

| S.No. | Category of documents | Manual/ Handbook/ Document | Custodian/Section | Electronic format | Printed format | Free of Cost | At a reasonable cost | English | Vernacular/ Local Language | Last date of Annual updation | Location where available                                                    |
|-------|-----------------------|----------------------------|-------------------|-------------------|----------------|--------------|----------------------|---------|----------------------------|------------------------------|-----------------------------------------------------------------------------|
| 1     | Category A            | -                          | -                 | -                 | -              | -            | -                    | -       | -                          | -                            | -                                                                           |
| 2     | Category B            | Document                   | RPS Section       | No                | Yes            | Yes          | -                    | Yes     | -                          | 22.01.2026                   | Kvsangathan.nic.in/<br>Administration<br>/Recruitment rules/<br>recruitment |
| 3     | Category C            | -                          | -                 | -                 | -              | -            | -                    | -       | -                          | -                            | -                                                                           |

*[Signature]*  
16.7.2026

| Sr. N o. | Category of documents | Manual/Hand book/ Document                                       | Custodian / Section | Electronic format | Printed Format | Free of Cost | At a reasonable cost | English | Vernacular/ Local language | Last date of Annual updation | Location where available<br><br><b>Disclosure-Link</b>                                                                                                             |
|----------|-----------------------|------------------------------------------------------------------|---------------------|-------------------|----------------|--------------|----------------------|---------|----------------------------|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.       | Category- A           | KVS Vision/mission and key objection                             | Admn.- I/II Section | No                | Yes            | Yes          | -                    | Yes     | -                          |                              | <a href="https://kvsangathan.nic.in/en/kvs-vision-and-mission">https://kvsangathan.nic.in/en/kvs-vision-and-mission</a>                                            |
| 2.       |                       | Composition of Board of Governors                                | Admn.- I/II Section | No                | Yes            | Yes          | -                    | Yes     | -                          |                              | <a href="https://kvsangathan.nic.in/en/details-of-disclosure/Download%20Sr.No.1.7.2">https://kvsangathan.nic.in/en/details-of-disclosure/Download Sr. No.1.7.2</a> |
| 3.       |                       | Minutes of BoG                                                   | Admn.- I/II Section | No                | Yes            | Yes          | -                    | Yes     | -                          |                              | <a href="https://kvsangathan.nic.in/en/details-of-disclosure/Download%20Sr.No.1.7.8">https://kvsangathan.nic.in/en/details-of-disclosure/Download Sr. No.1.7.8</a> |
| 4.       |                       | Administratio n Circulars                                        | Admn.- I/II Section | No                | Yes            | Yes          | -                    | Yes     | -                          |                              | <a href="https://kvsangathan.nic.in/en/details-of-disclosure/Download%20Sr.No.1.6.2">https://kvsangathan.nic.in/en/details-of-disclosure/Download Sr. No.1.6.2</a> |
| 5.       |                       | Norms for opening of New Kendriya Vidyalaya under Civil Sector   | Admn.-I/II Section  | No                | Yes            | Yes          | -                    | Yes     | -                          | 16.05.18                     | <a href="https://kvsangathan.nic.in/en/norms-for-opening-new-kvs">https://kvsangathan.nic.in/en/norms-for-opening-new-kvs</a>                                      |
| .6       |                       | Norms for opening of new Kendriya Vidyalaya under Project Sector | Admn.- I/II Section | No                | Yes            | Yes          | -                    | Yes     | -                          |                              | <a href="https://kvsangathan.nic.in/en/norms-for-opening-new-kvs">https://kvsangathan.nic.in/en/norms-for-opening-new-kvs</a>                                      |
| 7.       |                       | MoU for opening of new Kendriya                                  | Admn.- I/II Section | No                | Yes            | Yes          | -                    | Yes     | -                          |                              | <a href="https://kvsangathan.nic.in/en/norms-for-opening-new-kvs">https://kvsangathan.nic.in/en/norms-for-opening-new-kvs</a>                                      |

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**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 including those living in remote and undeveloped locations of the country and to do all acts and things necessary for or conducive to the promotion of such schools (31st AGM meeting dated 22.02.2005).
  - (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 Education (Department of School Education & Literacy) 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 Education (Department of School Education & Literacy) 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 to 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<br>Ministry of<br>Education                          | Govt.<br>Service |
| 2.     | Sh. L.O. Joshi     | Vice Chairman<br>& Commissioner<br>KVS | Jt. Secretary<br>Ministry of<br>Education                      | -do-             |
| 3.     | Sh. Prem Narain    | Financial<br>Member                    | Deputy Financial<br>Adviser to the<br>Ministry of<br>Education | -do-             |
| 4.     | Sh. SP Srinivasan  | Member                                 | Deputy Secretary<br>JIO, Ministry of<br>Defence                | -do-             |
| 5.     | Sh. LS Chandrakant | Member                                 | Joint Director<br>NCERT                                        | -do-             |
| 6.     | Sh. S. Mishra      | Member                                 | Director of Public<br>Instructions<br>Cuttack, Orissa          | -do-             |
| 7.     | Sh. VV John        | Member                                 | Director of Education<br>Rajasthan, Jaipur                     | -do-             |
| 8.     | To be appointed    | Director of<br>organization            | 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 ,<br>Address &<br>occupation<br>of Members                                                        | Signatures<br>of<br>Members | Names ,<br>Address &<br>occupation<br>of witnesses | Signature<br>of<br>witnesses |
|--------|--------------------------------------------------------------------------------------------------------|-----------------------------|----------------------------------------------------|------------------------------|
| 1      | 2                                                                                                      | 3                           | 4                                                  | 5                            |
| 1.     | Sh. PN Kirpal<br>Secretary<br>Ministry of<br>Education                                                 | Sd/-                        |                                                    |                              |
| 2.     | Sh. LO Joshi<br>Joint Secretary<br>Ministry of<br>Education                                            | Sd/-                        |                                                    |                              |
| 3.     | Sh. Prem Narain<br>Deputy Financial<br>Adviser, Ministry<br>of Education                               | Sd/-                        |                                                    |                              |
| 4.     | Sh. SP Srinivasan<br>Deputy Secretary<br>(JIO), Ministry<br>of Defence                                 | Sd/-                        |                                                    |                              |
| 5.     | Sh. LS Chandrakant<br>Joint Director<br>National Council<br>of Educational<br>Research and<br>Training | Sd/-                        |                                                    |                              |
| 6.     | Sh. S Mishra<br>Director of Public Instructions<br>Cuttack, Orissa                                     | Sd/-                        |                                                    |                              |

7. Sh. VV John Sd/-  
Director of  
Education  
Rajasthan, Jaipur
8. Sh. SN Dutt Sd/-  
Under Secretary  
Central Schools  
Unit , Ministry of  
Education
9. Sh. DV Navathe Sd/-  
Assistant  
Educational  
Advisor  
Ministry of  
Education  
New Delhi

#### **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 Rules 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 (36th AGM & 89th BOG meeting dated 03.11.2010)**

**3. The Sangathan shall consist of the following members;**

- (i) Minister of Education -----Chairman
  - (i) (a) Minister of State, Ministry of Education looking after Kendriya Vidyalaya Scheme -----Joint Chairman
  - (i) (b) Secretary, Department of of School Education & Literacy, MoE -----Deputy Chairman
  - (i) (c) An officer of the Ministry of Education, specified by the Govt of India for this purpose -----Vice Chairman
- (ii) Joint Secretary, Department of of School Education & Literacy, MoE-----Member
- (iii) Financial Adviser to the Ministry 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) Commissioner of Navodaya Vidyalaya Samiti.
  - (viii) (b) A representative from amongst Central Police Organisations (CPOs) to be nominated by the Ministry of Education
  - (viii) (c) A representative from amongst Public Sector Undertakings (PSUs) to be nominated by the Ministry of Education.
- (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 Education.

- (xv) & (xvi) Two Directors of Public Instruction or Directors of Education of State Governments to be nominated by the Ministry of Education.
- (xvii) To (xx) Four other educationists to be nominated by the Ministry of Education out of which at least one will be from among women, one from the Scheduled Castes and one from among Scheduled Tribes.
- (xxi) To (xxiii) Three members of Parliament, two from Lok Sabha and one from Rajya Sabha to be nominated by the Ministry of Education.
- (xxiv) Commissioner of the Sangathan.
- (xxv) Additional 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 Education, provided that a member may be recommended for a further period of 3 years by the Government of India in the Ministry of Education.

### 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 (35th AGM & 89th BOG meeting dated 03.11.2010)

10. (a) **Authorities**

The following shall be the authorities of the Sangathan

- (i) The Board of Governors
- (ii) The Chairman
- (iii) **The Joint Chairman**
- (iv) **The Deputy Chairman**
- (v) The Vice- Chairman
- (vi) Such other authorities as may be constituted by the Board of Governors

(b) **Officers**

The officers of the Sangathan shall be the Commissioner, Additional Commissioners, Joint Commissioners, the Deputy Commissioners, and such other persons as may be designated as such by the Board. The Additional 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 Joint Chairman will chair the meeting of the Sangathan. If he is also not present, the Deputy Chairman shall be the Chairman of the meeting. If he is also not present the Vice Chairman will chair the meeting.
- (ii) If the chairman, Joint 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 of School Education & Literacy**, the matter will be referred to the Minister of Education 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 Education.

## BOARD OF GOVERNORS

19. The following members of the Sangathan shall form the Board of Governors;

- |         |                                                                        |                  |
|---------|------------------------------------------------------------------------|------------------|
| (1)     | Chairman of the Sangathan                                              | -Chairman        |
| (1) (a) | Minister of State, Ministry of Education                               | -Joint Chairman  |
| (1) (b) | Secretary, Department of of School Education & Literacy                | -Deputy Chairman |
| (1) (c) | An officer of the Ministry of Education Specified by the Govt of India | - Vice Chairman  |
- 
- |     |                                                                       |                |
|-----|-----------------------------------------------------------------------|----------------|
| (2) | Joint Secretary, Department of of School Education & Literacy         | Member         |
| (3) | Financial Adviser to the Ministry of Education or his representative; | Finance Member |
- 
- (4) Representative of the Ministry of Defence;
- (5) Chief Welfare Officer, Department of Personnel & Training, Govt. of India;
- (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 Education, as member of the Sangathan;
- (8) One Education Secretary of the State Government nominated by the Government of the India in the Ministry of Education, 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 Education, in Department of of School Education & Literacy 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 Education, 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) Commissioner, Navodaya Vidyalaya Samiti
- (14) (b) A representative from amongst Central Police Organisations (CPOs) to be nominated by the Ministry of Education.

- (14) (c) A representative from amongst Public Sector Undertakings (PSUs) to be nominated by the Ministry of Education.
  - (15) Commissioner of the Sangathan.
  - (16) Additional Commissioner (Admn.) and ex-officio Secretary of the Board.
- 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, 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 objects of the Sangathan and the proper administration of its affairs.

23. The Board of Governors may, by a resolution, appoint Advisory Board or other Committees or bodies including local Management Committee 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 powers as may be delegated to him by the Sangathan or the Board, and as may be considered necessary in emergent situations where the matter can not wait till the next meeting of the Sangathan or Board, (31st AGM meeting) provided that the action taken in such exercise of 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 Additional Commissioner (Admn.) of the Sangathan shall be the Secretary of the Board.
- (ii) The Additional Commissioner (Admn.)
- (a) Shall be in charge 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 Additional Commissioner (Admn.) or by some other person appointed therefor, by the Board.

## PROCEEDINGS OF THE BOARD OF GOVERNORS

29. The Board of Governors shall meet as often as may be necessary to transact its business but there shall not be a gap of more than 6 months between two meetings (31st AGM meeting)
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 Joint Chairman will chair the meeting of the Board of Governors. If he is also not present, the Deputy Chairman shall be the Chairman of the meeting (35th AGM meeting). If he is also not present the Vice Chairman will chair the meeting.
- (ii) If the Chairman, the Joint Chairman, the Deputy Chairman (35th AGM meeting) 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. One-Third of the filled up strength of Board present in person shall form a quorum at every meeting of the Board (31st AGM meeting)
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 of School Education & Literacy, the matter will be referred to the Minister of Education 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, gymnasias, 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. **Deleted (31st AGM meeting dated 22.02.2005)**
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 scrutinize 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 when ever 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 Education or his representative                                 | Member           |
| (iii)  | Commissioner , KVS                                                                                   | Member           |
| (iv)   | Director of Education, Army<br>Ministry of Defence                                                   | Member           |
| (v)    | Director of Education, Air Force,<br>Ministry of Defence                                             | Member           |
| (vi)   | Director of Military Lands and<br>Cantonments, Ministry of Defence                                   | Member           |
| (vii)  | Director of Education, Navy<br>Ministry of Defence                                                   | Member           |
| (viii) | Superintending Engineer/SO(PLGO)E-<br>in-C's Brach, Ministry of Urban<br>Development, Govt. of India | Member           |
| (ix)   | Superintending Surveyor of Works (I),<br>CPWD, Ministry of Urban<br>Development, Govt. of India      | Member           |
| (x)    | Financial Adviser Ministry of Urban<br>Development, Govt. of India or his<br>representative          | Member           |
| (xi)   | Joint 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 utilization 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 installment 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 up to 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                                |
| 3-11. To be nominated by the Chairman of the KVS from amongst the outstanding educationists. | Member<br>(33rd AGM dated 26.06.2008) |
| 12. A representative of Ministry of Education                                                | Member                                |
| 13. Additional 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 short falls.
- 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.

- 43-C There shall be an Administration and Establishment Committee, a subcommittee of the Board of Governors with the following members and functions (33rd AGM dated 26.06.2008)

#### MEMBERSHIP

- |                                    |                   |
|------------------------------------|-------------------|
| 1. Vice Chairman, KVS              | -Chairman         |
| 2. A representative of MoE         | -Member           |
| 3. A representative of DOPT        | -Member           |
| 4. Commissioner KVS                | -Member           |
| 5. Additional Commissioner (Admn)  | -Member           |
| 6. Joint Commissioner (Admn/ Pers) | -Member Secretary |

#### DURATION OF THE MEMBERSHIP

The term of the Committee shall be two years for the nominated members. The Commissioner KVS shall function notwithstanding the absence of one or all the nominated members.

#### FUNCTIONS

1. The functions of Administrative and Establishment Committee shall be to advise the Sangathan about the policies to be introduced on administrative and establishment matters and the means to regulate and monitor those policies effectively.
2. To help prepare guide lines in matters of e-governance, settlement of grievances, and monitoring of other redressal machinery.
3. To bring about effective coordination among the various units of the organization at various levels.

#### 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 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 at least 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 Education, Department of School Education & Literacy, 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, 1960, (XXI of 1860).
53. The rules of the Sangathan may be altered with the consent of Government of India/Min. of Education 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 utilized for any of the purposes referred to in the objects clause of the Memorandum of Association of the Sangathan or Section-I 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 Additional Commissioner (Admn) shall be considered the Principal Secretary of the Sangathan and the Sangathan may sue or be sued in the name of the Additional 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/-      |