



केन्द्रीय विद्यालय संगठन  
KENDRIYA VIDYALAYA SANGATHAN  
18-संस्थागत क्षेत्र,  
18, INSTITUTIONAL AREA  
शहीद जीत सिंह मार्ग,  
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F.11085-15/2017-KVS(HQ)/Admn-I/CCPU/ 47-52

Date : 04-05-2026

The Deputy Commissioner  
Kendriya Vidyalaya Sangathan  
**All Regional Offices**

Subject : **Appellate Authority of APARs through Online mode from 2025-26 onwards in respect of All Officers of the Head Quarter/Regional Offices/Kendriya Vidyalayas- regarding.**

Madam/Sir,

I am pleased to inform you that for the year 2025-26, the APAR of all the employees will be submitted in Online mode through KVS SAMAGAM (PORTAL) (<https://samagam.kvs.gov.in>).

The competent authority of KVS has approved the authorities for Appellate Authority of APAR (Annual Performance Assessment Report) in respect of all officers/ employees of KVS (HQ)/ Regional Offices/ Kendriya Vidyalayas. The details are as under:-

S. No	Name of Post	Provision for the year 2025-26 onwards		
		Reporting Authority	Reviewing Authority	Appellate Authority
1	Addl. Commissioner (Admn/Acad)	Commissioner Emp.Code 110935	Vice-Chairman	Chairman
2	Joint Commissioner (Admn/Pers/Fin.) & Supdt. Engineer	Addl. Commissioner (Admn) Emp. Code 110757	Commissioner Emp.Code 110935	Vice-Chairman
3	Joint Commissioner (Acad/Training)	Addl. Commissioner (Acad) Emp. Code 33209	Commissioner Emp.Code 110935	Vice-Chairman
4	Dy. Commissioner (Admn/Fin.) in HQs	Addl. Commissioner (Admn) Emp.Code 110757	Commissioner Emp.Code 110935	Vice-Chairman
5	Dy. Commissioner (Acad) & Director ZIET	Addl. Commissioner (Acad) Emp.Code 33209	Commissioner Emp.Code 110935	Vice-Chairman
6	Dy. Commissioner in ROs	Addl. Commissioner (Admn) Emp.Code 110757	Commissioner Emp.Code 110935	Vice-Chairman
7	Asstt. Commissioner in HQs	Joint Commissioner under whom one functional	Addl. Commissioner (Admn/Acad) under whom one functional	Commissioner Emp.Code 110935
8	Asstt. Commissioner in ROs	Dy. Commissioner ROs	Addl. Commissioner (Acad) Emp.Code 33209	Commissioner Emp.Code 110935
9	Principals/Principal Gr-II	Asstt. Commissioner RO concerned	Dy. Commissioner RO concerned	Addl. Commissioner (Admn) Emp.Code 110757
10	Principals posted at KVS Abroad	Asstt. Commissioner looking after the work of Foreign KVs	Joint Commissioner looking after the work of Foreign KVs	Addl. Commissioner (Admn) Emp.Code 110757
11	Admn. Officer in ROs	Dy. Commissioner ROs concerned	Addl. Commissioner (Admn) Emp.Code 110757	Commissioner Emp.Code 110935

S. No	Name of Post	Provision for the year 2025-26 onwards		
		Reporting Authority	Reviewing Authority	Appellate Authority
12	Finance Officer in ROs	Dy. Commissioner Ros concerned	Joint Commissioner (Fin) Emp.Code 83866	Addl. Commissioner (Admn) Emp.Code 110757
13	Finance Officer in HQs	Dy. Commissioner (Fin) Emp.Code 26604	Joint Commissioner (Fin) Emp.Code 83866	Addl. Commissioner (Admn) Emp.Code 110757
14	Section Officer in ROs	Admn. Officer under whom one functional	Dy. Commissioner of the RO	Addl. Commissioner (Admn) Emp.Code 110757
15	Asstt. Director (OL)	Joint Commissioner (Admn) under whom one functional	Addl. Commissioner (Admn)- EC 110757 under whom one functional	Commissioner Emp.Code 110935
16	Asstt. Edu. Officer	Asstt. Commissioner under whom one functional	Dy. Commissioner under whom one functional	Joint Commissioner (Acad)
17	Asstt. Editor	Asstt. Commissioner looking after the work of publication	Joint Commissioner (Acad) Emp.Code 42629	Addl. Commissioner (Acad) Emp.Code 33209
18	Section Officer in HQs	Concerned Assistant Commissioner	Concerned Joint Commissioner	Addl. Commissioner (Admn) Emp.Code 110757
19	Section Officer in Finance Division	Asstt. Commissioner (Fin)	Dy. Commissioner (Fin) Emp.Code 26604	Addl. Commissioner (Admn.) Emp.Code 110757
20	Exe. Engineer	Supdt. Engineer	Addl. Commissioner (Admn) Emp.Code 110757	Commissioner Emp.Code 110935
21	Asstt. Engineer	Exe-Engineer Emp.Code 60519	Supdt. Engineer	Addl. Commissioner (Admn) Emp.Code 110757
22	Hindi Translator in HQ	Asstt. Director (OL) Emp.Code 26613	Joint Commissioner under whom one functional	Addl. Commissioner (Admn) Emp.Code 110757
23	Hindi Translator in RO	Admn. Officer in RO	Dy. Commissioner in RO	Joint Commissioner (Admn) Emp.Code 29847
24	Other staff Fin./Admn/ Acad in HQs	Concerned Section Officer	Concerned Assistant Commissioner	Joint Commissioner under whom one functional
25	Steno Gr-II in ZIET	Director	N/A	Addl. Commissioner (Acad) Emp.Code 33209
26	Steno Grade-I & II in ROs and HQs	Officer with whom he/ she is attached	N/A	Concerned DC/ ADC (Admn)
27	Admn. Wing staff in ROs	Concerned Section Officer	Concerned Admn. Officer	Dy. Commissioner in ROs
28	Fin. Wing. staff in ROs	Concerned Finance Officer	Dy. Commissioner RO concerned	Addl. Commissioner (Admn) EC-110757
29	Teaching staff (PRT) in KVs	HM of the concerned KV	Principal concerned KV	Dy. Commissioner RO concerned
30	Teaching staff (TGT/PGT & Misc. Staff) in KVs	Vice-Principal of the concerned KV	Principal concerned KV	Dy. Commissioner RO concerned
31	Non- teaching staff in KVs	Principal of the concerned KV	Asstt. Commissioner concerned in RO	Dy. Commissioner RO concerned
32	Teaching & Non-teaching staff posted with KVs aboard	Principals of the concerned KV	Asstt. Commissioner looking after the work of Foreign KVs	Joint Commissioner looking after the work of Foreign KVs

33	Teaching staff in ZIET	Director	Joint Commissioner (Acad/Trg) Emp.Code 42629	Addl.Commissioner (Acad) Emp.Code 33209
	Section Officer in ZIET	Director	Joint Commissioner (Acad/Trg) Emp.Code 42629	Addl.Commissioner (Acad) Emp.Code 33209
	ASO/SSA/JSA & Sub- Staff in ZIET	Section Officer	Concerned Director	Joint Commissioner (Acad/Trg) EC-42629

The Controlling Officers will ensure the compliance of these directions for the academic year 2025-26 onwards.

This issues with the approval of Commssioner, KVS.

Yours faithfully

*Neelam*  
04/05/2026  
(Neelam)

Joint Commissioner (Admn.)

**Distribution:-**

1. PS to Commissioner, KVS.
2. PS to Additional Commissioner (Admn/Acad), KVS.
3. The Joint Commissioner (Fin./Acad/Trg./Pers/Admn.), KVS (HQ)
4. The Director, ZIET of KVS, Gwalior/ Mumbai/ Mysore/ Chandigarh and Bhubaneswar.
5. The Assistant Commissioner (IT), KVS (HQrs) with the request to upload the circular on the KVS website.
6. Guard file.

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