner will not be placed on the agenda during the following 12 months, unless, for any special reason, the Chairman of the Council directs otherwise.
- 13) The Council will frame rules for the conduct of its business.

ARBITRATION

- 14) Compulsory arbitration shall be limited to :-
 - i) Pay and Allowances;
 - ii) Weekly hours of work, and
 - iii) Leave of a class or grade of employees.
- 15) As to the question whether or not a particular issue falls within the scope of any of the above arbitrable items, the decision of the Ministry of Education and Culture in the matter will be final.
- 16) Cases of individuals shall not be subject to arbitration.
- 17) A dispute shall not be referred to arbitration unless it has been considered by the Council and final disagreement between the two sides has been recorded.
- 18) On a final disagreement being recorded as mentioned in clause 11 and 17, the Ministry of Education and Culture shall appoint a Board of Arbitration as soon as possible. The Board will consist of three members – one drawn from a panel of three names submitted by the official side of the Council, one from a similar panel submitted by the staff side and a Chairman, who will be an independent person.
- 19) (i) In determining a dispute, the Board of Arbitration shall examine the merits of the case presented by both the official and staff sides and take into account all other relevant factors.
(ii) Matters determined by the Government in accordance with the recommendations of a Commission, in case made

applicable to the Sangathan, will not be subject to arbitration for a period of five years on the date of the recommendations after which they will become arbitrable with reference, as far as possible, to the factors referred to in (i) above.

- 20) Subject to the over-riding authority of the Ministry of Education and Culture, recommendations of the Board of Arbitration will be binding on both sides.
- 21) Orders made by the Sangathan in pursuance of the recommendations of the Board of Arbitration shall, unless otherwise specified in those recommendations or modified by mutual agreement, remain in operation for a period of three years.

AMENDMENT

- 22) Any amendment or alteration in the Scheme or in the constitution/ rules made there-under shall be made by the Council.

INTERPRETATION OF RULES

- 23) If any question arises as to the interpretation of any of the clauses of the Scheme or the constitution/rules made there-under, it will be decided by the Chairman of the Council.

KENDRIYA VIDYALAYA SANGATHAN

CONSTITUTION OF THE COUNCIL UNDER THE SCHEME OF JOINT CONSULTATIVE MACHINERY OF THE KENDRIYA VIDYALAYA SANGATHAN

1) SHORT TITLE

The Constitution may be called the Constitution of the Council under the scheme of the Joint Consultative Machinery of the Kendriya Vidyalaya Sangathan.

2) APPLICATION

This constitution shall cover all the regular employees of the Sangathan for whom the scheme is applicable.

3) HEADQUARTERS

The office of the Council will be situated at Delhi and or at such other places as the Kendriya Vidyalaya Sangathan shall determine.

4) OBJECTS

The objects of the Council are to promote harmonious relations and to secure the greatest measure of co-operation between the Sangathan in its capacity as an employer, and the general body of its employees in matters of common concern and further to increase the efficiency of services combined with the welfare of these employees. It shall also suggest ways and means to raise the academic standard in Vidyalayas.

5) SCOPE AND FUNCTIONS

The scope of the Council will include all matters relating to conditions of service and work, welfare and improvement of efficiency and standards of work of all regular employees of the Kendriya Vidyalaya Sangathan. Provided, however, that :

- i) In regard to recruitment, promotion and discipline, consultation will be limited to matters of general principles.
- ii) Individual cases will not be considered.

6) MEMBERS OF THE COUNCIL

The Council shall consist of :-

- | | |
|--|------------------------------|
| A) Vice-Chairman,
Kendriya Vidyalaya Sangathan | - Chairman of
the Council |
| B) Representatives on the Official Side | |
| 1) Finance Member,
Kendriya Vidyalaya Sangathan | - Member |
| 2) Two Members of the Board of
Governors, Kendriya Vidyalaya
Sangathan (to be nominated
by the Chairman, KVS) | - Member(s) |
| 3) Commissioner,
Kendriya Vidyalaya Sangathan | - Member |
| 4) Joint Commissioner (Admn.),
Kendriya Vidyalaya Sangathan | - Member |
| 5) Deputy Commissioner (Admn.)
Kendriya Vidyalaya Sangathan | - Member-
Secretary |
| C) Representatives on the Staff Side | |

There shall not be more than 7 members on the staff side to be nominated by the Associations recognised for the purpose of representation on the Staff Council. The 7 seats may be distributed according to the numerical strength of members represented by these Associations in the following manner :-

- | | |
|------------------------------------|--------------------------|
| i) Teachers' Association | - 04 |
| ii) Non-Teaching Staff Association | - 02 |
| iii) Hqrs. Staff Association | - 01 (when
existence) |
| Total | - 07 |

Note : Distribution of seats may be done by the Chairman in consultation with the Associations/Unions in any other

manner acceptable to Associations/Unions.

D) The staff side and official side may appoint its Secretary/ Secretaries from amongst its representatives.

E) **Leaders**

The staff side shall elect by simple majority one of its members as its leader, who shall hold that office for a period of one year but shall be eligible for re-election; a vacancy caused by death, retirement, resignation, transfer, etc. will be filled for the unexpired term.

F) **Permanent Secretariat**

There shall be a Permanent Secretariat of the Council under the control of the Chairman.

7) **NOMINATION OF REPRESENTATIVES ON THE STAFF SIDE BY RECOGNISED EMPLOYEES' ASSOCIATIONS**

1. At the commencement of the Constitution and thereafter when occasions arise, each recognised employees' Association shall be intimated in form 'A' the number of members it may nominate on the Council.
2. On receipt of intimation as in Clause (1), a recognised employees' Association may intimate in form 'B' the names of its representatives nominated by its Executive Committee.
3. In the event of retirement, resignation, death etc., of a representative of an employees' Association, such Association may nominate or, in the case of retirement, re-nominate its representatives in form 'C'.
4. On receipt of intimation under clause (2) or (3) above, as the case may be, the Chairman of the Council shall consider whether the nomination is in accordance with the

provisions of the scheme and inform the employees' Association concerned.

8) **TERM OF MEMBERSHIP**

1. The employees' Associations will nominate their representatives on the staff side for a term of three years; but there will be no bar to renomination.
2. Vacancies caused by death, retirement, resignation, transfer etc. will be filled for the unexpired term.

NOTE: Where a person becomes a member of the Council by reason of the office or appointment he holds, his membership of the Council shall ipso facto terminate when he ceases to hold that office or appointment.

9) **APPOINTMENT OF COMMITTEES**

The Council may appoint Committees from amongst its members to study and report on any matter falling within its scope.

KENDRIYA VIDYALAYA SANGATHAN

**RULES FOR THE CONDUCT OF BUSINESS FOR
THE COUNCIL UNDER THE JCM FOR
KENDRIYA VIDYALAYA SANGATHAN**

The following rules shall govern the conduct of business of the Council under the Scheme of Joint Consultative Machinery for Kendriya Vidyalaya Sangathan.

1) SHORT TITLE

These rules may be called the rules for the conduct of business of the Council.

2) MEETINGS

2.1) The ordinary meetings of the Council shall be held not less than once in four months viz. in February, June and October. Notice for a meeting shall be sent by the Member-Secretary of the Council to all members not less than 15 days before the date of meeting. If the Chairman is not present at the meeting of the Council, any member of the Council appointed for the purpose by the Chairman in writing shall be the Chairman of the meeting.

2.2) A special meeting may be called by the Chairman at any time. A notice of such a meeting shall be sent to all members not less than 10 days before the date of the meeting.

2.3) For attending the meeting, the members will be entitled to TA/DA, as per instructions issued by the Government of India from time to time. Their absence from duty attending such meetings will also be treated likewise.

3) VENUE

The venue of the meetings of the Council shall be New Delhi.

4) QUORUM

The quorum shall be one third of the strength of the official side and also one third of the strength of the staff side. Even after the completion of quorum from the staff side, no matter relating to teaching or non-teaching staff will be discussed in the Council unless a representative of the respective side is present.

5) AGENDA

- i) A member desiring inclusion of a subject in the agenda of a meeting will communicate the subject together with the explanatory memorandum, where necessary, to the Secretary of the Official or Staff Side, as the case may be, at least 8 weeks in advance of the meeting. The Secretary concerned shall make sure that the subject suggested falls within the purview of the Council and thereafter place the draft agenda before the Chairman not less than seven weeks before the due date of the meeting, for his approval to its inclusion in the agenda. If any item suggested by a member is not included in the agenda, the member concerned shall be informed of the fact and the reasons therefor.
- ii) The agenda for an ordinary meeting shall be circulated to all members not less than thirty days before the meeting.
- iii) The agenda for a special meeting shall be circulated simultaneously with the notice of the meeting.
- iv) Business not on the agenda may only be taken up with the permission of the Chairman.
- v) A matter disposed of by the Council in any manner will not be placed on the agenda during the following 12 months, unless for any special reason, the Chairman of the Council directs otherwise.

6) MINUTES

The minutes of the meeting will be drafted under the directions of the Chairman at the meeting and approved by the Council. These will, thereafter, be circulated to the members of the Council.

7) DECISIONS

- 7.1) The Official side will conclude matters at the meeting of the Council. Subject to the final authority of the Board of Governors of Kendriya Vidyalaya Sangathan, agreement reached between the two sides of the Council will become operative.
- 7.2) If for any reason it is not possible to reach an agreement, the matter will be referred to a committee which will be appointed by the Council and shall comprise members from both sides. The committee shall submit its report to the Council. But if a final disagreement is recorded in the council and the matter is one for which compulsory arbitration is provided, it shall be referred to the Ministry of Human Resource Development who will appoint a Board of Arbitration as soon as possible. In other cases, the Board of Governors will take action according to its own judgement.

8) PUBLICATION OF STATEMENT

Only statement issued under the authority of the Council shall be published and circulated to all Kendriya Vidyalayas so that the employees of the Sangathan are aware of the developments from time to time. Such statements shall be as full and informative as possible.

9) COMMITTEES

The committees, appointed by the Council, shall frame their own rules of procedure subject to the approval of the Council. The committees shall not, however, take final decisions on any subjects that come before them and shall transmit their conclusions to the Council for decision except where powers have been specifically delegated to them by the Council under the Constitution of the Council.

CONSTITUTION OF THE REGIONAL COUNCILS UNDER THE SCHEME OF JOINT CONSULTATIVE MACHINERY OF KENDRIYA VIDYALAYA SANGATHAN

1) Short Title

This Constitution may be called the Constitution of the Regional Councils of the Kendriya Vidyalaya Sangathan under the Scheme of Joint Consultative Machinery of the Kendriya Vidyalaya Sangathan.

2) Application

This Constitution shall cover all the regular employees of the Regional Office concerned and Kendriya Vidyalayas under its jurisdiction except Group - 'A' Officers.

3) Objects

The object of the Council is to promote harmonious relations and to secure the greatest measure of co-operation between the Sangathan in its capacity as employer and to the general body of its employees in matters of common concern and with the object of increasing the efficiency of public services combined with the academic standards in Vidyalayas.

4) Scope and Functions

- i) The scope of the Regional Council will include all local matters relating to conditions of work, welfare of employees, improvement of efficiency and standards of work with particular reference to local conditions.
- ii) The subjects to be discussed by the Council should normally be limited to matters within the competence of the Assistant Commissioner.
- iii) Matters which are within the competence of the Kendriya Vidyalaya Sangathan (Hqrs.) should not be discussed at the meeting of the Regional Council. Matters relating to individuals should also not be discussed.

5) (a) Composition

The Regional Council shall consist of :-

A) Official Side

- | | |
|---|------------------------------------|
| 1) Assistant Commissioner of the Region | - Chairman of the Regional Council |
| 2) One member from the Regional Advisory Committee (to be nominated by the AC) | - Member |
| 3) Education Officer who is Grievance Officer of the Region | - Member |
| 4) Senior-most Principal of the Kendriya Vidyalaya at the station of the Regional Hqrs. | - Member |
| 5) Administrative Officer of the Region | - Member-Secretary |

B) Representatives on the Staff Side

There shall not be more than 7 members on the staff side to be nominated by the regional units of the Associations recognised for the purpose of representation on the staff council. The 7 seats may be distributed according to the numerical strength of members represented by these Associations in the following manner :-

- | | |
|-----------------------------------|-------------|
| 1) Teachers' Association | - 03 |
| 2) Non-Teaching Staff Association | - 02 |
| Total | - 05 |

Note : Distribution of seats may be done by the Chairman in consultation with the Associations/Unions in any other manner acceptable to Associations/Unions.

(b) Secretary

The Staff Side may appoint its Secretary from its Members.

(c) Leader

The Staff Side shall elect by simple majority, one of its members as its Leader, who shall hold that office for a period of one year, but shall be eligible for re-election. A vacancy caused by death, retirement, resignation, transfer etc. will be filled for the un-expired term.

6) Nomination of Representatives on the Staff Side by Recognised Employees' Associations

- i) At the commencement of the Constitution and thereafter when occasions arise, each recognised employees' Association shall be intimated in form 'A', the number of members it may nominate on the Regional Council.
- ii) On receipt of the intimation as in Clause (i), a recognised employees' Association may intimate in form 'B' the names of its representatives nominated by its executive committee.
- iii) In the event of retirement, resignation, death etc. of a representative of an employees' Association, such Association may nominate or, in the case of retirement, re-nominate its representative in form 'C'.
- iv) On receipt of the intimation under Clause (ii) or (iii) above, as the case may be, the Chairman of the Council shall consider whether the nomination is in accordance with the provisions of the Scheme and inform the employees' Association concerned.

7) Term of Membership

- i) The Staff Side representatives will be nominated for a term of three years but there will be no bar to re-nomination.
- ii) Vacancies caused by death, retirement, resignation, transfer etc. will be filled for the un-expired term.

Note : An Association may replace on the Council such of its representatives as have ceased to be its office bearers

at annual elections or by exigencies such as a vote of no confidence.

8) Appointment of Committees

The Regional Council may appoint committees from amongst its members to study and report on any matters falling within its scope.

9) Periodicity

The meetings of the Regional Council shall be held at least once in two months at the Headquarters of the Region.

10) Quorum

The quorum shall be 1/3rd each of the strengths of the Official and Staff sides.

11) Agenda

- i) The agenda for a meeting shall be prepared under the orders of and approved by the Chairman in consultation with the members of the staff side.
- ii) The agenda for an ordinary meeting shall be circulated to all members not less than one week before the meeting.

12) Travelling Allowance

For attending the meeting, the members will be entitled to TA/DA as per the instructions issued by the Government of India from time to time.

13) Minutes

The minutes of the meeting will be finalised under the directions of the Chairman in the usual manner and copies thereof will thereafter be circulated to members of the Council.

FORM - 'A'

No. F.

KENDRIYA VIDYALAYA SANGATHAN
Regional Office,

Dated :

To,

The Regional President/Secretary,
(Name of the Association)

Sub.: Nomination of representatives on the Staff Side of the Regional Council of the Kendriya Vidyalaya Sangathan, Regional Office.

Sir,

In accordance with the Scheme of Joint Consultative Machinery and Compulsory Arbitration for Kendriya Vidyalaya Sangathan, I am to say that your Association is required to nominate member(s) on the Staff side of the Regional Council of the Kendriya Vidyalaya Sangathan, Regional Office.

2. I am to request you kindly to intimate to me within 15 days of the date of issue of this letter, the names of the nominees of your Association as in "Form-B" enclosed in duplicate.

Yours faithfully,

Assistant Commissioner

Encl.:

FORM - 'B'

From :-

The Regional President/Secretary,
(Name of the Association)
Address :

Dated :

To,

The Chairman,
The Regional Council of the
Kendriya Vidyalaya Sangathan,
Regional Office,

Sub.: Nomination of members on the Staff side of the Regional Council of the Kendriya Vidyalaya Sangathan.

Sir,

With reference to your letter No. F.
on the above mentioned subject, I am directed to say that the Executive Committee of (Name of the Association) has nominated the following person(s) to represent it on the Staff side of the Regional Council.

Name	Office and appointment held	Address

An authenticated copy of the resolution of the Executive Committee of the Association is enclosed.

2. Please acknowledge this communication.

Yours faithfully,

Encl.:

Regional President/Secretary

FORM - 'C'

From :-

The Regional President/Secretary,
(Name of the Association)
Address :

Dated :

To,

The Chairman,
The Regional Council of the
Kendriya Vidyalaya Sangathan,
Regional Office,

Sub.: Nomination of members on the Staff side of the Regional Council.

Sir,

Consequent upon the retirement/resignation/transfer/death etc. of Sh. on (date) who was a representative of my Association on the Staff side of the Regional Council of the Kendriya Vidyalaya Sangathan, I am directed to say that the Executive Committee of Association have nominated/re-nominated Sh. of (office)..... (address) against the seat(s) for Staff to be represented as its representative on the Staff side. An authenticated copy of the resolution of the Executive Committee is enclosed.

2. Please acknowledge this communication.

Yours faithfully,

Regional President/Secretary

Encl.: