



Emailed on 20/3/2020
केन्द्रीय विद्यालय संगठन

शिक्षामंत्रालयभारतसरकारकेअधीनस्वायत्तसंस्थान
KENDRIYA VIDYALAYA SANGATHAN
Under Ministry of Education, Govt. of India
मुख्यालय, नई दिल्ली / Head Quarters, New Delhi
website: www.kvsangathan.nic.in
E-mail : kvslegalsection@gmail.com
दूरभाष/Tel : 91-11-26523069

18 संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली/ 18, Institutional Area, Shaheed Jeet Singh Marg, New Delhi 110 016

एफ सं 18.12/06./के0वि0एस0 / एल0एण्डसी0/ 7-12

दिनांक : 19.03.2026

The Deputy Commissioner,
Kendriya Vidyalaya Sangathan,
All Regional Offices including ZIETs.

Subject : Proper co-ordination between various Sections/Divisions of KVS (HQ) and Regional Offices in Court Cases.

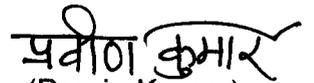
Madam/Sir,

With reference to the subject mentioned above, and in continuation of this office's previous letter dated 05.12.2016, in this regard, Divisional Heads of KVS HQ / Deputy Commissioner and Director, ZIET are directed to ensure the compliance of the following points:-

- i) A regular checking and updation of register of Court Cases and Contempt Cases in all the Sections of KVS(HQ), especially L&C Section, and also in the Regional Offices by the Sectional/Divisional Heads/DCs.
- ii) In Contempt Cases, the Dy Commissioners may get a draft of counter reply vetted from L & C Section of the Headquarter to ensure that the latest action/status of the case is reflected in KVS reply.
- iii) The Deputy Commissioners in the Regional Offices and Divisional/Sectional Heads in the KVS, (HQ) must certify on the noting sheet itself that they have thoroughly checked the draft reply/para-wise comments etc. from the records of all concerned sections as applicable to ensure the personal serious involvement of Dy. Commissioners and Divisional/Sectional Heads in Court Cases. The factual part of the reply can not be left for advice of Legal Adviser , KVS/KVS Counsels as LA/Counsel is supposed to see the draft only from the legal angle and the rule position involved.

- iv) In all Court Cases and specially in Contempt Cases, whenever an order is issued in compliance of the Court Orders by any section of the KVS Headquarter/Regional Office a copy of such orders must be endorsed to all other concerned Sections/Divisions for information and updation of their records as well and especially to L & C Section.
- v) All the Sectional/Divisional Heads of KVS(HQ) and Dy. Commissioners at RO level must keep a personal track of Contempt Cases and should ensure that a counter Affidavit/reply/compliance report etc. in such Cases must be submitted in the concerned Court well in advance before the next date of hearing after its checking and vetting by L&C Section of KVS, Headquarter.
- vi) It has been observed that by most of the Regional Offices copy of the counter affidavit and reply to rejoinder, if any, are not being sent to L&C Section KVS, HQ, due to which the case file remains incomplete. It may be ensured that copy of each document filed before the Hon'ble Court/Tribunal is invariably is sent to L&C Section, KVS HQ immediately after its filing.
- vii) Wherever Union of India is a respondent, an application must be moved, except policy matters before the Hon'ble Court for deleting the name of Union of India from the list of respondents as Union of India is not at all involved in the day to day affairs of KVS and in the matter of court case. A copy of the counter affidavit and reply of rejoinder, if any, filed before the Hon'ble Court may be sent to the MoE directly with a copy to this office.

Yours faithfully,


(Pravin Kumar)

Assistant Commissioner (L&C / Admn.)

Copy for information and necessary action to:

1. All Divisional Heads KVS HQ, New Delhi.
2. All Section Officers, KVS HQ, New Delhi.
3. P.S. to Commissioner, KVS HQ, New Delhi.
4. P.S. to Addl. Commissioner (Admn.)/(Acad.), KVS HQ, New Delhi.
5. The Assistant Commissioner, (IT Cell), KVS Hq. with request to upload it on KVS website.