EDUCATION CODE
FOR
KENDRIYA VIDYALAYAS

Vth Edition August 2006

Updated upto 31st August 2006 and approved by the BOG of the KVS in its 76th Meeting held on 4th December 2006

KENDRIYA VIDYALAYA SANGATHAN
18, INSTITUTIONAL AREA
SHAHEED JEET SINGH MARG
NEW DELHI - 110 016

Published in India by
Kendriya Vidyalaya Sangathan
New Delhi

August, 2006
© Kendriya Vidyalaya Sangathan
3000 Copies

Printed at : **I. G. PRINTERS PVT. LTD.**
104, (DSIDC) Okhla Industrial Area, Phase-I,
New Delhi-110020
Ph: 26810297, 26817927 Fax : 26817927
E-mail : igprinters@rediffmail.com

PREFACE TO THE FIRST EDITION

The scheme for the establishment of Central Schools was approved by the Government of India in 1962 and its implementation was started by the Ministry of Education in 1963, when 20 of the Regimental Schools run by the Ministry of Defence, were taken over and converted into Central Schools. For the smooth administration of these Central Schools, it became necessary to provide some Rules, Regulations, Instructions etc. Therefore, it was decided that, to begin with, as a guide, provisions of the Delhi Education Code be followed in Central Schools (Kendriya Vidyalayas) and accordingly orders, instructions and directions to Kendriya Vidyalayas had been issued from time to time on various matters connected with the administration of Kendriya Vidyalayas based largely on the provisions of the Delhi Education Code.

Later the Kendriya Vidyalaya Sangathan, an autonomous body, was set up by the Ministry of Education, and was registered as a Society in December, 1965. It actually assumed charge of these Kendriya Vidyalayas with effect from 1.4.1966. During the course of these years, various executive orders, instructions and directions have been issued both by the Ministry of Education and the Kendriya Vidyalaya Sangathan with regard to the functioning of Kendriya Vidyalayas, both in the academic and administrative fields.

Over these years the number of orders issued from time to time has become so large and they are so continued in different communications that it has become difficult for Principals of Kendriya Vidyalayas readily to lay their hands on them. By this time Sangathan has also developed its own set of instructions for the administration of Kendriya Vidyalayas. This has led to the need for compiling an Education Code for Kendriya Vidyalayas, which should serve the purpose of a guide and a ready reference in the daily working of Kendriya Vidyalayas. Thus, various orders issued by the Ministry of Education and Youth Services and the Kendriya Vidyalaya Sangathan in the past have been compiled and brought up-to date in this Education Code. Any orders issued in the past, on subjects dealt with in this Code should in case of variations from this Code, be deemed to have been repealed to that extent.

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PREFACE TO THE FIFTH EDITION

A need has been felt for the revision and reprint of the Education Code for Kendriya Vidyalayas. A number of amendments have been effected in the codal provisions of the Education Code since its last reprint in 2004. A sincere attempt has been made to authenticate the codal provisions for proper reference. I hope that the updated new edition will help the Principals and all other employees to apply and enforce KVS rules and provisions incorporated in the KVS Education Code with desired propriety and objectivity. I take this opportunity of acknowledging the commendable contributions made by the Education Code Revision Committee consisting of all the Deputy Commissioners and all others directly or indirectly associated with the work of revising and reprinting the fifth edition of the KVS Education Code.

(Ranglal Jamuda)
Commissioner

August, 2006
New Delhi

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CHAPTER-I

DEFINITIONS

Article 1.

(i) **Sangathan** means the Kendriya Vidyalaya Sangathan, an autonomous body (registered as a Society under the Societies Registration Act, XXI of 1860) set up by the Ministry of Human Resource Development, Government of India, to establish, administer and manage the Kendriya Vidyalayas.

(ii) **Board** means the Board of Governors of the Kendriya Vidyalaya Sangathan.

(iii) a) **Chairman** means the Chairman of the Kendriya Vidyalaya Sangathan and its Board of Governors.

b) **Deputy Chairman** means the Deputy Chairman of the Kendriya Vidyalaya Sangathan and its Board of Governors.

(iv) **Vice-Chairman** means an officer of the Ministry of Human Resource Development, notified by the Government of India to be Vice-Chairman. He shall be the Chairman of the three Standing Committees of the Board of Governors viz. the Finance Committee, Academic Advisory Committee and Works Committee.

(v) a) **Commissioner** means the Commissioner of the Kendriya Vidyalaya Sangathan, appointed by the Government of India under Rule 11 of the Memorandum of Association of KVS.

b) **Joint Commissioner** means the Joint Commissioners of the Kendriya Vidyalaya Sangathan. Joint Commissioner (Admn.) will be the ex-officio Secretary of the Board and the Sangathan. Joint Commissioner (Academics) will be the ex-officio Secretary of the Academic Advisory Committee.

c) **Deputy Commissioner** means the Deputy Commissioners of the Sangathan. Deputy Commissioner (Finance) will be the ex-officio Secretary of the Finance Committee and the Works Committee.

d) **Assistant Commissioner** means the Assistant Commissioners of the Sangathan at Headquarters and Regional Offices.

e) **Education Officer** means Education Officers appointed at Headquarters and Regional Offices of the Sangathan.

(vi) **Region** means a region as notified by the Commissioner, comprising Kendriya Vidyalayas in a specified area of the country and placed under the charge of an Assistant Commissioner.

(vii) **Vidyalaya** means a Kendriya Vidyalaya set up under the scheme of Kendriya Vidyalayas.

(viii) **Vidyalaya Management Committee** means a Committee appointed by the Sangathan for a Vidyalaya to look after the general management of the affairs of that Kendriya Vidyalaya.

(ix) **Executive Committee** means the Executive Committee of the Vidyalaya Management Committee.

(x) **Principal** means the Principal of a Kendriya Vidyalaya who shall be responsible for its running.

(xi) **Central Board** means the Central Board of Secondary Education, Delhi

(xii) **Rules** mean all rules enacted by the Kendriya Vidyalaya Sangathan including Government of India Rules, which have been ***mutatis mutandis*** adopted by the Sangathan.

(xiii) **Academic Year** means a period of 12 months beginning from the 1st of April to 31st of March of the following year.

(xiv) Unless the context otherwise indicates :

a) Words importing the singular number shall include the plural number and vice versa.

b) Words importing the masculine gender shall include the feminine gender.

CHAPTER – II

THE ORGANISATIONAL SET-UP OF THE SANGATHAN

Article 2. The Sangathan

Kendriya Vidyalaya Sangathan was registered as a Society under the Societies Registration Act (XXI of 1860) on 15th December, 1965. ***(Appendix-I A.)*** The objectives for which the Sangathan has been established, are detailed in the Memorandum of Association and Rules reproduced at ***Appendix-I*** The Sangathan administers the scheme of Kendriya Vidyalayas formulated by the Government of India in the Ministry of Human Resource Development. It has a three tier management structure with Headquarters at New Delhi, Regional Offices to manage a cluster of schools and Kendriya Vidyalayas spread all over the country and abroad.

The KVS shall function through its General Body called the Sangathan, its Board of Governors and three standing Committees constituted by the Board viz. the Finance Committee, the Academic Advisory Committee and the Works Committee.

The Minister of Human Resource Development, in-charge of the Kendriya Vidyalaya Sangathan, shall be the ex-officio Chairman of the Sangathan. The Minister of State in the Ministry of Human Resource Development shall be the Deputy Chairman and an officer of the Ministry of Human Resource Development notified by the Government of India for this purpose shall be the Vice-Chairman. The Financial Adviser to the Ministry of HRD shall be the Finance Member of the Sangathan. The other members of the General Body of the Sangathan shall be appointed by the Government of India as per Rule 3 of the Memorandum of Association and Rules. Joint Commissioner (Admn.) shall be the **ex-officio** Secretary of the Sangathan.

The annual general meeting of the Sangathan shall be held once a year. Special meetings may, however, be convened by the Chairman, whenever necessary.

The address of the KVS is :

a)	Postal Address	:	Kendriya Vidyalaya Sangathan (Hqrs.) 18 – Institutional Area, Shaheed Jeet Singh Marg, New Delhi – 110016
b)	E-mail I.D.	:	kvjca@ndb.vsnl.net.in
c)	Website	:	www.kvsangathan.org
d)	Fax	:	011 – 26514179

Article 3. The Board of Governors

The Board of Governors shall be the executive body through which the Sangathan shall discharge its responsibilities to fulfil the objectives set forth in the Memorandum of Association. The Board shall be responsible for the management of all affairs and funds of the Sangathan and shall have the authority to exercise all powers of the Sangathan. The Minister of Human Resource Development shall be the Chairman of the Sangathan, as well as, the Board of Governors.

The Minister of State in the Ministry of Human Resource Development who is the Deputy Chairman and the respective officers of Human Resource Development Ministry nominated as Vice-Chairman and Finance Member of the Sangathan shall function as such in the Board. Commissioner shall be an ex-officio member. The Joint Commissioner (Admn.) shall function as the Secretary of the Board too in his capacity as **ex-officio** Secretary of the Sangathan.

The Board shall meet as and when the Chairman may consider it necessary. For every meeting of the Board, at least ten days' notice shall be given in writing to each member. Four members of the Board present in person shall constitute a quorum at any meeting.

NOTE : Any member who ceases to be a member of the Sangathan shall ipso-facto cease to be a member of the Board.

Article 4. Standing Committees

As per Rules and Regulations of the Sangathan, the Board of Governors, by a resolution, has appointed three advisory committees with such powers as were felt necessary. The composition and

functions of the three standing committees are as under :

A. Finance Committee :

(i) Composition:

1.	Vice-Chairman, Kendriya Vidyalaya Sangathan	:	Chairman
2.	Finance Member, Kendriya Vidyalaya Sangathan	:	Member
3.	Representative of the Ministry of Defence who is a member of the Kendriya Vidyalaya Sangathan	:	Member
4.	Commissioner, Kendriya Vidyalaya Sangathan	:	Member
5.	Deputy Commissioner (Finance), Kendriya Vidyalaya Sangathan	:	Member-Secretary

(ii) Functions

1. To scrutinise the accounts and budget estimates of the Sangathan and to make recommendations to the Board / Chairman;
2. To consider and make recommendations to the Board / Chairman on proposals for new expenditure on account of major works and purchases which shall be referred to the Finance Committee for opinion before they are considered by the Board / Chairman;
3. To scrutinise re-appropriation statements and audit notes and make recommendations thereon to the Board / Chairman;
4. To review the finances of the Sangathan from time to time and have concurrent audit conducted whenever necessary; and
5. To give advice and make recommendations to the Board/ Chairman on any other financial question affecting the affairs of the Sangathan.

B. Academic Advisory Committee :

(i) Composition:

1.	Vice Chairman, KVS	– Chairman
2.	Commissioner, KVS	– Member
3 to 7.	To be nominated by the Chairman of the Sangathan from amongst outstanding Educationists	– Members
8.	Joint Commissioner (Acad.), KVS	– Member-Secretary

(ii) Functions:

1. To advise the Sangathan about academic and co-curricular programmes to be introduced in Kendriya Vidyalayas.
2. To help prepare guidelines for implementation of these programmes.
3. To review periodically these programmes and suggest measures for overcoming deficiencies and shortcomings.
4. To help Vidyalayas realise, among others, the following objectives of the Sangathan:
   a. To develop Vidyalayas as "Schools of excellence" in the context of national goals of education.
   b. To initiate and provide experimentation in education in collaboration with other expert bodies like CBSE, NCERT etc.
   c. To promote national integration.
5. To review the publication programmes of the Sangathan and suggest improvements.

C. Works Committee :

(i) Composition

1.	Vice-Chairman, KVS	: Chairman
2.	Finance Member, KVS	: Member

3.	Commissioner, KVS	: Member
4.	Director of Education (Army), Ministry of Defence	: Member
5.	Director of Education (Air Force), Ministry of Defence	: Member
6.	Director, Military Land and Cantonments, Ministry of Defence	: Member
7.	Director of Education (Navy), Mininstry of Defence	: Member
8.	Engineer-in-Chief, MES, Mininstry of Defence	: Member
9.	Director General (Works),CPWD, Ministry of Urban Development	: Member
10.	Financial Adviser, Min. of Urban Dev. or his representative	: Member
11.	Member (Engineering), Railway Board	: Member
12.	Deputy Commissioner (Finance)	: Member-Secretary

(ii) Functions:

The functions of this Committee will be to advise the Sangathan on the detailed programme of major works and to provide expert technical advice with regard to the construction of buildings for the Sangathan from time to time.

Article 5. Commissioner

The Commissioner shall be the Executive Head of the Sangathan and the Chief Administrator of Kendriya Vidyalayas, responsible for the due discharge of functions and policies as laid down by the Board.

At the Headquarters office in New Delhi, he shall be assisted in his work by two Joint Commissioners, five Deputy Commissioners, four Assistant Commissioners and other Officers and staff, as sanctioned and appointed from time to time.

Article 6. Joint Commissioners

(A) **Joint Commissioner (Admn.)** of the Sangathan shall be the Principal Officer under the Commissioner, in-charge of the registered office of the Sangathan. His main functions shall be as under:

i) He shall exercise general supervision over all accounts of the Sangathan, shall pass all bills for payment on behalf of the Sangathan, shall arrange for keeping up to date accounts of the Sangathan and do all other things which are necessary and incidental to the conduct of the works of the Sangathan.

ii) He shall prepare the budget for approval of the Board of Governors.

iii) He shall attend all meetings of the Sangathan and the Board and record the proceedings thereof in the Minutes Book.

iv) He shall execute and sign on behalf of the Sangathan or the Board all contracts, deeds and other instruments, except instruments relating to assurance of property, unless duly empowered in this regard by the Board of Governors.

v) He shall be responsible for the efficient administration of the Headquarters Office and shall be the Principal Adviser to the Commissioner in all matters conceming formulation of policies, accounts, administration and discipline.

vi) For the purpose of section E of the Societies Registration Act, 1860 (XXI of 1860), the Joint Commissioner (Admn.) shall be considered the Principal Executive of the Sangathan and the Sangathan may sue or be sued in the name of the Joint Commissioner.

(B) **Joint Commissioner (Academics)** shall be the Principal Officer, under the Commissioner, for looking after the academic wing of the Sangathan. He will be responsible for monitoring the progress of the academic work at various levels, organisation of in-service training programmes, co-ordination of sports and games activities and implementation of language programme and co-curricular activities, etc.

He shall also be the Member-Secretary of the Academic Advisory Committee.

Article 7. Deputy Commissioners :

(A) **Deputy Commissioner (Finance)** shall be the Internal Financial Adviser and Chief Accounts Officer of the Sangathan. He shall be the Member-Secretary of the Finance Committee as well as the Works Committee and shall be responsible for co-ordination of all works related to them.

(B) **Deputy Commissioner (Administration)** and **Deputy Commissioner (Personnel)** shall assist the Joint Commissioner (Admn.) in looking after all personnel matters i.e. recruitment, promotion, placement and seniority etc. of the Sangathan staff at all levels.

(C) **Deputy Commissioner (Academics)** and **Deputy Commissioner (Training)** shall assist the Joint Commissioner (Academics) in implementing various programmes for academic achievement and conducting in-service training programmes etc. and in monitoring the functioning of Zonal Institutes of Education and Training.

Article 8. Branch Officers :

The work of various sections in the Headquarters office shall be supervised at the branch level by Assistant Commissioners, Education Officers, Senior Administrative Officers, Executive Engineer (Works), Senior Audit and Accounts Officers, etc.

Article 9. Assistant Commissioner (Regional Office)

The KVS shall have as many Regions as may be approved by the Board, each headed by an Assistant Commissioner, who shall be responsible for the proper administration, supervision, inspection and control of the Vidyalayas falling in the region. He shall be assisted in his work by Education Officers, Administrative Officer, Audit and Accounts Officer and other supporting staff.

CHAPTER – III

DUTIES AND POWERS OF OFFICERS OF THE SANGATHAN AND THE PRINCIPALS

Article 10. The main duties and powers of various officers of the Sangathan shall be as given in the subsequent Articles. All residual powers which are not specifically assigned to any of the officers shall vest in the Board. The powers shall be exercised by the respective officers in accordance with the rules and regulations in force from time to time.

Article 11. Functions and Powers of the Board of Governors

(i) The Board shall generally carry out the objectives of the Sangathan as set forth in the Memorandum of Association.

(ii) The Board shall manage all affairs and funds of the Sangathan and shall have authority to exercise all the powers of the Sangathan.

(iii) The Board shall have powers to frame regulations, consistent with the Rules of the Sangathan, for the administration and management of the affairs of the Sangathan. Without prejudice to the foregoing provisions, these regulations shall provide for the following :

(a) Preparation and sanction of budget estimates, sanctioning of expenditure, making and execution of contracts, investment of funds of the Sangathan and the sale or alteration of such investment, accounts and audit.

(b) Procedure for appointment of the officers and the staff of the Sangathan, the schools and other institutions managed by the Sangathan and various programmes and services established and maintained by it.

(c) Terms and tenure of appointment, emoluments, allowances, rules of discipline and other conditions of service of the officers and staff of the Sangathan.

(d) Terms and conditions governing scholarships, free ships, financial and other concessions, grant-in-aid, deputation,

research schemes and projects in relation to students and staff of the schools and other institutions managed by the Sangathan.

(e) Such other matters as may be necessary for the furtherance of the objectives of the Sangathan and the proper administration of its affairs.

(iv) The Board may, by resolution, appoint Advisory Boards or other committees or bodies including local Management Committees for schools with such powers as it may think fit, and also dissolve any of the committees and advisory bodies set up by it.

Article 12. Chairman of the Sangathan/Board of Governors

The Chairman shall chair all meetings of the Sangathan and the Board. He shall ensure that all decisions taken by the Sangathan/ Board are implemented. He shall have powers equal to those exercised by a Minister of the Government of India. He shall exercise such other powers as may be delegated to him by the Sangathan or the Board, provided that the action taken in exercise of such powers shall be reported at the next meeting of the Sangathan or the Board, as the case may be.

Article 13. Deputy Chairman

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

The Chairman may, in writing, delegate such of his powers to the Deputy Chairman, as may be necessary.

Article 14. Vice-Chairman

The Vice-Chairman shall chair the meetings of the Board/ Sangathan in the absence of the Chairman and Deputy Chairman. He shall function as the Chairman of all the three Standing Committees of the Sangathan viz. Finance Committee, Academic Advisory Committee and Works Committee. He shall be the appointing authority for Deputy Commissioners and Assistant Commissioners.

Article 15. Commissioner

(a) *Administrative Powers*

(1) The Commissioner shall be the Principal Executive Officer of the Sangathan and subject to any decision that may be taken by the Board, he shall be responsible for the proper administration of the affairs of the Sangathan and the properties and institutions such as the schools, playgrounds, gymnasia, hostels, residential quarters for teachers and other employees etc. under the direction and guidance of the Chairman and the Board.

(2) To make appointment to all posts at the Headquarters and Regional offices as well as Vidyalayas, corresponding in status to Group 'A' excluding Assistant Commissioner and above, on the recommendation of the Appointment Committee/ DPC.

(3) To post, transfer and assign any duties to all officers and staff at the Headquarters and Regional offices as well as Vidyalayas.

(4) To create posts in Kendriya Vidyalayas for teaching and non-teaching categories.

(5) To create posts for the Headquarters/ Regional offices of the Sangathan for a period up to six months.

(6) To approve probation and grant confirmation to Group 'A' officers (including Deputy Commissioners).

(7) To forward applications of Group 'A' officers of the level of Assistant Commissioners and above of the Headquarters and Regional offices for posts outside the Sangathan subject to any general orders.

(8) To depute all the employees of the Headquarters of the Sangathan, Regional offices as well as ZIETs and Vidyalayas for training abroad, subject to general directions, if any, given by the Board/Government of India.

(9) To inspect and supervise the working of the Vidyalayas and to issue directions for development of education in Kendriya Vidyalayas to Principals and other officers of the Headquarters.

(10) To approve and prescribe text books for all classes including those recommended by the Central Board for classes IX to XII.

(11) To formulate plans and schemes for development of higher education on the lines of the scheme embodied in the Kendriya Vidyalaya Scheme and to obtain the approval of the Board and the Government of India.

(12) To grant permission to all employees of the Headquarters, Regional offices, ZIETs and Kendriya Vidyalayas to write books or to prosecute higher studies or to take up other literary work.

(13) To prescribe admission, examination and promotion rules for Vidyalayas.

(14) To prescribe school timings of Vidyalayas, Vidyalaya term, Vidyalaya year, vacation and other breaks.

(15) To prescribe the Headquarters and territorial jurisdiction of Assistant Commissioners and other officers of the Headquarters office.

(16) To grant scholarships and stipends to students in accordance with the scheme approved by the Board.

(17) To issue orders on the analogy of FR 9 (6)(b) of the Compilation of the Fundamental Rules that employees of the Sangathan in certain circumstances be treated as on duty. In the case of deputation of an employee abroad, this power shall be subject to the concurrence of the Finance Member of the Sangathan.

(18) (a) To sanction advance increments upto a maximum of three increments in a time-scale to teaching staff of Vidyalayas on their initial appointment, subject to the recommendation of the Selection Committee.

(b) To sanction advance increments in a time-scale to non-teaching staff of Vidyalayas upto a maximum of three increments on initial appointment, subject to the recommendation of the Selection Committee.

(19) To permit an employee of the Sangathan to undertake work for which a fee is offered, subject to the maximum of Rs. 5000/-

in each case.

(20) To sanction leave to Joint Commissioners, KVS.

(21) To require Group 'A' officers to produce medical certificate of fitness on return from leave on medical grounds.

(22) To extend leave of Group 'A' officers in order to regularise overstayal of leave.

(23) To decide whether an employee is vacational or non-vacational staff.

(24) To accord administrative approval and expenditure sanction in respect of all construction and maintenance works.

(b) Financial Powers

The Commissioner shall have powers analogous to the powers of the Head of the Department under the Supplementary Rules, General Financial Rules, Central Treasury Rules, Medical Attendance Rules and KVS (Employees) Provident Fund Rules.

Some of the relevant powers of the Commissioner under the above mentioned rules are detailed in the statement at **Appendix–II.**

Article 16. Joint Commissioner (Administration)

(a) Administrative Powers

(1) To make appointment to all posts corresponding in status to Group B at the Headquarters and Regional offices and ZIETs on the recommendations of the Selection Committees.

(2) To forward applications of Group 'B' officers of Headquarters, Regional offices and ZIETs.

(3) To approve probation and grant confirmation to Group 'B' officers including Vice-Principals of Vidyalayas.

(4) To forward applications of all Group 'A' officers of Headquarters, Regional offices, ZIETs and Vidyalayas other than Assistant Commissioner and above for posts outside the Sangathan subject to any general orders.

(5) To grant permission to Group A and B officers of the Headquarters, Regional office, ZIETs as well as Vidyalayas for appearing at public examinations.

(6) To grant leave to officers of Group 'A' in the KVS Hqrs., Assistant Commissioners of the Regional offices and Directors of ZIETs.

(7) To look after the welfare of the employees of the Sangathan.

(8) To extend leave of Group 'B' officers in order to regularise the overstayal of leave.

(9) To allow change in the name/surname of Group 'A' officers of KVS, upto the level of Deputy Commissioner, in KVS Hqrs., Regional offices, ZIETs and Vidyalayas.

(10) To grant permission to Vice-Principals and Group 'B' Officers of Headquarters, Reginal Offices, ZIETs to write books or to prosecute higher studies.

(b) Financial Powers

He shall have powers analogous to powers under the Supplementary Rules, General Financial Rules, Central Treasury Rules, Medical Attendance Rules and KVS Employees' Provident Fund Rules as detailed in **Appendix II.**

Article 17. Joint Commissioner (Academics)

(a) ***Administrative Powers***

(1) To arrange seminars, refresher courses, in-service training and workshops etc.

(2) To depute officers of the Headquarters office of the Sangathan and Principals of Kendriya Vidyalayas for training in India and for participation in educational programmes, seminars and conferences in India where such training/ participation is considered to be in the Sangathan's interest, subject to general directions, if any, given by the Board.

(3) To approve and prescribe text books for classes I to VIII.

(4) To promote physical education and issue directions for

organising sports and games meets and other ancillary activities.

(5) To look after the welfare and professional education (including in-service training) of teachers and other staff of Vidyalayas.

(b) Financial Powers

He shall have powers under the Supplementary Rules, General Financial Rules, Central Treasury Rules, Medical Attendance Rules and KVS Employees' Provident Fund Rules as detailed in **Appendix II.**

Article 18. Deputy Commissioner (Admn./Pers.)

(a) Administrative Powers

(1) To make appointment to all Group 'C' posts of Headquarters of the Sangathan and Regional offices.

(2) To grant leave to Group B officers at Headquarters office, and Group 'A' officers excluding Assistant Comisioners and Directors of Regional offices and ZIETs.

(3) To approve probation and grant confirmation to Group C employees of Headquarters office, Regional offices and ZIETs.

(4) To grant permission to Group 'B' officers at the Headquarters of the Sangathan for appearing at public examinations.

(5) To act as Controlling Officer for purposes of travelling allowance in respect of Group B officers at the Headquarters of the Sangathan, Regional offices and ZIETs.

(6) To sanction annual increments in the prescribed time-scale to Group A Officers upto the level of Assistant Commissioners.

(7) To require Group A & B officers to produce a medical certificate of fitness on return from leave.

(8) To extend leave of Group C employees in order to regularise overstayal of leave.

(b) Financial Powers

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

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

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

Administrative Powers

(1) To depute Group C officers at the Headquarters of the Sangathan for training and for participation in educational programmes, etc. where such training/ participation is considered to be in the Sangathan's interest subject to general directions, if any, given by the Board.

(2) To assist the Joint Commissioner (Acad.) in the formulation of plans and schemes for development of higher education on the lines of the Scheme embodied in the Kendriya Vidyalaya Scheme.

Article 20. Deputy Commissioner (Finance)

(1) To function as the Secretary of the two Standing Committees – Finance Committee and Works Committee of the Sangathan.

(2) To advise the Commissioner in financial, accounting and audit matters pertaining to the Sangathan and its constituent units.

(3) To supervise the day to day work of the Budget and Finance, Audit and Accounts sections at the Headquarters of the Sangathan.

(4) To inspect the accounts of the Vidyalayas, Regional offices and Headquarters office and to issue suitable instructions, wherever necessary.

(5) To call for such information from the Vidyalayas, Regional offices, ZIETs and the Headquarters office as may be required for the preparation and sanction of Budget Estimates, preparation of Annual Accounts and processing of objections raised in internal as well as external audit.

(6) To manage the affairs of the Kendriya Vidyalaya Sangathan Employees' Provident Fund, Group Insurance Scheme etc.

(7) To act as Controlling Officer for purposes of travelling allowance in respect of Group B Officers at the Headquarters of the Sangathan, Regional Offices, and ZIETs.

Article 21. Assistant Commissioner

(a) Administrative Powers

(1) To make appointments to teaching and non-teaching posts in Group B (except vice principals) and C in Vidyalayas, and Group 'D' posts of Regional offices.

(2) To approve probation and grant confirmation to the Group B and C employees in Vidyalayas, and Group 'D' employees of Regional office except Vice-Principals.

(3) To forward applications of employees upto Group B (including Vice-Principals) of Vidyalayas and Regional office for posts outside the Sangathan but not for the posts abroad and to grant permission for registration with the Employment Exchange.

(4) To grant permission upto Group B (excluding Vice-Principal) of Vidyalaya and Regional office for appearing at public examinations.

(5) To depute teaching staff of Group B (excluding Vice-Principals) and Group C establishments of the Vidyalayas and Regional office for training/participation in educational programmes in India where such training/ participation is considered to be in the Sangathan's interest.

(6) To inspect and supervise Vidyalayas to ensure that curricular and co-curricular activities are properly carried out in Vidyalayas and to suggest improvements, if any.

(7) To inspect, supervise and suggest improvements in the administration of Vidyalayas.

(8) To allow alteration in the name/surname of the Group B, C & D employees of the Vidyalayas, excluding Vice-Principals.

(9) To look after the welfare of the employees of the Vidyalayas/ Regional office.

(10) To grant permission to the Group B and C employees of Vidyalayas/ Regional office (excluding Vice-Principals) to prosecute higher studies or to write books or to take up any literary work.

(11) To issue orders on the analogy of FR 9(6)b of the Fundamental Rules in respect of Group C employees of the Vidyalayas/ Regional office that an employee in certain circumstances be treated as on duty, subject to such instructions as may be issued.

(12) To transfer Vidyalaya staff other than the Principals and Vice-Principals from one place to another within the Region subject to general orders of KVS Hqrs. from time to time in this regard.

(13) To dispense with a medical certificate of fitness in respect of Group C employees of Vidyalayas and the Regional office.

(14) To sanction annual increments to Group B, C and D employees of the Regional office and Principals and Vice-Principals of the Vidyalayas in the prescribed time-scale.

(15) To sanction the undertaking of work for which a fee is offered and an acceptance of the fee by the staff of the Vidyalayas (other than the Principal) and the Regional office subject to a maximum of Rs. 2500/- (Rupees two thousand five hundred only) in each case.

(16) To grant leave preparatory to retirement and refuse leave etc. to Group B and C employees of Vidyalayas.

(17) To grant leave to Group B, C and D employees of the Regional office and Principals of Kendriya Vidyalayas.

(b) *Financial Powers*

He shall have power analogous to powers under the Supplementary Rules, General Financial Rules, Central Treasury Rules, Medical Attendance Rules and KVS Employee's Provident Fund Rules as detailed in **Appendix II.** Assistant Commissioners at KVS, Headquarters shall exercise administrative and financial powers at par with the Assistant Commissioners of Regional Offices.

Article 22. Branch Officers at the Headquarters

The work of various sections and other supporting staff in the Headquarters office shall be supervised by various Officers at the Branch level as per distribution of work approved by the Commissioner.

Article 23. Education Officer

The functions of the Education Officer shall be as under :

1) To assist the Assistant Commissioner in administrative functions;

2) To supply resources needed by teachers and Principals;

3) To assist in continuous and comprehensive evaluation ;

4) To encourage experimentation and innovations;

5) To guide and assist the teachers in CCA fields;

6) To develop programmes for slow and gifted children;

7) To guide to achieve excellence;

8) To draw programmes in special areas of curriculum – Vocational Education, Work Experience, Physical Education, Arts, Music, etc.

9) To act as specialist in certain fields;

10) To give demonstration lessons. Education Officers at KVS, Headquarters shall discharge such duties as assigned to them by Commissioner, KVS from time to time.

Article 24. Principal

(a) Administrative Powers

(1) To function as the administrative head of the Vidyalaya and to act as the Drawing and Disbursing Officer of the staff employed in the Vidyalaya, subject to detailed instructions given in this regard in the Accounts Code.

(2) To engage teachers on part time/ contractual basis as PRT/ TGT/PGT subject to relevant instructions in this regard.

(3) To make appointments to Group D posts and to approve probation and grant confirmation of Group D employees in the Vidyalaya.

(4) To forward applications of Group C and D employees of the Vidyalaya for posts outside the Sangathan except posts abroad and to grant permission for registration with the Employment Exchange.

(5) To grant permission to Group C and D employees of the Vidyalaya for appearing at public examinations.

(6) To implement the instructions and policies of the Sangathan in respect of curricular and co-curricular activities and to take steps to bring about healthy development of the Vidyalaya in all fields.

(7) To administer the Vidyalaya on sound lines and to develop healthy teacher-pupil relationship.

(8) To be responsible for the proper maintenance of accounts and school records, service-books of teaching and non-teaching staff, returns and statistics as prescribed by the Sangathan from time to time.

(9) To look after the welfare of the employees of the Vidyalaya.

(10) To handle the official correspondence relating to the Vidyalaya and to furnish within the prescribed dates all returns and information required by the Sangathan.

(11) To formulate and to submit to the Assistant Commissioner for approval, proposals for teaching staff, furniture, laboratory equipment and teaching aids etc. well before the commencement of the academic session.

(12) To make all payments including salaries etc. of teachers and other staff in time and according to rules.

(13) To ensure that tuition fees, where levied and Vidyalaya Vikas Nidhi (VVN) are realised and credited to the relevant bank

account in time.

(14) To make purchase of stores etc. required for the Vidyalaya in accordance with the prescribed procedure, to enter all such stores in Stock Register, to scrutinise the bills and make payment.

(15) To conduct physical verification of the Vidyalaya property and stocks at least once a year and to inspect the stock registers occasionally to ensure their proper maintenance in accordance with the rules.

(16) To be responsible for proper utilisation of the Vidyalaya Vikas Nidhi for which a separate account shall be maintained. This account will be operated and the funds will be utilized in accordance with the rules laid down by the Sangathan from time to time.

(17) To make satisfactory arrangements for supply of drinking water and other facilities for tiffin time for the pupils and to ensure that the school building and its fixtures and furniture, office equipment, laboratories, play grounds, school garden etc. are properly and carefully maintained.

(18) To grant to his Vidyalaya local holidays, not exceeding seven in an academic year for educational and other bonafide purposes.

(19) To supervise, guide and control the work of the teaching and non-teaching staff of the Vidyalaya.

(20) To overall be in-charge of admissions in the Vidyalaya, preparation of school time-table, allocation of duties to teachers, provision of necessary facilities to them in the discharge of their duties and conduct of examinations and tests in accordance with the rules prescribed by the Sangathan from time to time.

(21) To plan the year's academic work in advance in consultation with his colleagues and to hold subject committee and staff meetings at least once a month to review the work done during the month, and to assess the progress of the pupils.

(22) To help and guide teachers and promote their professional growth by actively encouraging their participation in courses designed for in-service training.

(23) To promote initiative of teachers for self-improvement and encourage them to undertake experiments which are educationally sound.

(24) To encourage teachers for study of the curriculum and syllabus in use with a view to analyse the objectives of teaching of various topics and adapting instructional programmes, with due regard to inter-subject co-ordination. Such study would be particularly necessary when a new curriculum or syllabus is introduced.

(25) To ensure that the teacher's diary is maintained in a manner that (i) it helps the teacher in his day to day work and (ii) it helps others to understand and appreciate his work.

(26) To supervise class room teaching and secure co-operation and co-ordination amongst teachers of the same subject area as well as of other subjects.

(27) To provide special help and guidance to teachers newly entering the profession.

(28) To plan and prescribe a regular time-table for the scrutiny of pupils' written work and home assignments and to ensure that their assessment and correction are carried out effectively.

(29) To make necessary arrangements for organising special instructions for the pupils according to their need.

(30) To inform the teachers about the new rating schedule which may be prescribed from time to time for assessing their yearly work. To evaluate their work objectively and also to bring to the notice of the Assistant Commissioner/ Sangathan meritorious work done or successful experiments undertaken by any teacher to improve the Vidyalaya.

(31) To organise and co-ordinate various co-curricular activities through the House System or in any other effective way.

(32) To periodically organise educational excursions after proper planning.

(33) To develop and organise the library resources and reading facilities in the Vidyalaya and ensure that the pupils and teachers have access to and use books and journals of established values and worth.

(34) To encourage the formation of parent teacher association in order to establish contacts with and secure co-operation of parents/ guardians in the programmes of the Vidyalaya.

(35) To send regularly the progress reports of the students to their parents/ guardians and to show the answer books of half-yearly and session-ending examination to the parents on demand.

(36) To promote amongst pupils physical well-being, high standards of cleanliness and healthy habits, and to arrange two medical examinations of the students in an year and send medical reports to parents/ guardians.

(37) To sanction increments of all staff of the Vidyalaya excluding Vice-Principals in the approved time scale.

(38) To sanction leave other than leave preparatory to retirement and refuse leave to teachers and non-teaching staff of the Vidyalaya in accordance with the rules laid down by the Sangathan.

(b) Financial Powers :

The financial powers of the Principal shall be as defined in the **Appendix-1** of Accounts Code.

Article 25. Vice-Principal

The Vice-Principal shall work under the overall guidance of the Principal and will attend to whatever duties are specially assigned to him by the Principal, some of which could be as follows :

(a) To assist the Principal in matters of academic co-ordination, preparation of school time-table, co-ordination of Subject Committee meetings, scrutiny of pupils' written work and home

assignments, co-ordination of the school examinations and timely despatch of progress cards of students to parents, etc.

(b) To organise various co-curricular activities of the school including games and physical education.

(c) To develop and organise resources of the institution such as the school library, laboratories, teaching aids, etc.

(d) To assist the Principal in the purchase of books and journals for library and suitable equipment for laboratories.

(e) To look after the physical upkeep and cleanliness of the school and proper maintenance of property and stock. Assist the Principal in conducting physical verification of school property and device procedures for its careful and proper maintenance.

(f) To exercise certain specific administrative powers assigned to him when the Principal is either on leave or away from the Vidyalaya on duty.

Article 26. Officiating arrangement during the absence of the Principal

(a) **When the vacancy is of less than two months' duration :** During the absence of the Principal from the Vidyalaya, whether on account of illness or otherwise, the Vidyalaya Management Committee may call upon the senior-most PGT or teacher of that Vidyalaya to take over charge of the duties of the Principal, provided that there is no Vice-Principal posted in that Vidyalaya. The teacher so appointed will be in charge of routine duties of the Principal in addition to his own. No charge allowance will be admissible for such officiating arrangements, but an intimation shall be sent to the Regional Office about the arrangements made by the Vidyalaya Management Committee.

(b) **When the Vacancy is of more than two months' duration :** In case of vacancies exceeding two months, the person to be appointed will hold current charge of the duties of the post of Principal. Such arrangements shall be made after prior

consultation with the Assistant Commissioner of the Region. Such of the members of staff as are appointed to hold current charge of the duties of the Principal, shall be entitled to draw a charge allowance of Rs.300/- per month in the manner indicated below provided the officiating period is for more than two months:

(i) A Post-Graduate Teacher promoted as Vice-Principal and posted simultaneously as Incharge Principal may be given the option either to draw the pay of the post of Vice-Principal or the pay and allowance of Post-Graduate Teacher plus charge allowance. The option will be exercised within one month of his appointment as Incharge Principal.

(ii) If a Vice-Principal is appointed as Incharge Principal of the School in which he is already working as Vice-Principal, in the absence of Principal, he may be allowed to draw the charge allowance in addition to his pay as Vice-Principal provided the post of Vice-Principal held by him is not filled.

(iii) Where a Vice-Principal is transferred as Incharge Principal to some other school, he would continue to draw the pay of the Vice-Principal only.

(iv) When a Trained Graduate Teacher is posted as Incharge Principal for over 2 months, he will be entitled to draw charge allowance of Rs.200/- per month in addition to his pay as TGT.

Article 27. Headmaster

(1) The Headmaster will be responsible for running primary sections under the overall guidance of the Principal and perform the under mentioned duties :

a) To function as a Supervisor of the Primary Department.

b) To help and guide the Primary Teachers.

c) To organise workshops for the Primary Teachers for curriculum and syllabi in use, with a view to analyzing the objectives of teaching of various topics and adopting the instructional programmes suitable to them.

d) To ensure that the teachers' diaries are maintained properly.

e) To ensure that lesson plans/unit plans are prepared regularly.

(2) In a Kendriya Vidyalaya where the post of Headmaster has been sanctioned and the same is lying vacant or the Headmaster or Headmistress has gone on leave for more than two months, the senior most primary teacher who will perform the current duties of the Headmaster will be entitled to draw a special pay of Rs.200/- per month for that period. The officiating Headmaster will perform these functions in addition to his/her regular work.

The Supervisor will be in full charge of the Primary Department (in addition to his/her normal teaching work) and will keep the Principal informed of the day to day developments and problems through various daily returns to be prescribed by the Principal.

No additional post of Primary teacher will be sanctioned on this account and the Supervisor will be expected to take classes as usual. However, where necessary, minor adjustments in the number of periods allotted to the Supervisor may be made by the Principal.

Note: Specific cases, where the Primary Wings are located in separate buildings away from the main school building and where it is considered essential, a TGT or PGT may be appointed as supervisor on payment of special pay by the Sangathan in consultation with the Finance Member.

CHAPTER – IV

VIDYALAYA MANAGEMENT COMMITTEE

Article 28. Vidyalaya Management Committee – The Sangathan shall constitute a Vidyalaya Management Committee (VMC) for every Vidyalaya for its general supervision and day to day management, in accordance with the rules approved and directions issued from time to time. The composition of the Vidyalaya Management Committee of Kendriya Vidyalayas situated in different types of establishments shall be as given in Article **29** (Infra). Such committees shall manage the Vidyalayas with funds provided by the Sangathan and other resources within the frame-work of policies laid down by the Sangathan.

Article 29. The composition of the Vidyalaya Management Committee (VMC) shall be as under :

KVs in Defence Sector	*KVs in Civil Sector*	*KVs in Public Sector Undertakings/ Institutes of Higher Learning*
1. Chairman :		
A senior Officer of the Army, Navy or Air Force in the Defence establishment concerned to be appointed by the Sangathan in consultation with the Ministry of Defence, if and where considered necessary.	Education Secretary/ Divisional Commissioner/ District Magistrate or his nominee/Vice-Chancellor of a University/Director of Public Instructions/Eminent Educationist, as may be decided by the Sangathan according to the location of the Vidyalaya.	Head of the Project/ Institute.

2. Members :		
One member nominated by the Chairman, VMC out of the senior services personnel preferably not below the rank of Lt. Colonel from amongst officers of Education Corps of the three services, if posted in station.	One member nominated by the Chairman, VMC, out of the Gr. A Central Govt. employees at the station, preferably not below the rank of Under Secretary.	One member nominated by the Chairman, VMC, out of the Gr. A Central Govt. employees at the station, preferably not below the rank of Under Secretary.

The remaining members of the VMC in Kendriya Vidyalayas of all the three sectors will be :

3 & 4. Two eminent Educationists

5. An eminent person of the area known for outstanding work in the field of culture.

6 & 7. Two parents of the children studying in the KV to be nominated by the Chairman, VMC, on the recommendation of the Principal, one of whom should be a woman. The term of these members will be one academic year.

8. An eminent medical doctor of the area.

9. A representative of SC/ST belonging to class I service, if available. If not, a member of the minority community.

10. A teacher representative.

11. Principal of KV as Member secretary.

12. Co-opted Member.

13. Chairman, CGEWCC.

Note: The teacher to be nominated would be one who has put in the longest stay in that particular Vidyalaya as on the 31st December of the preceding calendar year. It will be by rotation

for the duration of one academic year and the teacher once nominated will not be eligible for re-nomination until all the teachers in that Vidyalaya had their turn as a member of the Vidyalaya Management Committee.

The first VMC for any KV shall be constituted by the KVS (HQ).

Wherever the Chairman, VMC, and his nominee are nominated by virtue of their offices, change of incumbent would automatically take place with the change of the officer.

Whenever there is a proposal to have a new Chairman/his nominee from a different organization/sponsoring agency, the matter shall be decided by the Headquarters.

In all other cases, nomination of the other members of the VMC will be done by the concerned Assistant commissioners in conformity with the guidelines prescribed.

Article 30. Tenure of the Vidyalaya Management Committee

(a) The tenure of office of the members of the Management Committee of a Vidyalaya excluding the Chairman and Member Secretary shall be three years, but they shall be eligible for re-nomination.

(b) The members of the Management Committee will not normally continue to serve on the Committee beyond two terms of membership.

(c) The members/office bearers of the VMC will continue beyond the term of three years till the new committee has been reconstituted.

(d) The Commissioner may constitute an ad-hoc Vidyalaya Management Committee for a newly started school for a limited period till a regular committee has been constituted.

Article 31. Functions/Powers of the Management Committee

(1) To exercise control over expenditure in respect of the funds released by the Sangathan for the Vidyalaya, collection in

respect of Vidyalaya Vikas Nidhi and other receipts in the manner laid down by the Sangathan. This shall include proper custody of funds, due control over expenditure, ensuring payments to proper persons and parties of correct amount and proper maintenance of accounts.

(2) To prepare budget-estimates for the next financial year and sending suggestions in respect of new items of expenditure with justification therefor. This will include non-recurring items such as buildings, special repairs, furniture, equipment, etc.

(3) To exercise general supervision over the proper running and functioning of the Vidyalaya including maintenance of discipline among students as well as members of the staff, subject to procedures, rules and regulations prescribed by the Sangathan.

(4) To make recommendations to the Sangathan about additional classes and sections, if any, to be formed in the Vidyalaya during the forthcoming academic year in order to accommodate children belonging to eligible categories.

(5) To make suggestions to the Sangathan for any improvements in academics or other procedures relating to Vidyalaya, including amendments in the prescribed rules and regulations.

(6) To assist the Vidyalaya in securing local assistance and co-operation for its better working and growth.

(7) To scrutinize and approve the annual report of the Vidyalaya.

(8) To discharge such other functions relating to the Vidyalaya as may be prescribed by the Sangathan from time to time.

(9) To organise programmes/functions to raise cash contributions from the local community with the specific objective of collecting funds for the improvement of the Vidyalaya.

Note: Vidyalaya Management Committee shall meet whenever required by its Chairman. It should meet at least three times in a year ordinarily in the school premises. These meetings should be in the 1st week of August, 1st week of December and 1st week of February.

Article 32: Executive Committee of the Vidyalaya Management Committee

Each Kendriya Vidyalaya shall have an Executive Committee of the VMC comprising the following:

a)	Chairman, V.M.C. or his nominee	:	Chairman
b)	One Educationist Member of VMC	:	Member
c)	One Parent Representative Member of VMC	:	Member
d)	One Teacher Representative Member of VMC	:	Member
e)	Principal of the Vidyalaya	:	Member-Secretary

The Executive Committee so constituted will be notified by the Chairman, VMC. In case, there is a vacancy in the VMC because of which a representative as above cannot be nominated, the Chairman, VMC, will notify the Executive Committee without such representative, who may be included later.

Note: In situations where Chairman of the VMC is otherwise busy and has nominated an Officer to function as the Chairman's nominee for the purpose of the Kendriya Vidyalaya, the Chairman's nominee shall perform all functions on behalf of the Chairman including presiding over meetings of the Vidyalaya Management Committee and the Executive Committee in the absence of the Chairman. The only requirement will be that all decisions shall be brought to the notice of the Chairman for his approval.

Article 33 : Proceedings of the Executive Committee

The Executive Committee will meet as often as necessary but in any case once in three months. The decisions taken by the Executive Committee shall be recorded and communicated by the Principal of the Vidyalaya concerned. Three members would constitute a quorum for the meeting.

Article 34 : Functions and Powers of the Executive Committee

The Executive Committee shall have the following powers:

(a) Academic and Administrative Supervision of the Vidyalaya

The Executive Committee will have powers to carry out administrative and academic supervision of the Kendriya Vidyalaya. It will also ensure follow up action on the inspections carried out by the Regional office and the Hqrs. office and initiate appropriate steps for removing the deficiencies noticed at the time of such inspections. The Executive Committee shall also have the power to associate educationists and academicians for exercising appropriate degree of administrative and academic supervision over the Kendriya Vidyalaya. Without prejudice to the generality of the aforesaid power, the powers of Executive Committees shall cover the following areas:

(i) Analysis of strengths and weaknesses of the K.V.

(ii) Progress with regard to the annual calendar of activities of the K.V.

(iii) Audit objections and their settlement.

(iv) Discipline.

(v) Analysis of results of KV including initiation of steps for their improvement.

(vi) Utilisation of funds inlcuding Vidyalaya Vikas Nidhi.

(vii) Adherence to the instructions issued from time to time by the KVS (Hqrs.) and Regional office.

(b) Admissions

All admissions will be carried out with the approval of the Executive Committee. It will be the responsibility of the Principal to ensure adherence to the admission guidelines laid down by the KVS(Hqrs). The Executive Committee will not be empowered to dilute or violate these guidelines.

The Executive Committee shall have the power to raise the sanctioned strength of a section from 40 to 45 to accommodate

children of category-I, as per admission guidelines. Admissions, will however, be made strictly as per the admission guidelines.

(c) Purchase and Procurement for KV

All purchases/procurements of goods and services upto Rs. 20,000 per month in the case of a Vidyalaya classified as upto two Section Vidyalaya and upto Rs. 25,000 per month in the case of a Vidyalaya classified as three or more Section Vidyalaya would be made by the Principal and all purchases/procurements of goods and services exceeding the limits of Rs. 20,000/25,000, as the case may be, would be made by the Principal with the approval of the Executive Committee. This will be applicable to School Fund as well as the Vidyalaya Vikas Nidhi. However, in the matter where direction has been issued by KVS(HQ) for incurring any expenditure, without any limit, out of the School Fund or Vidyalaya Vikas Nidhi, approval of the Executive Committee would not be required and the directions would be carried out and the matter would be reported to the Executive Committee post facto.

(d) Maintenance of the Vidyalaya Building and its Campus

The Executive Committee will ensure proper upkeep and maintenance of the Vidyalaya building and its campus. The funds provided by the Hqrs for the annual repairs and maintenance as also funds generated for this purpose at the Vidyalaya level would be utilised as per the direction of the Executive Committee.

(e) Condemnation of Stores

The Executive Committee will have powers upto Rs. 50,000/- in a year to condemn stores of all kinds in accordance with the provisions of the delegation of Financial Powers, rules and instructions issued by the KVS on the subject. However, cases involving fraud, embezzlement, misappropriation or theft will be condemned only with the approval of the Commissioner.

(f) Utilization of Funds

The Executive Committee will monitor the annual budget estimates showing receipts and ensure proper utilization of funds on approved activities in accordance with the established procedure.

(g) Discipline and Control

The Executive Committee shall be the competent authority under Rule 13 of CCS(CCA) Rules 1965. It will accordingly have powers to institute proceedings or to direct the Principal to institute proceedings against an employees of the Vidyalaya on whom he is competent to impose penalties under CCS(CCA) Rules, 1965. It is clarified that the Principal has the following disciplinary powers :

i)	In respect of Group 'D' staff	Full disciplinary powers
ii)	Post Graduate Teachers (Group 'B')	Powers to impose minor penalties as laid down in Rule 11 of CCS (CCA) Rules as adopted by KVS
iii)	Trained Graduate Teachers (Group 'C')	– do –
iv)	Primary Teachers (Group 'C')	– do –
v)	Others Teachers (Group 'C')	– do –
vi)	Non-teaching staff (Group 'C')	– do –

(h) Quarters Allotment Committee in Vidyalayas

The Executive Committee of the Vidyalaya will function as Allotment Committee in pursuance of Rule 10 (1) of the KVS (Allotment of Residence) Rules, 1998.

(i) Payment of Allowances to Members of VMC

The official and non-official members of the Vidyalaya Management Committee, whenever required to attend an official meeting convened by the Chairman, will be paid actual conveyance charges, subject to a maximum of Rs. 200/-.

The members of the Committee who are employees of the Sangathan will be paid T.A. and D.A. as admissible under the Sangathan's rules.

Article 35. Regional Advisory Committee in Kendriya Vidyalaya Sangathan.

In order to monitor the progress of academic improvement and general functioning of the regions and their Kendriya Vidyalayas, the Boad of Governors in its 49th meeting held on 23-24 April, 1987 approved the constitution of the Regional Advisory Committees with the following objectives.

1. To review the progress of the implementation of the academic policies formulated by the KVS (HQ), at the regional level.
2. To monitor academic innovations/experiements in Kendriya Vidyalayas in the region.
3. To oversee the facilities such as library, audio-visual aids etc., in Vidyalayas of the region.
4. To review the progress of games & sports activites in Kendriya Vidyalayas of the region.
5. To review the progress of cultural activities in Kendriya Vidyalayas in region.
6. To suggest suitable locations for opening new Kendriya Vidyalayas in the region and
7. To build and project the image of Kendriya Vidyalayas in the region.

The composition of the Regional Advisory Committee as approved by the Board is as under :-

1.	Chairman	Education Secretary
2.	Member	A Senior representative of the Defence establishments in which Kendriya Vidyalayas are located at the Regional Headquarters.
3.	Member	Chairman of the Central Govt. Employees Welfare Co-ordination Committee at the station.
4.	Member	A Senior Representative of the Project Kendriya Vidyalayas in the region.

5.	Member	
6.	Member	Two Eminent educationists, at least one of whom will be a lady.
7.	Member	Principal of nearby renowned school.
8.	Member	A representative of the CPWD/MES not below the rank of the Chief or Superintending Engineer.
9.	Member	An eminent doctor from a Govt. or Public Sector Hospital.
10.	Member	DM/Deputy Commissioner.
11.	Member	Principal of a Local Kendriya Vidyalayas
12.	Member-Secretary	Assistant Commissioner

CHAPTER V

CLASSIFICATION, RECRUITMENT, TERMS & CONDITIONS OF SERVICE

Article 36. Classification : The classification of posts, appointment, confirmation, promotion, seniority etc. in KVS shall be as per the KVS (Appointment, Promotion, Seniority etc.) Rules, 1971 which are placed at ***Appendix-III***.

Article 37. Procedure for Direct Recruitment

(a) Direct Recruitment to the posts of Principal and all teaching as well non-teaching staff except the posts of Group 'D' for Kendriya Vidyalayas shall be made centrally by the Headquarters and, when necessary, on the basis of an All India advertisement and in accordance with the provisions of the Kendriya Vidyalaya Sangathan (Appointments, Promotion and Seniority etc.) Rules, 1971.

(b) Group 'D' on daily wages may be engaged only for work which is of casual or seasonal or intermittent nature or for work which is not of full time nature. Such person/ persons shall be engaged through the Employment Exchange. The casual worker may be paid minimum wages notified by the State Govt./ Administration, as per the Minimum Wages Act, 1948. Such worker may be engaged for not more than 10 days in a month.

Article 38. (i) An exception to the recruitment procedure prescribed above can be considered only in the following cases :

(a) Proposal for appointment of a son/ daughter or other near relative of an employee who dies in harness, leaving his family in indigent circumstances; and

(b) Proposal for appointment of such persons as had ceased to be in service on the ground that they failed to resume duty after the expiry of the maximum period of extra-ordinary leave admissible to them for reasons beyond their control as temporary employees.

(ii) Proposals for relaxation of the normal procedure of recruitment through the Employment Exchange shall be made to the Sangathan giving full justification. The Commissioner may, in deserving cases, pass orders individually, relaxing the normal procedure of recruitment through the Employment Exchange. In the case of appointment on compassionate grounds, applications shall be submitted in the prescribed form placed at ***Appendix-IV*** duly accompanied by marks sheets, pass certificates etc. and death certificate of the deceased.

Article 39. Special Provisions for Recruitment of Female Teachers

(i) While making fresh appointment of women to teaching or non-teaching cadres, it shall be ensured that no maternity leave will be required by the candidate within six months of their joining service. Before actual appointment, the Vidyalaya shall ask the woman candidate to produce a medical certificate from a Government/ Municipal Hospital to this effect in case a formal medical examination will take time and the appointment can not be postponed. The Appointing Authority will be free to withdraw the offer in case leave is likely to be required by a selected candidate within six months of her joining service. However, a fresh appointment order will be issued after the fitness certificate is produced as per instructions of the Kendriya Vidyalaya Sangathan issued from time to time.

(ii) Woman employees already appointed on regular basis/ on probation even though temporary, but who have not completed service for one session may be granted maternity leave, where admissible.

Article 40. Honorarium conveyance charges, TA/DA etc. to the non-official members of various committees of KVS:

(a) Non-Officials

I. (i) Selection Committees for recruitment of posts other than Principals and teaching staff (ii) Departmental Promotion Committee for promotion to all the posts as under :

(1) *Local Members*

(a) Honorarium @ Rs. 500/- per day when he/she actually attends the meeting at the place at which he/she has been invited by the Sangathan to be present.

(b) As for conveyance hire charges, the ceiling will be Rs. 200/- per day or actual expenditure whichever is less.

(2) *Outstation Members*

(a) Honorarium @ Rs. 500/- per day when he/she actually attends the meeting at the place at which he/she has been invited by the Sangathan to be present.

(b) T.A./ D.A. as per entitlement as addmissible under rules.

II. Selection Committee for recruitment of Principals and teaching staff as under :

(1) *Local Members*

(a) Honorarium @ Rs. 750/- per day when he/she actually attends the meeting at the place at which he/she has been invited by the Sangathan to be present.

(b) As for conveyance hire charges, the ceiling will be Rs. 300/- per day or actual expenditure whichever is less.

(2) *Outstation Members*

(a) Honorarium @ Rs. 750/- per day when he/she actually attends the meeting at the place at which he/she has been invited by the Sangathan to be present.

(b) T.A./ D.A. as per entitlement as addmissible under rules.

(b) Employees of Central/State Govt. and Organisations Controlled by Government.

They shall be paid T.A. and D.A. in accordance with the rates of Sangathan for such employees. The daily allowance will be admissible at rates and on the scale applicable to corresponding Sangathan's Officers drawing the same scale of pay. For the day on which they, on being requested to do so, actually attend the meeting of the Selection Committee / Departmental Promotion Committee, they shall be entitled to honorarium at the rates given above in (a) I / II as the case may be.

(c) Officials

Members of the selection committees who are in Sangathan service shall be eligible to draw T.A. and D.A. as admissible under the Sangathan's rules.

Note: (1) The right to T.A. including D.A. shall be forfeited or deemed to have been relinquished if the claim for it is not preferred within one year from the date on which it falls due i.e. from the date of completion of return journey.

(2) In the case of employees of Central/State Govt. and Organisations controlled/financed by Govt., who receive honorarium from the KVS, the taking of approval of the respective controlling officers and also of informing their Accounts/Audit Officers, if necessary, about the amount of honorarium so received for the purpose of calculating Income Tax etc. rests with the members.

(d) Expenditure on refreshments/working lunch

the limit of expenditure for serving refreshments/working lunch to all the members of the Selection Committee / Departmental Promotion Committee, which start in the forenoon and continue beyond lunch time including the persons put on duty in connection with recruitment and promotion of staff is Rs. 150/- per head per day.

Article 41. Reservations

Reservation in the services of KVS shall be as under :-

(i) Direct Recruitment

S. No.	Categories	Percentage of Reservation	Remarks
1.	Scheduled Castes	15%	
2.	Scheduled Tribes.	7.5%	
3.	Other Backward Classes	27%	With effect from 8.9.1993

In addition, there shall be horizontal reservations as under :-

S. No.	Categories	Percentage of Reservation	Remarks
1.	Ex-serviceman	10%	Group 'C' & Group 'D' posts only
2.	Orthopaedically handicapped who are able to read and write on the blackboard and speak clearly and audibly.	1.5%	
3.	Visually handicapped persons	1.5%	

(ii) Promotion

The percentage of reservations in promotions for SC/ST wherever applicable shall be the same as for direct recruitment on All India basis by open competition. Reservation shall be applicable for promotion in all grades and services in which the element of direct recruitment, if any, does not exceed 75%.

Article 42. Guidelines for Reservation

(a) The reservation of SC/ST/OBC etc. shall be as per directions of Govt. of India, Department of Personnel and Training issued from time to time.

(b) A register of roster shall be maintained by the appointing authority on the format prescribed by the Govt. of India, Deptt.

of Personal & Training.

(c) There shall be no reservation for OBCs in promotion.

Article 43. Appointing, Disciplinary, Appellate & Reviewing Authorities

The appointing, disciplinary, appellate and reviewing authorities of various categories of employees in the Sangathan shall be as given in Schedule II of KVS (Appointment, Promotion, Seniority etc.) Rules, 1971. **(Appendix III)**

Article 44. Staff Strength of Vidyalayas (Teaching & Non-Teaching)

The staff strength for each Vidyalaya shall be determined and sanctioned by the Commissioner on the basis of workload and other requirements in accordance with the norms approved from time to time.

Article 45. Appointment Order

Subject to availability of duly sanctioned posts, all appointments in the Vidyalayas shall be made by the Appointing Authority in order of merit of the panel of candidates selected by a duly constituted selection committee.

(No travelling allowance or joining time shall be permissible in the case of fresh appointment. Existing teachers of Kendriya Vidyalayas holding regular appointments, shall, however, be eligible, on their selection and on appointment to a higher post, to travelling allowance as on transfer. Joining time shall, however, be restricted to two days for preparation, in addition to the actual journey period involved in transit).

Article 46. Production of Certificates on Appointment

The appointment will be subject to :

(i) Declaration and production of a certificate of fitness from competent medical authority (Civil Surgeon or Medical Officer of equivalent rank).

(ii) Submission of declaration about marriage.

(iii) Taking of oath of allegiance/faithfulness to the Constitution of India or making solemn affirmation to that effect. Oath shall be taken before Chairman/Principal at the time of joining on first appointment.

(iv) **Production of the following original certificates :**

(a) Character certificates from two Gazetted Officers of Central/State Govt. or stipendiary magistrate in the prescribed form in the case of candidates not already in govt. service pending receipt of satisfactory report through District Authorities on the character and antecedents of the appointee.

(b) Degree/diploma/certificates of educational and teaching qualifications.

(c) Certificate of age.

(d) Discharge certificate, in the prescribed form, from previous employer, if any.

Requirements in respect of items (i) to (iii) and (iv) may be waived in respect of candidates who are in the service of Govt. or autonomous bodies and have already satisfied these requirements.

If any declaration given or information furnished by the appointee is proved to be false or he is found to have willfully suppressed any material information, he will be liable to be removed from service and such other action as the Appointing Authority may deem necessary.

Article 47. Pay Scale

The scales of pay, allowances and benefits in addition to pay will be determined by the Sangathan from time to time.

Article 48. Leave Rules

Leave will be admissible to employees in accordance with the provisions of the Central Civil Services (Leave) Rules, 1972, as

amended from time to time and as extended to Kendriya Vidyalaya Sangathan employees.

Article 49. Retention of Lien

Permanent employees of the Sangathan who are selected for appointment in Central Govt. or State Govt. Institutions/ Public Sector Undertakings/ Autonomous Bodies/ Semi-Government Organisations etc. will be permitted to retain their lien on their permanent posts for a period of two years or till they are permanently absorbed in that Department/Undertaking, whichever is earlier, subject to specified conditions. However, temporary employees of the Sangathan shall be asked to resign from the Sangathan's service before they are appointed in such Departments/Undertakings, etc.

Article 50. Terminal Benefits

(i) The employees of the Sangathan joining service on or after 1.1.1986 shall be eligible for terminal benefits of Pension-cum-General Provident Fund scheme as admissible to the Central Govt. servants.

(ii) Employees joining service before 1.1.1986 shall be eligible for terminal benefits of Pension-cum-General Provident Fund scheme as admissible to the Central Govt. servants, except if they have opted for the CPF scheme, in which case they would be eligible for terminal benefits under the CPF scheme.

(iii) The employees shall be covered under the K.V.S. Employees Welfare Scheme having the twin benefits of an insurance cover to help their families in the event of death in service and a lump sum payment to augment their resources on retirement.

Article 51. Age of Retirement

Every employee of the Sangathan shall retire in the afternoon of the last day of the month in which he attains the age of sixty (60) years, except those who are born on the Ist day of the month who shall retire on the last day of the previous month. Two years extension in service shall be granted to National Awardee teachers on year to year basis subject to physical fitness and mental alertness.

Article 52. Re-employment of Teachers Retiring on Superannuation

Teachers including Principals and Vice-Principals who are retiring on superannuation on or after 30th November shall be extended the facility of re-employment till 31st March of the subsequent year so that the studies of students are not disturbed during the academic session.

This re-employment shall be regulated by the Appointing Authorities subject to the following conditions :-

i) No disciplinary case/vigilance case is pending against him/her and he/she is physically fit and mentally alert.

ii) There is no teacher surplus to requirement in the Vidyalaya in the particular category/ subject.

Article 53. Resignation and Voluntary Retirement

(a) In cases where an employee tenders resignation and seeks to be relieved before the expiry of one month from the date of notice, the Appointing Authority has the discretion either to insist on full month's notice or to relieve the employee before the end of the notice period without asking for payment of salary in lieu of notice, provided that the Appointing Authority is satisfied that alternative arrangements can be made and/or Vidyalaya's work can be carried on effectively.

(b) The employees of the Sangathan covered under the CCS (Pension) Rules, 1972, who have put in not less than 20 years of qualifying service may seek voluntary retirement by giving 3 months' notice in writing to the Appointing Authority to retire from service voluntarily as per the provisions of Rule 48-A of the CCS (Pension) Rules, 1972.

Article 54. Premature Retirement

Notwithstanding anything relating to normal age of superannuation from service, in order to maintain the efficiency and for strengthening the administrative machinery at all levels, the

employer has the absolute powers under Fundamental Rules and CCS (Pension) Rules to retire an employee in public interest before his normal date of retirement, on attaining a specific age or on completing a specific length of service. The Govt. of India has also issued instructions for pre-mature retirement as a preventive measure to curb violation of Conduct Rules and corruption.

The instructions of the Govt. of India shall, *mutatis-mutandis* be applicable to the employees of the KVS and detailed procedure for reviewing the cases of KVS employees and for taking action to retire the employees prematurely wherever public interest warrants shall be as under :-

(a) *Composition of the Review Committee and Representation Committee*

Sl. No.	*Category of employees*	*Composition of Review Committee and the Authority competent to approve retirement*	*Composition of Representation Committee and the Authority competent to dispose off representation*
1	2	3	4
1.	Jt. Commissioner, Dy. Commissioner & Asstt. Commissioner	i) Addl. Secretary, Min of HRD & Vice-Chairman, KVS. ii) Jt. Secretary/ Chief Welfare Officer, DOPT and Member of the BOG of KVS. iii) Commissioner, KVS. Final orders to be passed after	i) Education Secretary. ii) Two members of the BOG of the rank not less than Jt. Secretary, nominated by the Chairman, KVS. Final orders to be passed after approval of the Chairman, KVS.

1	2	3	4
		approval of the Vice-Chairman, KVS.	
2.	Education Officer, Sr. AO and other equivalent posts of non-teaching category and Admn. Officer.	i) Jt. Secretary, Min. of HRD. ii) One member of the BOG of the rank not less than Jt.Secretary to be nominated by the Chairman, KVS. iii) Commissioner, KVS Final orders to be passed after approval of the Vice-Chairman, KVS.	i) Addl. Secretary, Min. of HRD & Vice-Chairman, KVS. ii) One member of the BOG of the rank not less than Jt. Secretary. Final orders to be passed after approval of the Chairman, KVS.
3.	Audit & Accounts Officer, Administrative Officer, Section Officer and other equivalent posts of non-teaching category.	i) One member of the BOG to be nominated by the Chairman, KVS. ii) Jt. Commissioner (Admn.), KVS. Final orders to be passed after approval of the Commissioner, KVS.	i) Commissioner, KVS. ii) One member of the BOG to be nominated by the Chairman, KVS. Final orders to be passed after approval of Addl. Secretary/Vice-Chairman, KVS.
4.	Superintendent	i) Jt. Commissioner (Admn.), KVS ii) Dy. Commissioner (Fin.)/Dy.	i) Commissioner, KVS ii) One member of the BOG of the rank of Jt.

1	2	3	4
		Commissioner (Pers.), KVS. Final orders to be passed after approval of the Commissioner, KVS.	Secretary. Final orders to be passed after approval of the Vice-Chairman and Addl. Secretary.
5.	Principal	i) Commissioner, KVS ii) One member of the BOG to be nominated by the Chairman, KVS. iii) Jt. Commissioner (Admn.), KVS & Member-Secretary, BOG. Final orders to be passed after approval of the Addl. Secretary and Vice-Chairman, KVS.	i) Addl. Secretary, HRD and Vice-Chairman, KVS. ii) Commissioner, KVS. iii) One member of the BOG to be nominated by the Chairman, KVS. Final orders to be passed after approval of the Chairman, KVS.
6.	Post Graduate Teacher	i) Jt. Commissioner (Acad.) ii) Dy. Commissioner (Pers.) iii) Asstt. Commissioner to be nominated by the Commissioner, KVS Final orders to be passed with the	i) Commissioner, KVS ii) One member of the BOG nominated by the Chairman, KVS. Final orders to be passed after approval of the Addl. Secretary and Vice-Chairman, KVS.

1	2	3	4
		approval of the Commissioner, KVS	
7.	TGT, PRT, Drawing, Music, PET, WET, Librarian and other teaching staff	i) Dy. Commissioner (Pers.) ii) Two Asstt. Commissioners to be nominated by the Commissioner, KVS. Final orders to be passed by the Jt. Commissioner (Admn.).	i) Commissioner, KVS. ii) One member of the BOG nominated by the Chairman, KVS Final orders to be passed after approval of the Commissioner, KVS.
8.	Group 'C' employees serving in KVS (HQ) and ROs	i) Dy. Commissioner (Admn./ Pers.) ii) Dy. Commissioner (Fin.) iii) Asstt. Commissioner (Admn.) Final orders to be passed by the Jt. Commissioner (Admn.).	i) Commissioner, KVS. ii) One member of the BOG nominated by the Chairman, KVS. Final orders to be passed by the Commissioner, KVS.
9.	Group 'C' employees serving in schools (Non-teaching staff)	i) Asstt. Commissioner ii) Education Officer iii) One Principal of the neighbouring region nominated by the KVS	i) Dy. Commissioner (Admn.)/ Dy. Commissioner (Pers.) ii) One Asstt. Commissioner,

1	2	3	4
		(Hqrs.)	KVS.
10.	Group 'D' employees in KVS (Hqrs.) & ROs	Final orders to be passed by the Dy. Commissioner (Admn.) i) Sr. Admn. Officer (Estt.) ii) Sr. Admn. Officer (Vig.) Final orders to be passed by the Asstt. Commissioner (Admn.)	Final orders to be passed by the Jt. Commissioner (Admn.) i) Dy. Commissioner (Pers.) ii) Dy. Commissioner (Acad.) Final orders to be passed by the Jt. Commissioner (Admn.)
11.	Group 'D' employees in Schools	i) One Education Officer and one Principal to be nominated by the Asstt. Commissioner of the region. Final orders to be passed by Asstt. Commissioner of the region.	i) Dy. Commissioner (Pers.) ii) Dy. Commissioner (Acad.). Final orders to be passed by the Jt. Commissioner (Admn.)

(b) *Role of the Review Committee*

All cases which come under the purview of Review will be referred to the Review Committee by the appropriate authority, as per the time schedule. The appropriate authority shall take further action based on the recommendations of the Review Committee. As per the instructions of the DOPT referred to above, whenever it is proposed to retire a KVS employee, the appropriate authority should follow the procedure prescribed in Chapter II of Appendix 10 of CCS (Pension) Compilation.

(c) *Role of the Representation Committee*

The KVS employee who has been served with a notice/ order of premature retirement by the appropriate authority based on the recommendations of the Review Committee, may submit a representation within three weeks from the date of service of such notice/ order addressed to the authority who served the notice/ order.

On receipt of such representation, the appropriate authority should examine the same to see whether it contains any new facts or any aspect/ facts not known. After such examination, the case shall be placed before the Representation Committee. The Representation Committee after considering the facts shall give its recommendations within two weeks from the date of receipt of such references, to the competent authority who made the reference.

The competent authority indicated in the Representation Committee shall pass final orders on the representation within 2 weeks from the date of receipt of the recommendations of the Representation Committee. The procedure as given in Chapter III of Appendix 10 of CCS (Pension) Compilation shall be followed.

(d) *Nature of Authority and Statutory Rules*

1. In accordance with the provisions of Fundamental Rule 56(j), the appropriate authority has the absolute right to retire, if it is necessary to do so in public interest, any government employee as follows :-

   (i) If he is in Group 'A' or 'B' service or post in a substantive, quasi permanent or temporary capacity and had entered

government service before attaining the age of 35 years, after he has attained the age of 50 years.

   (ii) In any other case, after he has attained the age of 55 years provided that in the case of a Group 'D' official, such action can be taken if he entered service after 23rd July, 1966.

Thus, government servants belonging to Groups 'A' and 'B' who have entered government service after attaining the age of 35 years, and officials belonging to Group 'C' and 'D' can be prematurely retired after they have attained the age of 55 years with the exception of Group 'D' officials, who entered service on or before 23rd July, 1966.

In addition, a government servant in Group 'C' service or post who is not governed by any pension rules, can also be retired after he has completed thirty years' service, under FR 56 (j).

(2) Provisions also exist in Rule 48 of the CCS (Pension) Rules, 1972, for the retirement of a govt. employee by giving him three months' notice, if it is necessary to do so in public interest, after he has completed 30 years of qualifying service for pension. In other words, government employee who may belong to Group 'A', 'B', 'C' or 'D' can be prematurely retired, irrespective of the age at the appropriate time, after he has completed 30 years of qualifying service.

In order to ensure that the Review is undertaken regularly and in due time, the Government has prescribed the following time schedule.

S. No.	*Quarter in which review is to be made*	*Cases of employees who will be attaining the age of 50/ 55 years or will be completing 30 years of service or 30 years of service qualifying for pension, as indicated below to be reviewed.*
1.	January to March	July to September of the same year
2.	April to June	October to December of the same year

3.	July to September	January to March of the next year
4.	October to December	April to June of the next year.

Authorities/ Sections responsible for conducting Reviews/ processing of Review Cases

S. No.	*Name of Processing office*	*Nodal Officer in KVS HQ*	*Category of employees whose cases are assessed for review under FR 56 (j)*
1.	Estt. I/ KVS (HQ)	Sr.AO(Estt.)	Cat. 'A' & 'B' of KVS (HQ), Regional Offices and Kendriya Vidyalayas. Principal Grade I & II and Vice-Principal.
2.	Estt.II/ KVS (HQ)	AC (Admn. & Fin.)	PGTs, TGTs & Primary Teachers.
3.	Estt.III/ KVS (HQ)	AC (Admn. & Fin.)	Misc. categories of teachers and non-teaching staff of Vidyalayas and Gr. 'C' and 'D' staff of KVS (HQ) and Regional Offices.
4.	Regional Office	Assistant Commissioner (RO)	Group 'C' & 'D' non-teaching staff of Vidyalayas.

The orders to be passed shall be based on the recommendations of the Review Committee.

(e) *Role of Nodal Officer*

It shall be the responsibility of the Nodal Officer indicated in column 3 above to process the cases and submit them to the Review Committee as well as to the Representation Committee as per the limit prescribed.

(f) *Maintenance of Register and Submission of Reports*

The Nodal Officers shall maintain suitable database in proper registers/computer programme in respect of employees under their control, who are due to attain the age of 50-55 years, or have completed 30 years of service. They shall also obtain from the Regional offices timely information required to process the cases. The data shall be updated and it will be scrutinized every quarter by the Joint Commissioner/ Deputy Commissioner concerned.

(g) *Formats to be Used*

The proformae which are prescribed for issuing various orders by the appropriate authority are given in the Annexure 3 of Appendix 10 of Pension Compilation. The same shall be used with appropriate modifications.

(h) *Reports/Returns to be Submitted by the Nodal Officer to Vigilance Section.*

The Vigilance Section has to submit quarterly/periodical returns in respect of KVS to Central Vigilance Commission and Chief Vigilance Officer in the Ministry of H.R.D. The Nodal Officers shall forward quarterly report as per the following time schedule to Sr. Administrative Officer (Vig.)

Sl. No.	*Quarter in which the review is to be made*	*Date by which the return should be sent to Vig. Section.*
1.	January to March	10th of May
2.	April to June	10th of August

Article 55. Issue of "No Objection Certificate" for Registration with the Employment Exchange

Such of the employees of Vidyalayas (including Group 'D' employees) as are educationally qualified for a higher post, shall be permitted by the Appointing Authority to register with the employment exchange for higher posts on the condition that in the event of their selection for the higher post, they will have to resign their post in the

Vidyalaya with proper notice and severe all connections with the Sangathan, provided that the higher post is in an organization different from the Sangathan.

Article 56. Promotions

(a) *Assessment of vacancies* – The number of regular vacancies to be filled in the year shall be estimated taking into account vacancies arising out of retirement, promotions and deputation for periods of more than a year, etc.

(b) *Date of Eligibility* – The length of service prescribed for eligibility for promotion etc. shall be counted with reference to 1st January of the year unless prescribed otherwise in the statutory service rules.

(c) *Method of promotion*

The method followed for promotion shall be

(i) Selection method

(ii) Non-selection method

(i) Selection Method

(a) *Zone of consideration* – The zone of consideration of eligible candidates with reference to the assessed vacancies, prescribed with extended zone for SCs/STs to ensure the promotion chances against the reserved quota for them shall be as given in table below :-

No. of Vacancies	*Normal Zone*	*Extended Zone for consideration of SC/ST*
1	5	5
2	8	10
3	10	15
4	12	20
5	Twice the number of vacancies + 4	5 times the number of vacancies

(b) *Assessment of Officers* – The assessment of each officer shall be made on a fair, just and non-discriminatory evaluation of the Confidential Reports for the preceding five years only in all cases. No extra weightage will be given to an officer already officiating in the higher grade.

The DPC shall make its own assessment of the officers without being merely guided by the grading, if any, recorded in the Confidential Reports, and take into account, in addition, award of penalty or conveying of displeasure of superior authority as reflected in the Confidential Reports, and remarks, if any, against the column 'integrity'. Where the remarks of the Reporting Officer have been over-ruled by the Reviewing Officer, the latter remarks will prevail, provided the over-ruling is justified with reference to the contents of the Reports. DPC will give their final grading as **Outstanding, Very Good, Good, Average and Unfit.**

The DPC shall take suitable note of non-communication of any adverse remark in CRs. Where the time allowed for representation against an adverse remark is not over, or a decision on the representation has not been taken, the DPC may defer consideration of the case until a decision is taken.

(c) *Benchmark, Grading and Preparation of Select List*

Category of officers	*Benchmark*	*Grading to be given by DPC*	*Preparation of Select List*
1. Selection for all Group 'C', Group 'B' and Group 'A' posts below the level of Rs.12,000-16,500 (including promotions from Lower Groups to Group 'A' posts/ grades/ services).	Good	Fit/Unfit	Those who are graded as 'Fit' shall be included in the select panel in order of their *inter se* seniority in the feeder grade subject to availability of vacancies.

Category of officers	Benchmark	Grading to be given by DPC	Preparation of Select List
2. For all Group 'A' posts of the level of Rs. 12,000-16,500 and above.	Very Good	Fit/Unfit	-do-

When sufficient number of officers with the required Benchmark/Grade is not available, those to the extent available will be placed on the panel. For the unfilled vacancies, fresh DPC shall be held for considering the required number of officers beyond the original zone.

Where the Benchmark is 'Good', the DPC may assess the suitability of employees in the zone of consideration upto a number which is considered sufficient against the number of vacancies and need not consider the remaining employees in the zone of consideration.

(ii) Non-selection Method

The principle of zone of consideration shall not be applicable. There shall be no comparative evaluation of the officer's merit. The DPC will categorise the officers 'Fit / Not Yet Fit'. Names of officers found fit will be arranged according to their *inter-se* seniority in the feeder grade.

(a) ***Provisions for SC/ST Officers -***

(i) ***For posts/services within Group 'A' carrying ultimate salary of Rs. 18300 or less*** : SC/ST officers coming within the zone of consideration so as to be within the number of vacancies for which the select list is to be drawn up, will be included in the select list notwithstanding the prescription of bench-mark, provided they are not considered 'unfit'.

(ii) ***For posts/services in Group 'B' within Group 'B' and from Group 'B' to the lowest rung in Group 'A'*** : If adequate number of SC/ST officers are not available within

the normal zone, it may be extended to five times the number of vacancies. SC/ST officers coming within the extended zone shall also be considered against the vacancies reserved for them. Any shortfall shall be made up by selecting candidates of these communities, who are in the zone of consideration, irrespective of merit and bench-work, provided they are considered 'fit'.

(iii) ***In Groups 'C' and 'D' posts/services*** : Select list of SCs/STs shall be drawn up separately in addition to the general list. Those within the normal zone of consideration shall be considered alongwith others and those selected will be included in the general select list, in addition to their being included in the separate lists for SCs/STs. Those in the separate lists will be adjusted separately amongst themselves and, if selected, will be included in the concerned separate lists, irrespective of merit and the bench-mark determined. If SCs/STs in the general select list are lesser than the vacancies reserved for them, the difference will be made up by candidates of those communities in the separate select lists.

(b) ***When DPC does not meet for a number of years due to unavoidable reasons*** : The first DPC that meets shall observe the following procedure :-

(a) Determine the number of vacancies that arose in each of the previous years and in the current year separately.

(b) Consider in respect of each of the years those officers only who would have been within the zone of consideration with reference to each year starting with the earliest year onwards.

(c) Prepare a select list by placing the select list of the earlier year above the one for the next year and so on.

(d) While evaluating the merit of the officers, the scrutiny of the records shall be limited to the records that would have been available, had the DPC met at the appropriate time.

Promotions effected on the basis of the consolidated select list will have only prospective effect, even in cases where the vacancies relate to earlier years.

Article 57. Foreign Service Terms

The Central Government employees or State Govt. employees, appointed on deputation on foreign service, to posts in the Sangathan, will be governed by the terms and conditions of deputation as agreed to by the parent Department and Sangathan.

Article 58. Jurisdiction

In case of any dispute or claim arising as a result of employment under the Sangathan, the Central Administrative Tribunal alone shall have the jurisdiction.

CHAPTER – VI

CODE OF CONDUCT

Article 59. For Teachers

The provisions of the CCS (Conduct) Rules, 1964 shall apply *mutatis mutandis* to all the employees of the Kendriya Vidyalaya Sangathan. In addition to this, the following code of conduct shall also be applicable to teachers. Violation of these shall make an employee liable for action under the CCS (CCA) Rules, 1965.

1. Every teacher shall, by precept and example, instil in the minds of the pupils, entrusted to his care, love for the motherland.
2. Every teacher shall, by precept and example, inculcate in the minds of his pupils respect for law and order.
3. Every teacher shall organize and promote all school activities which foster a feeling of universal brotherhood amongst the pupils.
4. Every teacher shall, by precept and example, promote tolerance for all religions amongst his pupils.
5. No teacher shall be a member of any political party or carry on activities either openly or in camera in support of any such party. He shall also not have any association with either any political party or any organization which has been declared by the Sangathan to be carrying out its activities against the aims, objects and functions of Kendriya Vidyalayas.
6. The teacher shall always be on the alert to see that his pupils do not take active part in politics.
7. No teacher shall be a member of the State or Central Legislature. He shall resign his job before contesting for elections as a candidate.
8. Every teacher shall take a stand against unhealthy and bad customs and practices in modern society and must strive his best to instil in the minds of his pupils the principles of co-operation and social service.

9. Every teacher shall co-operate with and secure the co-operation of other persons in all activities which aim at the improvement of the moral, mental and physical well-being of pupils.

10. Every teacher shall be strictly impartial in his relations with all his pupils. He shall be sympathetic and helpful particularly to the slow learners.

11. Every teacher shall be a learner throughout his life not only to enrich his own knowledge, but also of those who are placed in his care. He shall plan out his work on approved lines and do it methodically and vigilantly, eschewing all extraneous considerations.

12. Every teacher shall regard each individual pupil as capable of unique development and of taking his due place in the society, and help him to be creative as well as co-operative.

13. Every teacher shall be temperate and sober in his habits. He shall scrupulously avoid smoking, chewing of betel leaves and such other undesirable habits in the presence of students and within the precincts of the Vidyalaya.

14. Every teacher shall have an exemplary moral character. His dealing with the members of the opposite sex in the Vidyalaya or outside, shall not be such as would cause reflection on his character or bring discredit to the Vidyalaya.

15. Every teacher shall take pride in his calling and try to promote the dignity and solidarity of his profession.

16. Every teacher shall be an advocate of freedom of thought and expression and the development of scientific temper in himself and his students.

17. No teacher shall indulge in or encourage any form of malpractice connected with examinations or other school activities.

18. Confidential matters relating to the Institution and the Department shall not be divulged by any teacher.

19. No teacher shall undertake private tuition or private employment or otherwise engage himself in any business.

20. Every teacher shall be clean and trim. He shall not be casual and informal, while on duty. His dress shall be neat and dignified. He shall on no account be dressed so as to become an object of excitement or ridicule or pity at the hands of students and his colleagues.

21. Every teacher shall be punctual in attendance in respect of his class work as also for any other work connected with the duties assigned to him by the Principal. He shall realize that he is a member of the team and shall help in developing a corporate life in the school.

22. Every teacher shall abide by the rules and regulations of the Vidyalaya and show due respect to the constituted authority, diligently carrying out instructions issued to him by the superior authority.

23. Every teacher shall avoid monetary transaction with the pupils and parents and refrain from exploiting his Vidyalaya influence for personal ends. He shall generally conduct his personal matters in such a manner that he does not incur a debt beyond his means to repay.

24. No teacher shall prepare or publish any text-book or keys or assist directly or indirectly in their preparation, or use such publications without obtaining prior approval of the Sangathan.

25. No teacher shall engage himself as a selling agent or canvasser for any publishing firm/trader.

26. No teacher shall apply for an assignment or job outside the Sangathan directly. He shall invariably forward his application through proper channel.

27. No teacher shall present his grievances, if any, except through proper channel, nor will he canvass for any non-official or outside influence or support in respect of any matter pertaining to his service in the Vidyalaya.

28. Every teacher shall consider Vidyalaya property and funds as if placed in trust with him and shall exercise the same with prudence and care as he would do in respect of his own property or funds.

29. No teacher shall accept or permit any member of his family or any other person acting on his behalf to accept any gift from any pupil, parent or any person with whom he has come into contact by virtue of his position in the Vidyalaya except as provided under Rule 13 of the CCS (Conduct) Rules, 1964.

30. No teacher shall, except with the previous sanction of the Sangathan, give any talk on the radio, publish any statement or document either in his own name or anonymously, pseudonymously or in the name of any other person, which has the effect of an adverse criticism of any current or recent policy or action of the Central Government or a State Government, or which is capable of embarrassing the relations between the Central Government and a State Government or between the Central Government and the Government of any foreign State.

31. No teacher shall, except with the previous sanction of the competent authority, ask for or accept contribution or other collections in cash or in kind in pursuance of any object, whatsoever.

32. It shall be the duty of every teacher :

(i) to respect the National Flag and the National Anthem.

(ii) to promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities and to renounce practices derogatory to the dignity of women.

(iii) To develop scientific temper, humanism and spirit of inquiry and reform.

(iv) To safeguard public property and to abjure violence.

(v) To strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavour and achievement.

33. If a teacher is convicted by a Court of Law or arrested, it shall be his duty to inform his immediate superior the fact of his conviction or arrest and the circumstances connected

therewith as soon as it is possible for him to do so. Failure to do so, will be regarded as deliberate suppression of material information.

34. (a) Every teacher shall at all times

(i) maintain absolute integrity.

(ii) maintain devotion to duty.

(iii) do nothing which is unbecoming of an employee of the Sangathan

(b) Nothing contained in part (a) of this Article shall be deemed to take away or abridge the right of a teacher :-

(i) to appear at any examination to improve his qualifications;

(ii) to become or to continue to be a member of any literary, scientific or professional organization;

(iii) to make any representation for the redressal of any bonafide grievances, subject to the condition that such representation is not made in any rude or indecorous language.

Article 60. For Students

a) The following acts and conduct on the part of the students will amount to misconduct :

(i) Misbehaviour towards teachers or any other employee of the school.

(ii) Intentional disturbance of classes.

(iii) Absence from classes without the permission of the teacher/Vice-Principal/ Principal.

(iv) Bullying/intimidation of others.

(v) Eve-teasing/misbehaviour towards girl-students.

(vi) Damaging/disfiguring school property.

(vii) Propagating a strike / disruption of classes.

(viii) Association with banned organizations.

(ix) Propagating communal / caste feeling amongst the students.

(x) Indulging in physical violence in any manner.

(xi) Disobeying lawful orders of the teacher / Vice-Principal / Principal.

(xii) Bringing unauthorized people / articles inside the school.

(xiii) Theft / pilferage of school / students' property.

(xiv) Any behaviour unbecoming of a student.

(xv) Indulging in acts of moral turpitude.

b) In above acts of misconduct, Principal shall take suitable action as per observations of the disciplinary committee depending on the gravity of the misconduct, which may include :

(i) Oral / written warnings to the student and parents.

(ii) Suspension from attending classes/school for a specified period.

(iii) Recovery of loss to school property

(iv) Issue of Transfer Certificate

(v) Expulsion/rustication from school.

CHAPTER – VII

MISCELLANEOUS MATTERS RELEVANT TO SERVICE IN VIDYALAYAS

Article 61. Service Records

(a) **Service Book :** In respect of each individual member of staff on roll of the Vidyalaya, a Service Book in the form as applicable to Central Government servants shall be maintained to show the date of appointment, name of the post, scale of pay, date of increment, date of promotion, period of leave and nature of leave taken, leave travel concession taken, suspension, awards and nominations for Provident Fund, Family Pension and Group Insurance Scheme etc. In short, every event in the official career of the employee shall be noted therein. Maintenance of service book shall be as per instructions of the Accounts Code.

(b) **Personal File :** For each employee of the Kendriya Vidyalaya, a Personal File shall be opened in the respective Vidyalaya soon after he/she joins the Vidyalaya. On his/her first appointment in the school, the particulars of the employee shall be filled in a prescribed proforma (**Appendix V**) and one copy thereof sent to the Regional Office after counter-signature of the Principal. The proforma in respect of the Principal shall be countersigned by the Chairman of the Vidyalaya before being sent to the Regional Office. The duplicate copy of the proforma shall be incorporated in the personal file of the respective employee maintained in the Vidyalaya. All the certificates including medical certificate of fitness required to be produced by the employee at the time of fresh appointment shall be kept in the personal file.

(c) **Leave Account :** Leave account shall be maintained in the prescribed form and it shall be consulted, before any staff is sanctioned leave, to verify if the leave is actually admissible to him. Detailed instructions regarding maintenance of leave account as given in the Accounts Code shall be followed.

Article 62. Verification of Character and Antecedents

The character and antecedents of the employee of a Vidyalaya shall be got verified through the District Magistrate concerned within six months from the date of appointment of such an employee on his/ her first appointment. For Principals, verification shall be done by the Sangathan's office. A copy of the Attestation Form in which the particulars are to be sent to the District authorities, in duplicate, is placed at **Appendix – VI.**

Article 63. Report on Probationers

As per terms and conditions of appointment, all employees will be on probation for a period of two years which may be extended to three years by the appointing authority. For this purpose, two special reports on probationers, one on completion of 11 months of service and the other on completion of 22 months of service, shall be forwarded by the Principal to the Assistant Commissioner who has jurisdiction over the particular Vidyalaya. Where the probationary period has been extended, a report will also be written after 33 months from the date of appointment. In the case of Principals, a probation report shall be written and submitted to the Sangathan on completion of 18 months' service and in cases where probation period is extended, another report should be submitted after completion of 30 months' service. The specimen forms of the Report on Probation for Principal and for staff other than Principal are placed at ***Appendices VII*** and ***VIII.***

Article 64. Annual Increment

The Principal shall be the competent authority for sanctioning annual increments to the staff of the Vidyalaya and in the case of the Principal, the Assistant Commissioner of the Regional Office shall be the competent authority, subject to the fulfillment of other conditions. The withholding of increment is a measure of punishment and unless that punishment is inflicted through an order issued by the competent authority, the annual increments shall be released as and when these fall due. In the first bill, in which a periodical increment is drawn for an employee of the Vidyalaya, a certificate in the form as prescribed in the Accounts Code duly signed by the competent authority shall be appended.

Article 65. Last Pay Certificate

In case of transfer of an employee from one Vidyalaya to another Vidyalaya under the orders of the Sangathan, the employee transferred shall be paid only upto the date of relief from the school and a Last Pay Certificate showing the particulars of pay drawn, date upto which the employee was paid, etc. shall be issued by the former Vidyalaya to the Principal of the Vidyalaya to which the transferee comes. Detailed instructions for preparation of the Last Pay Certificate shall be as given in the Accounts Code.

Article 66. Definition of Vacation and Non-Vacation Staff

(a) The following staff of the Vidyalaya shall be treated as Vacation Staff :

(i) All categories of teachers

(ii) Librarian

(iii) Laboratory Assistant/Attendant/Group 'D'

(b) The following staff of the Vidyalaya shall be treated as Non-Vacation Staff :

(i) Principal

(ii) Office Superintendent/Assistant Superintendent/Upper Division Clerk/ Lower Division Clerk.

(c) The post of Vice-Principal shall be treated as both vacational and non-vacational. Half the period of vacation may be treated as duty on the discretion of the Principal and Assistant Commissioner for which he will earn leave in accordance with the rules.

Article 67. Admissibility of Vacation Pay to Teachers and Other Staff Categorised as "VacationaL"

(1) The teachers and other staff of the Vidyalaya who have been classified as vacational and who are not called for duty during the long vacation (Summer/Winter) shall be entitled to Vacation Pay only when they have actually worked for a minimum period of five months in the preceding academic year.

Note: a) No leave other than maternity leave shall be taken into account for calculating the aforesaid period of five months.

b) Payment of Vacation Pay in advance to the teachers and other staff members who are otherwise entitled to the same will not be permissible.

(2) Teachers appointed on contractual basis and part-time teachers shall not be entitled to any Vacation Pay.

(3) The Commissioner shall have full powers to issue such instructions and directions as may be necessary for the implementation of the aforesaid provisions.

Article 68. Payments of Allowances During Vacation

(i) Payment of House Rent Allowance and City Compensatory Allowance during leave or vacation shall be subject to the condition that the payee has continued to incur the expenditure for which these allowances are admissible and in the case of City Compensatory Allowance, it shall be further subject to the condition that either the payee or any member of his family continued to reside at the place of duty for which the City Compensatory Allowance is drawn.

(ii) The allowances shall be drawn automatically and no certificate shall be required provided the vacation plus leave, if any taken, does not exceed 120 days.

Article 69. Transport Allowance shall be payable with reference to the pay scale of the employee and place of duty as per the classification prescribed by the Government of India. It shall not be admissible to employees during absence from duty exceeding 30 days in a calendar month due to leave/vacation/training/tour, etc.

Article 70. Leave Salary of Deputationists

The liability for leave salary of the deputationists devolves on the parent department. Whenever a deputationist applies for earned leave, the Principal or the Chairman, as the case may be, shall be competent to sanction leave upto 120 days under intimation to the

parent department. For this purpose, the Vidyalaya shall maintain a leave account with reference to the extract of the leave account of the employee which may be obtained from the parent department. The Vidyalaya shall make payment of the leave salary to the official concerned. Thereafter, the Vidyalaya shall claim half-yearly reimbursement of leave salary so paid from the parent department duly supported with details of the officials on deputation, nature and period of leave sanctioned, rate of leave salary and amount of leave salary paid. The half-yearly reimbursement shall be in respect of the period from 1st April to 30th September and 1st October to 31st March. Allowances like Dearness Allowance etc. shall, however, be borne by the Vidyalaya at the appropriate rate (Dearness Allowance per month on the basis of rate of leave salary per month, HRA and CCA at the rates drawn prior to proceeding on leave subject to fulfillment of other conditions), as per the provisions of the Accounts Code.

Article 71. Transfer Policy

1. BASIC PRINCIPLES

1.1 All employees of the KVS are liable to be transferred and posted anywhere in India, at any time, and for any period, as requirements of public service and of the Sangathan may dictate. Transfers and postings are a right of the Sangathan which it would endeavour to exercise in the best interest of the students, with due regard to the principles of equity and transparency vis-a-vis its employees.

1.2 These guidelines regarding transfers are meant essentially for the internal use of the Sangathan and do not vest any employee with any right.

1.3 Objectives of the Sangathan's transfer policy are :-

i) To deploy available staff in an optimum manner so that, inter-alia, employees are evenly distributed across regions and schools, with special regard to the interest of students in Priority Areas [as defined in para 2 (1) (x)]

ii) To Maximize the overall satisfaction level of its employees, subject always to the paramount need to protect academic interests of students and administrative

efficiency of the organization.

2. Definitions

(1) In these guidelines unless the context otherwise requires:

(i) **"Category whose Dislocation will be Avoided (CDA)"** means persons falling in one or more of the following categories :-

- 'MDG', as defined in Clause (viii) below,
- 'DSP', as defined in Clause (iv) below,
- 'LTR', as defined in Clause (vii) below,
- Physically challened employees, as defined in Clause (x) below,
- Employee whose spouse is also a KVS employee and is posted at the same station, and
- President/General Secretary of recognized service associations of KVS, who are also members of JCM.

(ii) **"Commissioner"** means Commissioner, Kendriya Vidyalaya Sangathan, including any officer thereof who has been authorised or delegated to exercise all or any of the powers and functions of the Commissioner.

(iii) **"Dependent son/daughter"** Son will be deemed to be dependent till he starts earning or attains the age of 25 years, whichever is earlier or suffers from permanent disability of any kind irrespective of age limit. Daughter will be deemed to be dependent till she starts earning or gets married, whichever is earlier, irrespective of age limit.

(iv) **"DSP"** means an employee whose spouse has died within two years, as on 31st March of the year.

(v) **"Employee Spouse"** means a spouse who is a paid employee in an organisation, and does not include a self-employed spouse.

vi) **"Hard Station"** means a place notified as such by the Sangathan.

vii) **"LTR"** means an employee who has less than three years to retire, as on 31st March of the year.

viii) **"MDG"** means an employee seeking transfer on the basis of one or more of the medical conditions listed in Annexure-1, affecting himself/herself, spouse of dependent son/daughter.

(ix) **"PS"** means Posting with Spouse.

(x) **"Physically Challenged Employee"** means an employee who has been sanctioned Conveyance Allowance due to visual and/or orthopedic disability, as per instructions of the Central Government.

(xi) **"Priority Areas"** means the North Eastern Region (including Sikkim), A&N Islands and hard and very hard stations elsewhere.

(xii) **"Priority Category for Grant of Request Transfer (PCGR)"** means a person falling in one or more of the following categories :-

- MDG,
- DSP,
- LTR,
- Person who has completed his tenure in Priority Areas.

(xiii) **"Region"** means a region as notified by the Commissioner, comprising Kendriya Vidyalayas in a specified area of the country and placed under the charge of an Assistant Commissioner.

(xiv) **"Sangathan"** means the Kendriya Vidyalays Sangthan (KVS)

(xv) **"Service"** means the period for which a person has been holding charge of a post in the Sangathan on a regular

basis.

(xvi) **"Station"** means any place or group of places as notified by the KVS for the purpose of transfers, from time to time.

(xvii) **"Stay"** mean service at a station excluding the period or periods of continuous absence from duty exceeding 30 days (45 days in case of Priority Areas) at a stretch other than on training or vacation.

(xviii) **"Teacher"** means all categories of teachers in the employment of Sangathan but does not include functionaries in the rank of Vice-Principals, Principals, Education Officers and above, for the purpose of transfer.

(xix) **"Tenure"** means a continuous stay for a specified period by different categories of employees in different parts of the country. Reference date for Priority Areas for determination of tenure is 30th June of the Year. For all other places the reference date shall be 31st March of the year.

(xx) **"Very Hard Station"** means a place notified as such by the Sangathan.

(xxi) **"Year"** means a period of 12 months commencing from 1st April.

(2) Unless the context otherwise indicates :

(a) word importing the singular number shall include plural number and vice-versa.

(b) words importing the masculine gender shall include the feminine gender.

3. AUTHORITIES COMPETENT TO EFFECT TRANSFERS :

(1) Subject to the general powers of the Commissioner to effect all manner of transfers of persons upto the level of Education Officers, Transfers of the kind shown in Col. 1 below will be effected by the authorities shown against them in Col.2 :-

Type of Transfers	Authority which will transfer
(1)	(2)
1. (i) Inter-regional Transfers (ii) Intra-regional Transfers of Principals and Vice-Principals	Commissioner
2. Intra-regional Transfers of Employees upto the level of PGTs, except :- (i) Mutual Transfers, and (ii) Admn. Transfers on grounds of misconduct or unsatisfactory performance [vide para 8 (iv), below]	Asstt. Commissioner, on the recommendation of the Regional Transfer Committee (RTC)
3. Intra-regional transfers of the following kinds upto the level of PGTs: (i) Mutual Transfers, and (ii) Admn. Transfers on grounds of misconduct or unsatisfactory performance [vide para 8 (iv), below]	Asstt. Commissioner

(2) The Regional Transfer Committee mentioned in sub para (1) above will consist of the following, viz.,

1.	**Assistant Commissioner**	Chairman
2.	Senior-most Education Officer of the Region-to be nominated by the Assistant Commissioner	Member
3.	Two senior-most Principals of the Region - to be nominated by the Assistant Commissioner	Member
4.	Administrative Officer of the Regional Office [or Superintendent (Admn.) if AO's post is vacant].	Secretary

Provided that if both the senior-most Principals in a Region are male, then only the senior of the two will be nominated as a member, and the senior-most lady Principal of the Region will be nominated as the second member :

PROVIDED further that if the senior-most Education Officer of the Region, or any of the two Principals who is otherwise eligible to serve as member of the Regional Transfer Committee, as per the above provision, has been punished in the last ten years, or disciplinary/criminal proceedings are currently either pending or contemplated against him, the next senior most Education Officer/Principal, not suffering from such a disqualification, will be nominated to the Committee.

(3) Recommendations of the Regional Transfer Committee shall as far as possible be unanimous. However, in case of irreconcilable difference of opinion amongst its members, the majority view will prevail. In case of equality of votes, the chairman will have a casting vote.

(4) It will be the responsibility of the Chairman to ensure that recommendations of the Committee are fully in accordance with these guidelines. In case, in his opinion, a majority recommendation is inconsistent with these guidelines, he will not implement it but will refer the matter to the Commissioner for orders.

4. TYPES OF TRANSFERS

Transfers shall be of two types, namely :-

i) "Administrative transfers" which Sangathan orders, Suo-moto, and

ii) "Request Transfers" which are ordered by the Sangathan on the basis of requests made by an employee. Admissibility for transfer TA in the case of the two type of transfers shall be as given in para 20, below.

5. SCHOOL-WISE ALLOCATION OF POSTS FOR THE NEXT ACADEMIC SESSION.

Since the number of students, classes, sections and subjects

to be taught in a Kendriya Vidyalaya vary from year to year, the Commissioner will issue, by **30th November** every year,* an order allocating the posts of various categories to each Kendriya Vidyalaya for the next academic session. This allocation order will form the basis of determination of school wise surplus/ deficit of personnel till the end of the next academic session.

6. DETERMINATION OF SCHOOL-WISE SURPLUS STAFF AND VACANCIES.

Based on the post allocation order issued under Para 5, the Assistant Commissioner of the region will determine for each Kendriya Vidyalaya of the region, **by 15th December,** the school-wise number of (i) persons in surplus, and (ii) vacancies.

7. Administrative Transfers to Eliminate Staff Surplus.

7.1 In the Kendriya Vidyalayas where teachers are in surplus, action will be taken to reduce such surplus to zero, in the following manner:

(i) All teachers of relevant category working in Kendriya Vidyalayas having a surplus in that category will be notified that teachers of that category in requisite numbers need to be transferred out to eliminate the surplus, and it will be ascertained whether any of them are willing to be transferred out to other KVs within the region having vacancies in relevant category. To the extent possible, surplus will be eliminated by transferring willing teachers, who respond to the above notice, to vacant posts within the Region.

(ii) Since some surplus may remain after (i) above, person (s) in requisite numbers will also be identified at the station where each school having a surplus is located for effecting administrative transfer to the extent of such remaining surplus. is located for effecting administrative transfer to the extent of such remaining surplus. This will

** Time frames mentioned in these guidelines are generally those which will be applicable from 2007 onwards. Relevant time frames for 2006 are given in para 19.*

be done on the basis of highest station seniority of teachers not belonging to the CDA Category.

Preference of such teachers from among available vacancies in KVs of the Region will also be ascertained. Persons responding to the notice under (i) above and those identified under (ii) above will be called for a round of counselling before the Regional Transfer Committee, by **10th January**, and transfers will be effected, in that order, with due regard to their choice from amongst available vacancies, and as per the guidelines in paras 13 and 14 below, by **15th January.**

7.2 In some cases there may be surplus staff in a particular category, in a region as a whole. To that extent, persons of that category will have to be transferred out of the region. Such persons will be those who can not be accommodated within the region by following the exercise spelt out in para 7.1 above. List of such persons, along with their preference for other regions, will be sent by the Assistant Commissioner to the Commissioner by **20th January,** who will then transfer them to regions having net vacancies in that category, in the manner provided in paras 13 and 14, **by 31st January.**

7.3 Vacancies arising on account of superannuation upto 31st July of the year at stations from which teachers are transferred out on administrative grounds under paras 7.1 (ii) and 7.2 above, shall be filled up by re-posting of teachers who are so transferred out, in pursuance of the above paras. While doing so, priority would be given to teachers who are transferred out of the region, and wherever applicable, it will be specified in their initial transfer order itself that they will stand re-posted to their original station on superannuation of the person concerned.

8. ADMINISTRATIVE TRANSFERS ON OTHER GROUNDS

Besides transfers to eliminate surplus, as indicated in Para 7 above, other administrative grounds on which staff may be transferred are as follows :-

i) Due to completion of maximum tenure prescribed for certain posts as specified below :

S. No.	Post	Maximum Prescribed Tenure (in years)
1.	Assistant Commissioner	03
2.	Education Officer	05

While there would be no maximum prescribed tenure for Principals, cases of such of them as have completed five years in the same school, will be examined, and transfer effected to the extent necessary in pursuance to the objectives spelt out in para 1.3.

ii) To fill up vacancies in Priority Areas.

iii) To accommodate requests of teachers belonging to PCGR category for a place where no vacancy is available.

iv) On grounds of misconduct or unasatisfactory performance, as evidenced by issue of a charge-sheet under Rule 14 of the CCS (CC&A) Rules, 1965 or imposition of a minor penalty under Rule 16 of the CCS (CC&A) Rules, 1965,

v) Closure of a Kendriya Vidyalaya.

vi) Other administrative exigencies.

9. CRITERIA FOR EFFECTING ADMINISTRATIVE TRANSFERS INTO AND OUT OF PRIORITY AREAS :-

(1) One tenure posting of all male teachers / officers and non-teaching staff in the rank of Superintendent and above in Priority Areas will be mandatory before they complete 35 years of age,

1 (A) The minimum tenure which every employee, once posted in priority areas will have to complete in such areas will be as follows :

S. No.	Type of Station	Maximum tenure (in years)
1.	North-Eastern Region (except its Very Hard Stations and Hard Stations elsewhere.	03
2.	Very Hard Stations	02

Explanation :- Where a person has worked in stations of both the kinds mentioned above, tenure at a station of category (2), will be treated as being equivalent to 1½ times the tenure at a station of category (1) for purposes of determining whether he has completed the minimum prescribed tenure.

(2) After completion of the tenure prescribed above, if a person requests to be transferred out, he will, as far as possible, be given a posting of his choice in the PCGR category.

(3) As per objectives of the transfer policy as mentioned in para 1.3 (i), the procedure for transferring teachers to fill up vacant posts in Kendriya Vidyalayas situated in Priority Areas shall be as follows:-

(i) Vacancies in KVs in Priority areas shall be published on the website of KVS and all Regional Offices, **by 31st January,** and applications of willing persons will be invited **upto 15th February,** for transfer to such vacancies. Based on applications received, orders posting teachers/ employees to vacant post in KVs, of their choice, shall be issued by the Commissioner, **by 25th February.**

(ii) In addition to (i) above, 25% of anticipated vacancies in KVs located in Priority Areas as on 1st April of the following year will be filled up through administrative transfers. To fill up vacancies to this extent, senior most male teachers upto 35 years of age, as on 31st March of the year, based on all Indian seniority list, who have not completed prescribed minimum tenure in Priority Areas shall be transferred to such areas subject to their not belonging to MDG, DSP and Physically challenged categories. In addition, during 2006, those teachers who have

completed less than one year at the present place o posting as on 31.3.2006 shall not be transferred to Priorit Areas except on request.

(iii) Inter-regional Transfer of teachers as per (ii) above wil be ordered by the Commissioner, specifying the regior but generally without specifying the school. by **25th February.** Posting to specific schools will be done by the Assistant Commissioner on the recommendations of the Regional Transfer Committee, **by 10th March.**

10. DISPLAY OF VACANCIES IN NON-PRIORITY AREAS ON KVS WEBSITE

School-wise vacancies in KVs outside Priority Areas, determined after issue of transfer orders as per paras 8 and 9 above, will be displayed by the KVS (HQ) and Regional Offices on their Website by **1st March.**

11. RECEIPT OF APPLICATIONS FOR REQUEST TRANSFERS.

11.1 The Assistant Commissioner of the region shall receive applications for request transfers through the respective Principals of Kendriya Vidyalayas **till 20th March.** The applications received in the Regional Offices shall be sorted and intra-regional applications will be retained. Applications for inter-regional transfers shall forwarded to KVS (HQ) so as to reach it **by 5th April.**

11.2 Application for transfer will be made in Form - 1 appended to these guidelines. In this proforma a person requesting for transfer may indicate choice of upto 05 stations in one or more Regions.

12. REQUEST TRANSFRERS

12.1 Cases where requests for transfers shall not be considered In following cases, requests for transfer shall not be considered :

i) Request of a direct recruit for transfer from the place of first posting shall not be considered, completion of a

period of three years in case of male, and one year in case of female employee.

ii) Request for transfer of a person posted on promotion will not be considered before completion of three years in the case of Assistant Commissioner/Education Officer and one year in other cases.

iii) Principals, Education Officers and Assistant Commissioners will not be transferred back to the same station from where they were transferred earlier, unless a period of three years has elapsed.

iv) Teachers, Education Officers or Assistant Commissioners, who were transferred on administrative ground mentioned in Para – 8 (iv) shall not be considered for transfer before completing five years. Further, they will not normally be transferred to the station from where they were transferred out on the said administrative ground. However, persons Posted to Priority Areas shall be considered for transfer on completion of their tenure as specified in Para 9.

v) A person who has been transferred on request, will not be transferred on request again in the same academic session.

vi) Cases of MDG, DSP and LTR categories, where request for transfer has already been granted on these previously.

"However, the bar on request transfer will not apply to a person in category (i)-(iv) mentioned above, if the person comes under the PCGR Category:"

12.2 Extent to which requests from persons belonging to PCGR and non-PCGR categories will be accommodated.

Extent to which requests from persons belonging to PCGR and non-PCGR categories will be accommodated will be as follows:

S.No.	Category	Extent to which request will be accommodated
1.	PCGR	i) First claim on available vacancies ii) To the extent vacancies are not available, by displacement of employees as per para 15.
2.	Non-PCGR	To the extent of available vacancies left after accommodating all requests of PCGR category. However, non-PCGR requests will not be accommodated if grant of such request is likely to jeopardize academic interests of students at the employee's place of posting

12.3 Criteria for considering request transfers to fill up available vacancies.

Subject to the provisions of Para 12.1, requests made for transfers shall be disposed of in the sequence indicated below:

i) Requests coming under PCGR will be granted as per the options specified in the applications. Within the PCGR, the order of precedence will be as under :

a. **MDG,**

b. **DSP,**

c. **LTR.**

d. **Those who have completed their tenure in Priority Areas.**

(ii) Vacancies for which no requests are received from teachers coming under **PCGR** will be considered for posting of applicants belonging to non-PCGR category. In the event of there being more than one request for the same vacancy, priority for transfer shall be given in descending order of aggregate entitlement points calculated as per para 13 below.

12.4 Posting with an Employee Spouse As far as practicable, request for transfer to join an employee spouse, either at the same station or at a nearby station, shall be considered and for this reason specific entitlement points have been provided in Para 13. In the event of a tie among the same category of spouses, lady employee would be given preference over male employee, and inter-se priority among different categories shall be as follows:

	Category of Employee Spouse	Priority
1.	Where spouse is a Sangathan Employee	I
2.	Where spouse is a Central Government Employee	II
3.	Where spouse is an employee of an autonomous body or PSU under the Central Government.	III
4.	Where spouse is an employee of a State Government or its autonomous body or PSU	IV
5.	Spouse working in an organization other than 1-4 above.	V

NOTE :- For 'Spouse Cases' the aforesaid priority will be considered only where the teacher seeks transfer to a station (a) other than the one where he is currently posted, and (b) where the employed spouse is posted either at the desired station or a nearby station.

13. ENTITLEMENT POINTS FOR DETERMINING PRIORITY AMONG RIVAL CLAIMANTS

For purposes of Para 12.3, requests will be disposed of based on highest entitlement points assigned as per the following criterion:-

Sl No	Reason / Consideration	Entitlement Points
1.	Completion of tenure at a Very Hard Station	40
2.	Completion of tenure in the North-Eastern region except at a very hard station). and at hard stations elsewhere	30
3.	Stay at the station from where the transfer is being sought (except those covered under Sl. No. 1 and 2)	01 for each year of stay exceeding three years, subject to a maximum of 20 points.
4.	Physically Challenged Employee.	20
5.	Unmarried/divorced/judicially separated/ widowed ladies.	15
6.	Request to be posted with an employee spouse.	10
7.	Lady teachers who are posted to places more 10 than 500 Kms. away from their home town.	

Note : Although the persons covered under S.No. 1 and 2 come under **PCGR** category, entitlement points are assigned to facilitate decision making as their number may be quite large and there would be competition among them for some specific stations / K.Vs.

14. FIRST PRIORITY LIST : INTER-REGIONAL REQUEST TRANSFERS AGAINST AVAILABLE VACANCIES.

14.1 The first priority list shall be prepared by listing of applications received for inter regional transfers against available vacancies taking into account the entitlement points as per Para 13 above and shall be displayed on KVS website **by 30th April.** This priority list shall be prepared in accordance with para 12 and 13 above.

14.2 Representations against transfers proposed in the first priority list shall be received upto **15th May.**

14.3 After taking into consideration the representations received as per para. 14.2, final transfer orders will be issued by 20th May.

15. SECOND PRIORITY LIST : INTER-REGIONAL TRANSFERS OF PERSONS IN PCGR CATEGORY BY DISPLACEMENT OF OTHERS AND CERTAIN CONSEQUENTIAL TRANSFERS

15.1 Where transfer is sougth by a teacher coming under **PCGR**

and no vacancy is available at the station of his choice, required vacancy will be created by displacing a teacher of the same category (post/subject) with longest stay at the said station, and not belonging to **CDA.** however, nobody shall be displaced in this manner, as far as possible, before completing a tenure of three years. If no **non-CDA** category employee with more than 3 years tenure is not available at the station of first choice of a **PCGR** category employee, the exercise will be done for locating such a person at stations of his second, third and lower choices, in that order. If non-CDA employee with more than 3 years' tenure is available at any of the stations of choice, the **non-CDA** employee with longest tenure out of all the preferred stations taken together, will be displaced. The displaced teacher will be accommodated against available nearby vacancy as far as possible within the region. The resultant vacancies arising out of transfers orders as per first prioprity list, will be used to accommodate non-PCGR category requests, who could not be accommodated in the first priority list, to the extent possible.

15.2 Second priority list prepared as per para 15.1 above, shall be displayed on KVS website by **20th May,** and representations against it will be received **upto 5th June.** Final transfer order, after taking representations into consideration, shall be issued by **10th June.**

15.3 Any correction/modification which become necessary in transfers as per first and second priority lists by KVS (HQ) shall be issued by **25th June.**

16. TRANSFERS BY REGIONAL OFFICES

Application for Intra region request transfer shall be considered by the Regional Transfer Committee only after the inter region transfer orders have been issued by the KVS (HQ).

16.1 Request Transfers against available vacancies by Regional Office.

The first priority list shall be prepared by listing of applications received for intra-regional transfers taking into account the entitlement points as per para 13 above. This priority list shall

be displayed on RO website **by 26th June.** Representations against transfers proposed in first priority list shall be received **by 10th July,** and final transfer orders shall be issued **by 15 July.** The first priority list shall be prepared as per provisions of para 12 and 13 above.

16.2 Transfers of persons in PCGR category by displacement of others by Regional Offices.

When intra region transfer is sought by a teacher coming under PCGR category and no vacancy is available at the station of his choice, required vacancy will be created as per provision of para 15.1 The teachers so identified for displacement shall be called for counselling by the RTC **by 16th July.**

Thereafter, second transfer list shall be displayed on RO website **by 20th July,** representations, if any, against transfers proposed therein shall be received **upto 5th August,** and final transfer orders shall be issued **by 10th August.**

16.3 Any corrections/modifications in transfers as per first and second priority lists issued by ROs shall be issued **by 20th August.**

17. TRANSFERS UNDER SPECIAL CIRCUMSTANCES

17.1 Notwithstanding anything contained in Para 11.1, transfer application of a teacher may be entertained **upto 31st August** for transfer to a station in respect of which no other person has made request even if such teacher has not submitted the application in the prescribed proforma by the last date specified in para 11.1. In case of vacancies in Priority Areas requests of teachers shall be considered throught the year.

17.2 KVS reserves the right to transfer any teacher to any place at any time due to administrative exigences. Commissioner may pass orders in such cases.

17.3 Transfers on account of serious illness, when it is not practicable to defer the transfer till next year without causing serious danger to the life of the teacher, his spouse or ailing son/daughter, may be effected by Commissioner at any time

during the year.

17.4 Commissioner will be competent to make such departure from the transfer guidelines, as he may consider necessary, with the approval of the Chairman, KVS. More over such departures will not be made for the cases covered under categories (i) and (ii) of para 12.1.

18. MUTUAL TRANSFERS.

Mutual transfers (involving two persons) of teachers within the same category will be allowed provided provisions of para 12.1 are not attracted in either of the two cases. No request for mutual transfer shall be considered beyond 31st October of the year. Intra regional mutual transfers will be finalized and orders issued by the concerned Assistant Commissioner. Requests for inter-regional mutual transfers shall be forwarded to KVS (HQ). Mutual transfers shall be considered only after inter and intra region transfers are over for all categories.

19. CALENDAR OF ACTIVITIES

For ready reference, calendar of activities in respect of transfers is summarized below :-

Sl. No	Activity	Relevant Para No. of the Guidlines	Last Date	
			For 2006	For subsequent years
1.	School-wise Allocation of Posts for the next academic session	5	15th Feb.	30th Nov.
2.	Determination of School-wise surplus staff and vacancies.	6	5th March	15th Dec.
3.	Counselling by RTC for voluntary and admin. transfers to eliminate surplus.	7.1	25th March	10th Jan.
4.	Intra-regional transfers to eliminate School level surplus	7.1	27th March	15th Jan.
5.	Submission of details of staff which is surplus in a Region, to KVS (HQ) for Inter-regional Transfer.	7.2	27th March	20th Jan.
6.	Inter-regional transfer orders to eliminate surplus at regional level	7.2	31st March	20th Jan.
7.	Display of vacancies on website for Priority Areas	9(3)(i)	1st April	31st Jan.

8.	Inviting application against above vacancies by KVS (Hqrs)	9(3)(i)	17st April	15th Feb.
9.	Issue of Transfer orders based on applications received	9(3)(i)	27th April	25th Feb.
10.	Admn. Transfers to Priority Areas, by Commissioner	9(3)(iii)	5th April	25th Feb.
11.	Issue of Posting Orders of persons transferred to Priority Areas by Assistant Commissioner	9(3)(iii)	20th April	10th March
12.	Display of vacancies for non-Priority Areas on KVS website.	10	25th April	1st March
13.	Receipt of transfer application by ROs	11.1	15th May	20th March
14.	Receipt of transfer applications from ROs by Hqrs.	11.1	30th May	5th April
15.	Display of First Priority List of Inter-regional Request Transfers against available vacancies on website by KVS Hqrs	14.1	25th June	30th April
16.	Receipt of Representations on First Priority List	14.2	10th July	15th May
17.	Issue of Inter-regional Transfer Orders pursuant to (15) above	14.3	15th July	20th May
18.	Display of Second Priority List of Inter-regional Request Transfers proposed to be effected through displacement.	15.2	16th July	20th May
19.	Receipt of representations on Second Priority List	15.2	31st July	5th June
20.	Issue of Inter-regional transfer orders pursuant to (18) above	15.2	16th August	10th June
21.	Corrections/Modifications in Inter-regional transfer orders issued as per (17) & (20) above.	15.3	5th Sept.	25th June
22.	Display of First Priority List of Intra-regional Request Transfers on website by ROs	16.1	6th Sept.	26th June
23.	Receipt of representations on First Priority List by RO	16.1	20th Sept.	10th July
24.	Issue of Intra- regional Transfer Orders Pursuant to (22) above	16.1	25th Sept.	15th July
25.	Counselling at RO of teachers identified for displacement as per para 16.2	16.2	26th Sept.	16th July

26.	Display of Second Priority List of Intra-regional transfers on website by RO	16.2	1st Oct.	20th July.
27.	Receipt of representations on Second Priority List	16.2	15th Oct.	5th August
28.	Issue of Intra-regional transfer orders pursuant to (26) anpve.	16.2	20th Oct.	10th August
29.	Corrections/Modifications in Intra-regional transfer orders issued pursuant to (23) & (27) above.	16.3	30th Oct.	20th August.
30.	Transfers Orders under Special Circumstances.	17	As given in para17	As given in para17
31.	Mutual Transfers	18	15th Nov.	31st October

20. ADMISSIBILITY OF TRANSFER TA

Transfer TA as per KVS rule will be admissible in case of administrative transfers, but not in case of request transfers except in the following circumstances :

(i) Where request transfer is effected against a vacancy in a school located in a priority area, or

(ii) Where a person posted in a school in a Priority Area is transferred out on request on completion of prescribed minimum tenure.

21. TEMPORARY CHANGE OF HEADQUARTERS

Assistant Commissioner shall be competent to change the headquarters of a teacher for a period not exceeding 180 days at a stretch within an academic session to any other school within the region on following grounds of administrative exigencies :-

i) In case no person is available for engagement on part-time contract basis to fill a vacancy (including a leave vacancy) in a school, and

ii) For ensuring better utilization of manpower.

However, the Assistant Commissioner shall take due care while changing such headquarters temporarily so that the academic interest of the students at the employee's present place of posting are not adversely affected.

22. INTERPRETATION

If any difficulty arises in giving effect to these guidelines, the Commissioner may pass such orders as appears to him to be necessary or expedient for the purpose of removing such difficulty.

23. TRANSFER OF NON TEACHING STAFF

These guidelines shall, mutatis Mutandis, apply to non-teaching staff.

24. CODE OF CONDUCT

All employees are expected to adhere to Rule 59 (27) of the Education Code and Rule 20 of the CCS (Conduct) Rules, 1964 which read as under :

Rule 59 (27) of the Education Code :

"No teacher shall represent his grievance, if any, except through proper channel, nor will he canvass any non-official or outside influence or support in respect of any matter pertaining to his service in the Vidyalaya."

Rule 20 of CCS (Conduct) Rules :

"No Govt. servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interest in respect of matters pertaining to his service under KVS".

Violation of above provisions amounts to misconduct, and would be liable to be punished.

Artcle 72. Forwarding of Application for Posts Elsewhere

The staff should be discouraged from applying to outside posts, specially during the period of their probation. After completion of probation, application may be forwarded following the procedure mentioned below :-

(a) There should not be any objection to forward applications to Govt./Semi Govt./ Subordinate offices and Autonomous Bodies of the Governmend of India subject to general rules in this regard. These applicatioin shall

not be forwarded to Non-Govt. bodies below :-

(b) Normally applications shall be forwarded as are in response to advertisements in newspapers or to circulars from Govt. offices.

(c) All temporary employees shall have to resign from the Sangathan, if selected for the post applied for. An undertaking to the effect that they will resign from the sangathan in the event of their selection to the post applied for shall be taken from them at the time of forwarding their applications in the format as in ***Appendix–IX.***

(d) In the case of permanent employees, their lien shall be retained in the Sangathan for a period of 2 years. They shall either revert to the Sangthan within the period of 2 years or resign from the post in the Sangathan at the end of that period. They shall also agree to pay pension contribution for the period of their service outside the Sangathan. An undertaking to abide by these conditions shall be taken from them at the time of forwarding the applications to other offices, in the format as in ***Appendix–X.***

(e) The Principal of a Kendriya Vidyalaya would be competent to forward two applications of an employee per academic year except of the Vice-principal. The Assistant Commissioner shall be competent to forward more then two applications of all teaching and non-teaching employees of Vidyalayas excluding the Vice-principal and Principal for posts outside the Sangathan. Applications of the employees of the Regional office including group 'B' & 'C' and Principals and Vice-Principals shall be forwarded by the Sangathan.

N.B.

(i) All applications for posts/assignments abroad shall be in response to advertisements in newspapers or circulars from Govt. of India offices. Such applications shall be

forwarded with the prior approval of the KVS (Hqrs.). In the event of time given for receipt of applications through proper channel being short, a copy of the application may be sent direct by the candidate but the original application must be sent through the Sangathan.

(ii) The above restrictions are not applicable in cases where the teachers in question apply for commission in the Armed Forces or competitive examinations conducted by the UPSC or the State Public Service Commissions.

Article 73. REPRESENTATION FROM STAFF OF VIDYALAYAS

(i) All representations from the staff (other than Principal) shall be submitted through the Principal of the Vidyalaya. The same shall be forwarded to the Sangathan with the Principal's comments. As regards the representation from the Principal, it shall be routed through the Assistant Commissioner of the region. No action shall be taken on the advance copies of any representation received in the Sangathan directly.

(ii) No action shall normally be taken on any anonymous and/or pseudonymous complaints in respect of the affairs of Vidyalayas.

Article 74. APPOINTMENT OF KENDRIYA VIDYALAYA TEACHERS AS CENTRE SUPERINTENDENTS OF EXAMINATIONS CONDUCTED BY THE CENTRAL BOARD OF SECONDARY EDUCATION.

If any member of the staff is appointed by the Central Board of Secondary Education to act as Center Superintendent at any center of the All India Secondary School or All India Senior School Certificate Examination, he shall accept this assignment only if the duty on behalf of C.B.S.E., is at the same station, and he can attend to his day to day functions in addition to his duties as Centre Supdt. Similar assignments at local examination centers can also be accepted on behalf of other Govt. Semi Govt. Organisations etc. In other cases, the assignment may be accepted only with the prior approval of the Commissioner. The absence on this account from the Vidyalaya of such staff, who thus accepts this assignment, will be treated as duty.

The staff shall also be permitted to accept travelling allowance and honorarium which is usually paid by the Central Board or the Organization concerned for this purpose.

Article 75. PERMISSION TO TEACHERS TO APPEAR AT HIGHER EXAMINATIONS

There shall be no objection to any of the teachers employed in a Vidyalaya appearing at some higher examination privately, provided that such pursuit of higher studies is not prejudicial to the discharge of his duties and responsibilities in the Vidyalaya.

Such permission shall be granted in the case of teachers other than the Vice-Principal by the Principal, subject to the condition that the number of teachers in a particular grade so permitted, does not at any time exceed the limit of 10% of the strength in that grade. If the Principal in any case feels that permission to more than 10% of the teachers in any grade is necessary on human or public considerations, prior approval of the Assistant Commissioner shall be obtained before the teachers concerned are granted permission in this regard.

In the case of Principal and Vice-Principal, such permission shall be granted by the Joint Commissioner (Admn.) on an application submitted through the Assistant Commissioner of the region concerned.

The permission to appear at an examination will further be subject to the condition that no preparatory leave for such examination shall be granted to the teacher concerned. He will only be allowed leave of the kind due and if no leave is due, extra-ordinary leave for the days of the examination plus the actual transit time to the place of the examination (both ways) shall be sanctioned. If any departure is needed from this rule, prior approval of the Assistant Commissioner/Commissioner, as the case may be, shall be obtained.

The Assistant Commissioner shall be competent to grant permission to non-teaching staff of the Vidyalayas to appear in higher examinations, provided that such pursuit does not interfere with the discharge of duties in the Vidyalaya and no leave is asked for, for preparing for the examination, except for the actual days of the

examination and travel. The Assistant Commissioner may withdraw the permission so granted at his discretion.

Article 76. PROVISION OF UNIFORMS FOR GROUP 'D' EMPLOYEES

All group 'D' employees, except Lab. Assistants/Lab. Attendants employed in Kendriya Vidyalayas, shall be entitled to uniform. For this purpose, the locations of Kendriya Vidyalayas have been classified into 'All Summer', 'All Winter' and 'both Summer and Winter' stations. The group 'D' employees employed at 'All Summer' stations will be issued only summer uniforms, while those employed at 'All Winter' stations, will get winter uniforms only. The employees working at 'both Summer and Winter stations' will be provided with both Summer and Winter uniforms.

Laboratory Assistants/Attendants working in Kendriya Vidyalayas shall be supplied with apron and gloves only.

a) *Pattern of Uniform*

The standard pattern of uniform for male employees and female group 'D' employees prescribed by the Govt. of India shall be followed. The uniform for male employees will consist of a short buttoned up coat, a pant, a cap/turban and shoes/ chappals. Turbans shall ordinarily be issued only to Sikh employees, but the Vidyalaya Management Committees may, at their discretion,issue turbans to such non-Sikh employees as are habitually accustomed to wear them. For female group 'D' employees, the standard pattern will consist of a blue saree, blouse and chappals/shoes.

The details of uniforms are given in ***Appendix XI***. The stitching of uniforms shall be arranged through co-operative agencies and other social welfare organizations etc. where available, otherwise through private tailors at competitive rates. The distribution of uniforms shall be made by the Vidyalayas direct and not through any outside agency.

The expenditure on the uniforms shall be met from the head 'Contingencies' of the Vidyalayas.

b) Washing Allowance

Those who are supplied with uniforms (other than Laboratory Assistant/Attendant) may be allowed washing allowance of Rs. 30/- per month. The aprons and gloves provided to the Laboratory Assistants/Attendants will be got washed periodically by the Vidyalayas and the washing charges debited to 'Contingencies".

Article 77. CHANGE OF THE NAME OF EMPLOYEE

(a) A woman employee applying for change of name/surname on account of marriage would be required to furnish :

(1) Photocopy of the husband's passport/identity card, if any, and

(2) An attested copy of the marriage certificate issued by the Registrar of Marriages or an affidavit from the husband and wife along with a joint photograph.

(b) Divorcees applying for change of name or for deletion of spouse's name must furnish :

(1) Divorce Deed duly authenticated by court or

(2) Deed poll/sworn affidavit (***Appendix-XII***).

(c) Re-married applicants, applying for change of name/spouse's name, must furnish :

(1) Divorce deed/death certificate as the case may be in respect of the first spouse, and

(2) Documents as at (a) above relating to the second marriage.

(d) In other circumstances for change of name, the applicants (both male and female) would be required to furnish :

(1) Deed poll/sworn affidavit as given in ***Appendix-XII***.

(2) Paper cutting of two leading daily newspapers (one daily newspaper of the area of applicant's permanent and present address or nearby area);

(3) Court order.

Article 78. LAW SUITS AGAINST THE SANGATHAN OR KENDRIYA VIDYALAYAS

(a) Kendriya Vidyalaya Sangathan has been brought under the jurisdiction of the Central Administrative Tribunal with effect from 1st January, 1999, vide Govt. of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training) notification No. GSR 748 LE dated 17.12.1998. In case where a complaint is filed with a Bench of the Central Administrative Tribunal against the Vidyalaya/ Vidyalaya Management Committee/Sangathan, immediate arrangements for defence shall be made in consultation with the Central Government Standing Counsel/ Advocate appointed as Presenting Officer for the Tribunal. The expenditure for this purpose shall be met out of the contingent grant sanctioned to the Vidyalaya. However, all such legal cases, with detailed background history thereof, shall be immediately reported to the Sangathan and prior concurrence of the Assistant Commissioner/Commissioner obtained before filing counter-affidavit in the law court, indicating details of the law suit, the defence proposed, the particulars of the lawyer proposed to be appointed, the amount of legal charges payable, etc.

Article 79. MEDICAL FACILITIES

(a) All categories of staff employed in Vidyalayas on regular basis (i.e. not contractual) shall be entitled to medical benefits on the same scale and under the same terms as is admissible to corresponding categories of Government employees, under the Central Services (Medical Attendance) Rules, 1944, and the Government of India orders and decisions issued thereunder, from time to time.

(b) Wherever proper medical facilities are not available, Assistant Commissioners shall be empowered to appoint Medical Officer in respect of employees of Kendriya Vidyalayas located there. The employees of KVS headquarters, some regional offices and a few KVs, who have been brought within the purview of

CGHS facility, would pay a compulsory monthly contribution as decided by the Government from time to time.

(c) The Controlling Authority for the purpose of sanctioning claims for reimbursement of staff other than the Principal shall be the Principal of the Kendriya Vidyalaya concerned while for Principal, it shall be the Chairman of the Vidyalaya.

(d) A list of Authorized Medical Attendants for various categories of employees of the Vidyalaya shall be obtained from the State Medical Officer. The employees obtaining medical treatment from such Authorized Medical Attendants only will be entitled to reimbursement of expenditure incurred on their own treatment as well as treatment of their dependent members of the family.

CHAPTER – VIII

DISCIPLINE

Article 80. EXTENSION OF THE APPLICATION OF CENTRAL CIVIL SERVICES (CLASSIFICATION, CONTROL AND APPEAL) RULES, 1965

(a) All employees of Kendriya Vidyalayas, Regional Offices, ZIETs and the Headquarters of the Sangathan shall be subject to the disciplinary control of the Sangathan and the Central Civil Services (Classification, Control and Appeal) Rules, 1965, as amended from time to time, will apply *mutatis mutandis* to all members of the staff of the Sangathan except when otherwise decided. (In the above Rules, for the words "Government Servant" wherever they occur, the words "Employee of Kendriya Vidyalaya / Kendriya Vidyalaya Sangathan," shall be substituted).

(b) The posts under the Sangathan and Kendriya Vidyalayas have been classified as Group A,B,C & D posts in the context of Rule 6 of CCS (CCA) Rules, 1965.

(c) The Appointing, Disciplinary, Appellate and Reviewing Authorities for various posts in the KVS (HQ) office, Regional offices, ZIETs and Kendriya Vidyalayas shall be as specified in the KVS (Appointment, Promotion, Seniority etc.) Rules, 1971.

Article 81 (A) TERMINATION OF SERVICES IN CERTAIN CASES-SPECIAL PROCEDURE

An exception to the rules mentioned in the preceding Article shall, however, be made in the following types of cases;

(i) In the case of an employee who is known to be of doubtful integrity or conduct, but where it is difficult to bring forth sufficient documentary or other evidence to establish the charges, and whose retention in the Vidyalaya, etc. will be prejudicial to the interests of the institution.

(ii) In the case of an employee suspected of grave misconduct, where the initiation of regular proceedings against him

in accordance with the provisions of the CCS (CCA) Rules, 1965, is likely to result in embarrassment to class of employees and/or is likely to endanger the reputation of the institution.

In cases of the above type, the Appointing Authority may record the reasons for termination of the services of the employee in its own record and, thereafter, terminate the services of the employee under the terms of appointment without assigning any reason. Where the Appointing Authority is the Principal, action to terminate the services of an employee under the terms of appointment shall be taken only after obtaining the prior approval of the Assistant Commissioner.

(B) TERMINATION OF SERVICES OF AN EMPLOYEE FOUND GUILTY OF IMMORAL BEHAVIOUR TOWARDS STUDENTS :

Where the Commissioner is satisfied after such a summary enquiry as he deems proper and practicable in the circumstances of the case that any member of the Kendriya Vidyalaya is prima-facie guilty of moral turpitude involving sexual offence or exhibition of immoral sexual behaviour towards any student, he can terminate the services of that employee by giving him one month's or three month's pay and allowances accordingly as the guilty employee is temporary or permanent in the service of the Sangathan. In such cases, procedure prescribed for holding enquiry for imposing major penalty in accordance with CCS (CCA) Rules, 1965 as applicable to the employees of the Kendriya Vidyalaya Sangathan, shall be dispensed with, provided that the Commissioner is of the opinion that it is not expedient to hold regular enquiry on account of embarrassment to student or his guardians or such other practical difficulties. The Commissioner shall record in writing the reasons under which it is not reasonably practicable to hold such enquiry and he shall keep the Chairman of the Sangathan informed of the circumstances leading to such termination of services.

Note: Wherever and as far as possible, a summary inquiry in the

complaint of immoral behaviour by a teacher towards the students of Kendriya Vidyalayas may be got investigated by the Complaints Redressal Committees constituted in the Regional offices.

(C) Appeal :

(i) ***Appellate Authority*** – An employee of the Sangathan who has ceased to be in Kendriya Vidyalaya Sangathan services by virtue of an order passed against him under Article 81 (b) of the Education Code, may prefer an appeal against the aforesaid order to the Vice-Chairman, KVS.

(ii) ***Period of Limitation of Appeals*** – No appeal preferred under this article shall be entertained unless it is preferred within a period of 45 days from the date on which a copy of the order appealed against is delivered to the appellant;

Provided that the Appellate Authority may entertain the appeal after the expiry of the said period, if the authority is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

(iii) ***Form and Contents of Appeal*** – Form and contents of the appeal shall be the same as prescribed under the CCS (CCA) Rules, 1965, and applicable under this article.

(iv) ***Consideration of Appeal*** – In the case of an appeal under this article, the Appellate Authority shall consider whether in the light of the provisions of Article 81 (B) of the Education Code and having regard to the circumstances of the case, the order of termination is justified or not and confirm or revoke the order accordingly.

The Appellate Authority shall consider the following and pass orders confirming or setting aside the order of termination passed under Article 81 (B) :-

(a) Whether the requirement laid down under Article 81 (B) has been complied with and, if not, whether such non-compliance has resulted in the violation of the

provisions of Article 81 (B) or in the failure of justice, and

(b) Whether the order of the Commissioner is warranted by the material on the record

(v) ***Implementation of Orders in Appeal*** – The Authority which made the order appealed against shall give effect to the order passed by the Appellate Authority.

(vi) ***Finality of Order Passed in Appeal*** – The order of the Appellate Authority made under this Article shall be final and shall not be called into question by way of any further application / petition for revision, review, etc.

Note: 1. The above orders for appeal are effective from 1st January, 1999 and shall apply to those cases only where the order of termination was issued on or after 1.1.1999. Appeal against the termination orders issued prior to 1.1.1999 will not be entertained, being not maintainable.

2. If such an employee terminated from the services of the Kendriya Vidyalaya Sangathan preferring an appeal to the Vice-Chairman, Kendriya Vidyalaya Sangathan and having been re-instated in service upon consideration of the facts and circumstances of the case, and has consequently been given a posting at a hard station, his request for change in the place of posting in both intra and inter-station transfers may not be considered before the completion of five years' stay in the Vidyalaya.

(D) VOLUNTARY ABANDONMENT OF SERVICE

1. If an employee has been absent / remains absent without sanctioned leave or beyond the period of leave originally granted or subsequently extended, he shall provisionally lose his lien on his post unless :-

a) he returns within fifteen calendar days of the commencement of the absence or the expiry of leave originally granted or subsequently extended, as the case may be ; and

b) satisfies the Appointing Authority that his absence or his inability to return on the expiry of the leave, as the case may be, was for reasons beyond his control. The employee not reporting for duty within fifteen calendar days and satisfactorily explaining the reasons for such absence as aforesaid, shall be deemed to have voluntarily abandoned his service and would, thereby, provisionally lose lien on his post.

2. An employee, who has provisionally lost lien on his post in terms of the aforesaid provisions, shall not be entitled to the pay and allowances or any other benefit after he has provisionally lost lien on his post.

The payment of such pay and allowances will be regulated by such directions as the Appointing Authority may issue while ordering re-instatement of the employee in terms of sub-clause (6) of this Article.

3. In cases falling under sub-clause (1) of this Article, an order recording the factum of voluntary abandonment of service by the employee and provisional loss of his lien on the post, shall be made and communicated to the employee concerned at the address recorded in his service book and / or his last known address, to show cause why the provisional order above mentioned may not be confirmed (***Appendix – XIII***).

4. The employee may make a written representation to the Appointing Authority, within ten days of the receipt of the order made under sub-clause (3).

5. The Appointing Authority may, on receipt of the representation, if any, and on perusal of materials available on record as also those submitted by the employee, grant, at his discretion, an oral hearing to the employee concerned to represent his case.

6. If the Appointing Authority is satisfied after such hearing that the employee concerned has voluntarily abandoned his service in terms of the provisions of sub-clause (1) of this Article, he shall pass an order confirming the loss of employee's lien on his post, and in that event, the employee concerned shall be deemed to have been removed from the service of the Kendriya

Vidyalaya Sangathan with effect from the date of his remaining absent. In case, the Appointing Authority is satisfied that the provisions of sub-clause (1) of clause (d) of this Article are not attracted in the facts and circumstances of the case, he may order re-instatement of employee to the post last held by him, subject to such directions as he may give regarding the pay and allowances for the period of absence.

7. ***Appellate Authority*** – An employee aggrieved by an order passed under sub-clause (6) of this Article may prefer an appeal to the Appellate Authority as notified by the Kendriya Vidyalaya Sangathan from time to time.

8. ***Period of Limitation for Appeals*** – No appeal preferred under this Article shall be entertained unless it is preferred within a period of 45 days from the date on which a copy of the order appealed against is served on the appellant;

Provided that the Appellate Authority may entertain the appeal after the expiry of the said period, if it is satisfied that appellant was prevented by sufficient cause from not preferring the appeal in time.

9. ***Form and Contents of Appeal*** – Form and contents of appeal shall *mutatis mutandis* be the same as prescribed under the CCS (CCA) Rules, 1965.

10. ***Consideration of Appeal*** – The Appellate Authority shall consider :

Whether the requirements laid down under sub-clauses (1), (3), (5) and (6) of this Article have been complied with and, if not, whether such non-compliance has resulted in failure of justice; and

Whether the order confirming loss of the employee's lien on his post and his consequent removal from service is warranted on record;

And pass order confirming, modifying or setting aside the order passed under sub-clause (6) of this Article.

11. ***Implementation of Order of Appeal*** – The Appointing

Authority shall give effect to the order passed by the Appellate Authority.

12. ***Finality of the Order Passed in Appeal*** – The order of the Appellate Authority made under this Article shall be final and shall not be called in question by way of any further application/ petition for revision, review, etc.

13. ***Applicability of the CCS (CCA) Rules*** – In matters falling under this Article and in those matters alone, the procedure prescribed for holding inquiry in accordance with the CCS (Classification, Control & Appeal) Rules, 1965 as applicable to the employees of the Kendriya Vidyalaya Sangathan as also other provisions of the said rules which are not consistent with the provisions of this Article shall stand dispensed with.

14. ***Removal of Difficulties*** – Notwithstanding anything contained in any rule or order for the time being in force in KVS, the Commissioner, KVS may, with the approval of the Vice-Chairman, KVS, issue such instructions as he may deem fit to remove difficulties in the implementation of these provisions.

15. ***Power to Issue Instructions*** – Without prejudice to generality of the foregoing provisions, the Commissioner, Kendriya Vidyalaya Sangathan may, with the approval of the Vice-Chairman, Kendriya Vidyalaya Sangathan, issue, from time to time (whether by way of relaxation of the aforesaid provisions or otherwise) general or special orders as to the guidelines, principles or procedures to be followed in giving effect to the provisions of this Article.

Note: The following supplementary instructions have been issued for giving effect to the above provisions :-

i) When an employee applies for a leave, on medical grounds or otherwise, the authority competent to sanction such a leave should invariably issue orders in writing when such a leave is refused or not sanctioned adducing the grounds of refusal.

ii) Employees seeking leave on prolonged medical grounds

may be referred to the Medical Board at the Regional office nearest to the residence of the employee so that they do not get any succour on plea of inability on health grounds.

iii) The Disciplinary Authority while examining the representation on show-cause notice should preferably give a personal hearing to the employee before issue of the final order of loss of lien on the post, thereby terminating the service of that employee.

iv) The Disciplinary Authority should ensure that the posting of a regular incumbent against a vacancy to that post which has been rendered vacant by virtue of application of provisions of the Article 81 (D), be kept pending till the disposal of appeal or 90 days after the date of termination whichever is later. This is to ensure the vacancy at the place of last posting of appellant, when the appeal has been disposed of favourably by the Appellate Authority.

v) Consequent upon disposal of the appeal by the Appellate Authority, if the employee does not join his duties at the assigned place of posting within the stipulated date without assigning any reason thereof, the Commissioner, Kendriya Vidyalaya Sangathan may be informed immediately, who will be at liberty to prevail over the order of Appellate Authority and pass order as deemed fit.

vi) The personal file alongwith service book and the case file of the appellant maintained at the Regional office may invariably be provided alongwith the comments on the points of appeal. The Disciplinary Authority should also specifically mention the grounds or consideration on which the leave was refused to the employee.

vii) Before issue of the Show-Cause Notice under Article 81 (D) to an employee who is unauthorisedly absent, his / her appointment order should be checked to confirm his Appointing Authority. Accordingly, Show-Cause Notice as well as removal order should not be issued by an officer below in rank of his/her Appointing Authority.

Article 82. SUSPENSION :

(1) The Appointing Authority or any authority to which it is subordinate or the Disciplinary Authority or any other authority empowered in that behalf by the Chairman of the Sangathan, by a general or special order, may place an employee under suspension in the following circumstances :-

(a) Where a disciplinary proceeding against him is contemplated or is pending; or

(b) Where, in the opinion of the aforesaid authority, the employee has engaged himself in activities prejudicial to the interest of the security of the State; or

(c) Where a case against him in respect of any criminal offence is under investigation, inquiry or trial.

However, where the order of suspension is made by an authority lower than the Appointing Authority, such authority shall forthwith report to the Appointing Authority the circumstances in which the order was made.

(2) An employee shall be deemed to have been placed under suspension by an order of the Appointing Authority

(a) with effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours.

(b) with effect from the date of his conviction, if, in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

Explanation : The period of forty-eight hours referred to in clause (b) of this sub-rule shall be computed from the commencement of the imprisonment after the conviction and for this purpose, intermittent periods of imprisonment, if any, shall be taken into account.

(3) Where a penalty of dismissal, removal or compulsory

retirement from service imposed upon an employee under suspension is set aside on appeal or on review under these rules and the case is remitted for further inquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.

(4) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee is set aside or declared or rendered void in consequence of or by a decision of a court of law and the Disciplinary Authority, on consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the employee shall be deemed to have been placed under suspension by the Appointing Authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

(5) (a) An order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the authority competent to do so.

(b) Where an employee is suspended or is deemed to have been suspended (whether in connection with any disciplinary proceeding or otherwise) and any other disciplinary proceeding is commenced against him during the continuance of that suspension, the authority competent to place him under suspension may, for reasons to be recorded by him in writing, direct that the employee shall continue to be under suspension until the termination of all or any of such proceedings.

(c) An order of suspension made or deemed to have been made under this rule may at any time be modified or revoked by the authority which made or is deemed to have made the order or by an authority to which that authority is subordinate.

(6) The Competent Authority may, in the interest of the Sangathan/ Vidyalaya restrict the movement of an employee placed under suspension and prohibit him from entering any area or building of the Vidyalaya. The suspended employee shall not leave the station without prior permission from the Competent Authority, in writing.

Article 83. PENALTIES

The Penalties to be imposed on the employees will be the same as provided in CCS (CCA) Rules – 1965.

Article 84. The Executive Committee shall be empowered under Rule 13 of CCS (CCA) Rules, 1965 to initiate disciplinary proceedings or to direct the Principal to institute proceedings against an employee of the Vidyalaya on whom he is empowered to impose penalties under CCS (CCA) Rules, 1965.

Article 85. STANDARD FORMS

Standard forms shall be the same as provided in CCS (CCA) Rules, 1965. The Standard forms of (i) order of suspension, (ii) certificate to be furnished by the suspended employee, (iii) order for revocation of suspension order, (iv) charge sheet for major penalties, (v) order relating to appointment of Inquiry Officer/Board of Inquiry, (vi) form for forwarding the inquiry report to the Charged Officer (vii) memorandum of charges for minor penalties (viii) order for taking disciplinary action in common proceedings (ix) form of the order for appointment of Presenting Officer and (x) form of the order placing an Officer under suspension when he is detained in custody are placed at ***Appendices XIV to XXIII.***

S. No.	Name of the Post	Reporting Authority	Reviewing Authority
19.	Assistant Editor	Education Officer Looking after the work publications	Deputy Commissioner (Academics)
20.	Section Officers in HQ	Concerned Branch Officer	Concerned Dy. Commissioner
21.	Technical Officers in HQ	Executive Engineer	Jt. Commissioner (Admn.)
22.	Hindi Translators	Hindi Officer/AEO	Assistant Commissioner (Academics)
23.	Statistical Assistant	Education Officer (EDP)	Deputy Commissioner (Academics)
24.	Other staff in the Finance, Admn. & Academics Wing	Concerned Section Officer	Concerned Branch Officer
25.	Supdt. and other staff in Accounts Wing in KVS (HQ)	Audit & Accounts Officer concerned	Sr. Audit and Accounts Officer concerned
26.	Proof Reader	Assistant Editor	Education Officer looking after the work of Publications
27.	Teaching & Non-teaching staff in KVs	Principal	Education Officer concerned
28.	Teaching & Non-Teaching Staff posted with KVs abroad	Principal of the concerned KV	Education Officer looking after the work of Foreign KVs
29.	All other staff in ZIET.	Director	Dy. Commissioner (Trg./Acad.)

Note: 1) If the Reporting/Reviewing Officer is under suspension when the Confidential Report has become due to be written/reviewed, it shall be got written/reviewed by the officer concerned within two months from the date of his having been placed under suspension or within one month from the date on which the Report was due, whichever is later. An officer under suspension shall not be asked to write/review Confidential Reports after the time limit specified here.

2) When the Reporting Officer retires or otherwise demits office to leave service, he shall be allowed to give the report on his subordinates within a month of his retirement or such demission of office. However, a Reviewing Authority shall not review the Confidential Report after his retirement.

Article 88. TIME SCHEDULE FOR PREPARATION AND SUBMISSION OF CONFIDENTIAL REPORTS.

S. No.	Nature of action to be taken	Date by which to be taken in respect of Teaching & Non-teaching staff
i)	Distribution of blank C.R. forms to all concerned (i.e. to the officer to be reported upon where self-appraisal has to be given and to Reporting Officers where self-appraisal is not to be given)	31st March
ii)	Submission of self-appraisal to the Reporting Officer by the officer to be reported upon (where applicable)	7th April
iii)	Submission of Report by the Reporting Officer to the Reviewing Officer.	15th April
iv)	Report to be completed by the Reviewing Officer and sent to Administration in C.R. Section/Cell in the KVS(HQ). The ACRs of the staff of Vidyalayas upto the level of Vice-Principal will be kept in the respective ROs.	30th April

Article 89. The formats of ACRs for various categories of posts in KVS (HQ), Regional Offices and Vidyalayas are given in the ***Appendices XXIV to XXIX***.

Article 90. COMMUNICATION OF ADVERSE REMARKS

All adverse entries in the Confidential Reports shall be communicated by the Reviewing Officer along with a mention of good points within one month of this being recorded. This communication shall be in writing and a record to that effect shall be kept in the CR dossier of the employee concerned. While communicating the adverse remarks to the employee concerned, the time limit prescribed viz., one month, within which representation is to be submitted, shall be specifically brought to his notice.

Article 91. REPRESENTATION AGAINST ADVERSE REMARKS

i) Only one representation against adverse remarks shall be permitted within one month of the date of communication of such remarks.

ii) Such a representation shall be sent to the authority communicating the adverse remarks, who shall forward the same to the next higher authority with his own remarks.

iii) A representation against the adverse remarks shall be decided by the competent authority within three months from the date of submission of the representation.

iv) Where an appeal/representation against adverse remarks is received after the expiry of the stipulated period of one month, an explanation for delayed submission of appeal/representation shall also be forwarded with the comments of the Reporting and Reviewing Officers to the Appellate Authority. The Appellate Authority may at his discretion entertain the delayed appeal/representation if he is satisfied with the explanation for the delay.

Note: The Appellate Authority shall be one stage above the Reviewing Authority and appeals for expunction of adverse remarks shall be dealt by the Appellate Authority.

CHAPTER – X

MORNING ASSEMBLY

Article 92. All Kendriya Vidyalayas shall have a common prayer and a common uniform.

(A) ***Morning Assembly*** – The school day shall begin with the Morning Assembly. All students, teachers and the Principal shall attend the Assembly.

(i) The Morning Assembly shall begin with the common prayer which shall include a Sanskrit Shloka 'असतो मा सद्गमय, तमसो मा ज्योतिर्गमय, मृत्योर्मा अमृतम् गमय' followed by the prayer in Hindi and shall end with another shloka 'उँ सह नाववतु सह नौ भुनक्तु, सह वीर्य करवावहै, तेजस्विनावधीतमस्तु, मा विद्विषावहै! उँ शांतिः! शांतिः! शांतिः!।।'

(ii) The prayer shall be followed by :

(1) The students' pledge

(2) Thought for the day

(3) Other activities like daily/weekly news, talks by students and teachers

(4) Quiz/moral talk

(5) Silent prayer for two minutes

(6) The National Anthem

(7) The marching song on dispersal

(iii) The Principal shall ensure that the Morning Assembly is managed and organized by students themselves under the overall guidance and supervision of the concerned teachers. Various Houses shall be given the responsibility of organizing the Assembly on a rotation basis. The common prayer shall be as given in ***Appendix – XXX.***

iv) The students shall take the following pledge after the prayer :

"भारत हमारा देश है! हम सब भारतवासी भाई–बहन हैं! हमें अपना देश प्राण से भी प्यारा है! इसकी समृद्धि और विविध संस्कृति पर हमें गर्व है! हम इसके सुयोग्य अधिकारी बनने का प्रयत्न सदा करते रहेंगे! हम अपने माता–पिता, शिक्षकों और गुरूजनों का सदा आदर करेंगे और सबके साथ शिष्टता का व्यवहार करेंगे! हम अपने देश और देशवासियों के प्रति वफादार रहने की प्रतिज्ञा करते हैं! उनके कल्याण और समृद्धि में ही हमारा सुख निहित है!

– जय हिन्द"

"India is my country and all Indians are my brothers and sisters. I love my country and I am proud of its rich and varied heritage. I shall always strive to be worthy of it. I shall give respect to my parents, teachers, class-mates and all elders and treat every one with courtesy. To my country and my people, I pledge my devotion. In their well-being and prosperity alone lies my happiness.

– Jai Hind."

(B) *KVS Pledge*

All the staff members of the KVS (Hq.) ROs, ZIETs and Kendriya Vidyalayas, irrespective of their scale & grade shall take the Pledge on the KVS Foundation Day, 15 th Dec. every year. The text of the Pledge in given in **Appedix XXXVII**

(C) *Common Uniform*

All students of Kendriya Vidyalayas shall have a common uniform having a combination of white and navy blue. The pattern of the uniform for boys and girls shall be as specified in ***Appendix – XXXI.***

All students shall come to school invariably in the prescribed uniform. Cases of default, if any, observed in a Vidyalaya, shall be dealt with a personal and persuasive manner. The parents, if necessary, shall be reminded of their responsibility to send their wards in proper uniform.

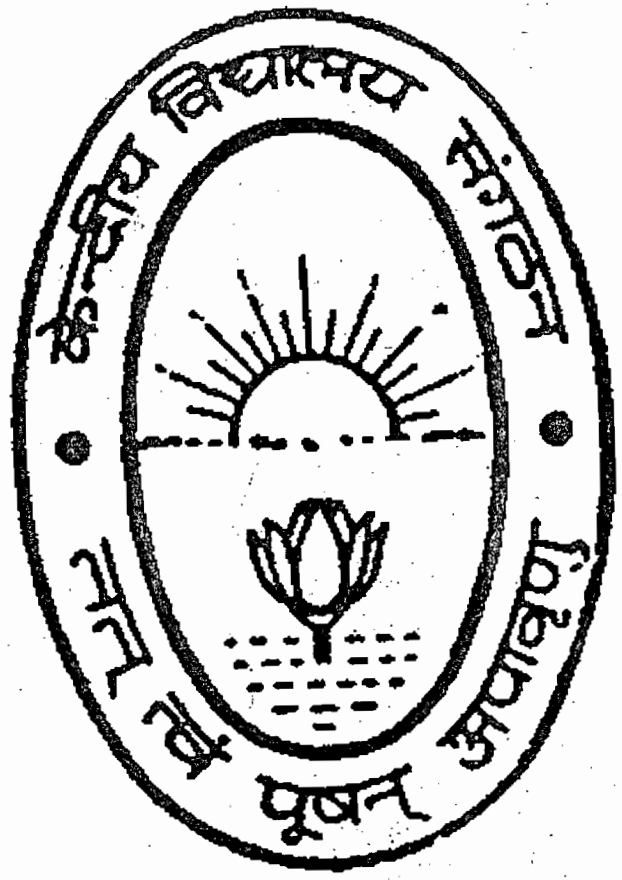
(D) *Common Badge*

All students shall wear a common badge either embroidered on the uniform or printed with the words written in Hindi and English.

Kendriya Vidyalaya ..... (name of station)

केन्द्रीय विद्यालय ..... (स्टेशन का नाम)

Crest of the Sangathan



हिरण्मयेन पात्रेण सत्यस्यापिहितं मुखम्!
तत् त्वं पूषन्नपावृणु सत्य धर्माय दृष्टये!!

(ईशावास्योपनिषद्)

हे प्रभु! सांसारिक चमक–दमक व सांसारिक सुखद आकर्षणों से सत्य का मुख ढका हुआ है। हे प्रकाशमान सर्वपोषक! उस भौतिक आकर्षण के पर्दे को हटाओ ताकि मुझे सत्य धर्म का ज्ञान प्राप्त हो सके और मैं परम सत्य को देख सकूँ!

(E) ***School Timings***

Assistant Commissioner would decide the Vidyalaya timings for stations where there are two or stations where there are two or more Kendriya Vidyalayas. In a station where there is only one Kendriya Vidyalaya, the Chairman of the Vidyalaya Management Committee may decide the Vidyalaya timings.

(F) ***Vacation and Breaks etc.***

The total number of working days, during the academic year i.e. from 1st April of the year to 31st March of the next year, shall be 234 days which shall include time spent on activities such as examinations and afternoon sports and games.

Vacations & Breaks would be as follows:

For Summer Stations

1. Starting from the Monday closest to 6th May (50 days)
2. Autumn Break (coinciding with Dussehra Holidays including Sundays and Govt. of India Holidays (10 days)
3. Winter Break ending on 1st January including Sundays and Govt. of India Holidays.

For Winter Stations

(i) Starting from 13th December to 31st January of the following year (50 days)

(ii) Autumn break as applicable for Summer Station

(iii) Summer break starting from Monday closest to 6th May (10 days)

Very Cold Stations

Winter vacations for KV Leh, Nubra, Zanskar, Chushul, Kargil and Tawang

i) Winter break starting from 3rd December to 31st January of the following year (60 days)

ii) Summer break staring from Monday closest to 6th May (10 days)

CHAPTER XI

ADMISSION GUIDELINES

Article 93. In supersession of all guidelines that have been issued governing admissions in Kendriya Vidyalayas, The following guidelines are issued to regulate admissions in the Vidyalayas with effect from the academic session 2006-07.

2. DEFINITIONS :

Unless the context otherwise suggests, the definition of the following terms would be as follows :

(i) ***Central Government employees*** – an employee who draws his emoluments from the Consolidated Fund of India.

(ii) ***Transferable*** – an employee who has been transferred at least once in the preceding 7 years shall be deemed to be transferable.

(iii) ***Transfer*** – an employee would be treated as transferred only if he / she has been transferred by the competent authority from one place / Urban Agglomeration to another place / Urban Agglomeration which is at a distance of at least 20 kilometers.

(iv) ***Autonomous Bodies / Public Sector Undertakings*** – The organizations which are fully financed by the Government or where the Government share is more than 51% would be deemed to be Autonomous Bodies / Public Sector Undertakings.

Class Strengh : Each section of each class would have a maximum strength of 40 students for the purpose of fresh admissions.

3. PRIORITIES IN ADMISSION

The following priorities shall be followed in granting admissions –

(A) ***In Kendriya Vidyalayas under Civil / Defence Sector:***

(i) Children of transferable Central Government employees including ex-servicemen;

(ii) Children of non-transferable Central Government employees including ex-servicemen;

(iii) Children of transferable and non-transferable employees of Autonomous Bodies / Public Sector Undertakings / Institutes of Higher Learning of the Government of India;

(iv) Children of transferable State Government employees;

(v) Children of non-transferable employees of the State Governments;

(vi) Children of transferable and non-transferable employees of the Autonomous Bodies / Public Sector Undertakings / Institutes of Higher Learning of State Governments;

(vii) Children from any other category.

(B) ***Kendriya Vidyalayas under Public Sector Undertakings / Institutes of Higher Learning :***

(i) Children and Grand Children of employees of the Public Sector Undertaking / Institute of Higher Learning which finances the Kendriya Vidyalayas fully;

(ii) The priorities given for Kendriya Vidyalayas under Civil / Defence Sector will follow in the same sequence, thereafter.

4. ELIGIBLE AGE FOR ADMISSION :

(A) A child must be 5 years old on 30th September in the academic year in which admission is being sought for admission to class I. For subsequent classes, the eligible age would be calculated accordingly.

(B) An upper age limit for admission is fixed as the minimum age limit +2 years. No Child would be eligible for admission in a class if the age is more than this maximum age prescribed. The maximum age would be further relaxed

by two years for handicapped children. These cases will be disposed of at the level of the Principal. There will be no relaxation of upper age limit exceeding two years.

This implies that no case for overage condonation will be forwarded to KVS (HQ).

(C) There is no age restriction for admissions to class XI provided the concerned child is seeking admission in the year of passing the class X examination. Similarly there will be no upper & lower age limit for admission to class XII provided there has been no break in the continuous study of the child after passing class X / XI.

(D) The eligible age of admission as on 30th September would be applicable for all Kendriya Vidyalayas situated abroad also.

5. METHOD OF ADMISSION :

(A) ***For Class I***- No admission test would be conducted for admission to Class I. All applications received would be divided into the seven categories in order of priority to the extent vacancies are available. When a stage is reached that the list of one category cannot be fully accommodated for admission, the following procedure shall be adopted :

(i) If the list is of children of category I, short listing for admissions would be done on the basis of the number of transfers of the parents during the last 07 years. The children whose parents have been transferred more number of times would get precedence over children whose parents have been transferred less number of times.

(ii) If children of transferable Central Govt employees fall in category - II like in project sector KVs, short listing for admission in Class - I will be done on the basis of the number of transfers of the parents during the last 07 years for the said category.

(iii) Cases within category-I with equal number of transfers will be decided on lottery basis if vacancies are not enough to accommodate all the eligible children. The names of remaining children of all other categories would be written category wise, if required on small slips of papers separately and placed in a box after suitably folding the slips. Children from this category would be selected by a draw of lot from the slips so placed in this box. For transparency, this draw of lot should be done in the presence of the concerned parents to the extent feasible.

(B) ***Class II and above except Class XI*** – For admission to these classes, an admission test would be conducted and a merit list prepared for each category of priority separately. Admission would be given in order of merit going by the sequence of the categories as prioritized in para 3.

(C) Candidates securing less than 35% marks in each subject and less than 40% marks in aggregate would not be eligible for admission irrespective of their category in the priority.

(D) Admission test would be conducted in the following subjects –

(i) Primary classes (except Class I) – English, Hindi and Maths.

(ii) Middle classes – Hindi, English, Maths and General Knowledge

(iii) Secondary classes – Hindi, English, Maths, Social Studies and Science.

(E) Some concession can be given for deficiency in language, (Hindi & English). An assurance would be required in writing from the parents that the language deficiency in the child would be removed within the academic session.

(F) Students belonging to SC/ST may be given a maximum concession of 10 marks in an individual subject, or a maximum concession of 10 marks spread over different subjects taken together.

(G) Admission to class X and XII will be considered by the Asstt. Commissioner of the regions concerned subject to the children fulfilling the following conditions. :

(1) The vacancies are available.

(2) If the average strength in classes X & XII remains below 40 till the last week of July, children passing class IX & XI from CBSE affiliated schools of the station may be admitted, if they fulfill other eligibility conditions.

(3) The child has been in the same course of studies i.e. in the CBSE-affiliated school.

(4) The child must have obtained not less than 50% marks in class IX & XI examination.

(5) The child should be eligible as per KVS admission guidelines.

(6) The combination of subjects are available in Kendriya Vidyalayas.

(H) Class XI Admissions :

Fresh admissions would be made in order of merit in the sequence of categories of priority on the basis of the board results of class X, it implies that within the same category, a student getting higher marks in aggregate in the concerned subjects for the relevant stream will get preference over a student with lower marks. Admissions in different streams for children seeking admission from KVs & non KVs would be made only on fulfillment of the following requirements:

There will be two distinct situations for admissions in Science and Commerce streams. One situation would be where adequate number of children are available for admission to the streams from amongst students passing class X from KVs as well as from amongst students from other schools seeking admission in a KV with the requisite eligibility. The second situation would be where adequate number of eligible children are not available for the stream from amongst students passing class X from KVs as well as from

amongst students from other schools seeking admission in KVs with the requisite eligibility. The cut off marks for admission in both the situations would be as under :-

	Provision for admission in situations wherein adequate number of eligible children are available	*Provision for admissions in situations wherein adequate number of eligible children are not available (where registration of eligible children is less than 40).*
a. *Science Stream :*		
i) Science with Mathe-matics	➢ A minimum of 55% marks in Maths and ➢ A minimum of 55% marks in Science and ➢ A minimum of 60% marks in Maths & Science taken together and ➢ A minimum of 55% marks in aggregate of all subjects.	➢ A Minimum of 52% marks in Maths and ➢ A minimum of 52% marks in Science ➢ A minimum of 57% marks in Maths and Science taken together ➢ A minimum of 52% marks in aggregate of all subjects.
ii) Science without Mathe-matics	➢ Science without Mathematics may be allowed if the student has 60% marks in Science and a minimum of 55% marks in aggregate of all subjects.	➢ Science without Mathematics may be allowed if the student has 57% marks in Science and a minimum of 52% marks in aggregate of all subjects.
b. *Commerce Stream :*		
	➢ A minimum of 50% marks in aggregate of all subjects. Mathematics can be offered with Commerce if the student has obtained a minimum of 55% marks in Mathematics.	➢ A minimum of 47% marks in aggregate of all subjects. Mathematics will be offered if the student has obtained minimum of 52% marks in Mathematics.

c. *Humanities Stream :-*

All students of Kendriya Vidyalayas if they are declared successful by the CBSE would be given admission. Humanities with Mathematics can be offered if 50% marks are obtained in the Mathematics.

NOTE :

Informatics practices as an elective subject is offered to all streams. Admission to this would be granted as per the combined merit list.

d. Computer Science, Multimedia and Web Technology, Bio-Technology (where available) as an elective subject is offered to students of Science stream only and admission would be granted as per combined merit list.

e. Following Concessions will be Allowed for Admission to Science and Commerce Streams :

(i) Students belonging to SC/ST may be given a maximum concession of 05 marks in an individual subject, or a maximum concession of 05 marks spread over different Subjects.

(ii) The following relaxation will also be granted to students who participated in Games & Sports meet/Scouting & Guiding/NCC/Adventure activities at various levels. The certificate can be of any preceding years.

S. No	Sports & Games	N.C.C.	Scouting/ Guiding	Adventure Activities	Relaxation in marks for admission to Sc. / com. stream
(a)	Participation at SGFI (or equivalent level)	'A' certificate and participation in Republic Day parade/ P.M. Rally	Rashtrapati Award Certificate	NIL	07 Marks
(b)	Participation at KVS National/ State level	'A' certificate and Best Cadet in Distt/State level	Rajya Puraskar Award Certificate with 07 Proficiency Badges	NIL	05 Marks
(c)	Participation at KVS Regional/ Distt. Level	'A' certificate	Tritiya Sopan Certificate with 05 Proficiency Badges	Participation in at least one 10 days' adventure activity	02 marks

* The concession as mentioned in I & II should in no way exceed the limit of 7 marks.

(iii) Admission of non-eligible children of Embassy Officers in KV Kathmandu in Class XI Science will be decided by the Commissioner, KVS, on case to case basis.

f. Principals may admit children in Class XI over and above the class strength who have secured 80% or more marks in class X examination irrespective of their category/board up to the class strength of 50 in each section. It implies that no preference will be given to students passing from CBSE affilliated schools.

The ceiling of 50 students will not exceed even if students with 80% are left in the waiting list.

g. A student may be readmitted to Class XI with his choice subjects, subject to availability of seats. However, he must satisfy the eligibility criteria and should have passed the main and the improvement examination from the same Board within one year.

6. RESERVATIONS :

(A) 15% seats for Scheduled Caste and 7.5% for Scheduled Tribes would be reserved in all fresh admissions. Percentage of reservation of seats shall be equal to the percentage of population in the state/UT subject to the minimum of National average i.e. 15% for SC and 7.5% for ST. However, where the percentage of population of SC and ST combined together exceeds 50%, the percentage of reservation shall be limited to 50%. Basing on these formulations, the percentage of reservation in different State/UTs shall be as per Annexure on page 144.

(B) 3% seats will be horizontally reserved for Physically handicapped children – blind, orthopaedically handicapped and hearing impaired etc. Horizontal reservation would mean that 3% of 15% would be reserved for handicapped children of SC, 3% of 7.5% would be reserved for handicapped children of ST and 3% of 77.5% would be reserved for handicapped children of general categories.

(C) In case enough SC and ST candidates eligible for admission are not available till 20th July, such vacant seats for SCs will be offered to STs and vice versa. The seats remaining unfilled thereafter shall be de-reserved with the approval of the Asstt. Commissioner of the Region and offered to the candidates belonging to categories I and II (In that sequence).

7. SPECIAL PROVISIONS :

The following special provisions will be operative for admissions :–

(A) Following categories of children would be admitted over and

above the class strength :

(i) Children and dependent grand-children of Members of Parliament.

(ii) Children and grand children (from son & daughter) of serving and retired employees of KVS.

(iii) Children of Central Government employees who die in harness.

(iv) Children of recipients of Param Veer Chakra, Mahaveer Chakra, Veer Chakra, Ashok Chakra, Kirti Chakra and Shourya Chakra.

(v) Children of recipients of President's Police Medal for gallantry Medal and Police Medal for gallantry.

(vi) Meritorious sports persons who have secured I, II or III position in SGFI/CBSE/National/State level games organized by the Govt.

(vii) Recipients of Rashtrapati Puraskar in Scouts & Guides.

(viii) **Admission in Class-I :** After admitting the candidates upto the full intake capacity as per norms, if there are single female children left among the unsuccessful applicants, up to two single female children may be admitted over and above the sanctioned intake in each section of class-I. For selection on this basis, inter se priority among such single female children shall be as per the categorization in Para-3 (A) of the Admission Guidelines.

(ix) **Admission in classes VI onwards :** Single female children of employees coming under categories I-VI who do not qualify for admission based on their rank in the admission test/qualifying examination but who obtain the minimum qualifying marks, may be admitted up to a maximum of two girls per class, over and above the sanctioned strength. In the event of there being more than two such applicants for a class, selection will be based on (i) inter se priority for different categories as given in Para-3 (A) and (ii) relative rank in the admission test with

in the category.

(x) Children who are recipients of National Bravery Award, or of Balshree Award instituted by National Bal Bhawan.

(xi) Children whose parent is a teacher, and is a recipient of National Award for Teachers.

(xii) Children who have shown special talent in Fine Arts and have been recognized at the National or State level.

(B) 100 children of employees of the Ministry of HRD would be admitted every year over and above the class strength as per orders to be issued by the KVS(HQ).

(C) 60 admissions in Kendriya Vidyalayas located in Delhi and 15 children in hostels in Kendriya Vidyalayas located outside Delhi of employees of the Ministry of External Affairs would be admitted each year on orders issued by KVS(HQ) over and above the class strength. These would be subject to the following conditions for the two categories -

(i) 60 admissions in Kendriya Vidyalayas located in Delhi would be utilized exclusively for children returning from abroad along with their parents after their posting. Seats under these provisions remaining unutilized at the time of normal admissions will remain as such and will be utilized for children who return to India after the beginning of the academic session and up to the half yearly examination. Children who return to India after the half yearly examination of the KVs would be considered for admission at the beginning of the subsequent academic year. All these admissions will be subject to the condition that not more than 5 children would be admitted in one school in an year and that the children would be submitting a transfer certificate of a school abroad, in which they had been studying prior to seeking admission in a KV.

(ii) 15 seats for admission in hostels in Kendriya Vidyalayas outside Delhi would be limited only to the children whose parents are going abroad on a posting to a station which

does not have adequate educational facilities. The required information in this respect would need to be given by the Ministry of External Affairs.

(D) 15 children of employees of the Research & Analysis Wing (RAW) would be admitted over and above the class strength on orders to be issued by KVS (HQ). Of these, a maximum of 5 seats would be given in Delhi and the remaining would be outside Delhi.

(E) 10 seats in each section of class I and 10 seats in all other classes put together will be reserved every year for the children of the sponsoring agency in all schools except those specifically notified otherwise by the Commissioner. In Civil Sector schools, sponsored by the State Government, the children of State Government employees would come under this provision. Similarly in Defence project and Institution of Higher Learning sector schools only the children belonging to employees working in these sectors would come under this provision. Admission to class - I would be within the approved strength of the section while for the remaining classes, it would be allowed over and above the approved class strength subject to a maximum of 2 in a section.

(F) Chairman Vidyalaya Management Committee can recommend two admissions in the concerned Kendriya Vidyalaya. These two admissions may be recommended in one class or all classes put together except class X & XII.

(G) Children of KVS employees coming on transfer can be admitted at any time of the year.

(H) Each Member of Parliament can refer two cases for admission under the scheme in an academic year in any KV in the country for all classes except class X and XII. The admissions recommended under this clause will be regulated in the following manner :

1. These admissions would be made in the begining of academic year and no admission would be made after the prescribed cut

off date i.e. 31st July.

2. Admissions of children on the aforementioned grounds shall not exceed 5% of the total admissions/sanctioned strength in a class in an adademic year.

3. The recommendations are subject to the condition of eligibility of the child in respect of age and fitness in admission test to be conducted by Kendriya Vidyalaya for one class lower than the class for which recommendations have been made (example a child seeking admission to Class VI will be given the test for class V.)

4. The recommendations to be made by the Hon'ble Members of Parliament shall be valid only if they are made in the format prescribed. Recommendations once made would be final and would not be subject to change.

8. CLASS STRENGTH :

(a) Fresh admissions can be done in each section of each class upto 40. Such admissions would be done upto 31st July. After waiting for period of ten days, 05 more students could be admitted in each section/class between 10th August to 30th September provided such candidates are the wards of Central Govt employees, belonging to category-I. In addition to the children of parents transferred during year, the children of parents belonging to category-I transferred during previous years will also be considered eligible for admission, if seats are available accommodating the children of category-I parents transferred during that particular academic session.

(b) Students already admitted in second shift can switch over to first shift with the approval of Vidyalaya Management Committee. The VMC before granting approval must examine the merit of each case provided the enrolment in each section/stream of the Kendriya Vidyalaya does not violate the prescribed norms of 40 for full class strength.

9. SCHEDULE AND PROCEDURE FOR ADMISSION :

(A) (i) An advertisement would be issued by the Regional Office in the local newspapers at the cluster level in the first week of February giving the admission schedule for registration etc. and inviting children to have themselves registered for admission in Kendriya Vidyalayas. This advertisement shall indicate that admissions in Kendriya Vidyalayas are not restricted to Central Government employees and are open to all, only certain priorities have been laid down as per which children of different categories would receive priority in admission. The reservations for SC, ST and Physically Handicapped shall also be indicated.

(ii) There will be no distinct dates for sale of forms and registration of children. Both these activities shall proceed together. The admission schedule for the admission shall be based on the instructions issued by KVS (HQ).

(iii) Registration will not be done if there is no vacancy in a particular class. In case a vacancy arises in future registration can be made after giving wide publicity at local level and admission can be granted as per KVS Admission Guidelines.

(iv) For SC, ST and Physically handicapped children. the seats will not be dereserved till 20th July. If such children approach the school later for admission after this date, they may be granted admission up to August.

(v) In case the number of children seeking registration is less because of which all seats have not been filled up, the Principal shall issue a second/third advertisement notifying the availability of vacancies.

(vi) As per KVS directions, admissions are required to be made by the approval of the Executive Committee of the Vidyalaya, In case the Executive Committee

does not approve the admissions upto the full sanctioned strength of the class, the Principal shall intimate this to the Assistant Commissioner by the 5th of April and with the approval of the Assistant Commissioner shall grant admission to children as per the admission guidelines for the remaining seats by 30th of April.

(vii) Registration for Class XI shall be taken up immediately after the declaration of results of class X and admissions upto the full strength of the class should be completed by 25th of June. In case there is any difficulty in admitting children up to the full strength because of the Executive Committee of the Vidyalaya not approving the same, the procedure as laid down for other classes above shall be followed and admissions up to the sanctioned strength of the class shall be made by the 31st of July with the approval of the Assistant Commissioner, Remaining seats, if any will be filled up from 10th August but in no case later than 30th Septemeber.

(B) Registration forms would be made available by the Principal on payment of Rs. 100/-along with school prospectus.

(C) Registration forms with brochure complete in all respects and accompanied by all required documents must be submitted to the Vidyalaya office within the prescribed date.

(D) Attested copies of the following documents would be required to be submitted along with the application form for registration :-

(i) ***For Class I,*** certificate of proof of age in the form of a birth certificate issued by the authority competent to register births. This will include notified area committees like Municipal Corporation, extract about the date of birth from records of Village Panchayat, Military Hospital, or service records of Defence personnel. For other classes,

the date of birth recorded in the transfer certificate issued by a school recognized by the state education department would be accepted. Admissions upto class V may be granted without any school transfer certificate provided the child is otherwise eligible and his birth certificate has been issued by a govt. body.

(ii) For grand children of Hon'ble Member of Parliament and PSU employees a proof of relationship of either of the child's parents with the Hon'ble Member of Parliament of PSU employees. and declaration of dependency would be needed.

(iii) For grand children of KVS employees a proof of relationship would be required.

(iv) A certificate that the child belongs to the SC/ST wherever applicable issued by the competent authority. A certificate in respect of either parent may be accepted initially for the purpose of admission, if this certificate is not available for the child.

(v) A certificate from the Civil Surgeon/rehabilitation centre or any other competent authority defined by the government of India O.M. No. 36035/5/88 Estt. (sct) dated 4.5.1999 certifying the child to be handicapped, wherever applicable. In case, where the handicap of the child can be visually seen by the Principal, the child may be accepted as handicapped even without a certificate. However, the parent may be advised to obtain the relevent certificate.

(vi) A service certificate showing the number of transfers during the proceding 7 years duly signed and stamped by the head of office bearig the name, designation and other relevant particulars in block letters.

(vii) A certificate of retirement for uniformed Defence employees.

NOTE :

(i) Mere registration will not confer a right to admission.

(ii) Incomplete application forms shall normally be rejected. In case of vacancies remaining the Principal may allow completion of the form later at his discretion.

(iii) Admission secured on the basis of any wrong certificate shall be cancelled by the Principal forthwith and no appeal against such action of the Principal shall be entertained.

(iv) When a child is registered for admission in Class-I in a Kendriya Vidyalaya but, before the declaration of the result, his parent is transferred to another station, the child should be deemed to have been registered for admission in the Kendriya Vidyalaya at the station of posting even if the last date of admission at that place has expired.

10. EQUIVALENCE OF NIOS CERTIFICATES / LEVELS

The following pattern shall be applied while considering certificates issued by the National Institute of Open Schooling (NIOS) jointly with partnering NGOs for the purpose of admission in Kendriya Vidyalaya:

A Level – Equivalent to Class III or II of the Southern States where elementary stage is only till VII

B Level – Equivalent to Class V / IV

C Level – Equivalent to Class VIII / VII

11. THE LAST DATE FOR ADMISSION

The last date for admission and the competent authorty it allow to will be follows :-

(a) Up to 31st July - Principal

(b) Up to 30th September - Chairman, VMC.

12. **Admission not automatically valid :-** Children who have no completed one academic session in the Vidyalaya of their initia admission will not be automatically entitled to be admitted tc another vidyalaya, except if the parents have been transferrec to another location after the admission of the child. However this would be done only after the approval of the Assistan Commissioner.

13. **Admission of children studying abroad :-** A KV child who went abroad with his parents on their deputation to a foreign country will be admitted to correspondence class on their return to india by the Principal of concerned KV over and above the class strength.

14.(a) **Admission of wards of armed forces :-** The wards of Armed force personnel coming from any station to a station where a Kendriya Vidyalaya exists, should be given admission in the Kendriya Vidyalaya on the basis of the transfer certificate issued by the educational Institutions run by Defence authorities affiliated to CBSE by treating them at par with the students of KVs in the matter of admission.

(b) To allow admission over and above the class strength in respect of students seeking admission to KV Hostels subject to the condition that T.C. shall not be granted to the boarders for a period of 2 years or till completion of their higher secondary studies whichever is earlier.

Article 94. ADMISSION TO PRE-PRIMARY CLASSES

Kendriya Vidyalayas having three sections or more in all classes upto class X may start upto two sections of Pre-primary classes on self-financing basis with the following guidelines:

1. The Kendriya Vidyalaya should have spare classrooms of suitable size on the ground floor.

2. A development fee @ Rs.300/- per month from each child shall be charged.

3. Admission shall be given as per the priority categories applicable for class I. For category I children, the admission will be granted as per the number of transfers. In case of other categories, if the number of children is more than the seats available, lottery among the children of the relevant category shall be followed for selection of children.

4. The class strength shall be between 20 to 25 only in a section.

5. The age of the child for admission shall be four years on 1st April of the year of admission. The upper age limit shall be 5 years.

6. The schedule for registration and admission shall remain the same as applicable to class-I.

7. The Vidyalaya shall engage a Nursery Trained Teacher and an Aaya, on part time basis with consolidated emoluments to be decided by the Executive Committee.

8. The Nursery Teacher and Aaya shall not be taken on rolls of the school and a separate Attendance Register shall be maintained and the same persons who are engaged by the Vidyalaya shall not be retained year after year, so as to avoid legal problems in future.

9. Some transport, if required, may be organized with the help of the PTA, on payment basis.

10. Admission to Class-I to the children of Pre-Primary will be granted automatically in the subsequent year. But these children shall be distributed in various sections of Class-I evenly as far as possible.

11. A Common Prayer for pre-primary classes, which is to be adopted shall be as given at ***Annexure – XXXII.***

12. The children should learn etiquettes, good manners and things of national importance viz. national bird, national animal, national song, national anthem etc.

13. The children should be made aware of personal hygiene and health. They should be advised to use apron while having their food.

14. The teachers should converse with the children both in English and Hindi so that the proficiency of two languages, which is required for the children, is developed and enhanced.

15. Some written work can be taken up from November onwards.

Counting from 1-20 in Mathematics, capitals of alphabets in English, vowels in Hindi and cursive writing could be taken up.

16. The assessment of these children should be done twice in a year : first upto 31st October and second on 31st March. The assessment is to be done by awarding of grades against various learning competencies, personal traits etc.

17. The teacher will maintain a daily record of activities etc. being done in the class and a separate folder/profile for each child.

18. The children could be taken for excursion to a nearby place. The expenditure on transport and refreshment could be met out of the Vidyalaya Vikas Nidhi.

19. The duration of the school for these children shall be four hours.

20. The uniform of the children shall be the same as for other classes.

Article 95. ADMISSION WITHOUT TRANSFER CERTIFICATE

Direct admission, i.e. admission without a transfer certificate shall be made only up to class VI. If a pupil, who has not previously attended any recognized school, applies for admission to any one of the classes II to VI, his parent / guardian shall be required to give full history of his previous education and submit an affidavit to the effect that his ward has not attended any recognized school till then. He shall also be required to produce a certificate of proof of age as required for Class I. If a seat is available in the class to which admission is sought, the Principal shall arrange a special test to determine the suitability of the pupil for admission to that class. Admission shall be granted if the pupil passes in the special test. If the parent / guardian's statement under this clause is found to contain any wilfull misrepresentation of date of birth or other facts regarding the pupil's educational career, the Principal shall cancel the admission and report the matter to the Regional office.

Article 96. A pupil coming from a recognized school or a Kendriya Vidyalaya shall not be admitted to a class higher than the one in which he was studying, except in the case of those who have

successfully passed the annual examination of the class in which they had been studying and have been promoted to the next higher class.

Article 97. If on administration of a test for admission to a particular class, a pupil is found unsuitable for the class, this shall not entitle the pupil for admission to the next lower class automatically without an admission test.

Article 98. A pupil who fails once at the annual examination (class I to IX and XI) may be admitted to the same class in the next session of the same or any other Kendriya Vidyalaya. A pupil who fails twice at the annual examination shall not be admitted even in special cases.

Article 99. A pupil who fails in the Board's final examination at the end of class X and XII shall be admitted as a regular student for one year within the permissible limit of the class and fee will be charged from him at the same rate as from a regular student of Science or Humanities or Commerce group as the case may be.

Article 100. EQUIVALENCE OF CLASSES :

For the purpose of deciding admission to any class of a student who joins the Kendriya Vidyalaya after completing a stage of education in any State / Union Territory in India/abroad the equivalence of classes in Kendriya Vidyalayas and classes in High/Higher Secondary schools of various States should be strictly observed. The decision of CBSE would be final in this matter.

Article 101. The form of transfer certificate to be issued to students desirous of migrating out of the Vidyalaya shall be as placed at ***Appendix XXXIII.***

Article 102. For admission in TC cases, no affidavit need be called for verification of the genuineness of the Transfer Certificate. This may be done by sending back the third copy of the T.C. to the issuing Vidyalaya for confirmation.

Article 103. CHANGE OF DATE OF BIRTH :

The Principal shall ensure with particular care that the proof of date of birth of a pupil is furnished by the parent / guardian in the form of a satisfactory evidence of the date of birth such as an extract from the birth register from Municipal Committee or Corporation/ Village record etc. This shall be preserved in the Vidyalaya records. The date of birth extract of the child from the birth register shall be recorded with scrupulous accuracy on his first admission to the Vidyalaya. In the case of pupils coming on transfer from another Vidyalaya or any other recognized institution, the date shown in the transfer certificate shall be noted in the Vidyalaya records. The date of birth once recorded shall not subsequently be altered except with the special permission of the Sangathan, and shall be entered accurately in all subsequent age-entries in registers, certificates or applications for admission to public examinations.

Article 104. RULES FOR CORRECTION OF DATE OF BIRTH :

(1) The parent/guardian requesting for a change in date of birth of a student shall submit an application in duplicate in the prescribed proforma given in ***Appendix XXXIV***. The application shall be accompanied by the following documents :

(i) An affidavit, declaring the correct date of birth, made before a First Class Magistrate; or

(ii) A certified extract of the Municipal Committee/Corporation/ Village Birth Register, showing the entries pertaining to the date of birth of the student; or

(iii) A certified extract from the service record of Defence Service personnel, showing the date of birth of all the children born to him; or

(iv) A copy of the first admission form filled in by the parents at the time of admission to the school in respect of the student.

Note : The affidavit to be furnished by the parent of the child shall *inter alia* give the date of their marriage and the dates of the birth of all the children born to him, irrespective of whether they are dead or living.

(2) On receipt of such an application together with the above documents, the Principal shall carefully check up the particulars and put up the case to the Chairman of the Vidyalaya Management Committee. If the Chairman of the Vidyalaya Management Committee is satisfied that the request for change in the date of birth is genuine and that wrong entry in this connection was originally made due to bonafide mistake on the part of the parent / guardian, he may recommend the proposed change to the Regional Office under his own signature. On receipt of this specific recommendation, the Assistant Commissioner shall take a decision as to whether or not the request for change in the date of birth is to be agreed to and accordingly, communicate the decision to the Principal of the Vidyalaya.

(3) Once the application form of the candidate for a Board examination has been forwarded to the Central Board of Secondary Education and Qualifying Certificate etc. has been issued by the Central Board, no correction in the entry with regard to the date of birth shall be made without the previous sanction of the Central Board.

(4) The Principal shall ensure with particular care that the proof of date of birth of a pupil is furnished by the parent/guardian in the form of a satisfactory evidence of the date of birth such as an extract from the birth register from Municipal Committee or Corporation/Village record etc. This shall be preserved in the Vidyalaya records. If, for any convincing reason to be recorded in writing, the parent / guardian is unable to furnish documentary evidence, he shall be asked to furnish an affidavit declaring the correct date of birth of the child, stating *inter-alia* that the date of birth of the child as given in the affidavit now furnished shall not be changed at a subsequent date. The date of birth once recorded shall not subsequently be altered except with the special permission of the Sangathan and shall be entered accurately in all subsequent age-entries in registers, certificates or applications for admission to public examinations.

S. No.	State	% of SC Population	% of ST Population	% of Reservation of SC	% of Reservation of ST	% of Total Reservation
1.	Andhra Pradesh	16.2	6.6	16	7.5	23.5
2.	A&N Islands	NSC	8.3	15	8	23
3.•	Arunachal Pradesh	6	64.2	15	35	50
4.	Assam	6.9	12.4	15	12	27
5.	Bihar	15.7	0.9	16	7.5	23.5
6.	Chandigarh	17.5	NST	18	7.5	25.5
7.	Chattisgarh	11.6	31.8	15	32	47
8.•	Dadar & Nagar Haveli	1.9	62.2	15	35	50
9.	Daman & Diu	3.1	8.8	15	9	24
10.	Delhi	16.9	NST	17	7.5	24.5
11.	Gujrat	7.1	14.8	15	15	30
12.	Goa	1.8	NST	15	7.5	22.5
13.	Haryana	19.3	NST	19	7.5	26.5
14.	Himachal Pradesh	24.7	4.0	25	7.5	32.5
15.	Jammu & Kashmir	7.6	10.9	15	11	26
16.	Jarkhand	11.8	26.3	15	26	41
17.	Karnataka	16.2	6.6	16	7.5	23.5
18.	Kerala	9.8	1.1	15	7.5	22.5
19.•	Lakshadweep	NSC	94.5	15	35	50
20.	Madhya Pradesh	15.2	20.3	15.	20	35
21.	Maharashtra	10.2	8.9	15	9	24
22.	Manipur	2.8	34.2	15	34	49
23.•	Meghalaya	0.5	85.9	15	35	50
24.•	Mizoram	NSC	94.5	15	35	50

25.•	Nagaland	NSC	89.1	15	35	50
26.	Orissa	16.5	22.1	17	22	39
27.	Punjab	28.9	NST	30	7.5	37.5
28.	Pondicherry	16.2	NST	16	7.5	23.5
29.	Rajasthan	17.2	12.6	17	13	30
30.	Sikkim	5	20.6	15	21	36
31.	Tamilnadu	19	1	19	7.5	26.5
32.	Tripura	17.4	31.1	17	31	48
33.	Uttaranchal	17.9	3	18	7.5	25.5
34.	Uttar Pradesh	21.1	0.1	21	7.5	28.5
35.	West Bengal	23	5.5	23	7.5	30.5

Source – Table A-5, Primary census Abstract.
NST – No scheduled tribe notified.
NSC-No Scheduled Caste notified.

- State/UT where SC and ST population put togather is more than 50%

CHAPTER XII

RULES FOR EXAMINATION AND PROMOTION

Article 105. The Sangathan shall follow a system of continuous and comprehensive evaluation of a pupil's achievements in academics.

TESTS & EXAMINATIONS:

In each academic year, the Vidyalaya shall hold the following tests and examinations:

A. ***Unit Tests from Class VI Onwards:***

i) There shall be a minimum of three unit tests to assess the pupils' progress throughout the year. The duration of unit tests will be uniformly 90 minutes each for all subjects.

ii) During the days of the unit tests, the first three periods shall be left for the test. Normal school classes will be held from the 4th period onwards after giving a break of 10 minutes. The remaining 5 periods will be held as usual as per the regular time-table without any change.

iii) Each unit test would be of 40 marks. The total marks for 3 unit tests will, therefore, be 120. In the final result card, the weightage for unit tests will be arrived at 20 by dividing the total marks by 6.

iv) The question papers for the unit tests shall be prepared at the school level and should be common to all sections of the class.

v) Suitable seating arrangement will be made for each test.

vi) The school will provide stationery to the children.

vii) The answer books will be returned to the children after evaluation and recording of marks in the marks lists.

B. ***Cumulative Examinations:***

(1) ***Half Yearly:***

This will be conducted in the third week of November covering the entire syllabus up to that period. The duration of this

examination will be 2 hours 30 minutes for classes VI to VIII and 3 hours for classes IX and XI with formal seating arrangement. The question papers of each subject would be of 100 marks which will be reduced to 20 for final assessment. The results shall be used by the teachers to modify their instructions for fuller achievement of the objectives by organizing special instructions/classes wherever individual weaknesses have been identified.

(2) **SESSION ENDING EXAMINATION:**

i) This shall be conducted in the month of March.

ii) The entire course prescribed for the year shall be covered in this examination.

iii) The duration of each paper shall not exceed 3 hours for classes IX and XI and 2 hours 30 minutes for classes VI to VIII for each subject.

iv) This shall be supervised by the Region with a common set of question papers. The evaluation shall be done at the cluster level under the supervision of the Education Officer or his representative.

v) The question papers of each subject shall be set for 100 marks which will be reduced to 40 for final assessment. Papers in subjects involving practical work in classes IX and XI shall be set on CBSE pattern.

A student will have to pass separately in both theory and practical in class XI as is done in CBSE examinations.

C. ***Pre-Board Examinations***

There shall be a minimum of two pre-board examinations for classes X and XII before the students go in for the actual Board examination.

In these pre-board examinations, there shall be common question papers in each subject which shall be prepared by the Regional office. However, the evaluation of the answer sheets shall be done at the Vidyalaya level.

D. ***Register of Examination Results***

The Principal shall maintain a register of examination results in which the consolidated results of all the tests/examinations held shall be recorded class-wise and subject-wise, together with a description of the measures taken to remedy the weaknesses identified. The question papers, marks sheets and answer books of the session-ending examination shall be preserved for one year for reference.

The result of promotion/retention shall be declared by the Principal on the last day of March.

E. ***Minimum Attendance for Session Ending Examination***

A pupil may not be allowed to sit in the session-ending examination if he has not put in a minimum of 75 percent of the total attendance upto the 15th of March of the academic session, including attendance put in a previous school if the student has been admitted on transfer. The Principal shall be competent to condone shortage in attendance upto 15 per cent in special circumstances meriting this concession e.g. illness etc. The Assistant Commissioner shall be competent to condone the attendance of a student upto 50% to take the session-ending examination. The Commissioner may give relaxation beyond this in exceptional cases.

F. ***Provision for Children being Admitted in the Middle of the Session :***

i) Attendance for such children being admitted in the school shall be counted from the date of admission. The required percentage of attendance shall be calculated with reference to the date of admission and not from the beginning of the academic year.

ii) In cases where a child has missed unit tests because of late admission, the proportionate weightage for unit tests may be arrived at on the basis of the unit test in which the child has appeared after his admission. This will be applicable only to late admissions and no other case. Example: If a child is admitted after two unit tests are over and secures 26 marks out of 40 in the remaining

unit test, his proportionate weightage would be 26/2=13 out of 20 in the final result.

iii) For weightage for home assignments and projects, the child may be required to submit the same after admission and the same may be evaluated.

G) ***Provision for Children who are Absent in Tests/ Examinations***

i) A separate test/examination may be conducted for a child who could not appear in the regular test/examination because of medical reasons.

ii) On no other ground shall the absence of a child in appearing for a test or examination be condoned and for such absence, the child will be awarded 'No Grade' for primary and 'ZERO' for other classes in the said examination.

iii) In an academic year if the occasion for this re-test for a child is more than once, the matter would be reported to the Assistant Commissioner who will check the genuineness of the case. The re-test would, however, be conducted pending directions from the Assistant Commissioner, but the outcome would be withheld pending the decision of the Assistant Commissioner.

Article 106. PROMOTION RULES :

A) The final assessment of a pupil will be based on his total achievement out of a maximum of 100 marks in each subject distributed as under:

a)	Class Work & Home Work Assignments	10 marks
b)	Unit Tests	20 marks
c)	Half Yearly Exam.	20 marks
d)	Projects/Practicals	10 marks
e)	Session-ending Exam.	40 marks
	Total	100 marks

Grades will be awarded to students in non-scholastic subjects like Work Experience, Physical Education, Music, Yoga etc. on the basis of their performance in the particular activity

throughout the session.

B) ***For Primary Classes:***

i) Promotion from Class I and II shall be decided on the basis of continuous and comprehensive assessment made every month of the work done in the class and assignments given to the children. No unit test, half-yearly examination and session-ending examination would be held for them.

ii) All students of Classes I and II shall be promoted.

iii) If a child gets 'E' grade in 3 subjects or more in class III onwards, he/she can be detained in the same class with the consent of the parent.

iv) In case the parent does not give consent, the student will be promoted to the next class. However, if the student again gets 'E' grade in 3 subjects or more in the next class, the Principal shall detain the child in the same class.

v) The child who gets 'E' grade in any 2 subjects in class V will be given an opportunity to improve upon it and if he gets 'D' even in one subject, he will be promoted to class VI.

vi) Promotion from class I upto class V may be made on the basis of the total performance in periodical and mid-session tests/or informal final test. It is expected that stagnation through failures will be nil or absolutely minimized in these classes. The assessment of competencies and skills shall be made on a five point scale viz. A,B,C,D and E where E stands for **'needs guidance'.**

C) ***For Classes VI to IX and XI***

Each student would need to pass the continuous and comprehensive evaluation as well as the annual examination separately with at least 33 % marks. Thus, each child shall need to obtain not less than 20 marks out of 60 in each subject in the continuous and comprehensive assessment for class

VI onwards and 13 marks out of 40 in annual examinations, for being promoted to the next class. To pass the examination, a student must obtain not less than 33% marks in each of the academic subjects viz Languages, Mathematics, Science and Social Studies and at least 33 % in the aggregate.

D) In classes IX and XI if a candidate secures less than 33 % in one or two subjects in the session-ending examination, he will be eligible to take the supplementary examination in those subjects. The candidate will be promoted to the next higher class only if he/she secures 33% marks in each of these subjects in the supplementary examination. The supplementary examination shall be conducted 3 weeks after the declaration of the results and would be conducted under the supervision of the Assistant Commissioner.

E) ***Grace Marks for Classes VI to VIII :***

Grace marks will be awarded to the students of classes VI to VIII only, and shall not be more than 10 in all subjects put together restricted to a maximum of 5 marks in one subject. These would be awarded on the actual marks obtained by a student without reducing them to the weightage of 60 or 40 while bringing out the final assessment.

That is to say, that these 05 marks in a subject can be awarded either in session-ending examination of 100 marks paper or in continuous comprehensive evaluation before reducing the marks to the weightage of 60 or 40. This can either be in the session-ending examination or continuous comprehensive evaluation or split up in both. The ceiling for a subject shall remain 05 marks.

F) ***Examination Committee***

Each Vidyalaya shall set up an Examination Committee. The Principal will be the Chairman of this Committee. It shall have at least four to five members of the staff besides the Principal serving on it. The Principal may co-opt class teachers / subject teachers, wherever necessary, at his discretion. The Examination Committee shall be an internal committee of the Vidyalaya and shall be constituted every year, so that it keeps

a regular watch on the progress of the pupils. The functions of the Examination Committee will be:

i) To prepare guidelines for paper setters for tests and examinations in different subject areas and to decide about the weightage to be given to different instructional objectives, types and kinds of questions to be set and marking procedure to be adopted.

ii) To moderate test papers / items set by the examiners and to check sample scripts to ensure uniformity.

iii) To monitor the award of grace marks.

G) **Re-examination and Re-evaluation**

i) The Principal shall conduct no re-examination or re-evaluation of answer books.

ii) In case of grave complaints of foul play, these matters will be referred to the Assistant Commissioner. In situations where the Assistant Commissioner is satisfied that the evaluation process in the session-ending examination or the mid-term examination has not been fair, he may order only scrutiny of answer books of session-ending examination in cases where the child has scored very good marks in other subjects and failed in one or two subjects. Scrutiny will cover only re-totalling and marking of un-marked answers etc.

CHAPTER XIII
SCHEME OF STUDIES AND SYLLABUS

Article 107. AFFILIATION :

All Kendriya Vidyalayas shall normally be affiliated to the CBSE for All India Secondary School (Class X) examination and All India Senior School Certificate (Class XII) examination. However, in some stations, affiliation with State Boards of Education shall also be allowed in Class XII.

Article 108. SCHEME OF STUDIES :

Kendriya Vidyalayas being composite co-educational schools having classes from I to XII, the subjects taught at various levels shall be as given below:

A. Classes I to II — (1) Hindi (2 English) (3) Mathematics (4) Art of Healthy and Productive Living

B. Classes III to V

- Scholastic Subjects: (1) Hindi (2) English (3) Mathematics (4) Environmental Studies
- Non-Scholastic Subjects (5) Work Experience (6) Art (7) Physical Education / Games (8) Music

Computer awareness programme as a part of Work Experience shall be provided from Class III onwards, if facilities are available.

C. Classes VI to VIII

- Scholastic Subjects: (1) Sanskrit (2) Hindi (3) English (4) Mathematics (5) General Science & Technology (6) Social Sciences
- Non-Scholastic Subjects (7) SUPW (8) Art Education (9) Health and Physical Education

D ***Classes IX and X:*** (1)&(2) Any two languages out of Sanskrit, Hindi and English (3) Mathematics (4) Science and Technology (5) Information Technology (6) Social Studies.

(Computer Literacy / Education as a part of Work Experience)

- Non-Scholastic Subjects (6) SUPW (7) Art Education and (8) Health and Physical Education

(As per the syllabus prescribed by the C.B.S.E.)

E ***Classes XI and XII***

I. ***Science Group:***

Compulsory: Core Language (English or Hindi or Sanskrit), SUPW, General Studies.

Elective: Any four of the following:(i) Physics (ii) Chemistry (iii) Biology (iv) Mathematics (v) Informatics Practices (vi) Computer Science (vii) Multimedia & Web Technology (viii) Economics (ix) Language other than that offered as Compulsory Core language. (x) Biotechnology

II. ***Commerce Group:***

Compulsory: Core Language (Sanskrit or English or Hindi), SUPW, General Studies.

Elective: Any four of the following:

(i) Accountancy (ii) Business Studies (iii) Economics (iv) Mathematics (v) Geography (vi) Informatics Practices (vii) Computer Science (viii) Multimedia & Web Technology (ix) language other than that offered as compulsory core language.

III. ***Humanities Group:***

Compulsory: Core Language (Sanskrit or Hindi or English), SUPW, General Studies.

Elective: Any four of the following :

(i) History (ii) Geography (iii) Economics (iv) Mathematics (v) language other than that offered as compulsory core language and (vi) Multimedia & Web Technology (vii) Informatics Practices.

Note: Students may offer any subject as prescribed by the CBSE provided 15 or more students opt for the same. However, a student can also opt for any other subject(s) other than the above, even if the number of students is less than 15, provided he/she makes his/her own arrangement for study. This applies for both compulsory and elective subjects.

Article 109. ORGANIZATION OF ACADEMIC WORK :

A. ***Primary Level:***

Keeping in view the spirit of the National Policy on Education, the following activity-based approach shall be adopted for joyful learning at the Primary level:

(i) A well thought-out action plan shall be formulated by each school before the children at the entry point are exposed to the teaching-learning process.

(ii) A school readiness programme shall be developed and followed for children entering class I for a period of four to six weeks when no formal teaching will be undertaken. Rather, the children will be familiarized with the school atmosphere and motivated to take interest in various informal activities at the school which later lead to formal teaching-learning process.

(iii) The school shall develop the required infrastructure to create a conducive learning environment for the child to develop in him a feeling of being 'at home' in school. For this, flexibility in the classroom arrangement is required.

(iv) The children shall be divided into 5-6 groups with 5 to 8 children in each group and some space shall be left for playway activity in the class.

(v) Over-emphasis on cramming and text-book-centred teaching followed by tests shall be avoided as this approach leaves hardly any scope for the effective

development of the child.

(vi) No text books for environmental studies for classes I and II shall be prescribed. From class III onwards, the text books published by the NCERT shall be used for Environmental Studies. The prescribed text books and work books in the subjects of Hindi, English and Mathematics shall be taught at this stage.

(vii) Efforts shall be made to develop minimum levels of learning with requisite competencies in the children.

(viii) Development of communication skills in addition to the cultivation of right attitudes among the children shall be aimed at.

(ix) Activity-based teaching methods should be followed at the primary level with active involvement of children in all the activities of the classroom, leading to child-centred education.

(x) The primary section shall be provided with a resource room and also a place for developing a garden. Adequate stock of various types of teaching-learning aids and equipment shall be made available to the primary section along with sufficient land for playground.

(xi) No home work shall be given to students of class I and II. The students shall leave their text and note books in the school. Each student shall have a bag with his/her name stitched on it. The bags shall be kept in the class rooms either in shelves/cupboards or in the desk of the concerned student.

(xii) Home work for other classes shall be reduced to the minimum and shall be in the form of extension to the class work and in the nature of activity, observation and collection of specimens of leaves, plants etc., drawn from the surroundings, as well as completion of small projects. Home work shall provide the children an opportunity to observe and to think so that they can nurture their talents and develop their abilities to communicate with confidence and treat these exercises as pleasurable experiences of

learning at their own initiative, with parental guidance reduced to the minimum.

(xiii) Every class up to class V shall have a small class room library which will have two or three sets of text books apart from other books. These would be used in the class by those students who forget to bring their textual material or for some reason do not posses them.

(xiv) Every child shall be exposed to creative subjects like painting, music, dance and other co-curricular activities, which would help him develop a harmonious personality. Class teachers shall interact with students and ensure that students participate in these activities. An entry shall be made in the report card regarding participation and achievements, if any.

B. *Middle and Secondary Level*

The main objective of education at Middle and Secondary levels in Kendriya Vidyalaya shall be threefold:

i) To strengthen the skills of communication acquired by the students earlier at the primary level.

ii) To widen the horizons of knowledge and understanding of students in various subject areas.

iii) To develop their powers of original thinking and reasoning as well as developing creativity in them, besides inculcation of positive values and attitudes.

To realize the aforesaid objectives, Kendriya Vidyalayas shall take the following measures:

a) The school shall adopt innovative and inter-active methods of teaching such as demonstration, discussions, surveys and question-answer technique etc. so as to bring about the desired shift of emphasis from teaching to learning.

b) Science teaching shall be strengthened through appropriate demonstrations and laboratory work. Laboratory experience shall be provided to the students right from class VI onwards to the extent possible. For

this purpose, Junior Science Laboratories shall be provided in schools.

c) Inductive and deductive methodologies shall be adopted for teaching of Mathematics.

d) Environmental Education shall aim at developing environment consciousness. This could be done through planned excursions, nature walks, observation of local flora and fauna, etc.

e) Work Education shall be organized as an essential component at all stages of education through well-structured and graded programmes. It will not be limited only to electrical gadgets and needle craft but each school should take up innovative programmes such as screen printing, graphics, mask making, plastic work, pottery, carving, sculpture etc. according to available local resources and interests of the students.

f) Value Education programme will be an integral part of the educational programme in schools.

Article 110. POLICY FOR PRESCRIBING TEXTBOOKS IN KENDRIYA VIDYALAYAS :

(i) **Class I to VIII**

Text books for class I to VIII published by the NCERT shall be prescribed in all Kendriya Vidyalayas.

(ii) **Class IX to XII**

(a) Text books published by the NCERT or recommended by the CBSE shall be prescribed.

(b) The books recommended by the CBSE as reference books shall also be used.

Article 111. MEDIUM OF INSTRUCTION :

The medium of instruction shall be Hindi and English. Separate classes for Hindi and English medium shall be provided from class I to XII.

Article 112. REGIONAL LANGUAGES :

Additional arrangement for teaching of the regional language/ mother tongue shall be made, provided 20 or more students are

willing to opt for the same. For this, part-time contractual teachers shall be appointed after obtaining sanction of the Assistant Commissioner.

Teaching of these will be introduced from class VI and will continue upto class VIII and where need be in class IX and X also. The teaching will be during school hours for about two to three periods per week. The teaching of regional language/mother tongue shall be stopped at the end of February each year.

Article 113. COURSES ON SPEAKING PROFICIENCY IN LANGUAGES :

A. ***For Primary Classes :***

Vidyalayas shall engage one teacher proficient in spoken English on contract basis on a consolidated payment of Rs. 4000/- per month. The teacher shall take minimum 5 periods every day and the payment shall be made from the Vidyalaya Vikas Nidhi.

B. ***For Other Classes :***

Courses shall be started in Kendriya Vidyalayas for improving the speaking proficiency in different languages by involving private agencies, individuals and corporate bodies on the same terms and conditions as laid down for promotion of Vocational Skills / Crafts etc., except that the entire expenditure shall be borne by the children and no component would be paid from the Vidyalaya Vikas Nidhi. These courses shall broadly be on the following lines :

(a) The classes shall be run during, as well as, after the schools hours.

(b) At least one hour per day, three times a week, shall be devoted for this course.

(c) In case the course is being run during the school hours, two blocks of SUPW and one block of Games, each consisting of 02 periods, shall be spared for this, every week.

(d) The course shall continue for 04 months or longer but Principals must ensure that the children reach an acceptable level of fluency.

(e) A batch should not exceed 25 and as far as possible should consist of children of the same class.

Monthly report shall be submitted by the Principals to the Assistant Commissioner by 15th of every month along with the feedback report of Sports, Games and Arts / Crafts activities.

Article 114. GUIDANCE AND COUNSELLING SERVICES

1. ***Guidance & Counselling Services by KVS Staff***

(i) All students of class IX, X, XI and XII shall be covered for counselling services.

(ii) Group guidance activities shall be carried out at least once a week. Individual counselling too may be taken up by the teachers as far as possible.

(iii) The Principal will spare qualified teachers for 4-6 periods per week exclusively for guidance and counselling services.

(iv) The Principal will be authorized to spend Rs.200/- per month out of the Vidyalaya Vikas Nidhi for purchase of stationery, payment to guest speakers to organize career corners / exhibitions as and when required.

2. ***Services from Outside Agencies***

Principal may appoint professionals in career guidance and counselling on part time basis as per the following guidelines :

(a) The services of such personnel may be utilized throughout the year at a monthly consolidated payment of Rs. 3000 per month for 2 hours on alternate days. The expenditure on this account shall be booked under the Vidyalaya Vikas Nidhi.

(b) The career guidance services may be given from class IX onwards. Each KV may invite experts from various fields and may organize regular discussions with children and pay Rs. 500 for 2 hours to the experts whenever they are invited.

CHAPTER XIV

ACADEMIC SUPERVISION

Article 115. ACADEMIC SUPERVISION : There shall be two levels of supervision:

(i) At the level of the school ;

(ii) At the level of the Education Officer.

The following guidelines shall be followed :

A. School Level

Supervision shall be carried out by the Principal, Vice-Principal and PGTs detailed for the purpose by the Principal in their spare period. This shall be as under:

(i) General Supervision

The general situation in the school would be observed, recorded and corrected aiming specifically at :

(a) State of cleanliness of the school, including toilets;

(b) Class rooms without teachers, with reasons thereof;

(c) Activities taking place or not taking place, when required, in the Laboratories, Work Experience Rooms, Computer Rooms, Library, Art Room, Music Room and Games/PT grounds.

(ii) Detailed Academic Supervision

The Principal / Vice-Principal / HM shall observe the teaching of at least one class each everyday, covering all teachers and classes over a period of time, on a regular basis. Apart from the qualitative aspect of teaching, adherence to the time schedule for completion of syllabus shall be observed.

(iii) Maintenance of Record

The Principal / Vice Principal / HM shall maintain a register in the form of a daily diary, as given in ***Appendix XXXV***.

PGTs detailed for the purpose shall give their observation in writing to the Principal which would be noted and cross-checked by the Principal /Vice-Principal. A memorandum shall be issued by the Principal to the employee, if anything is found amiss, recording the mistake and requiring him/her to correct himself/herself.

B ***Education Officers Level***

The Assistant Commissioner shall divide schools in a region amongst the Education Officers, for the purpose of academic supervision. This would include:

1. Annual Panel Inspection to be conducted once every year;
2. Surprise visit to earmarked schools;
3. Surprise visit to each school at least once in three months.

Article 116. MAINTENANCE OF RECORDS :

A register to record observations of visits shall be maintained by the Education Officer concerned which shall record the adherence to the calendar of activities including progress of syllabus, holding of tests, examinations, conduct of sports day, annual day etc, observations on the supervision of the Principal/Vice Principal/ HM and action taken on the same. The case of any employee that needs to be brought to the notice of the Assistant Commissioner for taking corrective action should be submitted on a separate note to the Assistant Commissioner. The suggestive tools of supervision to be used by Education Officers are given in ***Appendix XXXVI***, which may be modified as per requirements. The record shall be kept in safe custody for five years and may be utilized for writing Annual Confidential Reports and for taking disciplinary action.

The Assistant Commissioner shall invariably record his assessment on the observations of the Education Officer. The Joint Commissioners and the Commissioner would normally glance through these records of Education Officers whenever on a visit to the Regional Office.

CHAPTER XV
FEES AND FUNDS ETC.

Article 117. ADMISSION FEE :

a) An admission fee of Rs.25/- shall be charged as mentioned below :-
   (i) At the time of initial admission to a Kendriya Vidyalaya.
   (ii) At the time of admission from one Kendriya Vidyalaya to another.

b) A re-admission fee of Rs.100/- shall be charged at the time of re-admission of a student whose name has been struck off the rolls on account of long absence or non-payment of fee or withdrawal of his name.

Note: 1. No admission fee shall be charged on promotion from the lower to the higher class from class I to XII in the same Kendriya Vidyalaya.
2. In the case of re-admission, the name shall be restored only after charging late fee fine both on tuition fees and Vidyalaya Vikas Nidhi plus re-admission fee.

Article 118. TUITION FEE :

a) No tuition fee shall be charged from students of class I to VIII.

b) Tuition fee shall be charged in classes IX, X, XI and XII at the following monthly rates from 1st April to 31st March :

Classes IX & X	Rs.40/- p.m.
Clases XI and XII	Rs.50/- p.m.

c) The following categories of students are exempted from payment of tuition fee at all levels:
   (i) Girl students.
   (ii) Students belonging to Scheduled Castes/Scheduled Tribes on production of a certificate from the District Magistrate.
   (iii) Children of KVS employees.
   (iv) Children of the officers and men of the armed forces and paramilitary personnel killed or permanently disabled

during the hostilities in 1962, 1965, 1971, 1999 and as well as to the children of defence personnel of Indian Peace Keeping Force (IPKF) in Sri Lanka and personnel of armed forces killed or disabled in "Operation Meghdoot" in Siachen area and "Operation Vijay" in Kargil shall be exempted from payment of VVN.

d) Public Sector Undertakings may prescribe such scale of fee to be charged from students of various classes as they may consider appropriate in Kendriya Vidyalayas under their sponsorship. This has been done in order to help the projects to meet their commitments to Kendriya Vidyalayas.

Article 119. VIDYALAYA VIKAS NIDHI (VVN) :

a) Vidyalaya Vikas Nidhi shall be charged in each school. It shall be exclusively used for the purpose of school development including improvement of educational standards and promotion of useful co-curricular activities. This fund will consist of contribution by all students of class I to XII from 1st April to 31st March at the rate decided from time to time.

b) Contribution to VVN shall be compulsory for all students. However, the children of officers and men of the armed forces killed or disabled during the hostilities in 1962, 1965, 1971, 1999 and as well as to the children of defence personnel of Indian Peace Keeping Force (IPKF) in Sri Lanka and personnel of armed forces killed or disabled in "Operation Meghdoot" in Siachen area and "Operation Vijay" in Kargil shall be exempted from payment of VVN.

Article 120. COMPUTER FEE :

A Computer Science fee of Rs.40/- per month per student shall be charged from all students who opt for Informatics Practices as an elective subject at +2 stage and Rs.20/- per month per student from class VI onwards in all Kendriya Vidyalayas imparting computer education. If computer education is provided by the Vidyalaya in lower classes (III onwards) also, this fee @ Rs.20/- p.m. shall be chargeable. The fee so collected shall be credited into a separate head in the Vidyalaya Vikas Nidhi account and shall be strictly used for the purpose of computer education.

Article 121. RE-ADMISSION FEE :

The fee is to be paid on or before the tenth of every month, if paid in shape of cash and on 15th of the month for the KVs collecting fees through bank. If the tenth/15th of a month happens to be a holiday, the fee is to be collected on the next working day. Thereafter a higher contribution of Rs. 5/- (Five) per day if the amount is paid by the last working day of the month. The name of a student is to be struck off the rolls if the fee is not paid till the last working day of the month. Such a student can be readmitted only on payment of a re-admission fee of Rs. 100/- together with up-to-date dues (including the higher contribution)

Article 122. Tuition fee and Vidyalaya Vikas Nidhi shall be collected quarterly in advance in all Vidyalayas. If any parent expresses/faces difficulty in making payment on quarterly basis, collection in such cases may be made on monthly basis.

(i) Fee may be paid on the usual dates during the vacation as the Vidyalaya office continues to function during that period. In cases parents are away from the station and they are not in a position to pay the fee on the usual dates during vacation or for whatever reason, the following extended dates may be adopted for collection of tuition fee and Vidyalaya Vikas Nidhi contribution without any fine :

a)	For Vidyalayas situated in plains, which observe summer vacation in May-June	: Last day of June
b)	For Vidyalayas situated in hill stations which observe winter vacation in January-February	: Last day of February

(ii) If after payment of fee for a quarter in advance, a student is issued a transfer certificate for joining another Kendriya Vidyalaya, no refund will be necessary but the transfer certificate shall indicate the period for which recoveries have been made. In the event of a student wishing to migrate to some other school, proportionate refund may be allowed.

(iii) In the event of a student discontinuing the studies and applying for transfer certificate, dues shall be collected only up to the

month of discontinuance and not up to the month in which the transfer certificate is applied for.

(iv) For class IX to XII, the students who are required to deposit tuition fee in addition to Vidyalaya Vikas Nidhi, late fee fine/ higher contribution shall be charged separately @ Rs.5/- per day. Thus, in case both tuition fee and Vidyalaya Vikas Nidhi are deposited late, the late fee fine and higher contribution will be Rs.10/- per day.

(v) For schools collecting fee through nationalized banks, the time schedule for collection of fee from the students shall also be up to 15th of the month.

Article 123. CONCESSIONS :

(a) If more than one child of the same parent is studying in class IX to XII of a Kendriya Vidyalaya, the child in the higher class shall pay full tuition fee and second child only half of the tuition fee, whether the latter is studying in the same or in any other Kendriya Vidyalaya.

(b) Deserving students whose parents/guardians are not in a position to pay the prescribed tuition fee may be exempted from payment of such fee to the extent indicated below:

(i) Full and half-fee concession may be granted at the discretion of the Principal to not more than 20% of the total number of students on roll in each of the Secondary and Senior Secondary classes as on 31st July of the year, provided the cost of this concession does not at any time exceed 10% of full concession. For this purpose, the total number of students on roll shall be exclusive of total number of students of the exempted categories availing fee concession.

(ii) The number of fee concessions shall not be altered during the year but any freeship or half-freeship, within the prescribed limit not granted at the beginning of the year or which has become available in the course of the year by reason of a free or half-free scholar ceasing to be a student, may be awarded to other deserving students.

(iii) If the number of eligible students entitled to the

concessions mentioned in (i) above exceeds the number permissible within the financial limits laid down therein, the concession shall be restricted to the more deserving students on the basis of merit, such merit being determined on the basis of their relative performance at the preceding annual examination or by holding where necessary, a special examination for the purpose of determining their *inter se* merit.

Article 124. EDUCATIONAL CONCESSIONS TO THE CHILDREN OF OFFICERS AND MEN OF THE ARMED FORCES KILLED/DISABLED DURING HOSTILITIES.

The following additional educational concessions shall be available to the children of officers and men of the armed forces including para-military personnel killed or permanently disabled during the Indo-China and Indo-Pak hostilities of 1962, 1965, 1971 and 1999 as well as to the children of defence personnel of Indian Peace Keeping Force (IPKF) in Sri Lanka and personnel of armed forces killed or disabled in 'Operation Meghdoot' in Siachen area and 'Operation Vijay' in Kargil :

(a) Complete exemption from tuition and other fees levied by the educational institutions concerned (including charges levied for the school bus maintained by the school and actual fares paid for railway pass for students or bus fare certified by the Head of the Institution).

(b) Grants to meet hostel charges in full for those studying in boarding schools and colleges;

(c) Books and stationery @ Rs. 250/- per annum or amount claimed whichever is less;

(d) School uniforms : Rs.810/- for 1st year and Rs.350/- for the subsequent years or the amount claimed whichever is less;

(e) Clothing : Rs.250/- for the 1st year and Rs.150/- for the subsequent years or the amount claimed whichever is less.

CHAPTER XVI

HEALTH AND PHYSICAL EDUCATION

Article 125. KVS SPORTS CONTROL BOARD :

Games and Sports programmes of Kendriya Vidyalayas shall be co-ordinated at various levels by the Kendriya Vidyalayas' Sports Control Board. The KVS Sports Control Board Rules, 1975 are as follows :

1. NAME : THE NAME OF THE BOARD SHALL BE "KENDRIYA VIDYALAYAS' SPORTS CONTROL BOARD."

2. DEFINITIONS:

(a) 'Vidyalayas' means all Kendriya Vidyalayas under the control of the Kendriya Vidyalaya Sangathan.

(b) 'Sports' includes all recognized games, athletics and gymnastic events, both for boy and girl students.

(c) 'The Central Committee' means the Executive Committee of the Board functioning at the Headquarters of the Sangathan. 'Regional Committee' means the Executive Committee of the Board for each Region.

(d) Other words have the usual meaning as in the Kendriya Vidyalaya Sangathan's Education Code.

3. FUNCTIONS OF THE BOARD

(a) To foster and promote sports among the students of Kendriya Vidyalyas.

(b) To organize and assist in organizing tournaments.

(c) To draw a calendar for the regional and annual sports events.

(d) To fix fees, locations, to buy stores and distribute any articles and prizes for the conduct of the Regional and Central Sports Competitions.

(e) To select the Kendriya Vidyalaya Sangathan teams for sports competitions organized by the outside bodies.

(f) To make arrangements for intensive training of regional and national teams of Kendriya Vidyalayas in sports and to incur expenditure on such training as the Board may desire.

(g) To receive money from Kendriya Vidyalayas and the Kendriya Vidyalaya Sangathan and donations from persons interested in the promotion of sports in Kendriya Vidyalayas.

(h) To do all such activities as may be conducive to the development of sports in Kendriya Vidyalayas.

(i) To set up establishment necessary for promoting its activities.

4. ORGANISATION

All functions of the Board will be carried out by the Central Executive Committee at the Sangathan's Headquarters. The Central Committee will be helped in its activities by the Regional Executive Committee in every region.

5. COMPOSITION OF THE CENTRAL EXECUTIVE COMMITTEE

The Central Executive Committee shall comprise :

Commissioner	:	Chairman
Joint Commissioner (Academics)	:	Vice-Chairman
Deputy Commissioner (Acad)	:	Member
Deputy Commissioner (Finance)	:	Treasurer
All Assistant Commissioners	:	Members
3 Principals to be nominated by the Commissioner by rotation every year	:	Members

(One of the 3 will be a woman. No member who is a member of the Regional Executive Committee will be nominated to the

Central Executive Committee.)

Two Physical Education Teachers to be nominated every year	:	Members
Education Officer	:	Member
Assistant Commissioner (Sports)	:	Member-Secretary

6. THE COMPOSITION OF EACH REGIONAL EXECUTIVE COMMITTEE SHALL BE

Assistant Commissioner	:	Chairman
Two Principals of Kendriya Vidyalayas (one male and another female to be nominated by the Assistant Commissioner by rotation every year)	:	Members
Two male and two female PETs from Kendriya Vidyalayas to be nominated by the Assistant Commissioner. (The nominations will be for a period of two years)	:	Members
Administrative Officer of the Regional Office	:	Treasurer
The Education Officer at the Regional Headquarters or if no Education Officer is available, a Principal of a Kendriya Vidyalaya in the H.Qrs station of the Regional Office to be nominated by the Assistant Commissioner.	:	Member-Secretary

7. FUNCTIONS OF THE EXECUTIVE COMMITTEE

(a) The Central Executive Committee shall be overall in charge of all activities for the promotion of sports in all Kendriya Vidyalayas. The Regional Committees shall help the Central Committee and shall be responsible for

promotion of sports activities in Kendriya Vidyalayas of their respective regions.

The Central Executive Committee shall meet atleast once in a year. The Regional Executive Committee shall meet at least twice a year.

(b) The quorum for a meeting of the Central or Regional Executive Committee shall be 1/3rd of the number of members on roll of the Committee.

8. FUNDS

The funds of the Board shall comprise :

(a) Contributions from the Kendriya Vidyalayas' Vikas Nidhi.

(b) Allocation by the Sangathan of funds from the grants given by the Government of India.

(c) Donations in cash and kind given by persons interested in the promotion of sports in Kendriya Vidyalayas.

Article 126. VIKAS NIDHI CONTRIBUTION :

(i) Each Kendriya Vidyalaya shall subscribe every year a sum equivalent to 4% of total Vidyalaya Vikas Nidhi collection to the Regional Sports Control Board and 2% to the Central Sports Control Board for promotion of sports activities, as per enrolment on 31st August of the year. However, the Vidyalayas at Kathmandu and Moscow are exempt from such subscription and so also are the newly opened Vidyalayas for the first academic year.

(ii) It shall be open for the Regional or Central Executive Committee to seek higher subscription from Vikas Nidhi for the construction of sports pavilions, stadia, gymnasia or such other facilities with prior approval of the Commissioner.

Article 127. MASS PARTICIPATION :

(1) Efforts shall be made to involve the children of all age groups

in as many sports activities as possible so that they are brought in to participate in the games at an age when they have not developed inhibitions and, thereafter, have a continuous opportunity to participate in all these sports/games year after year.

(2) All children in the school shall be divided into the following seven divisions on the basis of their age :

(i)	A Division	-	16 years and above
(ii)	B Division	-	14 – 15 years
(iii)	C Division	-	12 – 13 years
(iv)	D Division	-	10 – 11 years
(v)	E Division	-	08 – 09 years
(vi)	F Division	-	06 – 07 years
(vii)	G Division	-	Children below 06 years

(3) All games that are held House-wise shall be conducted for all divisions separately for boys and girls. The feasibility of introducing a particular game up to a certain age group may be decided by the schools themselves. In case it is found that the number of children in all Houses in each Division are not approximately equal, a fresh decision may be taken for allocating children to the Houses.

(4) Since athletics is the mother discipline, it must be ensured that athletics meet is conducted division-wise both for girls and boys.

(5) All schools shall organize the Sports Day in their Vidyalaya at any time in the session up to the third week of October. This Sports Day would essentially be an athletics meet in which the finals of all events of all divisions would be organized.

The sports activities shall start two days prior to the Sports Day. During these two days, various heats shall be conducted for all events for all divisions for boys and girls separately so as to bring out the finalists who would be participating in the

finals on the Sports Day.

Article 128. Inter-school tournaments of different games and sports at the cluster level shall be organized. These tournaments need not necessarily be linked to Regional Meets or the National Meet. Clusters for this purpose may not necessarily be the clusters that have been formed for academic activities. These shall be formed with schools in close proximity only, which does not involve the movement of teams from one station to another. Children shall come from their homes to participate in the tournaments. Arrangements for stay shall not be involved in the cluster level tournaments.

The cluster level tournaments could be for any number of games/sports events including athletics and may be held either separately for each discipline or by combining a few of them. These cluster level meets should also be conducted division-wise for as many divisions as is possible for boys and girls. A Running Shield may be provided for each game.

Article 129. PREPARATION OF TEAMS AT VIDYALAYA LEVEL FOR KVS AND OTHER TOURNAMENTS :

1. The Assistant Commissioner shall allot 3 to 5 specific games to each school in his/her region, besides athletics which shall be promoted in all Vidyalayas. In exceptional circumstances where the Vidyalaya lacks infrastructure, the number of games may be less.

2. If a Vidyalaya wishes to promote any other game in addition to those allotted by the Assistant Commissioner, it shall be at liberty to do so but the games allotted shall compulsorily be promoted in the respective Vidyalayas.

3. The allotment of specific games to Vidyalayas for promotion shall remain unchanged and shall not normally be changed on a year-to-year basis in order to ensure continuity. However, if there are reasons to make any changes, the Regional office shall be free to do so in rare cases.

4. The Vidyalayas shall develop the required infrastructure from within their own resources.

5. Coaching for the allotted games shall begin from the beginning of the year and shall continue throughout as long as it is advisable because of weather conditions and proximity to examinations.

6. The Vidyalayas shall engage coaches for preparing and coaching a team. The entire expenditure on hiring a coach shall be met from the Vidyalaya Vikas Nidhi with no contribution from the students. Remuneration to be paid to the coach shall be decided by the Executive Committee depending upon the availability and the calibre of the coach. This provision shall be limited only to the coach engaged for preparing a school team for participation at the Regional and National level games and shall not be confused with the provision made in **Article 132.**

Article 130. EXPENDITURE :

Expenditure on preparation of sports fields, levelling and marking and on certificates, prizes and equipment shall be met out of the Vidyalaya Vikas Nidhi. Participants shall also be provided refreshment out of the Vidyalaya Vikas Nidhi with the approval of the Executive Committee.

Article 131. SPORTS SCHOLARSHIPS & AWARDS :

A) (1) All individual students who break previous years' records in the KVS National meets shall be awarded cash prizes of Rs.2000/-, Rs.1500/- and Rs.1000/- per head for first three place winners, respectively. In team events, each member of the team shall be given cash awards of Rs.250/-, Rs.150/- and Rs.100/- for first three place winners, respectively.

(2) All those students who break the previous years' SGFI records during the KVS National meet shall be awarded a cash prize of Rs.3000/- each.

(3) All those students who win gold, silver and bronze medals in the SGFI meets shall be awarded cash prizes of Rs.6000/-, Rs.4000/- and Rs.2000/-, respectively.

(4) For team games, each member of the KVS teams which win gold, silver and bronze medals in any of the SGFI meets shall be awarded cash prize of Rs.1000/-, Rs.750/- and Rs.500/-, respectively.

Article 132. PROMOTION OF SPORTS AND GAMES, ARTS AND CRAFTS IN KENDRIYA VIDYALAYAS :

In order to improve the standard of sports, games, arts and crafts, reputed sports persons, coaches, artists and craftsmen shall be engaged for starting Sports, Arts and Crafts coaching in Kendriya Vidyalayas, both during and after school hours, on contractual basis. These specialized coaches/artists/craftsmen shall be provided space in the school for giving the required coaching in the concerned discipline to the students.

The coaches so engaged will be paid at a rate of Rs. 60/- per period. However, no subscription will be collected from the students.

The concerned Vidyalaya may install apparatus/equipment necessary for games/ sports/crafts etc. Coaches/individuals/Pvt. agencies will not be allowed to install/create any infrastructure at their expenses unless specifically permitted by the KVS.

Article 133. SCOUT & GUIDE ACTIVITIES :

(a) ***Objectives***

The main objective of introducing the Scout and Guide movement in Kendriya Vidyalayas is to contribute to the promotion of physical, intellectual, social and spiritual potentialities of students and make them responsible members of the local, national and international communities. It provides ample opportunities for inculcating moral, social and democratic values and developing the spirit of co-operation by encouraging participation in various scout and guide activities.

(b) ***Organisation***

1. Kendriya Vidyalaya Sangathan has been given the status of a State by the National Headquarters of Bharat Scouts and Guides and the Commissioner, Kendriya Vidyalaya

Sangathan has been designated as the State Chief Commissioner. The other officers in the State (HQ) include State Commissioner (Scouts), State Commissioner (Guides), State Secretary, State Treasurer and Assistant State Commissioner, etc. The Regional Offices of the KVS function as Divisional Hqrs. with Assistant Commissioner of the Region as the Divisional Commissioner. Each Region shall have two District Associations each with two District Commissioners for Scout Wing and two District Commissioners for Guide Wing.

2. The basic organisation in the Scout and Guide movement is a Scout Troop for boys and Guide Company for girls. Boys and Girls who have completed the age of 6 but have not completed the age of 10 are given training as Cubs and Bulbuls. Boys and Girls, who have completed the age of 10 but have not completed the age of 18, are enrolled as Scouts and Guides. Young men and women of 18 years and above are enrolled as Rover Scouts and Ranger Guides. Separate Group leaders are appointed for the scout wing and the guide wing. Each Vidyalaya is, therefore, expected to have two group leaders, one each for Scout wing and Guide wing.

3. The affairs of the group are managed by :

(i) the Group Council and

(ii) the Group Committee

The Group Council deals with all matters of the group such as training, tests, programmes, camps and hikes etc. The Group Committee looks after the physical needs of the group and administers its funds etc.

(c) *Registration*

All Vidyalayas shall get Group Registration done annually with the State Association through the District Association. For the

purpose of registration, the total number of students of a Kendriya Vidyalaya who have enrolled themselves in Scout wing and Guide wing shall be treated as a group. After registration, the group will be given a registration number and a charter will be issued by the State Association. The registration shall be renewed annually.

The group shall pay such registration fee as may be fixed from time to time by the State Executive Committee. While the group registration fee shall be paid from the Vidyalaya Vikas Nidhi, the individual registration fee should be payable by the students out of "Khari Kamai". The registration fee as on 31st August every year shall be sent through demand draft payable to the Treasurer, KVS State Association of Bharat Scouts and Guides. This fee should reach the KVS State HQ by 31st October every year.

(d) *Scout Fund*

Apart from the registration fee and the quota money, every Kendriya Vidyalaya shall contribute a sum of Rs. 3/- per student per year out of the Vidyalaya Vikas Nidhi to the Scout Fund being operated in the KVS(Hqrs.). A sum of Rs. 5/- per student per year out of the VVN based on the total enrolment in the Vidyalaya shall be sent to the Regional Office for conducting Scout and Guide activities in the Regions.

Article 134. COMPULSORY MEDICAL CHECK UP OF STUDENTS :

The Vidyalaya shall arrange regular medical check up of students twice a year, once in July and again in January. For this purpose, a qualified doctor shall be appointed by the Vidyalaya on payment of a fee. The expenditure on medical check up and the follow up action thereon, shall be met out of the Vidyalaya Vikas Nidhi. The appointment of the doctors and the fee payable to them will be on the following basis :-

1. The Vidyalayas located in defence establishments may request

the Station Commander (Chairman of the Vidyalaya) to make available the services of the military doctors, if necessary on payment of a fee to be decided by the Station Commander or the competent authority.

2. In Kendriya Vidyalayas located in civilian establishments and non-regimental areas, the appointment of qualified doctors may be made with the approval of the Executive Committee. As far as possible, the recommendations of the State Medical Authorities shall be obtained and the Medical Officers or honorary doctors attached to the government hospitals or dispensaries be got appointed for this purpose on payment of suitable fees.

3. The Medical Officer selected by the Vidyalaya for this purpose may appoint, at his own cost, a compounder or a nurse to assist him in the routine medical check-up of the students.

4. The fee payable to the doctor including payment of compounder/nurse, etc. in all cases shall not exceed the financial limit as fixed by the Sangathan per child per annum.

5. Each student of the Vidyalaya shall be checked up in the above manner twice a year and a medical card shall be got completed by the Medical Officer. The cost of printing the medical card will be met out of the Vidyalaya Vikas Nidhi.

6. The medical cards will be maintained by the class teacher concerned and on the basis of the remarks made by the Medical Officer, intimation will be sent to the parents wherever such intimation is necessary. A suitable format of the intimation may be got prepared in consultation with the Medical Officer. Parents shall be advised to take action on the medical reports and the position shall be reviewed before the next medical examination becomes due and reminders issued wherever necessary. The expenditure involved in this connection shall also be met out of the Vidyalaya Vikas Nidhi.

CHAPTER XVII

GENERAL PROVISIONS FOR SCHOOLS

Article 135. FURNITURE :

Physical comfort, economy in material and labour and durability shall be the main consideration in the design of furniture for Vidyalayas. All furniture, fixtures and equipment shall be scaled to the size of the pupils for whom they are intended. Great care and prudence shall be exercised while ordering furniture for different classes. In particular, it shall be ensured that all items of furniture, particularly desks, chairs and tables purchased by the Vidyalaya are elegant and conform to the size and height of the age group of children for whom they are intended.

1. All heads of the Vidyalayas and offices shall try out the substitute of wood/other panel products as far as possible for classroom and office furniture. For students, dual desks of steel frame with box top, seat and back, should be procured. Products which provide substitute for natural resources as well as are environment friendly and energy efficient shall be encouraged. Homogenous, compact and dense sheet material having the following specifications should be used :

   "Agro-waste based medium density Fiber Board conforming to ISI 12406-1999."

2. The number of pupils/teachers in a Vidyalaya shall be the yardstick for determining the number of pieces of articles of furniture required to furnish the Vidyalaya.

3. All purchases of equipment and furniture shall be made in accordance with the procedure for purchase of articles laid down by the Sangathan.

4. Details and scales of standard articles of furniture for Vidyalayas drawn up by the Sangathan are given in the Accounts Code.

   No article outside the standard list of furniture and in excess of the quantities stated therein should be purchased out of the

grants sanctioned by the Sangathan. If any article of greater utility outside the above list of furniture is proposed to be purchased, prior sanction of the Sangathan should be obtained before making a commitment.

5. It shall be ensured that only articles of good quality are purchased and that their prices are competitive and reasonable.

Article 136. VIDYALAYA PATRIKA :

(i) Vidyalaya Patrika shall be published to encourage the art of writing amongst the students and to train the young minds to express themselves freely. The teachers may also contribute articles in the Patrika, but the articles should be thought-provoking and should deal with matters of scientific, historic, or literary interest. To encourage writing habit, the teachers shall guide the students on proper lines and give hints to them on various topics with a view to bringing out the hidden talent and creative art in them.

(ii) The Patrika shall encourage children's participation in various co-curricular programmes. Accordingly, pictures exhibiting their activities on the play fields, or on stage or in debates etc. shall be given a prominent place in the Patrika. Photographs of pupils winning prizes and shields in inter-district or inter-State tournaments or winning credits in all-India or international competitions shall appear in the Patrika with suitable captions so as to inspire the spirit of healthy competition amongst them.

(iii) The Patrika should mirror the various activities of the Vidyalaya, progress made and distinctions achieved in academic, cultural and sports fields, etc.

(a) Every Vidyalaya shall bring out the Patrika by July every year.

(b) No advertisement of commercial nature which is offensive to the sensibilities of the children shall be accepted by the Vidyalaya from outsiders for publishing in the Patrika.

(c) In order to keep the Members of the Sangathan informed about the activities and progress of the Vidyalaya, a copy

of the Patrika shall invariably be forwarded to the Members of the Sangathan.

(d) Except on special occasions, messages from dignitaries not directly connected with the school shall not be solicited as they do not in any manner enhance the value or popularity of the Patrika.

Article 137. VIDYALAYA LIBRARY AND LABORATORIES :

(i) Each Vidyalaya shall establish and maintain well-equipped library and laboratories as per the requirements of the students.

(ii) The success of a library depends largely on the proper selection of books, periodicals and journals and as such proper attention shall be paid to this matter. A small committee of teachers headed by the Principal, who have a genuine love for books, shall be entrusted with the task of selecting books for library. This committee will study book reviews, consult catalogues and select books, keeping in view the natural and psychological tendencies of the pupils, their age-group and intelligence levels.

(iii) The books selected for library shall be graded according to the difficulty level of the content, language and concepts used in them. Thus, the books shall be arranged and stacked in two sets – one for each grade/class. Each set should have sufficient number of books to satisfy the needs of the class for which it is meant. These books should be diversified in content so that every student will be able to select books to suit his/her aptitude and interest.

(iv) In order to enlarge readership of the books and avoid probable misuse of library books, the following guidelines shall be followed for issue and return of library books to Principals and teachers of the Vidyalayas :-

(i) *For Principals*

For Principals, books other than those required for official use shall be issued for a maximum period of one month, however, there shall be no such restriction of issue of books required by the Principal exclusively for official use.

Not more than 7 books (besides those required for official use) may be issued at a time (one time) for a maximum period of one month.

All books may be re-issued to the Principal after completion of the annual stock verification.

(ii) *For Teachers*

Teachers may be issued text books and teachers' guides required for the classes and subjects taught by them for the whole academic session.

The teachers may be issued additional books related to the subjects being taught by them for the whole academic session with the written permission of the Principal.

In addition to the above, teachers may be issued 5 general books for a maximum period of one month at a time.

(iii) **For Students**

Not more than two books shall be issued to a student at a time for a maximum period of 10 days.

Note :

(i) No reference book shall be issued from the library.

(ii) All books issued shall be returned to the library at the time of annual physical stock verification.

(iii) Any book issued to a teacher can be recalled by the librarian under instructions from the Principal at any time.

(iv) Books required by the teachers for attending In-service Training Programmes during the vacation may be re-issued after the annual physical stock verification.

Article 138. CLASS LIBRARIES :

Class Libraries shall be set up in all Vidyalayas for class I to V. These libraries shall be placed under the charge of class teachers. The class teachers may be issued a set of books from the library which commensurates with the standard and interest of the age group

of the children of the class concerned. The number of books to be issued for each class/section shall be equal to the total number of pupils' enrolment in the class / section plus 25%. These books shall be stocked in iron / steel boxes (sizes 2 ½' x ½' x ½') with wheels attached to ensure mobility and locking arrangements to ensure safety and security.

The books to be included in the class libraries shall be selected jointly by a committee comprising the librarian, the class teachers, one or two teachers interested in children's literature and two students (to be nominated by the Principal). The class teacher, in-charge of this library, will issue and collect books from the students during the library periods. After a few months when the books have been read by all students of the class, the teacher shall exchange the box of books with that of the other class teachers.

The class teacher shall ensure that every pupil in the class maintains a note-book in which the name of the book read, its author and a brief account of the content is recorded.

The librarian shall issue books to the class teachers at the beginning of the academic session or as and when necessary after making entries in his record.

Article 139. STUDENT'S DIARY :

Each Vidyalaya shall have a Student's Diary of its own. In order to ensure uniformity in physical get up (format, size, printing etc), coverage and contents, the following shall be the specifications and contents of the diary :

I. *Format and Physical Get up*

(i) Size: The size of the diary shall be 8.5" x 5.5".

(ii) Page: The diary shall contain about 100 pages.

(iii) Print: The size of the print shall not be very small, so that the students of even primary classes are able to read it properly.

(iv) Binding: It shall be hard-board bound/laminated.

II. ***Contents***

(i) The name of the Vidyalaya shall be printed on the cover. There shall be a page which should provide for student's name, class, section, house, residential address, telephone number of the parent, if any.

(ii) The main features of the Kendriya Vidyalaya scheme shall be incorporated in the diary.

(iii) A little background information about the Vidyalaya may also be given indicating the year of its establishment and the facilities available in it.

(iv) The rules of the Vidyalaya and other information as given below may be incorporated in the diary :

(a) Admission: Categories eligible for admission in order of priority, admission test for new entrants, etc.

(b) Examination and promotion

(c) Withdrawal

(d) Code of conduct prescribed for pupils by the Vidyalaya.

(e) Vidyalaya Uniform

(f) House system

(g) Various activities of the Vidyalaya

(h) Physical Education

(i) Students' Council

(j) Fees and Funds

(k) The courses of studies with combination and group of subjects, etc.

(l) List of holidays and vacations.

(m) The school prayer as well as the pledge in Hindi and English. The wordings of the National Anthem should also be given.

III. ***Blank Pages*** shall be provided for students to fill in the home assignments given in the school. Each page shall cover two dates.

IV. ***Cost of Printing***

The entire expenditure on printing of the diary shall be met out of the Vidyalaya Vikas Nidhi. Every student shall be supplied one copy of the diary free of charge. The expenditure to be incurred in bringing out the diary shall be decided by the Executive Committee.

The number of copies to be printed shall be based on the students' strength plus a few extra. Unnecessarily large number of copies shall not be printed.

Article 140. INCENTIVE AWARDS TO TEACHERS :

KVS shall give Incentive Awards to outstanding Principals and teachers of the Vidyalayas who have put in a minimum of 15 years of exemplary service in the Sangathan by selection on an all-India basis. Details of the scheme shall be as given at ***Appendix XXXVIII***.

Article 141. NATIONAL AWARDS TO TEACHERS :

(a) The scheme of National Awards for Teachers as instituted by the Ministry of Human Resource Development (Deptt of Education), Government of India, shall be applicable to the teachers of KVs.

(b) Sixteen Awards have been allocated to the teachers working in Kendriya Vidyalayas.

(c) The following categories of teachers shall be eligible for awards from the Sangathan under this Scheme :-

1. Teachers teaching upto class VIII. (This award is open to such teachers only who have put in at least 15 years of service). **- 6 Awards**

2. Secondary / Senior Secondary teachers. (This award is open to teachers teaching secondary / senior secondary classes who have at least 15 years of teaching experience

and is also open to Principals who have put in a minimum 20 years of service. **- 6 Awards**

3. Special award to Secondary teachers with physical disability and teachers working with children with physical disabilities **- 2 Awards**

4. Special category awards for PRT with disability. Eligibity condition are Same as 3 above. **- 2 Awards**

Details of the scheme are as given in ***Appendix XXXIX***.

Article 142. FUNCTIONING OF HOSTELS :

Students of Kendriya Vidyalayas whose parents/guardians are not residing in the town in which the Vidyalaya is located shall be eligible for admission to Vidyalaya Hostel in order of priorities laid down for admission to Kendriya Vidyalayas. The admission in hostel will be given to the students of class VI and above.

Article 143. HOSTEL CHARGES :

(a) Hostel charges shall be recovered in full every quarter from each boarder. At the time of admission to the hostel, a deposit comprising one quarter's hostel charges and security deposit of Rs.1000/- shall be collected from each student in advance.

(b) The Hostel Fund shall be administered in such a way that the running of the hostel is self-supporting on 'no profit no loss' basis over the period of an academic year. The seat rent shall be Rs.200/- per month per student.

(c) A Mess Committee comprising student representatives and warden will be formed in the hostel to run the mess on co-operative basis. Utensils and other infrastructure shall be provided by the Sangathan but the entire expenditure in running the mess shall be shared by the students staying in the hostel.

The main functions of the Mess Committee shall be as follows:

(i) Procurement of ration and other food items.

(ii) Hiring of kitchen staff as per requirement.

(iii) Accounting of income/expenditure and apportioning it

amongst the hostellers.

(d) The hostel charges shall be paid on or before the 15th day either of every month or every quarter. If the 15th of a month happens to be a holiday, the charges may be collected on the next working day. After the 15th of a month, a late fee of Rupees Five per day shall be levied.

Article 144. STAFF FOR HOSTEL :

(a) One Warden (PGT) and one Assistant Warden (TGT) selected from amongst Vidyalaya teachers for their special competence shall be provided for every hostel. The Warden will be provided married residential quarters near the hostel, where such quarters have been built. The Assistant Warden will live in single accommodation, provided as part of the hostel, where such accommodation has been built. These will be rent-free. The Warden shall receive an honorarium of Rs.600/- per month subject to recovery of water and electricity charges for the accommodation provided. The Assistant Warden shall receive an honorarium of Rs. 400/- per month. The Warden will be in overall control of the hostel and function as the Hostel Superintendent. He will be assisted by a Hostel Clerk in the LDC's grade, for making day to day arrangements in the hostel, including purchases and accounts. The hostel clerk shall be a regular employee of the Vidyalaya. He will be required to deposit a Security Deposit of Rs.5000/- in cash or LIC Fidelity Bond (premium to be borne by him).

(b) For cleanliness, sanitation and gardening, private agencies shall be engaged on payment to be made out of the VVN.

(c) It shall be ensured that only woman-employees are appointed/ engaged for girls' hostels.

Article 145. MEDICAL UNIT :

A medical service unit to serve the needs of both the Vidyalaya and the hostel shall also be provided if there are sufficient number of boarders in the hostel. The medical unit will comprise the following :

(a) A multi-purpose room

(b) Dispensary and dressing room

(c) A two-bed sick room.

(d) A nurse's quarters.

The multi-purpose room, the dispensary and the dressing room shall be attached to the Vidyalaya and the sick-room, nurse's quarters and the isolation room in the case of bigger hostels, shall be attached to the hostel.

The nurse attached to the hostel will possess the following qualifications:

(i) Matriculation

(ii) 'A' Grade certificate from a recognized institution

(iii) Ability to speak Hindi fluently.

She will be appointed in the scale of Rs.4000-100-6000 and will be treated as a regular employee of the Vidyalaya. She will be provided with free accommodation where the nurse's quarters has been built.

Article 146. (a) ***Initial Outlay for Hostels :*** For procuring all non-recurring items for the hostel, including furniture and equipment for dormitory, dining hall, kitchen, sick-room and nurse's quarters, expenditure shall be met by the KVS(HQ).

(b) ***Recurring Expenditure :*** All recurring expenditure (including expenditure on water, electricity, contingencies, maintenance and replacement of furniture and equipment) shall be met out of the monthly collections from each boarder and deficit, if any, shall be met out of the KVS funds.

Article 147. PARENT TEACHER ASSOCIATION :

In order to promote understanding and co-operation between parents and teachers for the overall betterment of the students, every Kendriya Vidyalaya shall have a Parent-Teacher Association. The guidelines governing its functioning are as given below :-

1. The name of the association shall be 'Parent Teacher Association' of the Kendriya Vidyalaya hereafter referred to as 'ASSOCIATION'.

2. **AIMS & OBJECTIVES**

(i) To promote co-operation of parents and teachers for improving the educational facilities and programmes of the Vidyalaya in particular and education in general

(ii) To hold seminars, workshops, discussions, cultural activities and to arrange meetings of parents and teachers.

(iii) To encourage the staff and students of the Vidyalaya through incentive awards, etc.

(iv) To promote understanding and co-operation between members of the Vidyalaya and the community regarding school life and work and social service.

(v) To maintain harmonious relations between parents and teachers for betterment of the students.

3. **MEMBERSHIP**

a) Every parent (parent can either be mother or father or legal guardian of the children studying in the school) of a child studying in the Vidyalaya shall be member of the PTA.

b) ***Teacher Member :*** All members of the teaching staff of the school shall ipso facto be members of the Association but the membership shall lapse immediately on their ceasing to be members of the teaching staff of the school.

4. ***Registers of Members etc.*** : Register showing the names, addresses and brief description of the members shall be maintained in the office of the Association and a copy of the same shall be given to the Vidyalaya Management Committee for their record.

5. **AUTHORITIES OF THE ASSOCIATION**

(a) *Executive Committee*:

(i) The management of the affairs of the Association shall be vested in the executive committee which will consist of seven members.

(ii) All members will be nominated by the Chairman. These will include four Parent Members out of which at least two shall be women and two teacher members.

(iii) The Principal of the school shall be the ex-officio Chairman of the Association.

(iv) The term of the parent members as well as teacher members of the Executive Committee shall be two years or till the child of the parent ceases to be a student of the Vidyalaya or the teacher ceases to be posted in that Vidyalaya.

(b) *Office Bearers of the Association*

1. The following shall be the honorary office bearers of the Association:

i)	Chairman	Principal of the Vidyalaya
ii)	Vice Chairman	Parent Member (to be decided by the four parent members nominated by the Chairman, VMC, from amongst themselves)
iii)	Secretary	Parent Member (to be decided by the four parent members nominated by the Chairman, VMC, from amongst themselves)
iv)	Joint Secretary	Teacher Member (to be decided by the two teacher-members nominated by the Chairman, VMC, from amongst themselves)
v)	Three other members	Two parents and one teacher (out of the four parents and two teachers nominated by the Chairman, VMC, as members of the PTA)

2. No remuneration shall be paid to the Office Bearers.

6. ***Vacancy:*** In the event of any vacancy occurring in the Executive Committee during its term due to transfer, resignation, death or otherwise, it may be filled up by co-opting a member of the same group by the Executive Committee and the co-opted member shall hold office for the rest of the period.

7. **CHARTER OF DUTIES:**

(a) *Functions of the Executive Committee:*

(i) The Executive Committee shall look after the affairs of the Association and manage the business of the Association.

(ii) It may appoint a sub-committee from amongst the members of the Executive Committee or members of the Association and assign such functions to them as may be considered necessary in the best interest of the Association.

(iii) The Executive Committee shall have full powers to make or amend rules and bye-laws consistent with the constitution of the Association which will be placed before the General Body for consideration in its next meeting.

(b) *Functions of the Office Bearers:*

i. *Chairman*: The chairman shall attend and preside over all meetings of the Executive Committee and the General Body, preserve due order and approve the minutes of the meeting of the Association

ii. *Vice-Chairman*: In the absence of the Chairman, the Executive/General body may request the Vice-Chairman to preside over the meeting and to perform the functions

and duties of the Chairman.

iii. *Secretary*: He shall be in charge of the Association's office and shall be responsible for conducting the day-to-day affairs, calling of meetings of both the Executive and the General Body, recording of proceedings and issue of minutes of meetings, maintaining of registers and records of the Association, preparing the annual reports and perform all other functions generally incidental to the office of the General Secretary.

iv. *Jt. Secretary*: The Jt. Secretary shall assist the Secretary in the discharge of his/her duties and in the absence of the Secretary, the Jt. Secretary shall act for him/her as the Secretary.

8. REMOVAL OF OFFICE BEARERS AND MEMBERS OF THE ASSOCIATION.

The Executive Committee may, by giving sufficient notice and on a resolution passed by at least two-third of its members, remove, suspend or expel any member or office-bearer of the Association who in its opinion has been guilty of conduct calculated to injure or bring disrepute to the Association or who has acted contrary to these rules. This should be informed to the general body in its next meeting.

9. FUNDS AND FINANCE:

The PTA shall not collect or maintain any funds.

10. MEETING OF THE EXECUTIVE COMMITTEE:

a) The Secretary shall convene all meetings of the Association in consultation with the Chairman. The Chairman, when present, shall preside at all such meetings. In the absence of the Chairman, the Vice-Chairman may act for him/her.

b) The Executive Committee shall meet a minimum of three times a year to transact the business of the Association

after giving three days' clear notice in writing to all its members, specifying the agenda to be considered at such meeting. At least 1/3 of the total strength of the Executive Committee shall be necessary to form a quorum, but no quorum shall be necessary for an adjourned meeting.

c) On a special requisition made by any five members of the Executive Committee addressed to the Secretary, an extraordinary meeting of the Executive Committee may be convened after giving three days' notice to all members of the Executive Committee.

d) Decisions in the Executive Committee shall be taken on the basis of simple majority and in case of a tie, the Chairman shall have a casting vote.

11. ANNUAL MEETING OF THE GENERAL BODY:

The annual meeting of the Association shall be held within six months from the close of the financial year. At least 7 days' notice for the date and place of such meeting shall be given to all members of the Association for transacting the following business:

i) To present the Annual Report of the Association.

ii) To transact any other business recommended by the Executive Committee

12. QUORUM FOR THE GENERAL BODY MEETING:

The quorum for the general body meetings, whether annual or extra ordinary, shall be 50 parent members personally present but no quorum shall be necessary for an adjourned meeting unless it is a meeting called by the members through requisition.

13. AMENDMENT OF THE CONSTITUTION:

The constitution of the Association may be amended by the General Body if at least 2/3rd of the members present vote for amendment, on an advance notice of at least 07 days.

14. INTERPRETATION OF THE CONSTITUTION, RULES & BYE-LAWS:

KVS shall be the competent authority for interpretation/ clarification on any of the articles/rules, constitution, bye laws of the Association in the event of any dispute or any uncertainty.

CHAPTER XVIII

LAND AND BUILDINGS

Article 148. LAND :

As per the terms and conditions accepted at the time of opening of a Kendriya Vidyalaya, a suitable plot of land, free of cost, and adequate and safe temporary buildings for running of the Vidyalaya shall be provided by the sponsoring agency till Kendriya Vidyalaya Sangathan constructs its own permanent school building.

(1) REQUIREMENT OF LAND

a. For developing an ideal Kendriya Vidyalaya campus, a plot of land measuring 15 acres is generally required for the school building, residential accommodation and sports facilities, etc.

b. The modified requirement of land as under was approved by the Board of Governer KVS in its 72 meeting held on 27.02.2005.

S. No.	Location	Lower Limit
1.	Metropolitan cities (like Delhi, Kolkata, Mumbai, Chennai)	4.00 acres (40% building area & 60% play field or subject to master plan)
2.	Hilly Terrain	Contiguous plot fairly levelled measuring 6.00 acres
3.	Urban Area	8.00 acres
4.	Rural/Semi Urban Area	10.00 acres

(2) PROCEDURE FOR TRANSFER OF LAND

(2.1) Sanction for transfer of land

(a) In respect of the Defence sector Kendriya Vidyalaya, GOC-in-C/AOC-in-C/FOC-in-C shall issue the sanction

order for transfer of Defence land on 99 years' lease basis, along with structure, if any, standing thereon.

(b) For Kendriya Vidyalayas located in Para-military stations (CRPF, BSF, ITBP, CISF), sanction order for transfer of land shall be issued by Directorate General of the concerned force, under the Ministry of Home Affairs on 99 years' lease basis.

(c) For Kendriya Vidyalayas located in Railway establishments, sanction order for transfer of land shall be issued by the General Manager of the concerned Railway on 99 years' lease basis.

(d) In respect of Civil sector Kendriya Vidyalayas sponsored by the State Govt., land shall be provided on permanent grant/lease basis and sanction order for transfer of land shall be issued by the Governor of the State or the authority to whom the powers have been delegated in the State Govt., generally the District Collector on behalf of the State.

(2.2) Execution of the Lease Deed

(a) The Joint Commissioner (Admn.), shall be the competent authority to sign the lease deed on behalf of the Kendriya Vidyalaya Sangathan in view of the provisions in Memorandum of Association of Kendriya Vidyalaya Sangathan.

(b) The lease document (in quadruplicate) prepared on the basis of the standard lease agreement duly vetted by the Regional office shall be sent to the KVS Headquarters by the Assistant Commissioner concerned for signature of the Joint Commissioner (Admn.).

(c) After the signature of the Joint Commissioner (Admn.), the lease deed shall be got registered by the school.

(d) Wherever land is transferred by the State Government on permanent grant basis (transfer of title), lease deed shall not be required. In such cases, copies of the Revenue record shall be kept in record, showing the title of land in the name of the Kendriya Vidyalaya.

Article 149. SPACE NORMS :

(1) School buildings of Kendriya Vidyalayas shall be planned based on the space norms of school buildings as given at ***Appendix – XL.***

(2) Architectural Planning Consideration

Suggestive guidelines for Architectural planning are given in ***Appendix-XLI*** with special reference to the requirements of Kendriya Vidyalaya buildings.

(3) Types of School Buildings

School buildings shall be classified in the following categories, depending upon the enrolment of the Vidyalaya :

Type	No. of Sections	Strength
A – I (I – X)	Single	400
A – I (I – XII)	Single	480
A	Two	960
B	Three	1440
C	Four	1920

(4) STAFF QUARTERS

Normally 11 units of staff quarters shall be constructed in Kendriya Vidyalayas having 2 sections. Additional 10 units of staff quarters shall be considered subsequently depending upon the requirement. These would be of the following types :

Type	No. of Quarters	
	Phase-I	Phase-II
I.*	02	02
II.	04	04
III.	04	04
IV.	01	—
	11	10

More quarters of hostel type accommodation shall be

considered for sanction by the Commissioner, KVS, depending upon the location of the Kendriya Vidyalaya, hardships faced by teachers in terms of distance and prevailing market rent of private accommodation.

* After privatization of Group 'D' post. The Type -I, quarter are not being constructed in New KV's

Staff quarters shall be planned based upon the plinth area norms for residential accommodation of Govt. of India, Ministry of Urban Development.

Article 150. CONSTRUCTION AGENCIES & CLASSIFICATION OF WORKS :

(1) *Governmental Agencies*

All works of Kendriya Vidyalaya Sangathan shall ordinarily be executed by the following Government agencies as 'Deposit Works':

a. C.P.W.D.
b. MES
c. State PWD
d. Railways

MES undertakes KVS works as "Agency Services" and not as "Deposit Work".

(2) *Other Agencies*

The agencies of the Central/State Govts., Nigams, Corporations and Boards may also be selected to undertake Kendriya Vidyalaya Sangathan works based on fixed time and cost concept. Each of these agencies shall enter into an agreement with the Kendriya Vidyalaya Sangathan.

(3) *Classification of Works*

Kendriya Vidyalaya Sangathan works are classified as follows:

(a) ***Major Works***: All construction works of school buildings,

staff quarters, boundary walls, additional accommodation and play fields etc. costing more than Rs.2.00 lakhs.

(b) ***Minor Works***: All campus works of miscellaneous nature (new) costing less than Rs.2.00 lakhs.

(c) ***Maintenance Works***: Maintenance shall be defined as the work undertaken in order to keep, restore or improve every facility i.e. every part of the building, its services and surroundings to an acceptable standard and to sustain the utility and value of the facility.

Maintenance works shall be classified as follows:

(i) ***Annual Repairs and Maintenance***: These are works of periodical nature (annual), to maintain aesthetics of the building and services as well as to preserve their life, white washing, colour washing/distempering, painting, cleaning of service lines, cleaning of tanks (OHT, sump and septic tank), minor carpentry works, plumbing and electrical installations, etc.

(ii) ***Special Repairs:*** Special repairs are undertaken to replace the existing parts of the building and services, which got deteriorated on ageing of the building. It is necessary to prevent the structure and services from deterioration and to restore them back to their original condition to the extent possible.

Note: Special repairs or minor works shall not be sanctioned by KVS for rented/hired buildings.

Article 151. PROCEDURE & STAGES INVOLVED IN SANCTION OF SCHOOL BUILDING PROJECTS :

(1) *Govt. Construction Agencies*

The following stages would be involved in the construction of permanent school building through government construction agencies.

(a) Opening of Kendriya Vidyalaya.

(b) Transfer and lease of land.

(c) Formal request to the Chief Engineer and Senior Architect for preparation of the preliminary drawings.

(d) Approval of preliminary drawings by KVS.

(e) Submission of preliminary/approximate estimates (AEs) by the Chief Engineer.

(f) Issue of Administrative Approval and Expenditure Sanction (AA&ES) after scrutiny of estimate by E-in-C Branch in the case of MES and by Kendriya Vidyalaya Sangathan Works Branch in respect of other agencies. Release of first installment of funds shall also be made along with AA&ES for start of work.

(g) Tender finalization by the construction agency.

(h) Start of work.

(i) Monitoring the fund flow for the project based on monthly progress report received from the Garrison Engineer (GE)/ Executive Engineer concerned.

(j) Completion of work.

(k) Handing/taking over of school building project.

(l) Completion report and settlement of accounts.

(2) Other Agencies

(a) The major works of Kendriya Vidyalaya (school building and staff quarters) shall not be awarded directly to other construction agencies. However, an agency may be selected for such works based on the offer submitted by each of them for a particular work.

(b) After acceptance of the offer of the concerned agency, AA&ES shall be issued by the Kendriya Vidyalaya Sangathan.

(c) 'Go ahead' approval for start of work shall be issued by the KVS Headquarters when detailed estimates, detailed architectural drawings, structural drawings, bar chart, soil investigation reports have been submitted by the

construction agency.

d) After the start of the work, the procedure of monitoring etc. will remain the same as that of Govt. Construction Agencies.

Minor works and repairs shall, however, be sanctioned based on the same concept as for Govt. Agencies.

Article 152. FINANCIAL POWERS :

(1) Competent Financial Authority

The Commissioner shall be the competent financial authority to accord Administrative Approval & Expenditure Sanction (AA&ES) in respect of all types of works i.e. major, minor or repairs.

(2) Annual Repairs & Maintenance

Executive Committee with the approval of the Chairman, VMC, shall be the competent financial authority for sanction of annual repairs and maintenance work of the Vidyalaya.

(3) Variations/Revisions

(a) Variation upto 10% of the approved cost will not require fresh sanction. However, on completion of the work, final expenditure statement will be submitted giving detailed reasons for variation of cost.

b) Variation beyond 10% of the approved cost will require revised sanction. For this, revised estimates will have to be submitted by the construction agency for approval of the competent financial authority giving valid justifications in the form of statement of the case.

Article 153. MAINTENANCE OF VIDYALAYA BUILDING & CAMPUS :

(1) Daily Upkeep

Daily upkeep and cleanliness of spaces inside the building, proper upkeep of external services, roads, surface drains,

sports facilities and improvement in the overall campus environment shall be the responsibility of the Principal of the Kendriya Vidyalaya.

(2) **Day-to-Day Repairs**

For unforeseen repairs and repairs of petty nature, day to day repairs/replacement after completion of the annual maintenance and repair programme (preventive maintenance) like replacement of taps, valves, stop cock, switches, fuses, MCBs etc., the Principal shall incur the expenditure out of the 'VVN' as and when required.

(3) **Annual Repairs and Maintenance**

(a) School Building

The Principal and the Executive Committee of the VMC shall be fully responsible for the annual repairs and maintenance of the school building and various campus facilities (except annual repairs of Staff Quarters) out of funds from the VVN. Annual repair & maintenance programme will be carried out under the overall supervision of the Executive Committee, keeping in view the guidelines issued from time to time.

(b) Staff Quarters

Annual repairs and maintenance of staff quarters (Civil & Electrical), constructed by KVS, shall be carried out every year out of the funds provided by the Kendriya Vidyalaya Sangathan.

(4) **Special Repairs**

Special repairs of any component of the school building, staff quarters and other ancillary facilities constructed by the Kendriya Vidyalaya Sangathan shall be executed through a construction agency only. These shall be sanctioned out of funds from the Kendriya Vidyalaya Sangathan or from the VVN. Such proposals shall be considered along with estimates, giving details of the component requiring special repair, year

of construction of building/facility, planned life of the facility, reasons for deterioration, if it is during the planned life, photographs showing the state of affairs etc. A detailed report with recommendations of the competent engineer of the construction agency shall also be obtained mentioning causes of the deterioration and recommended treatment and its life, etc.

(5) **Repair Schedule**

(a)	Annual repairs	-	During Summer break/ Winter break.
(b)	Day-to-day repair	-	As and when required during the year.
(c)	Daily upkeep & maintenance	-	Throughout the year

Article 154. MONITORING OF WORKS :

(1) **Monitoring Committee**

A committee of the following shall be constituted at the Vidyalaya level for regular monitoring of major/minor works sanctioned by the Kendriya Vidyalaya Sangathan :-

a.	Chairman, VMC or his nominee	-	Chairman
b.	Representatives of local unit of CPWD or MES or Railways or State PWD (one each from Civil & Electrical)	-	Member
c.	Representatives from nearby Civil Engineering Department, Engineering College or Polytechnic	-	Member
d.	Representative of the Construction Agency	-	Member
e.	Teachers from the Vidyalaya (PGT(Sci.), SUPW Teacher, PET)	-	Member

f. Principal - Member Secretary

The meeting of the Monitoring Committee shall be convened once in a month to :

a. Ensure timely start of work.

b. Inspect construction work and review progress of the work.

c. Review the schedule of work (BAR Chart) to ensure completion of the work in time.

d. Expedite handing over/taking over of completed work and rectification of defects.

e. Expedite settlement of accounts of completed work.

The minutes of the meetings of the Monitoring Committee shall be sent to all members and also to the Head of the Construction Agency.

(2) Handing Over/Taking Over

The Principal of the Kendriya Vidyalaya shall take possession of the completed work from the Construction Agency soon after rectification of defects, if any, pointed out by the Monitoring Committee.

(3) Rectification of Defects

After taking over the possession, defects, if any noticed during the visit of the facility, shall be brought to the notice of the construction agency for rectification well within the defects liability period. The Principal shall ensure that the defects are removed by the Construction Agency.

(4) Retention Money

(a) The Principal shall issue 'no defect' certificate to the construction agency i.e. MES, CPWD, Railway and State PWD on completion of the defects liability period based on which these agencies shall release security deposit/ retention money to the contractor.

(b) In respect of other agencies, the retention money shall be kept by the Principal of the Vidyalaya till successful completion of the defect liability period.

Article 155. TIME SCHEDULE :

The following time schedule shall be followed for start/execution and finalisation of accounts of all works with reference to the date of the issue of AA&ES :

(1) Start of Work

(a) Major Work : Within 6-9 months time.
(b) Minor Work : Within 3 months time.
(c) Special Repairs : Within 3 months time.

(2) Execution Period

(a) Major Works

(i) School building depending upon the size and location : 18-24 months

(ii) Staff quarters depending upon the number : 12-18 months.

(b) Minor Works : 3-6 months.
(c) Special Repairs : 3-6 months.

(d) Final Expenditure statement and settlement of accounts
(i) Major Works : Within 6-12 months of completion
(ii) Minor Works : Within 3 months of completion
(iii) Special Repairs : Within 3 months of completion

Article 156. KVS STAFF QUARTERS :

The Principal shall function as the caretaker of all the assets etc. to be maintained and in the possession of the Kendriya Vidyalaya Sangathan.

CHAPTER – XIX

SERVICE ASSOCIATIONS/JOINT CONSULTATIVE MACHINERY AND GRIEVANCE REDRESSAL

Article 157. SERVICE ASSOCIATIONS AND JOINT CONSULTATIVE MACHINERY :

Detailed regulations governing recognition of service associations shall be as given in ***Appendix XLII(A).*** To promote harmonious relations and to secure the greatest measure of cooperation between the Sangathan and its employees in matters of common concern, a scheme of Joint Consultative Machinery shall be introduced at the Headquarters and Regional levels. The essential features of the scheme for setting up such a machinery shall be as given at ***Appendix XLII (B)*** and ***(C)*** respectively.

Article 158. REDRESSAL OF GRIEVANCES :

Pursuant to the instructions issued by the Department of Administrative Reforms and Public Grievances, Government of India, Ministry of Human Resource Development and Kendriya Vidyalaya Sangathan, Grievance Cells shall be created for the redressal of public/employee grievances at the KVS, H.Qrs., and in all Regional Offices. The salient features shall be as under:-

(1) A Central Grievance Cell shall function at the KVS H.Qrs., with the Deputy Commissioner (Personnel/Administration) as the Central Grievances Officer.

(2) Each Regional Office shall have a Regional Grievance Cell and one of the Education Officers of the Region concerned shall function as the Regional Grievances Officer.

(3) The main responsibility of the Grievances Officers at the KVS, H.Qrs. and the Regional Offices shall be to attend to the grievances of the employees/public received through personal representations, communications, newspapers and such other various sources. All the grievances received in the office shall be diarised meticulously and the Grievances Officer will take decisions on grievances as quickly as possible. If need be, grievances shall be referred to the officer/department concerned for a quick decision and redressal.

(4) With a view to providing opportunity to the employees and the public to meet the Regional Grievances Officer on a fixed day, the Assistant Commissioner/Grievances Officer shall, to the extent possible, remain at the Headquarters on Wednesdays and keep apart two to three hours during the day for meeting the employees/public for presentation of their grievances.

(5) Sometimes grievances are also reported in the newspapers. Such grievances shall also be taken into account and redressed as quickly as possible. In case the matter relates to the Headquarters, the same shall be brought to the notice of the Central Grievances Officer.

(6) A quarterly report shall be prepared to monitor the progress of disposal of public grievances. The Regional Offices will send the quarterly return in this regard by the 2nd of the month following the quarter ending in March, June, September and December, and the KVS H.Qrs. shall send the consolidated returns to the Ministry by the 6th of the month.

Article 159. CELL FOR REDRESSAL OF GRIEVANCES OF SC/ST EMPLOYEES OF KVS :

In order to ensure due consideration and timely redressal of the grievances of the employees of KVS belonging to SC/ST categories and to comply with the orders issued by the Govt. of India from time to time in this regard, a committee comprising the following officers shall be constituted at the KVS(HQ):

i) Dy. Commissioner (Admn.) : Convenor

ii) Section Officer dealing with grievances : Member

iii) Official concerned dealing with grievances : Member

The duties and functions of the Committee shall be as under:

1. To consider grievances received from SC/ST employees of KVS and their quick disposal.

2. To liaise and monitor for quick disposal of all the grievances referred by SC/ST Commission/Ministry of HRD/ Prime Minister's Office.

3. To maintain liaison with the Chief Grievances Officer at KVS Hqrs. and other appropriate authorities for supply of required information, answering queries and clearing doubts.

4. To allow personal hearing to the aggrieved SC/ST employees of the Sangathan, if so requested, for quick disposal of the grievances.

Article 160. CELL FOR REDRESSAL OF SEXUAL HARASSMENT COMPLAINTS BY WOMAN EMPLOYEES :

In terms of the guidelines and the norms laid down by the Hon'ble Supreme Court of India and the Government of India's decision No.25 under Rule 3-C of the Central Civil Services (Conduct) Rules, 1964 as applicable to the employees of the KVS, a Committee shall be constituted at the KVS(HQ) and one each in all Regional Offices for the redressal of complaints of the woman employees alleging sexual harassment.

The Committee shall consist of one woman officer of the Sangathan/Region, one representative of an N.G.O. working in the field of women's welfare and one more officer.

The Committee set up at the KVS(HQ) shall look into complaints received against Group 'A' officers of the KVS(HQ), Regional Offices and Kendriya Vidyalayas and against all other 'B', 'C' and 'D' category employees working in the KVS Headquarters. The complaints against all other 'B', 'C' and 'D' category employees will be looked into by the Committees set up in Regional Offices in respect of employees of that Regional Office and Kendriya Vidyalayas coming under its jurisdiction.

APPENDICES

APPENDIX – I

KENDRIYA VIDYALAYA SANGATHAN

(Registered as a Society, under the Societies Registration Act, XXI of 1860)

Memorandum of Association

1. The name of the Society is "Kendriya Vidyalaya Sangathan" (hereinafter referred to as 'the Sangathan').

2. The office of the Sangathan will be situated in Delhi or at such other place or places as the Sangathan shall determine.

3. The objects for which the Sangathan is established are :-

   (a) To provide, establish, endow, maintain, control and manage schools, hereinafter called 'the Kendriya Vidyalayas' for the children of transferable employees of the Government of India, floating population and others and to do all acts and things necessary for or conducive to the promotion of such schools;

   (b) To take over the assets, properties and engagements of the institutions already set up for the purpose mentioned in (a), and known as Kendriya Vidyalayas; the names, addresses and particulars whereof appear in 'Annexure-A' hereto;

   (c) To establish, develop, maintain and manage hostels for the residence of the students of Kendriya Vidyalayas;

   (d) To aid, establish and conduct other institutions as may be required for the furtherance of the Sangathan's object in any part of India;

   (e) To prepare, introduce, supervise and amend the curricular, syllabi and other programmes regarding the education of pupils of Kendriya Vidyalayas;

   (f) To create teaching, administrative, technical, ministerial and other posts under the Sangathan and to make appointments, promotions and transfer thereto and arrange training for them;

(g) To constitute boards, committees or other bodies as may be deemed fit and to prescribe their powers, functions, tenure, etc.;

(h) To acquire, hold and dispose of property in any manner whatsoever for the purpose of the Sangathan provided that the prior approval of the Central Government is obtained in the case of acquisition or disposal of immovable property, and to construct, improve, alter, demolish, repair and maintain any building or buildings for purposes of the Sangathan;

(i) To deal with any property belonging to the Sangathan in such manner as may be deemed fit for advancing any of the objects aforesaid;

(j) To give pension, gratuities or charitable aid to teachers, staff and other employees or ex-employees of the Sangathan or to their wives, children or other dependents and to form and contribute to provident fund and benefit funds for the benefit of any persons employed by the Sangathan, or of wives, children or other relatives or dependents of such persons;

(k) To maintain a fund to which shall be credited;

(i) All moneys provided by the Central Government;

(ii) All fees and other charges received by the Sangathan;

(iii) All moneys received by the Sangathan by way of grants; gifts; donations; benefactions; bequeaths or transfers; and

(iv) All moneys received by the Sangathan in any other manner or from any other source;

(l) To subscribe to or become a member of or to take over or to co-operate or amalgamate with any other organisation, institution or association having objects wholly or in part similar to those of the Sangathan and to aid any such existing institution in such manner as the Board of Governors may think fit;

(m) To fix and arrange to collect such fees and other charges as may be laid down by the Rules and Regulations under them;

(n) To deposit all moneys credited to the Fund in such banks or to invest in such manner as the Sangathan may, with the approval of the Central Government, decide;

(o) To borrow or raise moneys with or without securities or on the security of a mortgage charge, hypothecation of pledge, over all or any other immovable or movable properties belonging to the Sangathan or in any other manner whatsoever;

(p) To draw, make, accept, endorse or discount cheques, notes or other negotiable instruments and for this purpose to sign, execute and deliver such assurances and deeds as may be necessary for the purposes of the Sangathan;

(q) To do all such things as may be considered necessary, incidental or conducive to the attainment of all or any of the objects of the Sangathan;

4. The Government of India in the Ministry of Human Resource Development (Department of Education) may from time to time, appoint one or more persons to review the work and progress of the Sangathan and to hold enquiries into the affairs thereof;

5. The Government of India may suo motto or on the report of the review referred in the preceding paragraph issue such directions to the Sangathan as it may consider necessary for the furtherance of the objects of the Sangathan and for ensuring its proper and effective functioning and the Sangathan shall be bound to comply with such directions.

6. The Income and Property of the Sangathan, howsoever derived, shall be applied towards the promotion of the objects thereof as set forth in the Memorandum of Association, subject to such conditions or limitations as the Government of India in the Ministry of Human Resource Development (Department of Education) may, from time to time, impose. No part of the income and property of the Sangathan shall be paid or transferred, directly or indirectly, by way of dividends, bonus or otherwise, howsoever by way of profit, to the persons who are or at any time have

been members of the Sangathan or Board of Governors or to any of them or to any persons claiming through them or any of them provided that nothing therein contained shall prevent the payment in good faith of remuneration to any members thereof or other persons in return for any services rendered to the Sangathan or of travelling allowance, halting, or other similar charges.

7. The names and addresses and occupations of the first members of the Governing body of the Sangathan (referred to in the Rules as Board of Governors) to whom by the Rules of the Sangathan the management of its affairs is entrusted are as follows as required under Section 2 of Societies Registration Act XXI of 1860 (Punjab Amendment act 1957) as extended to the Union Territory of Delhi.

S. No.	Name	Designation	Address	Occupation
1.	Sh. P.N. Kirpal	Chairman	Secretary Ministry of Education	Govt. Service
2.	Sh. L.O. Joshi	Vice Chairman & Commissioner KVS	Jt. Secretary Ministry of Education	-do-
3.	Sh. Prem Narain	Financial Member	Deputy Financial Adviser to the Ministry of Education	-do-
4.	Sh. SP Srinivasan	Member	Deputy Secretary JIO, Ministry of Defence	-do-
5.	Sh.LS Chandrakant	Member	Joint Director NCERT	-do-
6.	Sh. S Mishra	Member	Director of Public Instruction Cuttack, Orissa	-do-
7.	Sh. VV John	Member	Director of Education Rajasthan, Jaipur	-do-
8.	To be appointed	Director of organisation	Director, KVS	-do-

We, the several persons whose names and addresses and occupations are given below, having associated ourselves for the objects mentioned in this Memorandum of Association, do hereby subscribe our names to this Memorandum of Association and set our hands here to form ourselves into a Society under Act XXI of 1860, this 15th day of December, 1965 at Delhi.

S. No.	Name, Address & occupations of Members	Signatures of Members	Names, addresses & occupations of witnesses	Signature of witnesses
1	2	3	4	5
1.	Sh. PN Kirpal Secretary, Ministry of Education	Sd/-		
2.	Sh. LO Joshi Joint Secretary, Ministry of Education	Sd/-		
3.	Sh. Prem Narain Deputy Financial Adviser, Ministry of Education	Sd/-		
4.	Sh. SP Srinivasan Deputy Secretary (JIO), Ministry of Defence	Sd/-		
5.	Sh. LS Chandrakant Joint Director National Council of Educational Research and Training	Sd/-		
6.	Sh. S Mishra Director of Public Instructions, Cuttack, Orissa	Sd/-		

1	2	3	4	5
7.	Sh. V V John Director of Education, Rajasthan, Jaipur	Sd/-		
8.	Sh. SN Dutt Under Secretary Central Schools Unit, Ministry of Education	Sd/-		
9.	Sh. DV Navathe Assistant Educational Advisor, Ministry of Education, New Delhi	Sd/-		

RULES OF THE KENDRIYA VIDYALAYA SANGATHAN

Definition

1. In these rules, unless the context otherwise requires :-

(i) The 'Sangathan' means the Kendriya Vidyalaya Sangathan;

(ii) 'Vidyalayas' means the Kendriya Vidyalayas set up or taken over to the Kendriya Vidyalaya Scheme or approved for association by the Kendriya Vidyalaya Sangathan;

(iii) The 'Board' means the Board of Governors constituted under Rules 19 of these Rules;

(iv) The 'Chairman' means the Chairman of the Sangathan or the Board as the case may be;

(v) The 'Commissioner' means the Commissioner for Kendriya Vidyalaya Sangathan appointed by the Government of India under Rule 11;

(vi) Unless where the context otherwise indicates :-

(a) Words importing the singular number shall include the plural number and vice versa;

(b) Words importing the masculine gender shall include the feminine gender;

2. The office of the Sangathan will be situated in Delhi or at such other place or places as the Sangathan shall determine.

MEMBERS OF THE SANGATHAN

3. (a) The Sangathan shall consist of the following members;

(i) Minister or Minister of State or Deputy Minister in the Ministry of Human Resource Development (Department of Education) in charge of Kendriya Vidyalaya Scheme

..... Chairman

(i)(a) Any person specified by the Govt. of India for this purpose.

..... Dy. Chairman

(ii) An Officer of the Ministry of HRD, Department of Education specified by the Government of India for this purpose.

..... Vice Chairman

(iii) Financial Adviser to the Ministry of Human Resource Development, Department of Education, or his representative.

..... Financial Member

(iv) Chief Welfare Officer, Department of Personnel.

(v) Representative of the Ministry of Defence to be nominated by that Ministry.

(vi) Director of Education, Army Headquarters.

(vii) Director of Education, Naval Headquarters.

(viii) Director of Education, Air Headquarters.

(viii) (a) Director, Navodaya Vidyalaya Samiti.

(viii) (b) A representative from amongst Central Police Organisations (CPOs) to be nominated by the Ministry of Human Resource Development.

(viii) (c) A representative from amongst Public Sector Undertakings (PSUs) to be nominated by the Ministry of Human Resource Development.

(ix) Representative of the Ministry of Health and Family Welfare to be nominated by that Ministry.

(x) Representative of the Ministry of Works and Housing to be nominated by that Ministry.

(xi) Chairman, Central Board of Secondary Education.

(xii) Director, National Council of Educational Research and Training.

(xiii) & (xiv) Two Education Secretaries of State Governments to be nominated by the Ministry of Human Resource Development.

(xv) & (xvi) Two Directors of Public Instruction or Directors of Education of State Governments to be nominated by the Ministry of Human Resource Development, Department of Education.

(xvii) (xviii) (xix) (xx) Four other educationists to be nominated by the Ministry of Human Resource Development out of which atleast one will be from among women, one from the Scheduled Castes and one from among Scheduled Tribes.

(xxi) (xxii) & (xxiii) Three members of Parliament, two from Lok Sabha and one from Rajya Sabha, to be nominated by the Ministry of Human Resource Development.

(xxiv) Commissioner of the Sangathan.

(xxv) Jt. Commissioner (Admn.) and ex-officio Secretary of the Sangathan.

ROLL OF MEMBERS

4. The Sangathan shall keep a roll of members giving their addresses and occupations and every member shall sign the

same. If a member of the Sangathan changes his address, he shall notify his new address to the Secretary, who shall thereupon enter his new address in the roll of members. If the member fails to notify his new address, his address in the roll of members shall be deemed to be his address.

DURATION OF MEMBERSHIP

5. Where a person becomes a member of the Sangathan by reason of the office of appointment he holds, his membership of the Sangathan shall ipso facto terminate when he ceases to hold that office or appointment. This rule applies to all members mentioned in Rule 3 above, except those under items (xiii) to (xxiii), who shall be members of the Sangathan for a period of three years from the date of nomination by the Govt. of India in the Ministry of Human Resource Development, provided that a member may be recommended for a further period of 3 years by the Government of India in the Ministry of Human Resource Development.

TERMINATION AND RESIGNATION

6. The authority which nominates or appoints a person to be a member of the Sangathan shall have the power to terminate that membership at any time and to nominate or appoint another person in his place.

7. A member of the Sangathan or the Board shall cease to be such a member if :-

   (a) he becomes of unsound mind, becomes insolvent or is convicted of a criminal offence involving moral turpitude; or

   (b) he does not attend three consecutive meetings of the Board of Governors without obtaining leave of absence from the Chairman of the Sangathan.

8. A resignation from the membership of the Sangathan shall be tendered in writing to the Secretary and shall not take effect until it has been accepted on behalf of the Sangathan by the Chairman.

VACANCIES

9. Any vacancy in the membership of the Sangathan caused by any of the reasons mentioned in Rule 6, 7 and 8 above, or by the death, shall be filled up by nomination or appointment by the authorities entitled to make nomination or appointment, as the case may be.

10. The Sangathan or the Board shall function notwithstanding that any person, who is entitled to be a member by reason of his office; is not a member of the Sangathan or the Board for the time being and notwithstanding any other vacancy whether by non-appointment or otherwise, and no act or proceeding of the Sangathan or the Board shall be invalidated merely by reason of the happening of any of the above mentioned events or of any defect in the appointment or nomination of member of the Sangathan or the Board.

AUTHORITIES AND OFFICERS OF THE SANGATHAN

10. (a) **Authorities**

The following shall be the authorities of the Sangathan

(i) The Board of Governors
(ii) The Chairman
(ii) (a) The Dy. Chairman
(iii) The Vice-Chairman
(iv) Such other authorities as may be constituted by the Board of Governors.

(b) **Officers**

The officers of the Sangathan shall be the Commissioner, Joint Commissioners, the Dy. Commissioners, the Assistant Commissioners and such other persons as may be designated as such by the Board. The Joint Commissioner in-charge of the Administration shall also be the ex-officio Secretary of the Sangathan.

11. The Commissioner of the Sangathan shall be appointed by the Government of India for such period and on such terms and conditions as the Government of India may prescribe.

PROCEEDINGS OF THE SANGATHAN

12. **Meetings of the Sangathan**

(i) The Annual General Meeting of the Sangathan shall be held at such time, date and place as may be determined by the Chairman to consider the Annual Report (including Annual Accounts) of the Sangathan.

(ii) The Chairman may convene a special meeting of the Sangathan whenever he thinks fit.

13. All meetings of the Sangathan shall be called by a written notice under the signature of the Secretary or any other officer authorised by the Chairman.

14. Every notice calling a meeting of the Sangathan shall state the date, time and place at which such meeting will be held and shall, except in the case of a special meeting, be served upon every member of the Sangathan not less than twenty one clear days before the day appointed for the meeting.

15. (i) In the absence of the Chairman, the Deputy Chairman will chair the meeting of the Sangathan. If he is also not present, the Vice-Chairman shall be the Chairman of the meeting.

(ii) If the Chairman, Deputy Chairman and the Vice-Chairman are not present, any member of the Board of Governors appointed for this purpose by the Chairman in writing, shall be the Chairman of the Meeting.

(iii) If none of them is present, and if there is no authorisation by the Chairman in favour of any member of the Sangathan, as provided under (ii) above, a member chosen by the members present at the meeting shall be the Chairman of the meeting.

16. One-third of the members of the Sangathan present in person shall form a quorum at every meeting of the Sangathan.

17. (i) All disputed questions at the meetings of the Sangathan shall be determined by vote;

(ii) In case of any equality of votes, the Chairman shall have additional casting vote;

(iii) Notwithstanding the above in case of disagreement between the Finance Member and the Chairman on financial matters beyond the delegated powers of the Department of Education, the matter will be referred to the Education Minister and the Finance Minister for a decision.

18. The Secretary shall keep a record of the proceedings of the meetings of the Sangathan and a copy thereof shall be sent to the Government of India in the Ministry of HRD.

BOARD OF GOVERNORS

19. The following members of the Sangathan shall form the Board of Governors:

(1) Chairman of the Sangathan

(1)(a) Any person specified by the Govt. of India for this purpose to be Dy. Chairman;

(2) An Officer of the Ministry of HRD, specified by the Government of India to be Vice-Chairman;

(3) Financial Adviser to the Ministry of HRD, Department of Education or his representative;

(4) Representative of the Ministry of Defence;

(5) Chief Welfare Officer, Department of Personnel;

(6) Director, National Council of Educational Research and Training, or his representative;

(7) One Director of Public Instructions or Director of Education of State Government, nominated by the Government of India, Ministry of HRD, as member of the Sangathan;

(8) One Education Secretary of the State Government nominated by the Government of India in the Ministry of HRD, as a member of the Sangathan.

(9) One or more members of the Sangathan who may be nominated by the Government of India in the Ministry of

HRD, in Deptt. of Education for this purpose from time to time. It shall, however, be ensured that at least one member from among women, one member from Scheduled Castes and one member from Scheduled Tribes be nominated from members of the Sangathan.

(10) One of the members of Parliament, who is a member of the Sangathan to be nominated by the Government of India, Ministry of HRD, for this purpose.

(11) Chairman, CBSE;

(12) Director of Education, Army H.Q.

(13) Director of Education, Naval H.Q.

(14) Director of Education, Air H.Q.

(14)(a) Director, Navodaya Vidyalaya Samiti

(14)(b) A representative from amongst Central Police Organisations (CPOs) to be nominated by the Ministry of Human Resource Development.

(14)(c) A representative from amongst Public Sector Undertakings (PSUs) to be nominated by the Ministry of Human Resource Development.

(15) Commissioner of the Sangathan.

(16) Joint Commissioner (Admn.) and ex-officio Secretary of the Sangathan.

19-A. Any person who ceases to be a member of the Sangathan shall ipso facto cease to be a Member of the Board.

FUNCTIONS AND POWERS OF THE BOARD OF GOVERNORS.

20. The Board shall generally carry out the objects of the Sangathan as set forth in the Memorandum of Association.

21. The Board shall have the management of all affairs and funds of the Sangathan and shall have the authority to exercise all the powers of the Sangathan.

REGULATIONS

22. (i) The Board of Governors shall have the powers to frame regulations, not inconsistent with these rules, for the administration and management of the affairs of the Sangathan;

(ii) Without prejudice to the generality of the foregoing provisions, such regulations may provide for the following matters :

(a) The preparation and sanction of budget estimates, sanctioning of expenditure, making and execution of contracts, investment of funds of the Sangathan, and sale or alterations of such investment and accounts and audit.

(b) Procedure for appointment of the officers and the staff of the Sangathan, the schools and other institutions managed by the Sangathan and the various programmes and services established and maintained by it;

(c) The terms and tenure of appointment, emoluments, allowances, rules of discipline and other conditions of service of the Officers and staff of the Sangathan.

(d) Terms and conditions governing scholarships, freeships, financial and other concessions grant-in-aid, deputation, research schemes and projects in relation to students and staff of the schools and other institutions managed by the Sangathan.

(e) Such other matters as may be necessary for the furtherance of the objects of the Sangathan and the proper administration of its affairs.

23. The Board of Governors may, by a resolution, appoint Advisory Boards or other Committees or bodies including local Management Committees for schools with such powers as it may think fit, and also dissolve any of the Committees and Advisory Bodies set up by it.

24. It shall be the duty of the Chairman to see that all decisions taken by the Board are implemented.

25. The Chairman shall exercise such other powers as may be delegated to him by the Sangathan or the Board, provided that the action taken in exercise of such powers shall be reported to the next meeting of the Sangathan or the Board, as the case may be.

26. The Chairman may, in writing, delegate such of his powers as may be necessary to the Vice-Chairman, Commissioner or to any other officer of the Sangathan.

27. (i) The Joint Commissioner (Admn.) of the Sangathan shall be the Secretary of the Board.

(ii) The Joint Commissioner (Admn.)

(a) shall be incharge of the Registered Office of the Sangathan;

(b) shall have general supervision of all accounts, shall pass all bills for payment, on behalf of the Sangathan, shall arrange for the keeping of up to date accounts of the Sangathan and do all other things which are necessary and incidental to the efficient conduct of the Sangathan;

(c) shall prepare the budget for approval of the Board;

(d) shall attend all the meetings of the Sangathan and the Board and record proceedings thereof in the Minutes Book.

(e) shall execute the decisions and resolutions passed by the Sangathan and the Board.

(f) shall execute and sign on behalf of the Sangathan or the Board all contracts, deeds and instruments except instruments relating to assurances of property unless duly empowered in this regard by a power of attorney executed by the members of the Board.

28. The Board shall provide a seal and also provide its safe custody and the seal shall never be used except by the Authority of the Board previously given and one Member of the Board shall sign every instrument on which the seal is affixed and every such instrument shall, if the Board so desires, also be signed by the Joint Commissioner (Admn.) or by some other person appointed therefor, by the Board.

PROCEEDINGS OF THE BOARD OF GOVERNORS

29. The Board shall meet whenever the Chairman thinks fit.

30. For every ordinary meeting of the Board at least ten days' notice shall be given in writing to each member.

30 (A) (i) In the absence of the Chairman, the Deputy Chairman will chair the meeting of the Board of Governors. If he is also not present, the Vice-Chairman shall be the Chairman of the meeting.

(ii) If Chairman, the Deputy Chairman and the Vice-Chairman are not present, any member of the Board of Governors appointed for this purpose by the Chairman in writing shall be the Chairman of the meeting.

(iii) If none of them is present and if there is no authorisation by the Chairman in favour of any member of the Sangathan as provided under (ii) above, a member chosen by the members present at the meeting shall be the Chairman of the meeting.

31. Four members of the Board present in person shall constitute a quorum at any meeting of the Board.

32. (i) Each member of the Board including the Chairman shall have one vote.

(ii) (a) All disputed questions at meetings of the Board shall be decided by the vote; and

(b) In case of equality of votes, the Chairman shall have an additional casting vote.

(c) Notwithstanding this, in the case of disagreement between the Finance Member and the Chairman on financial matters, beyond the delegated powers of the Department of Education, the matter will be referred to the Education Minister and the Finance Minister for a decision.

33. Any business which it may be necessary for the Board to perform may be carried out by circulation of the draft resolution among all its members and any resolution so circulated and approved by a majority of the members by affixing their signature thereon shall be as effectual and binding as if such a resolution had been passed at a meeting of the Board provided that at least four members of the Board had recorded their views on the resolutions.

34. The Board shall keep a record of the proceedings of each meeting of the Sangathan and the Board shall send a copy thereof to the Govt. of India.

FUNCTIONS AND POWERS OF THE COMMISSIONER

35. The Commissioner shall be the Principal Executive Officer of the Sangathan and subject to any decision that may be taken by the Board, he shall be responsible for the proper administration of the affairs of the Sangathan and the properties and institutions, such as the schools, playgrounds, gymnasia, hostels, residential quarters for teachers and other employees etc., under the direction and guidance of the Chairman and the Board.

36. It shall be the duty of the Commissioner to coordinate and exercise general supervision over all educational, training, residential, administrative, financial and other activities under the Sangathan.

37. The Commissioner may, with the concurrence of the Chairman, delegate in writing any of his powers and functions to any other officer or authority appointed or established under the rules.

38. The Commissioner shall have such other powers and duties as may be assigned or delegated to him by the Board or the Chairman in accordance with the objects of the Sangathan.

39. The Commissioner shall prescribe the duties of all officers and staff of the Sangathan and shall exercise such supervision and disciplinary control as may be necessary subject to the Rules and Regulations that may be framed under these.

40. The Bankers of the Sangathan shall be the State Bank of India (including its branches). All funds received by the Sangathan and its Regional Offices shall be paid into the Sangathan account with the State Bank of India including its branches and/or a Nationalised Bank and no money shall be withdrawn from such accounts except through cheques signed by such officer or officers, as may be duly empowered in this behalf by the Commissioner.

41. (a) The Financial Adviser to the Ministry of Human Resource Development, Department of Education, or his representative shall be the Financial Adviser to the Sangathan.

(b) Before the Board/Sangathan take any decision on matters concerning financial aspects of the affairs of the Sangathan, the advice of the Financial Adviser shall be sought.

(c) If the advice tendered by the Financial Adviser on any matter referred to him is not accepted, the issue will be referred to Government of India, Ministry of Human Resource Development, Department of Education by the Chairman.

The matter beyond the delegated powers of the Department of Education will be referred to the Education Minister and the Finance Minister for a decision.

42. The Board may appoint Finance Committee consisting of five members of which the Vice-Chairman, the Financial Member and the Commissioner shall be ex officio members.

43. The Finance Committee, if appointed, shall have the following duties.

(i) To scrutinize the accounts and budget estimates of the Sangathan and to make recommendations to the Board.

(ii) To consider and make recommendations to the Board on proposals for new expenditure on account of major works and purposes which shall be referred to the Finance Committee for opinion before they are considered by the Board.

(iii) To scrutinise re-appropriation statements and audit notes and make recommendations thereon to the Board;

(iv) To review the finances of the Sangathan from time to time and have concurrent audit conducted whenever necessary; and

(v) To give advice and make recommendations to the Board on any other financial questions affecting the affairs of the Sangathan.

43-A There shall be Works Committee, a sub Committee of the Board of Governors, with the following membership and functions:

MEMBERSHIP

(i)	Vice-Chairman, KVS	Chairman
(ii)	Financial Adviser in the Ministry of HRD, Deptt. of Education	Member
(iii)	Commissioner, KVS	Member
(iv)	Director of Education, Army, Ministry of Defence	Member
(v)	Director of Education, Air Force, Ministry of Defence	Member
(vi)	Director, Military Lands and Cantonments, Ministry of Defence	Member
(vii)	Director of Education, Navy, Ministry of Defence	Member
(viii)	Superintending Engineer/SO(PLGO) E-in-C's Branch, Ministry of Works & Housing	Member

(ix) Superintending Surveyor of Works(1), CPWD, Ministry of Works & Housing — Member

(x) Financial Adviser Ministry of Works & Housing or his representative — Member

(xi) Deputy Commissioner (Fin.), KVS — Member-Secretary

FUNCTIONS

(a) To recommend from time to time, the works policy of the Sangathan.

(b) To consider and approve the annual as well as prospective works programme of the Kendriya Vidyalaya Sangathan.

(c) To prescribe norms for issue of Administrative Approval and Expenditure sanction.

(d) To review the progress of construction works sanctioned from time to time.

(e) To observe the accounting system so as to ensure proper and optimum utilisation of resources relating to works.

(f) To advise the Board on Policy matters relating to works programme.

OPERATIONAL MACHINERY :

(a) Expenditure on maintenance and repairs of buildings shall be according to the norms and yardsticks prescribed by CPWD and MES;

(b) Commissioner, KVS, shall have full powers to accord administrative approval and expenditure sanction in respect of KVS works:

Subject to the delegation of powers as above, approval/sanction shall be issued as follows :

(a) Administrative approval to be issued on the basis of preliminary estimates.

(b) Expenditure sanction to be issued on the basis of detailed estimates. The first instalment of cash release can coincide with this.

All works of Kendriya Vidyalaya Sangathan shall ordinarily be executed by the following Government agencies:

i) CPWD ii) MES iii) State PWD iv) Railways

If for any reason, a particular construction is required to be executed through any agency other than these, the proposal shall be put up to the Works Committee for prior approval.

Notes : i) Revision upto 10% of the originally approved cost will not require fresh sanction.

ii) Variation beyond 10% of the originally approved cost will require sanction and the revised estimates will have to be submitted.

43-B. There shall be an Academic Advisory Committee, a sub-committee of the Board of Governors, with the following members and functions :

MEMBERSHIP

1. Vice-Chairman, KVS — Chairman
2. Commissioner, KVS — Member
3-7. To be nominated by the Chairman of the KVS from amongst the outstanding educationists. — Member
8. Joint Commissioner (Academics) — Member-Secretary

DURATION OF MEMBERSHIP

The term of the Academic Advisory Committee shall be two years for the nominated members. The Committee shall function notwithstanding the absence of one or all the nominated members.

FUNCTIONS

i) To advise the Sangathan about the academic and co-curricular programmes to be introduced in Kendriya Vidyalayas;

ii) To help prepare guidelines for the implementation of these programmes.

iii) To review periodically these programmes and suggest measures for overcoming any shortfalls.

iv) To help Kendriya Vidyalayas realise, among others, the following objectives of the Sangathan :

(a) To develop the Vidyalayas as 'Schools of Excellence' in the context of the national goals of education.

(b) To initiate and provide experimentation in education in collaboration with other expert bodies like CBSE, NCERT, etc.

(c) To promote national integration.

(d) To review the publication programmes of the Sangathan and suggest improvements.

ACCOUNTS AND AUDIT

44. The Sangathan shall maintain proper accounts and other relevant records and prepare an annual statement of accounts including the balance sheet in such form as may be prescribed by the Government of India.

45. The accounts of the Sangathan shall be audited annually in such manner as the Government of India may direct and any expenditure incurred in connection with the audit of the accounts of the Sangathan shall be payable by the Sangathan.

46. The accounts of the Sangathan as certified by the Auditors together with the audit report thereon shall be forwarded annually to the Government of India.

MANAGEMENT COMMITTEES OF THE VIDYALAYAS

47. For each Vidyalaya at the time considered appropriate by the Board, there shall be appointed a Management Committee responsible for the general supervision of the Vidyalaya within the framework of Rules and directives issued from time to time by the Board.

48. The composition of the Management Committees of the Vidyalayas shall be prescribed by the Board and may vary from Vidyalaya to Vidyalaya. Until the Board prescribes this composition, the existing arrangement in Kendriya Vidyalaya will continue with such modification, if any, as the Board/ Sangathan may direct.

49. The Management Committee shall have such functions and powers as may be assigned to it by the Board provided that the Board may add to, alter or withdraw any of the functions and powers from the Management Committee.

50. The Management Committee shall meet atleast three times in a year and special meetings may be called by the Chairman of that Committee.

ANNUAL REPORT

51. The Sangathan shall submit annually to the Government of India in the Ministry of HRD, Department of Education, a report on its working together with the Audit Report on its accounts for the previous year (both English and Hindi versions) for laying them within 9 months of the close of the accounting year on the Table of both the Houses of Parliament.

ALTERATIONS

52. Subject to the prior approval of the Government of India, the Sangathan may alter, extend or abridge any object or purpose for which it is established, by following the procedure prescribed in that behalf by the Societies Registration Act, 1860, (XXI of 1860).

53. The rules of the Sangathan may be altered with the consent of Government of India/Min. of HRD at any time by a resolution passed by a majority of the members present at any meeting of the Sangathan which shall have been duly convened for the purpose.

54. If upon the dissolution of the Sangathan, there shall remain after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among

the members of the Sangathan or any of them, but any property whatsoever remaining after the satisfaction of all its debts and liabilities shall be transferred to the Government of India to be utilised for any of the purposes referred to in the objects clause of the Memorandum of Association of the Sangathan or Section 1 of the Societies Registration act, 1860 (XXI of 1860).

SUITS BY AND AGAINST THE SANGATHAN

55. For the purpose of Section 6 of the Societies Registration Act, 1860 (XXI of 1860), the Joint Commissioner (Admn.) shall be considered the Principal Secretary of the Sangathan and the Sangathan may sue or be sued in the name of the Joint Commissioner (Admn.).

CERTIFICATION

56. We, the following members of the Board of Governors, certify that the above is a correct copy of the Rules of the Sangathan.

S.No.	Name	Designation	Signature
1.	Sh P.N. Kirpal	Chairman	Sd/-
2.	Sh. L.O. Joshi	Vice Chairman & Commissioner for Kendriya Vidyalayas	Sd/-
3.	Sh. Prem Narain	Financial Member	Sd/-

CERTIFICATE OF REGISTRATION UNDER SOCIETIES REGISTRATION ACT XXI OF *1860 (PUNJAB AMENDMENT) ACT 1957 AS EXTENDED TO THE UNION TERRITORY OF D E L H I.

No. S.2884 of 1965 -1966 .

I hereby certify that *CENTRAL SCHOOLS ORGANIZATION*

has this day been registered under the Societies Registration Act XXI of 1860 (Punjab Amendment) Act 1957, as extended to the Union Territory of Delhi.

Given under my hand at DELHI

this 15th day of DECEMBER

One thousand nine hundred and SIXTY FIVE.

Fee Rs. 50.00 paid.

REGISTRAR OF SOCIETIES DELHI

DHINGRA

(SURENDER KISHORE)
REGISTRAR OF SOCIETIES
D E L H I.

No.S/2884/167.

Dated 15-12-1965

From
The Registrar of Societies,
Old Secretriat,
Delhi.

To
Shri S.N. Dutt, Under Secy.,
Central School Units,
Room No.36, N-Block,
Ministry of Education, N.Delhi

Regt * CENTRAL SCHOOLS ORGANIZATION *.

Dear Sir,

I am enclosing herewith the certificate of registration of your society named above. Please acknowledge receipt.

Yours faithfully,

(SURENDER KISHORE)
REGISTRAR OF SOCIETIES:
D E L H I.

Acknowledged.
15/12

Encl: One Certificate.

DHINGRA

APPENDIX – II

STATEMENT SHOWING THE POWERS DELEGATED TO VARIOUS OFFICERS OF THE KENDRIYA VIDYALAYA SANGATHAN

S.No.	Nature of Items	Powers Delegated to			
		Commissioner	Joint Commissioner	Deputy Commissioner	Head of Office
1.	2.	3.	4.	5.	6.
		I. FINANCIAL POWERS			
Contingent Expenditure					
1.	Items not specified below :				
i)	Recurring	Full Powers		DC (Admn.) Rs. 5000/- per month in each case	Rs. 2000/- per month in each case
ii)	Non-recurring	Full Powers		Rs. 20,000/- per month in each case	Rs. 5000/- in each case
2.	Items specified below :				
i)	Motor Vehicle				
a)	Purchase	Full powers Subject to	-	-	

1.	2.	3.	4.	5.	6.
		instructions & guidelines issued by Govt. of India from time to time			
b)	Replacement	-do-			
c)	Maintenance, upkeep and repairs	Full Powers	-	DC (Admn.) Rs. 20,000/- in each cash	AC (RO) Rs. 10,000/- in each cash
ii)	Bicycle				
a)	Purchase	Full Powers	-	-	Full Powers
b)	Renewals	Full powers	-	-	Full powers
c)	Repairs	Full powers	-	-	Full powers
3.	Conveyance Hire	Full powers upto Rs. 150/- for an official in any one month.	-	-	Full powers upto Rs. 150/- for an official in any one month
4.	Electricity, gas and water charges	Full powers	-	-	Full powers
5.	Furniture and Fixtures (Purchase and repairs)				

1.	2.	3.	4.	5.	6.
	i) For School				As per norms fixed no delegation necessary
	ii) For Headquarters	Full powers	- -	upto Rs. 40,000 per annum	upto Rs. 20,000 per annum
6.	i) Freight Charges other than by Air	Full powers	-		Full powers
	ii) Demurrage/Wharfage Charges	Full powers	- -	DC (Admn.) upto Rs. 1000/- in each case	upto Rs. 500/- in each case
7.	Hire of office furniture, electric fans, heaters,	Full powers	-	Full powers upto Rs. 10,000/- per annum per office/ School	upto Rs. 5000/- per annum
8.	Legal Charges				
	i) Fee to Advocates	Full powers subject to scales etc. laid down as for Govt. Deptts.	Full powers subject to scales etc. laid down as for Govt. Deptts.		A.C. (RO.) full powers subject to scales etc. laid down as for Govt. Deptts.

1.	2.	3.	4.	5.	6.
	ii) Arbitration Cases	Full Powers	upto Rs. 10,000/- in each case		
9.	Municipal rates and taxes	Full powers	-	-	Full powers
10.	Works and Repairs				
	i) Major works	Full powers	-	-	-
	ii) Minor works	Full powers	upto Rs. 2 lakh in each case		Executive Engineer upto Rs. 50,000/- in each case.
	iii) Repairs	Full powers	-do-	-	-do-
	iv) Release on major works	Full powers	Rs. 20 lakhs	-	Rs. 2 lakhs
11.	i) Postal, telegraph and telephone charges	Full powers	-	-	Full powers
	ii) Commission on money orders	Full powers	-	-	Full powers subject to Govt.

1.	2.	3.	4.	5.	6.
					instructions
iii)	Telephone installations	Full powers in respect of schools and Headquarters	-	DC (Admn.) Full powers except for residential telephones	AC (RO) Full powers except for residential telephones
12.	Printing and Binding	Full powers	-	upto Rs. 25,000/- in each case	upto Rs. 10,000/- in each case
13.	Purchase of Stationery Stores :				
i)	Local Purchase of Stationery				
	a) For schools :	Full powers	-	-	Full powers
	b) For HQ/R.O.	Full powers	Rs. 3 lakh per annum	Rs. 1 lakh per annum	Rs. 50,000/- per annum
ii)	Local purchase of rubber stamps and office seals	Full powers	-	-	Full powers

1.	2.	3.	4.	5.	6.
14.	Publications :				
i)	Official publications	Full powers	-	-	Full powers
ii)	Non-official publications	Full powers	JC (Acad.) Upto Rs. 50,000/- per annum		Upto Rs. 25,000/- per annum
15.	Rent				
a)	For accommodation to be used for schools.	Full powers after obtaining certificate of reasonability of rent from the PWD or other authorities concerned and to report to Finance committee.			
b)	For Headquarters (including Regional Offices)	The matter may be considered when necessary.			

1.	2.	3.	4.	5.	6.
16.	Staff paid from Contingencies	Full powers			Full powers subject to the condition that the total emoluments do not exceed that admissible to a group 'D' employee with reference to the minimum of the scale of pay
17.	Stores				Executive Engineer
i)	For works	Full powers	-	-	Full powers in respect of repair works sanctioned by Commissioner
ii)	Other stores	Full powers	-	D C (Admn.) upto Rs.50,000/- in each case	A C (RO) upto Rs. 25,000/- in each case
18.	Supply of uniforms, badges and other articles of clothing etc. and washing allowance	Full powers subject to the scales and rates prescribed for the purpose	-	-	Full powers subject to the scales and rates prescribed for the purpose

1.	2.	3.	4.	5.	6.
19. a)	All office equipments including typewriters, electronic typewriters, dedicated word processors, intercom equipments, calculators, tape recorders, photocopiers, copying machines, franking machines, filing and indexing system etc. excluding computers of all kinds.	Full powers	Recurring – upto Rs. 20,000/- per month Non-Recurring – Rs. 1 lakh in each case		Recurring – upto Rs. 10,000/- per month Non-Recurring – Rs. 25,000/- is each case
b)	Computers (including personal computers)	Full Powers Subject to guidnes issued by Govt. of India	Rs. 1,00,000 in each case		AC, Resional office Rs. 50,000/- in each issue
20.	Miscellaneous Expenses				
i)	Entertainment on special occasions	Full Powers	Rs. 10,000 each case	DC (Admn.) Rs. 4000 per annum	Rs. 1000/- per annum
ii)	Foundation stone	Full Powers	—	—	—

1.	2.	3.	4.	5.	6.
	laying ceremonies and opening of building etc.	Subject to guidlines issued by Govt. of India			
iii)	Visitor entertainment expenses	Full powers	Rs. 5000/- per month	Rs. 5000/- per annum	Rs. 3000/- per annum
21.	Write off of Irrecoverable Losses				
a)	Losses of stores/ money (including stamps) not due to theft, fraud or negligence	Rs. 20,000	—	DC (Pers.) Rs. 10,000/-	Rs. 5000/-
b)	Losses of irrecoverable loans and advances	Rs. 10,000	Rs. 2500/- in each case	—	—
c)	Loss of revenue on account of irrecoverable fees, fines and other school dues.	Upto Rs. 2500/- in each case	Upto Rs. 1000/- in each case	Upto Rs. 1000/- in each case	Upto Rs. 500/- in each case
d)	Deficiencies and depreciation in the value of stores	Upto Rs. 10,000/- in each case	—	Upto Rs. 5000/- in each case	Upto Rs. 2500/- in each case

1.	2.	3.	4.	5.	6.
e)	Condemnation of motor vehicles and motor cycles	Rs. 2 lakh with same conditions as in DFP Rules			
f)	Condemnation of stores/library books/ other articles other than motor vehicles and motor cycles (including Vidyalaya Vikas Nidhi)	Full powers	—	—	—
22. a)	Creation of permanent and temporary posts : Staff for Schools (teaching)	Full powers as per approved norms			
b)	Creation of temporary posts - staff for headquarters office and regional offices of the Sangathan	Full powers for creation of temporary posts corresponding to Group 'B', 'C' and 'D' posts for any specified period, provided the expenditure			

1.	2.	3.	4.	5.	6.
		can be met out of the provision in the budget and subject to instructions issued by the Govt. from time to time.			
23. a)	Sanction of funds to schools and re-appropriation of funds	Full powers subject to budgeted limits	—	D.C. (Fin.) Full power in respect of HQ and Regional Offices budget including construction work	A.C. (RO) Full powers (except in respect of construction works) subject to prescribed norms of expenditure.
b)	Condonation of funds utilized for a purpose other than for which funds were initially sanctioned	Full powers	—	—	—

Note : All these powers are to be exercised subject to budget ceiling and obtaining financial concurrence.

II. SUPPLEMENTARY RULES

S. No.	Supplementary Rules No.	Nature of Power	Reference to F. Rs. & S.R. Vol. II	Powers delegated to			
				Commissioner	Joint Commissioner	Deputy Commissioner	Assistant Commissioner
1.	2.	3.	4.	5.	6.	7.	8.
1	30(b)	Powers to decide the shortest of two or more routes	Appx. 1 Sl.No. 12	Full powers	—	—	—
2.	31	To allow mileage allowance to be calculated by a route other than the shortest or the cheapest	Sl.No. 13	Full powers provided that the selection of such route is in the interests of the Sangathan	Full powers with the proviso as in col. 5	Full powers with the proviso as in col. 5	Full powers (for both schools and his headquarters) with proviso as in col. 5
3.	59	To prescribe the Headquarters of employees	Sl.No. 19	Full powers	Full powers	Full powers	Full powers in respect of all staff of Kendriya Vidyalayas and his regional office.

1.	2.	3.	4.	5.	6.	7.	8.
4.	60	To define the limits of Sangathan's employees' sphere of duty	Sl.No. 20	Full powers	Full powers	Full powers	Full powers in respect of all staff of Kendriya Vidyalayas and his regional office
5.	62	To decide whether a particular absence is absence from duty	Appx. 1 Sl.No. 21	Full powers	Full powers	Full powers	(To be exercised with due regard to the special circumstances and public purpose served)
6.	63	To restrict the frequency and duration of journeys	Sl.No. 22	Full powers	Full powers	Full powers	Full powers (Schools & H.Q.)
7.	73	Power to extend time limit of 6 months and one month within which the	S.R. 116 (b) (iii)	Full powers	Full powers in respect of Group B, C, & D employees	Full powers in respect of Group B, C & D employees	—

1.	2.	3.	4.	5.	6.	7.	8.
		members of the family of the Sangathan employee may be treated as accompanying him in special circumstances.					
8.	132	To permit recovery of T.A. for attending an examination other than those mentioned in S.R. 130 & 131	Appx. 1 Sl.No. 45	Full powers	Full powers in respect of Group B, C, & D employees	Full powers in respect of Group B, C & D employees	Full powers in respect of staff other than the Principal
9.	164	To decide the scales of T.A. for journeys on a course of training	S.No. 49	Full powers subject to Govt. instructions	Full powers subject to Govt. instructions	Full powers in respect of Group B, C & D employees subject to Govt. instructions	Full powers in respect of staff other than the Principal subject to Govt. instructions
10.	190(a)	To grant T.A. to	Sl.No.52	Full powers	—	—	—

1.	2.	3.	4.	5.	6.	7.	8.
	& 190(b)	non-officials attending public duties in an honorary capacity and to declare the grade to which they belong					
11.	191	To declare who shall be the Controlling Officer	Sl.No.54	Full powers (including himself)	—	—	—
12.	195 (e)	Power to make rules for the guidance of Controlling Officers	Sl.No.55	Full powers	—	—	—
13.	(i)	Powers to sanction leave (earned leave/half-pay leave/ commuted leave/leave not due/extra-ordinary leave/ maternity leave)		Leave shall be granted as per terms and conditions of CCS (Leave) Rules 1972 and as per orders issued from time to time.			

1.	2.	3.	4.	5.	6.	7.	8.
	(ii)	Special disability leave		Full powers	—	—	—
	(iii)	Study leave		As per decision of BOG is the 9th meeting held on 23/24 April, 1987 vice-chairman is the competent Authority.	—	—	—
14.		To decide in a case of doubt whether a particular employee is serving in a vacation department i.e., whether the employee belongs to the vacational/ non-vacational staff	Sl.No.63	Full powers	—	—	—

1.	2.	3.	4.	5.	6.	7.	8.
15.		To permit calculation of joining time by a route other than the normal route	Sl.No. 68	Full powers	—	—	—
16.		To extend joining time on certain conditions within a maximum of 30 days	Sl.No. 70	Full powers	Full powers for group C & D staff	—	—
17.		To appoint an employee who is above 25 years of age or less than 18 years of age.	Appx. 3 Section-1	As per GOI instruction from time to time	—	—	—
18.		To appoint a substitute in the place of an absentee on quarantine leave	Appx. 3 Section-V (3), Note 3	Full powers	Full powers for Group C & D employees	—	—

III. GENERAL FINANCIAL RULES, 2005

S. No.	Nature of Items	Reference to Para No.	Powers Delegated to			
			Commissioner	Joint Commissioner	Deputy Commissioner	Assistant Commissioner
1.	2.	3.	4.	5.	6.	7.
1.	Power to declare an Officer as a 'Head of Office'.	Rule 14 of DFP Rule'78	Full powers	—	—	—
2.	To investigate arrear claim preferred after the expiry of 3 years, but not after the expiry of 6 years.	GFR 264 (3)	Full powers	Full powers	Full powers	—
3.	To fix the amount of permanent advance	291	Full powers	Full powers	Full powers upto Rs. 2500 in respect of H.Q. and each regional office	Full powers upto Rs. 2500 in r/o each school (no powers for his own office).

1.	2.	3.	4.	5.	6.	7.
4.	To vary the amount of instalments of repayment of advances in exceptional cases	GFR Part-II Rule 9	Full powers	Full powers	Full powers	Full powers
5.	Advances for the purchase of conveyances :					
	(i) Other than Cycle (Scooter/ Motorcycle)	GFR Part-II Rule 30	Full powers	—	—	—
	(ii) Bicycle	GFR Part-II Rule 31	Full powers	Full powers	Full powers	Full powers
6.	Advances of pay and D.A. on transfer and	GFR Part-II Rule 39-40	Full powers	Full powers	Full powers	Full powers

1.	2.	3.	4.	5.	6.	7.
	advance of T.A. on tour					
7.	To determine the form of security bond to be executed at the time of furnishing security	GFR Part-II Rule 5 & 88	Full powers	—	—	—
8.	a) Condemnation/ Disposal of obsolete, surplus or unserviceable articles	—	Full powers	Upto Rs. 50,000 (excluding the cases involving fraud, embezzelment, misappropriation and theft)	Upto Rs. 25,000	Upto Rs.2.00 lakhs per annum for KV.
	b) Condemnation of typewriters which are unserviceable	W.H.S.O.M. No. S & P II-34(9)/59 dt. 14.4.60	Full powers	Full powers Subject to general principles regarding normal life of assets prescribed by the Sangathan.	Full powers	Full powers

IV. POWERS UNDER CENTRAL TREASURY RULES

S. No.	Nature of Items	Reference to Para No.	Powers Delegated to			
			Commissioner	Joint Commissioner	Deputy Commissioner	Assistant Commissioner
1.	2.	3.	4.	5.	6.	7.
1.	To direct payment of pay and allowances to the claimant, on behalf of a deceased employee without the production of the usual legal authority	-	Full powers subject to execution of the indemnity bond for double the gross amount with such sureties, as may be required.	Full powers for claims up to Rs. 10,000	Full powers for claims up to Rs. 5000	Full powers for claims up to Rs. 2500

V. MEDICAL ATTENDANCE RULES, 1944

S. No.	Nature of Items	Reference to Para No.	Powers Delegated to			
			Commissioner	Joint Commissioner	Deputy Commissioner	Assistant Commissioner
1.	2.	3.	4.	5.	6.	7.
1.	To authorise refund of medical expenses in relaxation of the rules.	Section 2	(A) Full powers			
2.	To grant advance for medical, attendance and treatment	Section 2	Full Powers as per Govt. instructions	Full Powers all staff of KVS. (H.Q.)	—	all staff of KVs.
3.	To grant advance of T.A. in connection with medical attendance and treatment	Rule 12 Section VI	Full powers including himself	Full powers excluding himself	Full powers in respect of H.Q. staff	Full powers in respect of school staff/H.Q. staff

VI. KENDRIYA VIDYALAYA SANGATHAN (EMPLOYEES) PROVIDENT FUND RULES, 1975

S. No.	Nature of Item	Reference to Para No.	Powers Delegated to			
			Commissioner	Joint Commissioner	Deputy Commissioner	Assistant Commissioner
1.	2.	3.	4.	5.	6.	7.
1.	To permit re-employed pensioner to join the fund	4(iv)	Full powers	Full powers	Full powers	Full powers
2.	To relax the condition of payment of second advance while the first advance is outstanding	11(b)	Full powers	Full powers	Full powers	Full powers
3.	To order deduction from the final withdrawal of accumulations in the fund of an employee who quits service or dies while in service	—	As per provisions of provident fund Rules applicable from time to time.			
4.	Power to interpret the rules	24	Full powers			

Note: Under the existing procedure, the Chairman of the Vidyalaya Management Committee is authorised to act as the Controlling Officer in respect of the Principal.

Details of Financial Powers delegated to the Assistant Commissioner in respect of Regional Office

	Nature of the Item	Reference to Rule Number
1.	To grant bicycle advance to his Regional Office staff.	(Part-II) Rule 31
2.	To grant advance for purchase of warm clothing to his Regional Office staff.	(Part-II) Rule 33
3.	To grant advance of pay and T.A. to his Regional Office staff on transfer	(Part GFR-II) Rule 39
4.	To grant advance of T.A. to a retiring employee of his Regional Office proceeding to his place of permanent residence	GFR (Part-II) Rule 41
5.	To grant advance of T.A. on tour to his Regional Office staff.	GFR (Part-II) Rule 48
6.	To grant advance in connection with Leave Travel Concession to his Regional Office staff.	(Part-II) Rule 52
7.	To grant Festival Advance to his Regional Office staff.	GFR (Part-II) Rule 50
8.	To grant advance to his Regional Office staff in connection with the visits of Sangathan-sponsored parties to hill stations.	GFR (Part-II) Rule 53
9.	To grant advance to his Regional Office staff in connection with a law suit to which the Sangathan is a party.	(Part-II) Rule 55

	Nature of the Item	Reference to Rule Number
10.	To grant advance in lieu of leave salary to his Regional Office staff	GFR (Part-II) Rule 76
11.	To grant advance to his Regional Office staff to provide for immediate financial relief to the family of a Sangathan employee who dies while in service.	GFR (Part-II) Rule 81
12.	To grant advance of T.A. to the family of the employee of Regional Office staff who dies while in service.	GFR (Part-II) Rule 79
13.	To grant advance for medical attendance and treatment to the vidyalaya staff	F.3-10/2004-KVS (Estt-II) dt. 24.02.2006
14.	To grant advance of T.A. for medical attendance and treatment to his Regional Office staff	Appendix VII of CCS (HS) Rules, 1944
15.	To grant advance to a Group 'D' employee of the Regional office for purchase of a table fan.	GFR (Part-II) Rule 31
16.	To maintain a service book in respect of each employee of his Regional office.	
17.	Verification of service books.	G.F.R. Rule 257

POWERS DELEGATED TO THE PRINCIPALS OF KENDRIYA VIDYALAYAS

The financial powers delegated to the Principals are detailed in Appendix I of the Accounts code and should be exercised subject to the following conditions :

1. Funds are available for meeting the expenditure.
2. The purchases are made strictly in conformity with the orders issued by the Ministry of Finance/ Education/Kendriya Vidyalaya Sangathan.
3. The powers should not be split up so as to avoid the necessity for obtaining the sanction of the higher authority. It is also not permissible to split up an expenditure, which, on the whole requires the approval of a higher authority.
4. Expenditure should be incurred with due regard to broad and general principles of financial propriety, viz :-

   (a) Except in cases where otherwise permitted, the expenditure should not *prima facie* be more than the occasion demands. Every official of the Sangathan is expected to exercise the same vigilance in respect of expenditure authorised/incurred by him as a person of ordinary prudence would exercise in respect of expenditure of his own money.

   (b) No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to his own personal benefit or advantage. One's own benefit will include benefit to family members.

   (c) The Sangathan's funds are not to be utilised for the benefit of individuals or only some of the students/teachers except in pursuance of a recognised policy or for specifically approved purpose.

(d) All doubtful cases should be referred to the Sangathan for orders prior to incurring the expenditure.

(e) Rush of expenditure at the close of the year with a view to spend the funds should, as an absolute rule, be avoided.

(f) In keeping with the urgent need for economy, strict regard should be paid to avoiding any expensive item where a cheaper one would serve the same or more or less the same purpose.

5. The expenditure should strictly conform to the standards, scales, limitations, etc., as laid down by the Ministry of Finance/Education/Kendriya Vidyalaya Sangathan.

Other General Principles

6. The powers are to be exercised only by the Principal and are not to be delegated to anyone else. In case of long absence of the Principal on leave, etc., the powers are not to be exercised by the Principal in temporary or ad hoc charge; each such case should be referred to the Sangathan for orders.

7. Powers for which annual limits are prescribed are to be exercised in relation to each financial year i.e., 1st April to 31st March. In order to ensure that the limits are not exceeded, progressive total of expenditure of the same nature or category should be struck on the vouchers.

STATEMENT SHOWING DETAILS OF THE ADMINISTRATIVE POWERS DELEGATED TO THE PRINCIPALS OF KENDRIYA VIDYALAYAS UNDER VARIOUS RULES

Sl. No.	Rule No.	Name of Power	Extent of Power	Conditions/restrictions, if any imposed
(1)	(2)	(3)	(4)	(5)
			I. UNDER FUNDAMENTAL RULES	
1.	24	To sanction increments	Full powers in respect of staff under his control	
			II. UNDER SUPPLEMENTARY RULES	
1.	62	To decide whether a particular absence is absence on duty	Full powers in respect of staff under his control. (To be exercised with due regard to the special circumstances and public purpose served and in the light of orders issued by KVS from time to time	This power will, however, be exercised only with the approval of the Chairman, Vidyalaya Management Committee
2.	206 and 208	To grant leave other than special disability/ study leave and leave not due	Full powers for all his staff, if arrangements for posting a substitute are not involved	Officiating arrangements in leave vacancies, are to be made as per orders issued from time to time

(1)	(2)	(3)	(4)	(5)
3.	213	To accept a certificate signed by any Registered Medical Practitioner as evidence of fitness to return to duty.	Full powers for all his staff except vice Principal	
4.	267	To grant maternity leave	Full powers for all his staff	Officiating arrangements in leave vacancies, are to be made as per orders issued from time to time

III. UNDER GENERAL FINANCIAL RULES

(1)	(2)	(3)	(4)	(5)
1.	124	Disposal of obsolete, broken or unserviceable stores (including furniture)	Write off of the book value of such articles upto Rs. 1000/- per annum based on the report of a Condemnation Committee/ Board. (Circular No. F. 16-1/96-KVS (Admn.-I) dated 17.12.1996 refers)	The power is to be exercised subject to the following requirements :- The Condemnation Board, consisting of 3 members, namely the Principal and two

(1)	(2)	(3)	(4)	(5)
				mernbers of the Management Committee, nominated by the Chairman, should inspect and prepare a list of broken and unserviceable goods (including laboratory articles like test tubes, beakers, etc.). Damages/breakages for which teachers/students are held responsible are to be made good by the individuals concerned. Based on the recommendations of the Condemnation Board, the Executive Committee, VMC, has full powers upto Rs. 50,000/- in a year to condemn stores of all kinds. However, all cases involving fraud, embezzlement, misappropriation or theft will be condemned only with the

(1)	(2)	(3)	(4)	(5)
				approval of the Commissioner, KVS.
2.	222 and 231	Power to sanction advance of T.A. on transfer in the interest of the Sangathan	Full powers for his staff	All such cases of grant of advances should be reported to the Sangathan by sending copies of the sanctions, along with the monthly accounts returns.
3.	191	To act as controlling officer for the purpose of T.A.	Full powers for his staff	T.A. is to be regulated as per provisions of the Supplementary Rules and orders issued by the KVS from time to time
4.	212	Grant of cycle/fan advance	Full powers	Subject to availability of funds with the Regional Office.

IV. UNDER CENTRAL TREASURY RULES

1.	142	To act as Drawing and Disbursing Officer	Full powers in respect of his staff, including himself.	

APPENDIX – III

APPOINTMENT, PROMOTION, SENIORITY, ETC. RULES , 1971

(As Amended)

KENDRIYA VIDYALAYA SANGATHAN

APPENDIX – III

KENDRIYA VIDYALAYA SANGATHAN (APPOINTMENT, PROMOTION, SENIORITY, ETC.) RULES , 1971

In exercise of the powers vested in them under Rule 22 of the Rules of the Sangathan, the Board of Governors of the Sangathan hereby makes the following Rules :-

1. Short Title, Commencement and Applicability

(a) These rules may be called the Kendriya Vidyalaya Sangathan (Appointment, Promotion, Seniority, etc.) Rules, 1971.

(b) They shall come into force from the 19th August, 1971.

(c) They shall apply to the posts specified in Schedule I to these rules.

2. Definitions

(a) "Appointing authority" in relation to any post means the authority empowered to make appointments to that post as specified in Schedule II.

(b) "Appointed day" means the date on which these Rules come into force;

(c) "Authorised permanent and temporary strength" in relation to any post means the strength of permanent and temporary specified posts of that grade;

(d) "Board" means the Board of Governors of the Kendriya Vidyalaya Sangathan;

(e) "Commissioner" means Commissioner of Kendriya Vidyalaya Sangathan;

(f) "On probation" with relation to a person, means a person appointed to any post on probation as specified in Rule 10 of these Rules;

(g) "Probationer" means a direct recruit appointed to any post on probation in or against a substantive vacancy;

(h) "Sangathan" means the Kendriya Vidyalaya Sangathan;

(i) "Schedule" means a Schedule to these Rules;

(j) "Select Panel" in relation to any post means a panel prepared in accordance with the procedure laid down in these Rules.

3. Classification of Posts

The classification of the posts shall be as specified in Schedule I to these Rules.

4. Authorised Permanent Strength and Temporary Strength of the Service

(1) The authorised permanent strength of the various grades of the service on the appointed day shall be as specified in Schedule I.

(2) After the appointed day, the authorised permanent and temporary strength of various grades of the service shall be such as may, from time to time, be determined by or under the authority of the Board.

Provided that the competent authority may make temporary additions to any grade of the service as found necessary in the interest of the work of the Sangathan.

5. Initial Constitution

The permanent and temporary employees of each grade who have already been regularly appointed to the posts in the respective grades before the appointed day, or are eligible for such appointment from a date prior to the appointed day, shall be deemed to have been inducted into the respective grades of the Service at its initial constitution.

6. Recruitment

(1) The method of filling up of the posts in various grades of the Service, age limit and other qualifications relating thereto shall be as specified in Schedule I (In case of posts not covered in Schedule I, procedure, qualifications and similar matters shall be determined by the Commissioner). Provided that the upper age limit prescribed for direct recruitment may be relaxed in the case of candidates belonging to the Scheduled Castes/Scheduled Tribes and

other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government.

(2) Appointments by direct recruitment or by promotion of departmental candidates shall be made, except when there are special reasons to be recorded in writing with the approval also of the Chairman, in the order in which the names of eligible candidates are included in the Select Panel of the appropriate grade prepared according to the procedure laid down in Rule 7.

6 (a) Deleted

7. Preparation of Select Panels

(1) In the case of posts being filled up by direct recruitment, the appropriate selection authority shall, after test or interview or both, as the case may be, place the candidates considered suitable for appointment to the particular grade/post in a select panel in the order of their merit.

(2) In the case of posts being filled up by promotion on the principle of seniority subject to the rejection of the unfit, the Departmental Promotion Committee or other selecting authorities will first decide the field of choice i.e. the number of eligible employees who are to be considered for inclusion in the Select Panel. From among such employees those who are considered unfit for promotion are to be excluded. The "Select Panel" will then be prepared by placing the names of the remaining employees without disturbing the seniority *inter-se.*

(3) In the case of promotion on the basis of the seniority-cum-merit or on the principle of merit with due regard to seniority, the field of choice will first be decided and the employees considered unfit excluded in the same way as in sub-rule (2) above. The remaining employees are then to be classified as "outstanding" "very good" and "good" on the basis of merit, as determined by their respective records of service and also test or interview if considered necessary. The "Select Panel" will thereafter be prepared by placing the names in the order of those categories,

without disturbing the seniority *inter se* within each category.

(4) Where the posts are to be filled up partly by direct recruitment and partly by promotion, the select panel will be prepared as follows :

The appropriate selecting authority will prepare two select panels for the two categories in accordance with the procedure laid down above. The required panel will then be drawn up by combining these two separate panels according to the quota of posts reserved for each category. That is to say, the names of direct recruits will appear first, followed by the promotees, in proportion to the respective quota reserved for them.

(5) A reserve panel both for direct recruits and promotees to the extent of 50% of the main panel shall also be prepared while preparing the panels of these selections, so as to cover the contingency of drop outs or refusals during the validity of the panel.

8. Removal of Names from the Select Panel

(1) Subject to the exceptions made under sub-rule (3), an employee included in the select panel for a post shall continue to be included in the select panel during the life of the panel as indicated in sub-rule (2) below :

(2) The life of a panel shall normally be one year, but it may be extended in exceptional cases by the competent authority by another year after which the panel will cease to be operative. Any employee included in the select panel for a post, who cannot be appointed to that post or who is reverted therefrom for want of vacancies and is not re-appointed to that post, will on the expiry of the life of the panel, cease to be in the select panel.

(3) The names of persons of the following categories shall be removed from the select panel :

(i) Persons substantively appointed to the posts concerned;

(ii) Persons transferred to another post or service;

(iii) Persons who die or retire from service or whose services are otherwise terminated;

(iv) Persons officiating in the respective posts who are reverted therefrom under the CCS (CCA) Rules, or on grounds of unfitness to continue in that post.

9. Engaging Teachers on Contractual Basis –

Teachers on contract would be engaged on full time and part time basis. Engagement of these two categories of contractual teachers would be governed in the following manner. Teachers engaged on contractual basis, whether full time or part time, would have no claim or right to appointment on a regular basis nor will they be part of the cadre of teachers of Kendriya Vidyalayas.

(1) Full Time Contractual Teachers –

Notwithstanding anything contained in Rule 6 & 7, in case there are vacancies of Post Graduate Teachers, Trained Graduate Teachers and Primary Teachers in a school, the Principal of the school shall follow the required procedure and engage such teachers on contractual basis on the following conditions :-

(i) Such teachers should possess the required educational qualifications prescribed for direct recruits to the post;

(ii) The upper age limit for such teachers would be 65 years;

(iii) Such teachers would be engaged till such time the regular teacher joins or the end of the academic session, whichever is earlier;

(iv) The same person should not be engaged again in the consecutive year;

(v) Such teachers shall be entitled to such payments as may be agreed upon in the contract. These payments would be based on the minimum pay of the scale plus dearness allowance of the post for which the contract has been entered upon. They will, however, not be entitled to any payment for summer/winter vacations;

(vi) Such teachers shall be entitled to one day of casual leave for a completed month of service. No medical or earned

leave would be admissible.

(2) Part-time Contractual Teachers –

Notwithstanding anything contained in Rule 6 & 7, in case there are vacancies including short term absence of Post Graduate Teachers, Trained Graduate Teachers and Primary Teachers in a school or there is a requirement of Post Graduate Teachers for teaching elective subjects at +2 stage which are not a part of the laid down common combination of subjects, the Principal of the School shall follow the required procedure and engage such teachers on part-time contractual basis on the following conditions :-

(i) Such teachers would not be engaged for more than five periods a day;

(ii) Such teachers should possess the required educational qualifications prescribed for direct recruits to the post. For PGTs being engaged for new elective subjects at +2 level, the educational qualifications would be as prescribed by the CBSE.

(1) Provided that for the North-East, J & K and other notified hard stations if the candidates possessing the qualifications required for direct recruits for the posts are not available, the percentage of marks at graduation and post graduation level as the case may be for TGTS/PGT, would be 45% and the requirement of B.Ed. shall also be relaxed in such places.

(2) In the places other than (i) above engagement of teachers on part time contractual basis for filling up the posts of PGTs, TGTs and PRTs in relaxation of professional qualification of B.Ed/J.B.T. shall be subject to the following conditions :

a. Post Graduate with 60% Marks in Science subjects and 55% in Humanities subjects may be considered for the posts of PGTs, if suitable candidates with B.Ed. are not available.

b. Similarly in the case of TGT, holder of B.Sc. qualification with 60% marks and BA with 55% marks may be considered for appointment on part-time contractual basis if suitable candidates with B. Ed. are not available.

c. Graduates may be considered for the post of Primary Teacher if candidates with Senior Secondary / Plus 2 / Inter with J.B.T. qualifications are not available.

(iii) The minimum and maximum age limit for such teachers would be 18 years and 65 years, respectively;

(iv) Such teachers would be entitled for a payment on per period basis as may be laid down;

(v) The same person should not be engaged in the consecutive year.

10. Probation

(1) Every direct recruit shall initially be appointed on probation. The period of probation shall be two years from the date of appointment, which may be extended by another two years by the competent authority for reasons to be recorded in writing.

(2) Deleted.

11. Confirmation of Probationers

When an employee appointed to a post on probation has completed his/her probation to the satisfaction of the appointing authority, he/she shall be eligible for substantive appointment or continuance therein, as the case may be, and such substantive appointment shall be made in the order of seniority as indicated in the relevant select panel.

12. Discharge or Reversion of Probationers

(1) An employee appointed as a direct recruit to any post in the Kendriya Vidyalaya Sangathan, specified in the Schedule, who has no lien on any post under the Central Government or any State Government or the Kendriya Vidyalaya Sangathan shall, while on probation, be liable to be discharged from the post at any time with one month's notice or pay in lieu thereof, if

(i) on the basis of his/her performance or conduct during the probation, he/she is considered unfit for further retention in the post concerned; or

(ii) on the basis of any information relating to his/her nationality, age, health or antecedents, the appointing authority is satisfied that he/she is ineligible or otherwise unfit for being an employee of the Kendriya Vidyalaya Sangathan.

(2) A direct recruit who holds a lien on a post under the Central Government or any State Government or in the KVS may, while on probation, be reverted to such post at any time in any of the circumstances specified in sub-rule (1).

(3) Deleted

(4) Deleted

13. Seniority

(1) *Inter-se* seniority of employees selected for appointment to a post and placed in a particular panel shall be determined by the order of merit in which their names appear in that panel and not by the respective dates of their assumption of charge of their duties i.e. dates of appointment to the post.

(2) Where recruitment is made partly by direct recruitment and partly by promotion, the *inter-se* seniority of employees selected against the direct recruitment quota vis-a-vis those promoted against the promotion quota shall be determined in the manner prescribed in Rule 7(4).

(3) Employees selected by the Appointment Committees or other selecting authority and placed in a particular panel shall be en-block senior to employees selected later and placed in a subsequent panel, irrespective of the dates on which they join duties.

(4) The relative seniority of employees appointed to any post before the appointed day shall be regulated by their relative seniority as determined before that date either in the manner indicated in sub-rule (1) and (2) or in another

manner. Provided that, if the seniority of any such employee had not been specifically determined before that day, it shall be determined by the Sangathan, if necessary, in consultation with the Board/Committee.

(5) All employees appointed to a post on regular basis before the appointed day shall be senior to the employees appointed to that post after the appointed day.

(6) Any matter relating to seniority not specified in these Rules shall be determined in accordance with the Rules prescribed by Government of India from time to time in regard to seniority.

14. Absorption of Staff of the Schools Taken Over to be Run as Kendriya Vidyalayas

Notwithstanding anything contained in these Rules, such employees of schools taken over by the Sangathan to be run as Kendriya Vidyalayas, as are considered suitable for appointment in Kendriya Vidyalayas, will be appointed to such grades as may be determined for them after proper screening, from the date to be specified by the competent authority and shall be placed below the names of those already appointed substantively before that date in their respective grades.

15. Residuary Matters

In regard to matters not specified/referred to in these Rules, the employees in the posts specified in the Schedule shall be governed by the regulations and orders applicable to the employees of the Sangathan in general.

16. Removal of Difficulty

If any difficulty arises in the implementation or operation of any of the provisions of these Rules, the Commissioner may, from time to time, issue with the approval of the Chairman, Kendriya Vidyalaya Sangathan, such general or special directions (not inconsistent with the provisions of these Rules), which appear to be necessary for the purpose of removing such difficulty.

Schedule – I

1. Recruitment Rules for the Post of Commissioner

1.	Name of the post	Commissioner
2.	No. of post(s)	One
3.	Classification	Gr. 'A'
4.	Scale of pay	Rs. 18400-500-22400
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	N.A.
7.	Educational and other qualifications required for direct recruits	N.A.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	N.A.
9.	Period of probation, if any	N.A.
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	By transfer on deputation (including short-term contract) from amongst officers of All India Services and other organised Central Civil Services

11.	In case of recruitment by promotion/by deputation/ transfer, grades from which promotion/deputation/ transfer is to be made	From amongst officers of All India Services and other organised Central Civil Services : 1. holding analogous posts; or 2. with 2 years' regular service in the post in the scale of Rs. 16400-20000; or 3. with 5 years' regular service in the post in the pay scale of Rs. 14300-18300. (Period of deputation/contract shall be five years.)
12.	If a DPC exists, what is the composition	N.A.

Schedule – I

2. Recruitment Rules for the Post of Joint Commissioner (Administration)

1.	Name of the post	Joint Commissioner (Admn.)
2.	No. of post(s)	One
3.	Classification	Gr. 'A'
4.	Scale of pay	Rs. 14300-400-18300
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	N.A.
7.	Educational and other qualifications required for direct recruits	N.A.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	N.A.
9.	Period of probation, if any	N.A.
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	By promotion/transfer on deputation (including short-term contract) from amongst officers of All India Services and other organised Central Civil Services.

11.	In case of recruitment by promotion/by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	**Transfer on deputation :** From amongst officers of the All India Services and other organised Central Civil Services holding analogous post for a minimum period of one year. **By Promotion** The departmental Deputy Commissioners with one year regular service as such in the Sangathan will also be considered with others. (Period of deputation/contract including period of deputation in another ex-cadre post held immediately preceding to this appointment in the same organisation shall be five years.)
12.	If a DPC exists, what is the composition	N.A.

Schedule – I

3. Recruitment Rules for the Post of Joint Commissioner (Academics)

1.	Name of the post	Joint Commissioner (Acad.)
2.	No. of post(s)	One
3.	Classification	Gr. 'A'
4.	Scale of pay	Rs. 14300-400-18300
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	N.A.
7.	Educational and other qualifications required for direct recruits	N.A.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	N.A.
9.	Period of probation, if any	N.A.
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	By promotion failing which by deputation

11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	**Transfer on deputation** From amongst officers of the Central Govt./State Govts./ Defence Services/ Autonomous Bodies possessing the following qualifications : i. At least 2nd class Master's Degree ii. Degree in Education iii. Holding analogous posts in the pay scale of Rs. 14300-18300 for a minimum period of one year. **By promotion** From amongst Deputy Commissioners with one-year regular service as such in the Sangathan and possessing the qualification and experience prescribed for deputationists. The period of deputation shall be three years, extendable by two years.
12.	If a DPC exists, what is the composition	Addl. Secretary – Chairman Joint Secretary/ Joint Edl. Adviser (UT) as members Commissioner (KVS) – Member

Schedule – I

4. Recruitment Rules for the Post of Deputy Commissioner (Administration/Personnel)

1.	Name of the post	Deputy Commissioner (Admn./Personnel)
2.	No. of post(s)	Two
3.	Classification	Gr. 'A'
4.	Scale of pay	Rs. 14300-400-18300
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	N.A.
7.	Educational and other qualifications required for direct recruits	N.A.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	N.A.
9.	Period of probation, if any	N.A.
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	50% by promotion failing which by deputation 50% by deputation

11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	**Transfer on deputation** From amongst officers of the Central Govt./State Govts. and Autonomous Organisations possessing the following qualifications and experience: i. holding analogous posts; or ii. with 5 years' regular service in the post in the scale of Rs. 12000-16500, having 10 years experience in administration. **Promotion** Asstt. Commissioners including Asstt. Commissioner (Admn. & Fin.) in KVS with 5 years' regular service in the grade. (Period of deputation will be three years extendable by two years)
12.	If a DPC exists, what is the composition	Addl. Secretary (Edn.) – Chairman Jt. Secretary/Jt. Edl. Adviser (UT) – Members Commissioner, KVS – Member

Schedule – I

5. Recruitment Rules for the Post of Deputy Commissioner (Academics/Training)

1.	Name of the post	Deputy Commissioner (Academics/Training)
2.	No. of post(s)	Two
3.	Classification	Gr. 'A'
4.	Scale of pay	Rs. 14300-400-18300
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	N.A.
7.	Educational and other qualifications required for direct recruits	N.A.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	N.A.
9.	Period of probation, if any	N.A.
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	By promotion failing which by deputation

11. In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made

Transfer on deputation
From amongst officers of the Central Govt./State Govts./ Defence Services/Semi-Govt. and Autonomous Organisations possessing atleast five years' experience in educational administration/ teachers' training and management of academics in schools and possessing the following qualifications :

a. atleast 2nd class Master's Degree and
b. Degree in Education or equivalent qualification

AND

i. holding analogous posts, or
ii. with 5 years' regular service in the scale of Rs. 12000-16500.

Desirable

i. Working knowledge in Hindi (Period of deputation will be three years extendable by two years).

By promotion
Assistant Commissioners in KVS with 5 years regular service in the grade.

12. If a DPC exists, what is the composition

Addl. Secretary (Edn.) – Chairman
Joint Secretary/Joint Edl. Adviser – Members
Commissioner (KVS) – Member

Schedule – I

6. Recruitment Rules for the Post of Deputy Commissioner (Finance)

1.	Name of the post	Deputy Commissioner (Finance)
2.	No. of post(s)	One
3.	Classification	Gr. 'A'
4.	Scale of pay	Rs. 14300-400-18300
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	N.A.
7.	Educational and other qualifications required for direct recruits	**Essential** i. Degree of recognised University. ii. 15 years' experience in budget/accounts work out of which at least 10 years in a senior supervisory level.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	N.A.
9.	Period of probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	By transfer on deputation (including short-term contract) failing which by direct recruitment

11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	**Transfer on deputation** From amongst officers of the Central Govt./State Govts./ Semi-Govt. and Autonomous Organisations possessing experience of handling administrative, financial and accounts matters in a responsible capacity. AND i. holding analogous posts, or ii. with 5 years' regular service in posts in the scale of Rs. 12000-16500. (Period of deputation will be three years, extendable upto five years.)
12.	If a DPC exists, what is the composition	N.A.

Schedule – I

7. Recruitment Rules for the Post of Assistant Commissioner (Administration & Finance)

1.	Name of the post	Assistant Commissioner (Admn. & Finance)
2.	No. of post(s)	Two
3.	Classification	Gr. 'A'
4.	Scale of pay	Rs. 12000-375-16500
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	N.A.
7.	Educational and other qualifications required for direct recruits	N.A.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	N.A.
9.	Period of probation, if any	N.A.
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	By promotion/transfer on deputation

11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	**Transfer on deputation** From amongst the officers of Central Govt./State Govt./ Autonomous Bodies possessing the following qualifications and experience: 1. Graduation 2. holding analogous post or possessing at least 5 years' regular service in the pay scale of Rs. 10000-15200. The duties of these posts shall be exclusively of administrative/financial nature in the Ministry/ Department or Autonomous Bodies. **By Promotion :** 1. Graduation 2. Atleast 5 years' regular service as Senior Administrative Officer/Sr. Audit and Accounts Officer in the Pay Scale of Rs. 10000-15200 in the Sangathan.
12.	If a DPC exists, what is the composition	N.A.

Schedule – I

8. Recruitment Rules for the Post of Assistant Commissioner

1.	Name of the post	Assistant Commissioner
2.	No. of post(s)	20
3.	Classification	Gr. 'A'
4.	Scale of pay	Rs. 12000-375-16500
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	50 years, relaxable upto five years in the case of employees of the Kendriya Vidyalaya Sangathan. Age relaxation for SC/ST and other categories as applicable under the Govt. of India rules would be applicable.
7.	Educational and other qualifications required for direct recruits	**Essential** 1. At least a second class Master's Degree. 2. Degree in Education or equivalent qualification. 3. 05 years' regular service as Principal/Education Officer or equivalent posts in the scale of pay of Rs. 10000-15200 under the Central/State Government and Autonomous Organisations **Desirable** 1. Working knowledge of Hindi and English 2. Experience in directing in-service training programmes for teachers and administrators and/or research in education.

8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	No
9.	Period of probation, if any	2 years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	60% by direct recruitment through a. advertisement in the press. b. Circulation amongst State Governments, Universities, other Educational Autonomous Bodies, Govt. and the Ministry of Education and Culture. If suitable candidates are not available by this procedure, the competent authority may, after obtaining the advice of the Selection Committee constituted for such selection, fill up a vacancy on deputation basis from the employees of the Govt. of India/State Govts., Union Territories and Autonomous Organisations provided the candidates fulfil all the qualifications for direct recruits. 40% by promotion.
11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	**By promotion** From Education Officers having 5 years' regular service as such or from amongst Education Officers with 15 years combined service in the grade of Principal/Education Officer in the Sangathan.
12.	If a DPC exists, what is the composition.	Vice-Chairman, KVS – Chairman Jt. Sectt., School Education, Min. of HRD – Memebr Commissioner – Member

Schedule – I

9. Recruitment Rules for the Post of Education Officer

1.	Name of the post	Education Officer
2.	No. of post(s)	60
3.	Classification	Gr. 'A'
4.	Scale of pay	Rs. 10000-15200
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	45 years, relaxable upto five years in the case of employees of the Kendriya Vidyalaya Sangathan. Age relaxation for SC/ST and other categories as applicable under Govt. of India rules would be applicable.
7.	Educational and other qualifications required for direct recruits	**Essential Qualifications** **A. Academic** i) Master's Degree from recognised University with atleast 55% marks. ii) B.Ed. **B. Experience** (a) Persons holding analogous posts or posts of Principals in the grade of Rs. 10000-15200; or (b) Vice Principals/Asstt. Education Officers in the pay scale of Rs. 7500-12000 with atleast 6 years' service as such.

		(c) Persons holding Group 'B' posts or the posts of PGTs or Lecturer in the pay scale of Rs. 6500-10500 or equivalent with atleast 8 years' regular service in the aforesaid posts/grade. **C. Desirable** a. Knowledge of computer applications
8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	No
9.	Period of probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	50% by promotion and 50% by direct recruitment provided that the vacancies remaining unfilled by promotion shall be filled up by direct recruitment from amongst eligible candidates as prescribed for direct recruits.
11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	**By Promotion :** From amongst the Principals of Kendriya Vidyalayas on merit-cum-seniority.
12.	If a DPC exists, what is the composition	Commissioner, KVS – Chairman Jt. Commissioner (Admn.) – Member Jt. Commissioner (Acad.) – Member DC (Admn.)/DC (Pers.) – Memebr

Schedule – I

10. Recruitment Rules for the Post of Principal

1.	Name of the post	Principal
2.	No. of post(s)	As may be determined from time to time
3.	Classification	Gr. 'A'
4.	Scale of pay	Rs. 10000-325-15200
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	35-50 years, relaxable upto five years in the case of employees of the Kendriya Vidyalaya Sangathan. Age relaxation for SC/ST and other categories as applicable under Govt. of India rules would be applicable.
7.	Educational and other qualifications required for direct recruits	**Essential Qualifications :** **A. Educational** i. Master's Degree from recognised University with atleast 45% marks in aggregate. ii. B.Ed. or equivalent teaching degree. **B. Experience** i. Persons holding analogous post or posts

of Principals in the grade of Rs. 10000-15200; or

ii. Vice Principals/Asstt. Education Officers in the pay scale of Rs. 7500-12000 with 6 years' service in the aforesaid grade; or

iii. Persons holding group 'B' posts or the posts of PGTs or Lecturer in the pay scale of Rs. 6500-10500 or equivalent with atleast 8 years' regular service in the aforesaid grade.

Desirable :

i. Knowledge of Computer Operation.

8. Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	No
9. Period of probation, if any	Two years
10. Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	66.2/3% by direct recruitment on the basis of all-India advertisement and 33.1/3% by promotion

11. In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	**By promotion :** On the principle of merit with due regard to seniority from amongst Vice-Principals, who have rendered a minimum of five years' service in Kendriya Vidyalayas of which at least 1 years should be in the grade of Vice-Principal. If suitable candidates are not available by this procedure, the Commissioner may fill up the vacancies on deputation basis from amongst employees of the Govt. of India/State Govts/ Autonomous Organisations including KVS and CBSE affiliated +2 schools provided the candidate fulfills all the qualifications prescribed for direct recruits.
12. If a DPC exists, what is the composition	Commissioner, KVS – Chairman Jt. Commissioner (Admn.) – Member Jt. Commissioner (Acad.) – Member DC (Admn)/DC (Pers.) – Member

Schedule – I

11. Recruitment Rules for the Post of Vice-Principal

1.	Name of the post	Vice-Principal
2.	No. of post(s)	As determined from time to time
3.	Classification	Gr. 'B'
4.	Scale of pay	**Entry Scale :** 7500-250-12000 **Senior Scale:** 8000-275-13500
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	N.A.
7.	Educational and other qualifications required for direct recruits	N.A.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	N.A.
9.	Period of probation, if any	N.A.
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	100% by promotion

11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	On the basis of seniority-cum-merit from amongst PGTs serving in Kendriya Vidyalayas possessing the following qualifications : i. At least Master's Degree in one of the subjects taught in Kendriya Vidyalayas. ii. University Degree/Diploma in Education/Teaching. iii. At least 10 years' experience as PGT in a recognised High/Higher Secondary School of which at least 3 years should be in a Kendriya Vidyalaya.
12.	If a DPC exists, what is the composition	Commissioner, KVS – Chairman Dy. Commissioner – Member An eminent educationist to be nominated by the Commissioner – Member Asstt. Commissioner to be nominated by the Commissioner – Member

Schedule – I

12. Recruitment Rules for the Post of Post Graduate Teacher

1.	Name of post	Post Graduate Teacher
2.	No. of post(s)	As determined from time to time
3.	Classification	Gr. 'B'
4.	Scale of pay	**Entry Scale:** 6500-200-10500 **Senior Scale:** 7500-250-12000 **Selection Scale:** 8000-275-13500
5.	Whether selection post or non-selection post	Selection by merit
6.	Age limit for direct recruits	40 years, relaxable upto five years in the case of employees of the Kendriya Vidyalaya Sangathan. Age relaxation for SC/ST and other categories as applicable under Govt. of India rules would be applicable.
7.	Educational and other qualifications required for direct recruits	**Essential :** 1. Two years' Integrated Post Graduate M.Sc. Course of Regional College of Education of NCERT in the concerned subject; or Master's Degree from a recognised University with at least 50% marks in aggregate in the following subjects: a. PGT (Sanskrit) – Sanskrit b. PGT (English) – English c. PGT (Hindi) – Hindi d. PGT (Maths) – Mathematics/ Applied Mathematics e. PGT (Physics) – Physics/ Electronics/Applied Physics/ Nuclear Physics

f. PGT (Chemistry) – Chemistry/ Bio Chem.
g. PGT (Biology) – Botany/Zoology/ Life Sciences/Bio Sciences/ Genetics/Micro-Biology/Bio-Technology/Molecular Bio/Plant Physiology provided they have studied Botany and Zoology at Graduation level.
h. PGT (History) – History
i. PGT (Geography)– Geography
j. PGT (Commerce) – Commerce with Accountancy/ Cost Accounting/Financial Accountancy as a major subject of study. Holder of Degrees of M.Com in Applied/Business Economics shall not be eligible.
k. PGT (Economics) – Economics/ Applied Economics/Business Economics
l. PGT (Political Science) – Political Science

2. B.Ed or equivalent qualification from recognised University.
3. Proficiency in teaching in Hindi and English

Desirable :

Knowledge of Computer Applications

8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	Age – No Educational Qualifications – Yes except that the condition of having 50% marks and above in the subject concerned in M.A./M.Sc. shall not apply in case of teachers who have rendered at least 5 years' service in KVs as TGT.

9. Period of probation, if any Two years.

10. Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods

100% direct recruitment for those subjects which do not have feeder cadre.
50% by promotion and 50% by direct recruitment in all the remaining subjects subject to the condition that the vacancies remaining unfilled by promotion shall be filled up by direct recruitment.

11. In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made

By promotion: From amongst eligible TGTs having three years' regular service as TGT in KVS with Master's Degree in that subject/combination of subjects. The feeder posts as TGTs for promotional posts as PGT shall be as under :

Feeder Post:	**Promotional Post**
TGT(Sanskrit):	PGT (Sanskrit)
TGT(Hindi):	PGT (Hindi)
TGT(English):	PGT (English)
TGT(Maths):	PGT (Maths/ Physics/Chemistry)
TGT(Science):	PGT (Biology/ Chemistry)
TGT (S.St):	PGT (History/ Geography/ Economics/ Pol. Science)

In case vacancies are not available in a particular subject cadre at the PGT level for which a TGT senior in the common feeder is eligible, TGT

who may be junior in the same feeder cadre may be promoted without promotion of the senior if vacancies are available in a different subject cadre at the PGT level if the junior is eligible for it.

12. If a DPC exists, what is the composition

Commissioner, KVS – Chairman
Dy. Commissioner – Member
Asstt. Commissioner to be nominated by the Commissioner – Member
An eminent educationist to be nominated by the Commissioner – Member

Schedule – I

12. A. Recruitment Rules for the Post of Post Graduate Teacher (Computer Science)

1.	Name of the post	Post Graduate Teacher (Computer Science)
2.	No. of post(s)	As determined from time to time
3.	Classification	Gr. 'B'
4.	Scale of pay	**Entry Scale :** 6500-200-10500 **Senior Scale:** 7500-250-12000 **Selection Scale:** 8000-275-13000
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	40 years relaxable up to five years in case of employees of Kendriya Vidyalaya Sangathan Age relaxation for SC/ST and other categories as applicable under Govt. of India Rules would be applicable.
7.	Educational and other qualifications required for direct recruits	**Essential :-** At least 50% marks in aggregate in any of the following **(i) B.E.** or **B. Tech. (Computer Science/IT)** from a recognized University or an equivalent Degree or Diploma from an institution/university recognised by the Govt. of India. **OR** **B.E or B. Tech (Any stream) & Post Graduate Diploma** in Computer from any recognized University **OR** **M.Sc. (Com. Science)/ MCA or Equivalent** from a recognized University **OR** **B.Sc. (Computer Science) / BCA or** Equivalent & **Post Graduate degree** in any subject from a recognized University **OR** **Post Gradiate Diploma** in Computer & **Post Graduate degree** in any subject from a recognised University **OR** **'A' Level** from DOEADC **& Post Graduate degree** in any Subject **OR** **'B' or 'C' Level from DOEACC Ministry of Information & Communication Technology.** **(2)** Proficiency in teaching in Hindi & English. **Note :** For subsequent Promotion, the incumbent will have to acquire B.Ed. or equivalent qualification from a recognized University
8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	N.A.

9.	Period of probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	100% Direct Recruitment
11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	N.A.
12.	If a DPC exists, what is the composition	N.A.

Schedule – I

12. B. Recruitment Rules for the Post of Post Graduate Teacher (Bio-Technology)

1.	Name of the post	Post Graduate Teacher (Bio-Technology)
2.	No. of post(s)	As determined from time to time
3.	Classification	Gr. 'B'
4.	Scale of pay	**Entry Scale :** 6500-200-10500 **Senior Scale:** 7500-250-12000 **Selection Scale:** 8000-275-13000
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	40 years relaxable up to five years in case of employees of Kendriya Vidyalaya Sangathan. Age relaxation for SC/ST and other categories as applicable under Govt. of India Rules would be applicable.
7.	Educational and other qualifications required for direct recruits	**Essential :-** At least 50% marks in aggregate in any of the following 1. MSc./M.Tech. in Bio-Technology **OR** 2. M.Sc. in Genetics **OR** 3. M. Sc. in Microbiology **OR** 4. M.Sc. in life Science/ Bio-Sciences **OR** 5. M.Sc. in Bio-Chemistry

8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	N.A.
9.	Period of probation, if any	Two years
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	100% Direct Recruitment
11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	N.A.
12.	If a DPC exists, what is the composition	N.A.

Schedule – I

13. Recruitment Rules for the Post of Trained Graduate Teacher

1.	Name of the post	TGT
2.	No. of post(s)	As may be determined from time to time
3.	Classification	Gr. 'C'
4.	Scale of pay	**Entry Scale:** 5500-175-9000 **Senior Scale:** 6500-200-10500 **Selection Scale:** 7500-250-12000
5.	Whether selection post or non-selection post	Non-selection post
6.	Age limit for direct recruits	35 years, relaxation upto five years in the case of employees of the Kendriya Vidyalaya Sangathan. Age relaxation for SC/ST and other categories as applicable under Govt. of India rules would be applicable.
7.	Educational and other qualifications required for direct recruits	**Essential:** i) Four years' integrated degree course of Regional Colleges of Education of NCERT in the concerned subject with at least 50% marks in aggregate; or Second Class Bachelor's Degree with atleast 50% marks in the concerned subject(s) and in aggregate including electives and Languages in the combination of subjects as under : a. For TGT (Sanskrit) – Sanskrit as an elective subject at Degree level.

b. For TGT (Hindi): Hindi as an elective subject at Degree level

c. For TGT (English): English as an elective subject at Degree level

d. For TGT (Social Studies): Any two of the following:

History, Geography, Economics and Pol.Sc. of which one must be either History or Geography.

e. For TGT (Maths) – Maths with any two of the following subjects :
Physics, Chemistry, Electronics, Computer Science, Statistics

f. for TGT (Science): Botany, Zoology and Chemistry.

ii. B.Ed. or equivalet from a recognised university;

iii. Profeciency in teaching through Hindi and English.

Desirable:
Knowledge of Computer operation

8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	Age – No Educational Qualification – Yes except that the requirement of 50% marks in Graduation will not apply in case of teachers who have rendered at least five years' service in KVS as PRT.
9.	Period of probation, if any	Two years

10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	a. 50% by direct recruitment b. 50% by promotion.
11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	**By promotion :** From amongst eligible PRTs having 5 years of regular service with Bachelor's Degree in that subject/ combination of subjects as prescribed for direct recruits. Primary Teachers who have already joined as HM will be considered for promotion as TGT, as per their seniority in the PRT cadre. In case vacancies are not available in a particular subject cadre at the TGT level for which a senior PRT is eligible, a PRT who may be junior in the cadre may be promoted without promotion of his seniors, if vacancies are available in a different subject cadre at the TGT level, if the junior is eligible for it.
12.	If a DPC exists, what is the composition	DC (Admn.)/DC (Pers.) – Chairman AC (Admn.) – Member Sr. Principal/EO – Member

Schedule – I

14. Recruitment Rules for the Post of Head Master

1.	Name of the post	Head Master
2.	No. of post(s)	As determined from time to time
3.	Classification	Gr. 'C'
4.	Scale of pay	**Entry Scale:** 5500-175-9000 **Senior Scale:** 6500-200-10500 **Selection Scale:** 7500-250-12000
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	N.A.
7.	Educational and other qualifications required for direct recruits	N.A.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	N.A.
9.	Period of probation, if any	N.A.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	100% by promotion

11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	On the basis of seniority-cum-merit from amongst Primary Teachers serving in Kendriya Vidyalayas possessing the following qualifications : i. Higher Secondary with JBT (2 years) OR Intermediate with JBT (one year) OR Plus-two examination with JBT (one year) ii. Competence to teach both through Hindi and English. iii. 3 years of teaching experience in a Kendriya Vidyalaya. **NOTE** All Primary Teachers appointed in the year 1970 or before OR who have been granted National/ Incentive Awards OR whose work has been outstanding during the last five years are also eligible for promotion in relaxation of prescribed academic/professional qualifications.
12.	If a DPC exists, what is the composition	DC (Admn.)/DC(Pers.) – Chairman AC (Admn.) – Member Sr. Principal/Education Officer – Member

Schedule – I

15. Recruitment Rules for the Post of Primary Teacher

1.	Name of the post	Primary Teacher
2.	No. of post(s)	As may be determined from time to time
3.	Classification	Gr. 'C'
4.	Scale of pay	**Entry Scale:** 4500-125-7000 **Senior Scale:** 5500-175-9000 **Selection Scale:** 6500-200-10500
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	30 years, relaxable upto five years in the case of employees of the Kendriya Vidyalaya Sangathan. Age relaxation for SC/ST and other categories as applicable under Govt. of India rules would be applicable.
7.	Educational and other qualifications required for direct recruits	**Essential :** (i) Senior Secondary (Class XII) with 50% marks – JBT – after Senior Secondary (Class XII) or B.Ed. or equivalent OR B.El.Ed. (ii) Competence to teach through Hindi and English media. **Desirable :** Knowledge of Computer Application

8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	N.A.
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	100% by direct recruitment
11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	N.A.
12.	If a DPC exists, what is the composition	N.A.

Schedule – I

16. Recruitment Rules for the Post of Physical Education Teacher

1.	Name of the post	Physical Education Teacher
2.	No. of post(s)	As may be determined from time to time
3.	Classification	Gr. 'C'
4.	Scale of pay	**Entry Scale :** 5500-175-9000 **Senior Scale:** 6500-200-10500 **Selection Scale:** 7500-250-12000
5.	Whether selection post or non-selection post	N.A.
6.	Age limit for direct recruits	35 years, relaxable upto five years in the case of employees of the Kendriya Vidyalaya Sangathan. Age relaxation for SC/ST and other categories as applicable under Govt. of India rules would be applicable.
7.	Educational and other qualifications required for direct recruits	University Degree with recognised Diploma in Physical Education OR BP.Ed. from Laxmibai College of Physical Education OR equivalent qualification Distinguished sportsmen who have represented the country in recognised National or International events may also be made eligible for appointment on TRIAL BASIS provided they possess the University Degree. The condition of possessing the Diploma in Physical Education or equivalent qualification shall not apply in their case.

8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	N.A.
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	100% by direct recruitment
11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	N.A.
12.	If a DPC exists, what is the composition	N.A.

Schedule – I

17. Recruitment Rules for the Post of Librarian

1.	Name of the post	Librarian
2.	No. of post(s)	As may be determined from time to time
3.	Classification	Gr. 'C'
4.	Scale of pay	**Entry Scale:** 5500-175-9000 **Senior Scale:** 6500-200-10500 **Selection Scale:** 7500-250-12000
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruits	35 years, relaxable upto five years in the case of employees of the Kendriya Vidyalaya Sangathan. Age relaxation for SC/ST and other categories as applicable under Govt. of India rules would be applicable.
7.	Educational and other qualifications required for direct recruits	**Essential :** (i) University Degree in Library Science OR Graduate with one year Diploma in Library Science from a recognised Institution. (ii) Knowledge of Computer Operation. (iii) Working knowledge of Hindi and English.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	N.A.

9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	100% by direct recruitment
11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	N.A.
12.	If a DPC exists, what is the composition	N.A.

Schedule – I

18. Recruitment Rules for the Post of Drawing Teacher

1.	Name of the post	Drawing Teacher
2.	No. of post(s)	As may be determined from time to time
3.	Classification	Gr. 'C'
4.	Scale of pay	**Entry Scale:** 5500-175-9000 **Senior Scale:** 6500-200-10500 **Selection Scale:** 7500-250-12000
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruits	35 years, relaxable upto five years in the case of employees of the Kendriya Vidyalaya Sangathan. Age relaxation for SC/ST and other categories as applicable under Govt. of India rules would be applicable.
7.	Educational and other qualifications required for direct recruits	Five years' recognised Diploma in Drawing and Painting/Sculpture/ Graphic Art. OR Four years' Diploma in Fine Arts and Crafts from Viswa Bharati, Shanti Niketan. OR Diploma in Fine Arts from Govt. School of Arts and Crafts, Patna. OR M.A. in Drawing and Painting from Agra University, Agra. OR

		Equivalent recognised Degree. OR B.Ed. Degree/Diploma in Fine Arts from Regional Colleges of Education. **Desirable:** Working knowledge of Computer application.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	N.A.
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	100% by direct recruitment
11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	N.A.
12.	If a DPC exists, what is the composition	N.A.

Schedule – I

19. Recruitment Rules for the Post of Music Teacher

1.	Name of the post	Music Teacher
2.	No. of post(s)	As determined from time to time
3.	Classification	Gr. 'C'
4.	Scale of pay	**Entry Scale:** 4500-125-7000 **Senior Scale:** 5500-175-9000 **Selection Scale:** 6500-200-10500
5.	Whether selection post or non-selection post	Non-selection
6.	Age limit for direct recruits	30 years, relaxable upto five years in the case of employees of the Kendriya Vidyalaya Sangathan. Age relaxation for SC/ST and other categories as applicable under Govt. of India rules would be applicable.
7.	Educational and other qualifications required for direct recruits	Degree in Music from a recognised University OR Higher Secondary with any of the following viz. Sangeet Visharad of Gandharav Maha-vidyalaya, Bombay OR Bhatkhande Sangeet Vidyapeeth, Lucknow OR Indira Kala Sangeet Viswa Vidyalaya, Khairagarh (MP) OR Sangeet Prabhakar examination of Prayag Sangeet Samiti, Allahabad OR equivalent qualification from other recognised Institutions. The following Degrees/Diplomas awarded by Praccheen Kala Kendra, Chandigarh will also be

treated as equivalent qualification for the post of Music Teacher :

i. Sangeet Bhaskar with Graduation in any discipline.
ii. Sangeet/Nritya Bhushan with Graduation in any discipline.
iii. Sangeet Bhushan with Sr. Secondary/Intermediate/Part-I of 3 year Degree Course.
iv. Sangeet/Nritya Visharad with Sr. Sec./Intermediate/3 year degree Part-I examination.

8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	N.A.
9.	Period of probation, if any	2 years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	100% by direct recruitment.
11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	N.A.
12.	If a DPC exists, what is the composition	N.A.

Schedule – I

20. Recruitment Rules for the Post of Yoga Teacher

1.	Name of the post	Yoga Teacher
2.	No. of post(s)	As may be determined from time to time
3.	Classification	Gr. 'C'
4.	Scale of pay	**Entry Scale:** 5500-175-9000 **Senior Scale:** 6500-200-10500 **Selection Scale:** 7500-250-12000
5.	Whether selection post or non-selection post	Non-selection
6.	Age limit for direct recruits	35 years, relaxable upto five years in the case of employees of the Kendriya Vidyalaya Sangathan. Age relaxation for SC/ST and other categories as applicable under Govt. of India rules would be applicable.
7.	Educational and other qualifications required for direct recruits	i. Graduation in any subject or equivalent from a recognised University. ii. One year training in Yoga from a recognised Institution.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	N.A.

9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	100% by direct recruitment.
11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	N.A.
12.	If a DPC exists, what is the composition	N.A.

Schedule – I

21. Recruitment Rules for the Post of Work Experience Teacher

1.	Name of the post	Work Experience Teacher
2.	No. of post(s)	As may be determined from time to time
3.	Classification	Gr. 'C'
4.	Scale of pay	**Entry Scale:** 5500-175-9000 **Senior Scale:** 6500-200-10500 **Selection Scale:** 7500-250-12000
5.	Whether selection post or non-selection post	N.A.
6.	Age limit for direct recruits	35 years, relaxable upto five years in the case of employees of the Kendriya Vidyalaya Sangathan. Age relaxation for SC/ST and other categories as applicable under Govt. of India rules would be applicable.
7.	Educational and other qualifications required for direct recruits	1. **Electrical Gadgets and Electronics :** (i) Three year Diploma after Higher Secondary in Electrical/ Electronics Engineering from an institution recognized by State Govt./Govt. of India. (The minimum qualification for admission to the Diploma Course should be at least Higher Secondary). OR

Degree in Electrical or Electronics Engineering from a recognized University.

OR

B.Sc.(Tech.), B.Ed. from Regional Colleges of Education, Bhopal/Bhubaneswar/ Mysore/Ajmer.

(ii) Knowledge of Computer operation.

(iii) Working knowledge of Hindi and English.

Desirable:

One year practical experience in a recognized workshop/institution

2. **Sewing, Needle Work and Embroidery :**

(i) A three-year diploma after Higher Secondary in Tailoring/ Sewing, Needle Work and Embroidery from an institution recognized by State Govt./Govt. of India.

OR

A three-year Diploma after Higher Secondary in Home Science from an institution recognized by State Govt./Govt. of India. The minimum qualification for admission to the Diploma Course should be Higher Secondary.

OR

B.Sc. (Home Science), B.Ed. from a recognized University.

		(ii) Knowledge of Computer operation. (iii) Working knowledge of Hindi and English **Desirable :** One year practical experience in a recognized workshop/institution/ factory.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	N.A.
9.	Period of probation, if any	Two years
10.	Method of recruitment – whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	100% by direct recruitment.
11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	N.A.
12.	If a DPC exists, what is the composition	N.A.

Schedule – I

22. Recruitment Rules for the Post of Sr. Admn. Officer

1.	Name of the post	Senior Admn. Officer
2.	No. of post(s)	Three
3.	Classification	Gr. 'A'
4.	Scale of pay	Rs. 10000-325-15200
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	N.A.
7.	Educational and other qualifications required for direct recruits	N.A.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	N.A.
9.	Period of probation, if any	N.A.
10.	Method of recruitment – whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	100% by promotion.

11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	**Promotion :** The feeder grade for promotion is Admn. Officer in the pay scale of Rs. 8000-275-13500 with 5 years' regular service in the grade, or 8 years' combined regular service in the grade of Section Officer and Admn. Officer
12.	If a DPC exists, what is the composition	Commissioner, KVS – Chairman Joint Commissioner (Admn.) – Member Dir./Dy. Secretary (UT) – Member Dy. Commissioner (Admn.) / Dy. Commissioner (Pers.) – Member

Schedule – I

23. Recruitment Rules for the Post of Administrative Officer

1.	Name of the post	Administrative Officer
2.	No. of post(s)	18
3.	Classification	Group 'A'
4.	Scale of pay	Rs. 8000-13500
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	50 years, relaxable upto five years in the case of employees of the Kendriya Vidyalaya Sangathan. Age relaxation for SC/ST and other categories as applicable under Govt. of India rules would be applicable.
7.	Educational and other qualifications required for direct recruits	i. Graduate ii. Three years' experience in supervisory post (in Administration or Educational Administration) in the pay scale of Rs. 6500-10500 or 6 years' experience in Administration in the pay scale of Rs. 5500-9000 in the Central Govt./State Govt./ Autonomous Bodies. **Desirable** i. Knowledge of Computer applications

8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	No
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	66-2/3% by promotion failing which by direct recruitment. 33-1/3% by direct recruitment.
11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	By promotion from Section Officer in the scale of pay of Rs. 6500-10500 having 5 years' service, failing which Section Officer with 8 years combined service in the grade of Section Officer and Supdt. in pay scale of Rs. 5500-9000
12.	If a DPC exists, what is the composition	Commissioner, KVS – Chairman Jt. Commissioner (Admn)– Member Dir./DS(UT) – Member DC(P)/DC(Admn.) – Member

Schedule – I

24. Recruitment Rules for the Post of Section Officer

1.	Name of the post	Section Officer
2.	No. of post(s)	11 (Eleven)
3.	Classification	Group 'B'
4.	Scale of pay	Rs. 6500-10500
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	30 years, relaxable upto five years in the case of employees of the Kendriya Vidyalaya Sangathan. Age relaxation for SC/ST and other categories as applicable under Govt. of India rules would be applicable.
7.	Educational and other qualifications required for direct recruits	i. Graduate ii. 8 years' regular service in the pay scale of Rs. 5000-8000 or 5 years' regular service in the pay scale of Rs. 5500-9000 in the Central Govt./State Govt./ Autonomous Bodies/Public Sector Undertakings. iii. Knowledge of Computer operations.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	No

9.	Period of probation, if any	2 years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	60% by promotion failing which by direct recruitment. 40% by direct recruitment through limited Departmental Examination
11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	**By promotion** on the basis of seniority-cum-merit from amongst existing Supdt. who have rendered atleast three years' service in the Sangathan. **By Direct recruitment through limited Departmental Examination** open to the Superintendents and other non-teaching staff in the pay scale of Rs. 5500-9000 with 3 years of regular service in the aforesaid pay scale; and Asstt. Supdts. and holders of other non-teaching posts in KVS(HQ), ROs and Kendriya Vidyalayas in the pay scale of Rs. 4500-7000 or above with atleast eight years of regular service in the aforesaid grades.
12.	If a DPC exists, what is the composition	Joint Commissioner (Admn.) – Chairman DC (Admn.)/DC (Pers.) – Member Director/DS (UT) – Member AC (Admn.) – Member

Schedule – I

25. Recruitment Rules for the Post of Superintendent

1.	Name of the post	Superintendent
2.	No. of post(s)	52
3.	Classification	Group 'B'
4.	Scale of pay	Rs. 5500-9000
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	30 years, relaxable upto five years in the case of employees of the Kendriya Vidyalaya Sangathan. Age relaxation for SC/ST and other categories as applicable under Govt. of India rules would be applicable.
7.	Educational and other qualifications required for direct recruits	**Educational Qualifications:** i. Degree from a recognised University. ii. Knowledge of Computer operation **Experience** i. Three year experience in administration in the pay scale of Rs. 4500-7000 in Central/ State Govt./Autonomous Bodies/Public Sector Undertakings.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	No

9.	Period of probation, if any	2 years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	75% by promotion failing which by direct recruitment. 25% by direct recruitment through limited Departmental Examination failing which by direct recruitment.
11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	**By promotion** on the basis of seniority-cum-merit amongst the Assistant Superintendents who have rendered atleast five years' service as such. **By direct recruitment through limited Departmental Examination** Open to Assistant Supdts./Sr. Stenographers who have rendered atleast three years' regular service as such in KVS (Hqrs.)/ROs/KVs or 8 years' combined service as UDC in KVS (Hqrs.)/ROs/KVs.
12.	If a DPC exists, what is the composition	JC (Admn.) – Chairman DC (Admn.)/DC (Pers.) – Member Director/DS (UT) – Member AC (Admn) – Member

Schedule – I

26. Recruitment Rules for the Post of Assistant Superintendent

1.	Name of the post	Assistant Superintendent
2.	No. of post(s)	As may be determined from time to time.
3.	Classification	Group 'C'
4.	Scale of pay	Rs. 4500-7000
5.	Whether selection post or non-selection post	Non-selection
6.	Age limit for direct recruits	30 years, relaxable upto five years in the case of employees of the Kendriya Vidyalaya Sangathan. Age relaxation for SC/ST and other categories as applicable under Govt. of India rules would be applicable.
7.	Educational and other qualifications required for direct recruits	**(A) Educational Qualification** (i) Class XII (ii) Knowledge of Computer operation **(B) Experience** 5 years' experience as UDC in Central/State Govt./Autonomous Body/Public Sector Undertaking
8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	No

9.	Period of probation, if any	2 years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	66-2/3% by promotion failing which by direct recruitment through limited Departmental Examination failing which by direct recruitment. 33-1/3% by direct recruitment through limited Departmental Examination failing which by direct recruitment.
11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	**By promotion** on the basis of merit-cum-seniority from amongst UDCs of the KVS who have rendered atleast five years' regular service in the aforesaid grade in the Sangathan. **By Direct Recruitment through limited Departmental Examination** open to posts in the pay scale of 4000-6000 with five years' regular service in the KVS. The selection shall be made on merit.
12.	If a DPC exists, what is the composition	DC (Admn.)/DC (Pers.) – Chairman AC (Admn.) – Member Sr. Principal/Education Officer – Member

Schedule – I

27. Recruitment Rules for the Post of UDC

1.	Name of the post	Upper Division Clerk
2.	No. of post(s)	As may be determined from time to time.
3.	Classification	Group 'C'
4.	Scale of pay	Rs. 4000-100-6000
5.	Whether selection post or non-selection post	Non-selection
6.	Age limit for direct recruits	30 years, relaxable upto five years in the case of employees of the Kendriya Vidyalaya Sangathan. Age relaxation for SC/ST and other categories as applicable under Govt. of India rules would be applicable.
7.	Educational and other qualifications required for direct recruits	**(A) Educational Qualification :** i. Class XII ii. Knowledge of Computer operation **(B) Experience** 5 years experience as LDC in Central Govt./State Govt./ Autonomous Bodies/Public Sector Undertakings.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	No

9.	Period of probation, if any	2 years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	66-2/3% by promotion failing which by direct recruitment. 33-1/3% by direct recruitment.
11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	**By promotion** On the basis of seniority-cum-fitness from amongst the LDCs of the KVS who have rendered at least 8 years' regular service as LDC.
12.	If a DPC exists, what is the composition	DC (Admn.)/DC (Pers.) – Chairman AC (Admn.) – Member Sr. Principal/Education Officer – Member

Schedule – I

28. Recruitment Rules for the Post of Lower Division Clerk

1.	Name of the post	Lower Division Clerk
2.	No. of post(s)	As may be determined from time to time.
3.	Classification	Group 'C'
4.	Scale of pay	Rs. 3050-75-3950-80-4590
5.	Whether selection post or non-selection post	Non-selection
6.	Age limit for direct recruits	27 years, relaxable upto five years in the case of employees of the Kendriya Vidyalaya Sangathan. Age relaxation for SC/ST and other categories as applicable under Govt. of India rules would be applicable.
7.	Educational and other qualifications required for direct recruits	i. Matriculation or equivalent ii. Typing Speed at least 30 w.p.m. in English for English Typist and 25 w.p.m. in Hindi for Hindi Typist. iii. Working knowledge of Hindi. iv. Knowledge of Computer operation **Note :** The qualification of typing mentioned in the Recruitment Rules will not apply in the case of Physically Handicapped persons

	who are certified as being unable to type by the Medical Board attached to the Special Employment Exchange for the Handicapped (or by a Civil Surgeon where there is no such Board).	
8. Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	i. Age ii. Qualification	No Yes
9. Period of probation, if any	2 years	
10. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	10% by promotion 90% by direct recruitment	
11. In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	**By promotion** from the existing Group 'D' employees of KVS subject to fulfillment of educational qualification prescribed for the post.	
12. If a DPC exists, what is the composition	Assistant Commissioner (Admn.) - Chairman Sr. Admn. Officer – Member Sr. Principal – Member	

Schedule – I

29. Recruitment Rules for the Post of Sr. Audit and Accounts Officer

1.	Name of the post	Sr. Audit and Accounts Officer
2.	No. of post(s)	Two
3.	Classification	Group 'A'
4.	Scale of pay	Rs. 10000-325-15200
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	N.A.
7.	Educational and other qualifications required for direct recruits	N.A.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	N.A.
9.	Period of probation, if any	N.A.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	By promotion failing which by deputation

11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	**By promotion :** On the basis of merit-cum-seniority from amongst Audit and Accounts Officers of the Sangathan with atleast 7 years' regular service. **By deputation :** From amongst officers having comparable qualifications and experience in analogous posts in Central Govt./State Govt./Public Sector Undertakings/Central Autonomous Bodies
12.	If a DPC exists, what is the composition	Commissioner, KVS – Chairman Jt. Commissioner (Admn.) – Member DC (Fin.) – Member Dy. Financial Adviser (Min. of HRD) – Member

Schedule – I

30. Recruitment Rules for the Post of Audit and Accounts Officer

1.	Name of the post	Audit and Accounts Officer
2.	No. of post(s)	22
3.	Classification	Group 'B'
4.	Scale of pay	Rs. 7450-225-11500
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	35 years, relaxable upto five years in the case of employees of the Kendriya Vidyalaya Sangathan. Age relaxation for SC/ST and other categories as applicable under Govt. of India rules would be applicable.
7.	Educational and other qualifications required for direct recruits	i. B.Com with 50% marks and atleast 4 years' experience as Accounts Officer/Audit Officer in Central/State Govt./ Autonomous bodies/Public Sector Undertakings. OR M.Com. with 50% marks and at least 3 years' experience as Audit Officer in Central/State Govt./Autonomous bodies/ Public Sector Undertakings in the pay scale of Rs. 6500-10500/- OR

		CA (Inter) or ICWA (Inter) or MBA with 2 years' experience ii. Knowledge of Computer operation
8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	No
9.	Period of probation, if any	2 years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	50% by direct recruitment. 50% by direct recruitment through limited Deptt. Examination failing which by direct recruitment
11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	**Eligibility for appearing in limited Departmental Examination** Section Officers with two year regular service in the grade and Superintendents with five year regular service as such.
12.	If a DPC exists, what is the composition	N.A.

Schedule – I

31. Recruitment Rules for the Post of Executive Engineer

1.	Name of the post	Executive Engineer
2.	No. of post(s)	One
3.	Classification	Group 'A'
4.	Scale of pay	Rs. 10000-325-15200
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	N.A.
7.	Educational and other qualifications required for direct recruits	N.A.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	N.A.
9.	Period of probation, if any	N.A.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	By Promotion failing which by transfer on deputation

11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	By promotion on the basis of merit-cum-Seniority from amongst the Technical Officers of the Sangathan with at-least ten year' of regular service in the scale of 6500–10500 failing which by transfer on deputation from amongst officers holding analogous post or minimum of 4 years' in posts carrying the pay scale of Rs. 8000-275-13500 in Central / State Govt. Departments having supervisory experience in Planning/ Construction of Civil Works.
12.	If a DPC exists, what is the composition	The composition of DPC is as under i. Commissioner, KVS, Chairman ii. Commissioner, (Admn.)-Member iii. Dy. Commissioner (Fin.)-Member iv. Member representing SC/ST

Schedule – I

32. Recruitment Rules for the Post of Technical Officer (Works)

1.	Name of the post	Technical Officer (Works)
2.	No. of post(s)	Four (One for Electrical Engineering; one for Architecture; and remaining two for Civil Engineering)
3.	Classification	Group 'B'
4.	Scale of pay	Rs. 6500-10500
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	N.A.
7.	Educational and other qualifications required for direct recruits	N.A.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	N.A.
9.	Period of probation, if any	N.A.

10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	By transfer on deputation
11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	From amongst officers of the Central Government/autonomous bodies in the pay scale of Rs. 5500-9000 or above and possessing the following qualifications : Degree in Civil Engineering or Architecture or Electrical Engineering from a recognised University/Institution.
12.	If a DPC exists, what is the composition	N.A.

Schedule – I

33. Recruitment Rules for the Post of Asstt. Education Officer

1.	Name of the post	Asstt. Education Officer
2.	No. of post(s)	Five
3.	Classification	Group 'B'
4.	Scale of pay	Incumbent will carry the pay scale of his substantive post
5.	Whether selection post or non-selection post	—
6.	Age limit for direct recruits	N.A.
7.	Educational and other qualifications required for direct recruits	N.A.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	N.A.
9.	Period of probation, if any	N.A.

10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	By transfer
11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	From amongst the Vice-Principals/ PGTs with 8 years/TGTs in senior scale of KVs.
12.	If a DPC exists, what is the composition	N.A.

Schedule – I

34. Recruitment Rules for the Post of Assistant Editor

1.	Name of the post	Assistant Editor
2.	No. of post(s)	One
3.	Classification	Group 'B'
4.	Scale of pay	Rs. 6500-10500
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	35 years, relaxable upto five years in the case of employees of the Kendriya Vidyalaya Sangathan. Age relaxation for SC/ST and other categories as applicable under Govt. of India rules would be applicable.
7.	Educational and other qualifications required for direct recruits	**Essential :** i. Degree of a recognised University or equivalent; ii. 3 years experience of journalistic publicity or public relations work in a Govt. Deptt. OR in a Newspaper/News agency or a commercial concern of repute. **Desirable :** Diploma in Journalism from a recognised University/Institution.

8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	N.A.
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	By direct recruitment
11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	N.A.
12.	If a DPC exists, what is the composition	N.A.

Schedule – I

35. Recruitment Rules for the post of Hindi Officer

1.	Name of the post	Hindi Officer
2.	No. of post(s)	One
3.	Classification	Group 'B'
4.	Scale of Pay	Rs. 6500-10500
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	N.A.
7.	Educational and other qualifications required for direct recruits	N.A.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	N.A.
9.	Period of probation, if any	N.A.
10.	Method of Recruitment whether by direct recruitment or by promotion / transfer & percentage of the vacancies to be filled by various methods	By promotion failing which by direct recruitment through limited Departmental Examination
11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	**By Promotion** From amongst Sr. Hindi Translators of the Sangathan who have put in 6 years of regular service as such.

By Direct Recruitment through Limited Departmental Examination

Open to Senior Hindi Translator of the Sangathan with 6 years combined regular service in the grade of Senior Hindi Translator and Hindi Translator and Hindi Translators of the Sangathan with at-least 8 years regular service subject to fulfillment of the following essential and other qualification.

Essential :

(i) Master's Degree of a recognised University or equivalent in Hindi with English as a subject at Degree level.

OR

Master's Degree of a recognised University or equivalent in English with Hindi as a subject at Degree level.

OR

Master's Degree of a recognised University or equivalent in any subject with Hindi and English as subject at Degree level.

OR

Master's Degree of a recognised University or equivalent in any subject with Hindi medium and English as a subject at the Degree level.

OR

Master's Degree of a recognised University or equivalent in any

subject with English medium and Hindi as a subject at the Degree level.

ii Five years experience of terminological works in Hindi and/translation work from English to Hindi or vice-versa, preferably of technical or scientific literature

OR

Five years experience of teaching, research. writing or journalism in Hindi.

Desirable :

i. Knowledge of Sanskrit / or a modern Indian language.

ii. Administrative experience. Experience of organizing Hindi classes or workshopes for noting and drafting.

iii Knowledge of Computer Application.

12. If DPC exists. what is the composition

The composition of DPC is as under.

i. Commissioner. KVS- Chairman

ii. Deputy Commissioner - Member

iii Assistant Commissioner to be nominated by the Commissioner - Member

iv An eninent educationist to be nominated by the commissioner

Schedule – I

36. Recruitment Rules for the Post of Senior Hindi Translator

1.	Name of the post	Senior Hindi Translator
2.	No. of post(s)	One
3.	Classification	Group 'C'
4.	Scale of pay	Rs. 5000-8000
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	N.A.
7.	Educational and other qualifications required for direct recruits	N.A.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	Yes
9.	Period of probation, if any	N.A.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	100% by promotion

11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	**By promotion** on the basis of seniority-cum-merit from amongst the Hindi Translators of KVS who have rendered 3 years' regular service in the grade in the Sangathan possessing the following educational qualifications: Master's Degree of a recognised University in Hindi with English as main subject at Degree level. OR Master's Degree of a recognised University in English with Hindi as main subject at Degree level. OR Master's Degree of a recognised University in any subject with Hindi and English as main subjects at Degree level. OR Master's Degree of a recognised University in any subject with Hindi/ English medium, and English/Hindi as main subjects at Degree level. OR Master's Degree in Hindi/English or in any other subject with Hindi/ English medium, with English/Hindi as a main subject or as medium of examination at Degree level. OR a. Bachelor's Degree with Hindi and English as main subjects or either of the two as medium of examination and the other as a main subject plus recognised Diploma/Certificate Course in translation from Hindi to English

		and vice-versa in Central/State Govt. offices, including Govt. of India Undertakings. b. Two years' experience as Hindi Translator (Pay Scale Rs. 4500-7000) or equivalent of translation work from Hindi to English and vice-versa in Central/State Govt. offices, including Govt. of India Undertakings/Autonomous Bodies of Govt. of India.
12.	If a DPC exists, what is the composition	JC (Admn.) – Chairman DC (Admn.)/DC (Pers.) – Member Education Officer (Official Language) – Member

Schedule – I

37. Recruitment Rules for the Post of Hindi Translator

1.	Name of the post	Hindi Translator
2.	No. of post(s)	21
3.	Classification	Group 'C'
4.	Scale of pay	Rs. 4500-7000
5.	Whether selection post or non-selection post	Non-selection
6.	Age limit for direct recruits	28 years, relaxable upto five years in the case of employees of the Kendriya Vidyalaya Sangathan. Age relaxation for SC/ST and other categories as applicable under Govt. of India rules would be applicable.
7.	Educational and other qualifications required for direct recruits	Master's Degree of a recognised University in Hindi/English, with English/Hindi as main subject at Degree level. OR Master's Degree of a recognised University in any subject with Hindi and English as main subjects at Degree level. OR Master's Degree of a recognised University in any subject with Hindi/English medium, and English/Hindi as main subject at Degree level. OR Master's Degree in Hindi/English or in any other subject with Hindi/English medium, with English/Hindi as a main subject or as medium of examination at Degree level.

		OR Bachelor's Degree with Hindi and English as main subjects or either of the two as medium of examination and the other as a main subject plus recognised Diploma/Certificate course in translation from Hindi to English and vice versa in Central/ State Govt. offices, including Govt. of India Undertakings. **Desirable :** i) Knowledge of Computer Application
8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	N.A.
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	100% by direct recruitment
11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	N.A.
12.	If a DPC exists, what is the composition	N.A.

Schedule – I

38. Recruitment Rules for the Post of P.S.

1.	Name of the post	P.S.
2.	No. of post(s)	One
3.	Classification	Group 'B'
4.	Scale of pay	Rs. 6500-10500
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	35 years, relaxable upto five years in the case of employees of the Kendriya Vidyalaya Sangathan. Age relaxation for SC/ST and other categories as applicable under Govt. of India rules would be applicable.
7.	Educational and other qualifications required for direct recruits	i. Degree from recognised University. ii. Speed in Shorthand (English) 120 w.p.m. and Typing Speed (English) 40 w.p.m. iii. Experience as Sr. Stenographer (pay scale of Rs. 5000-8000) for atleast five years in Central Govt./Autonomous Bodies. iv. Knowledge of Computer operation
8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	No

9.	Period of probation, if any	2 years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	100% by promotion failing which by direct recruitment.
11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	**By promotion** from amongst the Stenographers Grade I of the Sangathan (on the basis of seniority-cum-fitness) who have rendered atleast three years' service as Stenographer Grade I in the Sangathan.
12.	If a DPC exists, what is the composition	Jt. Commissioner, KVS – Chairman DC (Admn.)/DC (Pers) – Member Asstt. Commissioner (Admn.) – Member

Schedule – I

39. Recruitment Rules for the Post of Stenographer Grade I

1.	Name of the post	Stenographer Grade I
2.	No. of post(s)	Two
3.	Classification	Group 'B'
4.	Scale of pay	Rs. 5500-9000
5.	Whether selection post or non-selection post	Non-selection
6.	Age limit for direct recruits	N.A.
7.	Educational and other qualifications required for direct recruits	N.A.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	N.A.
9.	Period of probation, if any	N.A.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	By promotion

11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	**By Promotion** From amongst Senior Stenographers in the pay scale of Rs. 5000-8000 with 3 years' regular service.
12.	If a DPC exists, what is the composition	JC (Admn.) – Chairman DC (Admn.)/DC(P) – Member AC (Admn.) – Member

Schedule – I

40. Recruitment Rules for the Post of Sr. Stenographer

1.	Name of the post	Senior Stenographer
2.	No. of post(s)	As may be determined from time to time.
3.	Classification	Group 'C'
4.	Scale of pay	Rs. 5000-8000
5.	Whether selection post or non-selection post	Non-selection
6.	Age limit for direct recruits	30 years, relaxable upto five years in the case of employees of the Kendriya Vidyalaya Sangathan. Age relaxation for SC/ST and other categories as applicable under Govt. of India rules would be applicable.
7.	Educational and other qualifications required for direct recruits	i. Bachelor's Degree from a recognised University. ii. Shorthand Speed of 100 w.p.m. in English/Hindi Shorthand and Typing Speed of 35 w.p.m. in English/Hindi Typing. iii. Knowledge of Computer operation
8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	Age – No; Educational Qualifications – No; Other Qualifications – as prescribed for direct recruits will apply in the case of promotees also.
9.	Period of probation, if any	2 years

10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	60% by promotion failing which by direct recruitment 40% by direct recruitment.
11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	**By promotion** on the basis of seniority-cum-fitness from amongst existing Jr. Stenographers who have rendered atleast five years' regular service in the Sangathan.
12.	If a DPC exists, what is the composition	Dy. Commissioner (Pers.)/ DC (Admn.) – Chairman Asstt. Commissioner (Admn.) – Member Sr. Admn. Officer – Member

Schedule – I

41. Recruitment Rules for the Post of Junior Stenographer

1.	Name of the post	Junior Stenographer
2.	No. of post(s)	As determined from time to time
3.	Classification	Group 'C'
4.	Scale of pay	Rs. 4000-6000
5.	Whether selection post or non-selection post	Non-selection
6.	Age limit for direct recruits	27 years, relaxable upto five years in the case of employees of the Kendriya Vidyalaya Sangathan. Age relaxation for SC/ST and other categories as applicable under Govt. of India rules would be applicable.
7.	Educational and other qualifications required for direct recruits	i. Matric or equivalent. ii. Speed in Hindi/English Shorthand 80 w.p.m. and Typing Speed 40 w.p.m. iii. Knowledge of Computer operation
8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	N.A.
9.	Period of probation, if any	2 years

10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	100% direct recruitment. Departmental LDCs possessing educational and other qualifications as prescribed for direct recruits will also be eligible. (Note: Appointment Authority may at any time fill up the existing vacancies by transfer on deputation from the offices of Govt. of India or Autonomous Bodies.)
11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	By deputation from amongst the stenographers in the pay scale of Rs. 4000-6000 in the Govt. of India offices or Autonomous Bodies.
12.	If a DPC exists, what is the composition	N.A.

Schedule – I

42. Recruitment Rules for the Post of Statistical Assistant

1.	Name of the post	Statistical Assistant
2.	No. of post(s)	One
3.	Classification	Group 'B'
4.	Scale of pay	Rs. 5500-9000
5.	Whether selection post or non-selection post	N.A.
6.	Age limit for direct recruits	N.A.
7.	Educational and other qualifications required for direct recruits	N.A.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	N.A.
9.	Period of probation, if any	N.A.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	Transfer on deputation

11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	Transfer on deputation from officers of Central/State Govt./ Public Sector Undertakings/ Autonomous Organisations of the Govt. of India possessing the following educational qualifications and having rendered 5 years' regular service in the scale of Rs. 4500-7000 i. Honours Degree of 3 years' Course OR Master's Degree of recognised University in one of the following subjects : 1. Statistics; 2. Mathematics; 3. Economics with a paper on Statistics; 4. Commerce with Statistics as a paper. ii. 3 years' experience in processing various statistical data.
12.	If a DPC exists, what is the composition	N.A.

Schedule – I

43. Recruitment Rules for the Post of Proof Reader

1.	Name of the post	Proof Reader
2.	No. of post(s)	One
3.	Classification	Group 'C'
4.	Scale of pay	Rs. 4000-6000
5.	Whether selection post or non-selection post	N.A.
6.	Age limit for direct recruits	N.A.
7.	Educational and other qualifications required for direct recruits	N.A.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	N.A.
9.	Period of probation, if any	N.A.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	By transfer on deputation

11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	**By transfer on deputation** from amongst the officers holding analogous posts with the following qualifications and experience : **Essential :** i. Degree of a recognised University with Hindi and English as subjects; ii. 3 years' experience in printing and proof reading. **Desirable :** Well acquainted with the markings as approved for the printing process.
12.	If a DPC exists, what is the composition	N.A.

Schedule – I

44. Recruitment Rules for the Post of Electrician

1.	Name of the post	Electrician
2.	No. of post(s)	One
3.	Classification	Group 'C'
4.	Scale of pay	Rs. 3050-75-3950-80-4590
5.	Whether selection post or non-selection post	Non-selection
6.	Age limit for direct recruits	N.A.
7.	Educational and other qualifications required for direct recruits	N.A.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	N.A.
9.	Period of probation, if any	N.A.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	By transfer on deputation

11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	**By deputation :** from Central Govt./State Govt. from amongst the employees possessing the following qualifications and experience : i. ITI certificate or equivalent in the trade of Electrician or Wireman and Wireman's Licence from a recognised Institute. ii. At least 2 years' experience in electrical installation and wiring.
12.	If a DPC exists, what is the composition	N.A.

Schedule – I

45. Recruitment Rules for the Post of Staff Car Drivier

1.	Name of the post	Staff Car Driver
2.	No. of post(s)	20
3.	Classification	Group 'C'
4.	Scale of pay	

Sl. No.	*Grade*	*Pay Scale*	*Perce-ntage*	*No. of posts*
1	2	3	4	5
1.	Ordinary Grade	Rs. 3050-4590	30	06
2.	Grade-II	Rs. 4000-6000	30	06
3.	Grade-I	Rs. 4500-7000	35	07
4.	Special Grade	Rs. 5000-8000	05	01

5.	Whether selection post or non-selection post	Non-selection post
6.	Age limit for direct recruits	30 years, relaxable upto five years in the case of employees of the Kendriya Vidyalaya Sangathan. Age relaxation for SC/ST and other categories as applicable under Govt. of India rules would be applicable.
7.	Educational and other qualifications required for direct recruits	**Essential :** i. Passed 8th Standard ii. Must possess a qualifying licence for driving cars and/or vehicles with at least three years' driving experience. Knowledge of the working of an automobile minor repairs.

8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	N.A.
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	Direct recruitment
11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	N.A.
12.	If a DPC exists, what is the composition	N.A.

Schedule – I

46. Recruitment Rules for the Post of Lab. Attendant

1.	Name of the post	Laboratory Attendant
2.	No. of post(s)	As may be determined from time to time
3.	Classification	Group 'D'
4.	Scale of pay	Rs. 2610-60-2910–65-3300-70 4000
5.	Whether selection post or non-selection post	N.A.
6.	Age limit for direct recruits	25 years
7.	Educational and other qualifications required for direct recruits	Middle Pass with General Science
8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	N.A.
9.	Period of probation, if any	2 years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	By promotion failing which by direct recruitment

11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	From amongst Group 'D' of regional cadre having educational qualification prescribed for direct recruits with two years' regular service.
12.	If a DPC exists, what is the composition	Asstt. Commissioner of the Region – Chairman One EO – Member One Principal of the Region – Member Admn. Officer – Member

Schedule – I

47. Recruitment Rules for the Post of Group 'D'

1.	Name of the post	Group 'D'
2.	No. of post(s)	As may be determined from time to time
3.	Classification	Group 'D'
4.	Scale of pay	Rs. 2550-3200
5.	Whether selection post or non-selection post	Non-selection
6.	Age limit for direct recruits	25 years, relaxable upto five years in the case of employees of the Kendriya Vidyalaya Sangathan. Age relaxation for SC/ST and other categories as applicable under Govt. of India rules would be applicable.
7.	Educational and other qualifications required for direct recruits	Middle Pass
8.	Whether age and educational qualifications prescribed for direct recruits will apply to the promotees	N.A.
9.	Period of probation, if any	Two years

10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	100% by direct recruitment
11.	In case of recruitment by promotion/ by deputation/transfer, grades from which promotion/deputation/ transfer is to be made	N.A.
12.	If a DPC exists, what is the composition	N.A.

Schedule – II

KENDRIYA VIDYALAYA SANGATHAN

Schedule Showing the Appointing/Disciplinary and Appellate Authority for Various Posts in the Kendriya Vidyalaya Sangathan under the CCS (CCA) Rules, 1965.

S. No.	Post	Appointing Authority	Disciplinary Authority	Penalties vide Rule 11 of CCS (CCA) Rules 1965	Appellate Authority	Revisioning/ Reviewing Authority
1	2	3	4	5	6	7
1.	Commissioner	Govt. of India	Govt. of India	All	President of India	President of India
2.	Jt. Commissioner	Chairman, KVS	Chairman, KVS	All	BOG, KVS	BOG, KVS
3.	Dy. Commissioner	Vice-Chairman, KVS	Vice-Chairman, KVS	All	Chairman, KVS	BOG, KVS
4.	Asstt. Commissioner	Vice-Chairman, KVS	Vice-Chairman, KVS Commissioner, KVS	All (i) to (iv)	Chairman, KVS Vice-Chairman KVS	BOG, KVS Chairman
5.	Principal	Commissioner	Commissioner Asstt. Commissioner of the Region	All (i) to (iv)	Vice-Chairman Jt. Commissioner	Chairman Commissioner

1	2	3	4	5	6	7
6.	All other Group 'A' officers in KVS/RO/ ZIETs/KV (excluding Commissioner, Jt. Commissioner, Dy. Commissioner, Asstt. Commissioner and Principal)	Commissioner, KVS	Commissioner, KVS	All	Vice-Chairman, KVS	Chairman
7.	All Group 'B' posts of KVS (HQ) / ROs/ZIETs and Supdts. in KVs	Dy. Commissioner, KVS	Dy. Commissioner, KVS	All	Jt. Commissioner	Commissioner
8.	Group 'C' posts in HQ office	AC (Admn.), KVS	AC (Admn.), KVS	All	JC (Admn.), KVS	Commissioner
9.	Group 'D' posts in KVS (HQ) office	AC (Admn.), KVS	AC (Admn.), KVS SAO (Estt.)	All (i) to (iv)	DC (Admn.)/ (Pers.) AC (Admn.)	Jt. Commissioner
10.	Principal Gr.II and Vice-Principal	Jt. Commissioner KVS	Jt. Commissioner AC (RO)	All (i) to (iv)	Commissioner Jt. Commissioner	Vice-Chairman Commissioner
11.	PGTs in KVs	AC (RO)	AC (RO) Education Officer/ Principal	All (i) to (iv)	JC (Admn.) AC (Regional Office)	Commissioner

1	2	3	4	5	6	7
12.	Group 'C' posts belonging to Teaching and Non-teaching staff in ROs/KVs	AC (RO)	AC (RO) Education Officer/ Principal	All (i) to (iv)	JC (Admn.) AC (RO)	Commissioner
13.	Group 'D' posts in KVs	Principal	Principal	All	Education Officer (RO)	Asstt. Commissioner
14.	Group 'D' posts in ROs	AC (RO)	AC (RO) Admn. Officer (RO)	All (i) to (iv)	DC (Admn.)/ (Pers.) AC (Regional Office)	Commissioner Jt.Commissioner

Note: In the absence of regular Assistant Commissioner in a Regional Office, the Commissioner, KVS, may appoint Assistant Commissioner of neighbouring Regional Office/KVS Hqrs. to act as ad hoc Disciplinary Authority in respect of PGTs in Kendriya Vidyalayas, Group 'C' posts belonging to Teaching and Non-Teaching staff in KVs and ROs and Group 'D' staff in Regional Offices in the above Schedule.