



केन्द्रीय विद्यालय संगठन

शिक्षा मंत्रालय भारत सरकार के अधीन स्वायत्त संस्थान
KENDRIYA VIDYALAYA SANGATHAN
Under Ministry of Education, Govt. of India
मुख्यालय, नई दिल्ली/ Head Quarters, New Delhi
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18 संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली

18, Institutional Area, Shaheed Jeet Singh Marg, New Delhi 110 016

F.No. 11-Adm2029/5/2026-Admn-II/53

Date: 12.10.2026

Comp. No.:44977

13/10/2026

Deputy Commissioners / Directors

Speed Post / E-mail

Kendriya Vidyalaya Sangathan

All Regional Offices and ZIETs

Subject: Use of India Post for dispatch of official documents – reg.

Madam/Sir,

I am directed to invite your attention to the Ministry of Education, Department of School Education & Literacy, Office Memorandum No. **F. No. 17-56/2026-Coord dated 28.09.2026 (copy enclosed)** on the subject cited above, for information and necessary action.

MoE, has conveyed the directions of the **Hon'ble Minister for Education** that the Department of School Education & Literacy, its autonomous bodies and all schools shall **mandatorily use India Post (Speed Post) for dispatch of official documents.**

In view of the above, it is requested to **ensure strict compliance with the aforesaid instructions** in the Regional Office, ZIETs and the Kendriya Vidyalayas under your jurisdiction. India Post (Speed Post) shall invariably be utilized for dispatch of official documents and private courier services shall not be used except in unavoidable circumstances and with the prior approval of the competent authority.

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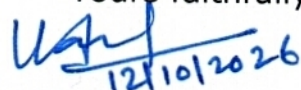
Therefore, it is requested to take necessary action for establishing suitable institutional arrangements with the concerned local Post Offices for bulk dispatch, pick-up facility and concessional rates, wherever such facilities are available.

A compliance report indicating the action taken in this regard may kindly be furnished to this office by 12.10.2026, so as to enable KVS (HQ) to submit the consolidated compliance to the Ministry of Education within the prescribed timeline.

This may be accorded **priority** and brought to the notice of all concerned for strict compliance.

This issues with the approval of the competent authority.

Yours faithfully,



(Pushpendra Kumar)

Deputy Commissioner (Admn)

Encl:- As above

Copy For information to:-

1. PS to Commissioner, KVS
2. PS to Addl. Commissioner (Admn. / Acad.), KVS

Copy for necessary action:-

1. Assistant Commissioners, (Acad./ Admn./ Fin./ Vig./Trg.) KVS (HQ).
2. I/c (R&I) Section, KVS (HQ), New Delhi.
3. Assistant Commissioner (IT), KVS(HQ) for uploading the same on the website of KVS (HQ).