

केन्द्रीय विद्यालय संगठन
(मुख्यालय)
नई दिल्ली



KENDRIYA VIDYALAYA
SANGATHAN
(Headquarters)
New Delhi

ANNEXURE-I

NORMS FOR OPENING OF NEW KENDRIYA VIDYALAYA IN CIVIL SECTOR/DEFENCE SECTOR.

1. Proposal for opening of new Kendriya Vidyalaya (Central School) is considered only if sponsored by one of the following:-
- (i).
 - (a) Ministries or Departments of the Govt. of India.
 - (b) State Governments.
 - (c) Union Territories Administrations.
 - (d) Organization of employees belonging to the eligible categories, (as in Annexure III)
 - (ii). Free of cost land defined as under:

Sl. No.	Location	Requirement of land (Acres)
I	Metropolitan city	04
II	Hilly Areas	08
III	Urban Area	08
IV	Semi-Urban/Rural Areas	10

The Sponsoring Authority will be liable to identify and demarcate adequate and suitable land, as per aforesaid norms, free of cost for its transfer in favour of KVS. The identified and demarcated land should be transferred to KVS on lease or permanent transfer prior to opening of new Kendriya Vidyalaya.

- (iii).
 - (a) When there is a concentration of at least 500 employees of the Defence services or of Central Govt. or of the Govt. of India Undertaking individually or jointly.
(250 in the case of Special Focus Districts)
 - (b) When there is minimum potential enrolment of children of specified categories for opening a Kendriya Vidyalaya belonging to categories I to IV which may be 200 or an average of 30 per class whichever is more.

- (iv). When the sponsoring authority makes available, free of rent or on **nominal rent**, temporary accommodation to house the expanding Vidyalaya till the Kendriya Vidyalaya Sangathan does construct its own Vidyalaya building on the land leased to it; and
- (v). Provision of the residential accommodation to at least 50% of the staff should be made available by the sponsoring authority. The number of such residential units needs to be earmarked before the school is opened.
2. A new Kendriya Vidyalaya may be opened in the campus of Govt. of India undertaking if it agrees to bear the recurring and non-recurring expenditure including accommodation, land and future development facilities as also the proportionate overhead charges on the proposed Vidyalaya provided the need for such a Vidyalaya is established with reference to the location and non-availability of alternate educational facilities.
3. A new Kendriya Vidyalaya may be opened in the campus of an Institution of Higher Learning, like IIT, CSIR Laboratories etc. on the same terms and conditions as stipulated in respect of Schools for Public Sector Undertaking.

Signature of Sponsoring Authority
with Seal

Place: _____

Date: _____

TERMS AND CONDITIONS FOR OPENING OF A KENDRIYA VIDYALAYA
UNDER CIVIL SECTOR/DEFENCE SECTOR.

Note: Acceptance of terms and conditions by the sponsoring authority is a precondition to the opening of a new Kendriya Vidyalaya in the Civil/Defence Sector. The sponsoring authority is required to submit in quadruplicate, the acceptance and confirmation of the terms and conditions.

1. GENERAL

- a) The Sangathan does not take over an existing school.
- b) The Sangathan opens a new Kendriya Vidyalaya of its own in accordance with its own approved pattern of education.
- c) The Sangathan does not run KG classes.
- d) In no case the Sangathan will take the liability of appointing/absorbing any of an existing school staff in the service of the Sangathan. The existing staff members are, however, free to apply in response to the advertisement for various categories of posts, issued by the Sangathan from time to time and compete with outsiders.

2 (A). REQUIREMENT OF LAND :

A suitable piece of land, as prescribed under point 1(ii) of Annexure-I, will have to be provided free of cost or at nominal lease rent i.e. @ Re. 1/- per annum, for the construction of the permanent Vidyalaya building. A site plan of the land proposed to be provided should be attached. The demarcated land should be **transferred to KVS prior to opening of a new Kendriya Vidyalaya.** This condition is mandatory for entertaining the proposal for opening of a new Kendriya Vidyalaya. The sponsoring authority will also provide suitable temporary accommodation, free of rent, for running the school until the Sangathan is able to construct its own permanent Vidyalaya building on the land provided by the sponsoring authority. This period may be about 5 to 7 years after actual transfer of land to the Sangathan.

(B) REQUIREMENT OF TEMPORARY ACCOMMODATION:

To begin with at least 20 rooms roughly of the size of 7 m X 7 m, which can accommodate at least 40 students per section, are required. This accommodation is necessary to initially open classes I to V with two sections each and to provide for consequential expansion of the Vidyalaya during next 3 to 4 years, as also for Principal's room, Staff room, Library room, Vidyalaya office and accommodation for other miscellaneous activities of the Vidyalaya. A sketch map of the proposed accommodation indicating the sizes of the rooms should be enclosed. Temporary accommodation once provided shall under no circumstances be withdrawn unless the Sangathan is satisfied with alternative arrangements made in this regard by the sponsoring authority or until the Sangathan is able to construct its own building.

(C). MAINTENANCE AND REPAIR OF TEMPORARY ACCOMMODATION:

The responsibility to carry out the normal maintenance and repair of the temporary building handed over to the Kendriya Vidyalaya Sangathan for running the school will be that of the sponsoring authority.

3. RESIDENTIAL ACCOMMODATION:

Residential accommodation to at least 50% of the staff posted in the proposed K.V. will have to be provided by the sponsoring authority on priority basis on the same terms and conditions as applicable to their own staff of corresponding status. The total number of such residential units will need to be earmarked before the school is opened.

4. PRIORITIES FOR ADMISSIONS:

The following priorities have been laid down for admission to the Kendriya Vidyalayas in the Defence/Civil Sector.

1. Children of transferable and non-transferable central government employees and children of ex- servicemen. This will also include children of foreign national officials, who come on deputation or transfer to India on invitation by Govt. of India.
2. Children of transferable and non-transferable employees of Autonomous Bodies/Public Sector Undertaking/Institute of Higher Learning of the Government of India.
3. Children of transferable and non-transferable State Government employees.
4. Children of transferable and non-transferable employees of Autonomous Bodies/ Public Sector Undertakings/Institute of Higher Learning of the State Governments.
5. Children from any other category including the children of foreign nationals who are located in India due to their work or for any personal reasons. **The Children of Foreign Nationals** would be considered only in case there are no Indian Nationals' waitlisted for admission.

Note: Preference in Admission to wards will be granted based on the number of transfers of the parents in the last 7 years.

No deviation from the aforesaid policy can be made in the matters of admission.

NOTE:

The Kendriya Vidyalaya will strictly follow the instructions issued from time to time by the Kendriya Vidyalaya Sangathan in regard to admission, fee structure, syllabus, medium of instruction, utilization of Vidyalaya Vikas Nidhi, text books, examination, promotion, norms for sanction of staff, teachers qualifications, their appointment, promotion, transfer etc.

5. STAFF:

The entire staff for the Vidyalaya will be appointed by the Kendriya Vidyalaya Sangathan in the scales of pay and on the terms and conditions prescribed by it from time to time.

6. VIDYALAYA MANAGEMENT COMMITTEE:

The Vidyalaya Management Committee will be constituted in accordance with the pattern prescribed by the Sangathan from time to time.

7. AFFILIATION:

The school will get itself affiliated to the Central Board of Secondary Education, New Delhi at the appropriate time.

8. OTHERS:

(A) In the event of violation of terms and conditions for running the Kendriya Vidyalaya by the sponsoring authority, the Sangathan will have the right to close down the Kendriya Vidyalaya and examine the disposal of assets and liabilities in consultation with the Government of India.

(B) Further, aforesaid terms and conditions are subject to modifications in the light of the directive of Board of Governors of KVS/ Government of India from time to time.

The terms and conditions as referred to above are accepted and confirmed.

**Signature of Sponsoring Authority
with Seal**

Place: _____

Date: _____

SURVEY REPORT FOR THE OPENING OF NEW KENDRIYA VIDYALAYA**I. Location :**

1. Name & full address with pin code of the station where Vidyalaya is to be opened : _____
: _____
: _____
i) Place : _____
ii) Post Office : _____
iii) District & Distt. Headquarter : _____
iv) State : _____
v) Nearest Railway Station : _____
(Distance from the place of location of the School : _____
invariably be indicated) : _____
2. Bank facilities : _____
(Indicate the name of the nearest Bank and the distance from the Vidyalaya). : _____
: _____
3. Security arrangements for keeping cash in the school premises. : _____
: _____
4. a) Name of the Sponsoring authority : _____
- b) Full Name, Designation, Address, Telephone No. etc. of the Official Competent to take decision on behalf of the sponsoring authority/ who should be addressed in connection with the proposal : _____
: _____
: _____
: _____
: _____

II. BUILDING AND PLAYGROUND FACILITIES TO BE PROVIDED FOR SCHOOL

1. No. of rooms for classes, library, laboratory, special rooms, Principal's room, staff room etc.(please attach sketch map and indicate the dimensions of various rooms). : _____
: _____
: _____
: _____
2. Facilities for fans and electric and water connections in the rooms and in the campus. : _____
: _____

3. Location of the proposed building and the existing campus with respect to the residential colony in the station. :

4. Facilities for playground and other open space for the use of students :

5. Amount of licence fee, if any chargeable for land, building etc :

III. OTHER PHYSICAL FACILITIES PROPOSED TO BE MADE AVAILABLE BY THE SPONSORING AUTHORITY IN THE NEAR FUTURE AND THE DATE BY WHICH TO BE AVAILABLE :

IV. FACILITIES FOR STAFF :

1. Details of the residential accommodation to be provided to the teachers, non-teaching personnel and terms on which to be made available. Please indicate the particulars of the houses earmarked for the staff. :

2. Facilities for medical attendance to be made available to the staff. :

3. Facilities for shopping and purchase of provisions. :

4. Facilities for transport, recreation and entertainment available at the station and terms on which available :

V. LAND :

1. Any new site of building or school campus earmarked in the colony/ station. :

2. Area of the school site earmarked as above. Please enclose a map indicating the relative position of the site with respect to the residential colony. :

3. Feasibility for the free of cost transfer of land to Kendriya Vidyalaya Sangathan for construction of school building and premises, as per norms prescribed in Point 1(ii) of Annexure-I. (To be transferred prior to opening of a Kendriya Vidyalaya)
- _____
- _____
- _____

VI. CATEGORIES OF PERSONNEL AT THE STATION AND NEAR ABOUT.

The number of personnel at the station and near about belonging to the following categories:-

- (a). Transferable Central Government employees including Ex.-Servicemen. _____
- (b). Non-transferable Central Govt. employees including Ex.-Servicemen. _____
- (c). Transferable and non-transferable employees of Autonomous Bodies /Public Sector Undertakings/ Institute of Higher Learning of the Government of India. _____
- (d). Transferable State Government employees _____
- (e). Non-transferable employees of State Government. _____
- (f). Transferable and non-transferable employees of Autonomous Bodies /Public Sector Undertakings/ Institute of Higher Learning of the State Governments. _____

NOTE : The word 'transferable' denotes only those employees who have actually been transferred from the station to another at least once during the preceding 07 years.

VII. AVAILABILITY OF STUENTS FOR ENROLMENT:

1.

Class	Students on rolls	Students likely to be admitted
I		
II		
III		
IV		
V		
VI		
VII		
VIII		
IX		
X		

2. Distribution of the students in accordance with categories of personnel as indicated in VI (a) to (f) above.

- i) _____
- ii) _____
- iii) _____
- iv) _____
- v) _____
- vi) _____
- vii) _____

VIII. FURNITURE AND OTHER TEACHING MATERIALS:

Details of furniture for students and teachers and other teaching materials like black-boards, maps, Lab. Equipments etc. which will be transferred to KVS free of cost. : _____

IX. SCHOOLING FACILITIES IN EXISTENCE:

Is there any School in existence, in the station and/or near about ? If so, the details indicating classes, subjects, medium of instructions, affiliation with Secondary Education Board (State/Central) etc. may be given. : _____

X. FACILITIES OF TRANSPORT TO THE PRINCIPAL IN CASE OF A BRANCH KENDRIYA VIDYALAYA.

Facilities for transport at least twice a week to the Principal of the neighboring Kendriya Vidyalaya can be made available for visits and inspection of the Branch Kendriya Vidyalaya. : _____

XI. IN CASE IT IS PROPOSED TO HAND OVER THE EXISTING SCHOOL IN THE CAMPUS TO THE KENDRIYA VIDYALAYA SANGATHAN, PLEASE GIVE THE INFORMATION (IN ADDITION TO THE POINTS MENTIONED ABOVE) ON THE FOLLOWING POINTS.

a) The details of the school building and campus, number of rooms etc. : _____

b) Details of furniture of students and teaching materials, Lab. Equipment, Library books etc. available in the school. : _____

c) Statement indicating the assets of the Vidyalaya both movable and immovable (attach list). : _____

d) Class-wise break up of the students:

Classes	I	II	III	IV	V	VI	VII	VIII	IX	X
No. of students:	—	—	—	—	—	—	—	—	—	—

e) Distribution of the students category-wise:

	<u>Category of eligible personnel</u> (see Para VII above)	<u>No. of students</u>
(1)		
(2)		
(3)		
(4)		
(5)		

f) Board to which the school is affiliated for courses of studies. : _____

XI. ANY OTHER INFORMATION/POINT RELEVANT IN REGARD TO THIS PROPOSAL.

 (Signature)

Name & designation of the officer in -charge with Seal

Place: _____

Date: _____
